

BJA FY25 National Sexual Assault Kit Initiative (SAKI)

Total Amount To Be Awarded Under This Funding
Opportunity: \$38,459,239

Award Ceiling: Up to \$2,500,000

Period of Performance Duration: 36 months

Funding Opportunity Number: O-BJA-2025-172462

Deadline to submit SF-424 in Grants.gov: **October 27, 2025, by 11:59 p.m. Eastern Time**
Deadline to submit application in JustGrants: **November 3, 2025, by 8:59 p.m. Eastern Time**



BJA
Bureau of Justice Assistance
U.S. Department of Justice

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BASIC INFORMATION

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is accepting applications for funding in response to this notice of funding opportunity (NOFO).

Agency Name	U.S. Department of Justice Office of Justice Programs Bureau of Justice Assistance
NOFO Title	BJA FY25 National Sexual Assault Kit Initiative (SAKI)
Announcement Type	Initial
Funding Opportunity Number	O-BJA-2025-172462
Assistance Listing Number	16.833

Executive Summary

This funding opportunity seeks to reduce sexual assault and violent crime, hold violent offenders accountable, and deliver support and justice for victims resulting from significant backlogs of unsubmitted and partially tested sexual assault kits (SAKs). Funding will provide resources and support to criminal justice agencies in their efforts to improve their jurisdictional response to sexually motivated crimes.

Categories 1 and 2 are designed for agencies that require the most comprehensive support, while Categories 3 through 6 are intended as enhancement funds for applicants that can clearly demonstrate their jurisdictions have previously addressed, or are currently effectively addressing, the major issues associated with unsubmitted and partially tested SAKs and are prepared for more advanced or specialized cold case work.

Funding Categories

- **Category 1: Comprehensive Approach to Unsubmitted Sexual Assault Kits**
(Anticipated Award Amount: \$2,500,000)

Award recipients *under Category 1* will implement a comprehensive approach to unsubmitted and partially tested SAKs that includes all three elements of the BJA SAKI Model. Activities will be primarily related to the inventory and testing of unsubmitted and partially tested SAKs as well as the downstream activities associated with the testing of inventoried SAKs such as crime analysis, investigations, victim notification, CODIS-hit follow-up and prosecutions. Category 1 may also include activities related to the implementation of sustainable practices and improvements to a jurisdiction's overall response to sexual assault and sexual assault victims.

- **Category 2: SAKI for Small Agencies (Anticipated Award Amount: \$1,000,000)**

Award recipients *under Category 2* are small agencies as defined by this NOFO that do not require extensive funding to support the three elements of the BJA SAKI Model. Award recipients will implement a sexual assault response program plan that includes all

three elements of the BJA SAKI Model, with adaptations for small agency size, as needed. Activities should be primarily related to the inventory and testing of unsubmitted and partially tested SAKs as well as the downstream activities associated with the testing of inventoried SAKs such as crime analysis, investigations, victim notification, CODIS-hit follow-up and prosecutions. Category 2 recipients may also include activities related to the implementation of sustainable practices and improvements to a jurisdiction's overall response to sexual assault and sexual assault victims.

- **Category 3: Collection of Lawfully Owed DNA (*Anticipated Award Amount: \$1,500,000*)**

In accordance with applicable state laws, *Category 3* award recipients will address the issue of Lawfully Owed DNA (LODNA) from offenders and arrestees who should have samples in CODIS but from whom samples have never been collected or submitted to a lab for testing. Activities include conducting a census, verifying eligibility, collecting samples, testing and entry of profiles to CODIS, and tracking related outcomes such as CODIS hits and investigations. *Category 3 recipients* may also include activities related to sustainable practices and improvements to halt the further accumulation of LODNA in the recipient's jurisdiction.

- **Category 4: Investigation and Prosecution of Cold Case Sexually Motivated Crimes (*Anticipated Award Amount: \$1,500,000*)**

Award recipients under Category 4 will be engaged in the advanced forensic and labor-intensive investigative and prosecutorial work associated with sexually motivated crimes. Activities will be primarily related to the downstream activities resulting from the testing of large numbers of unsubmitted and partially tested SAKs or other cold case sexually motivated crimes. Downstream activities may include additional DNA analysis, crime analysis, investigations, victim notification, CODIS hit follow up and prosecutions. Category 4 recipients may also include activities related to the implementation of sustainable practices and improvements to a jurisdiction's overall response to sexual assault and sexual assault victims.

- **Category 5: Developing and Implementing a Sustainability Plan (*Anticipated Award Amount: \$1,000,000*)**

Award recipients under Category 5 will focus on sustainability of their efforts. Activities will be primarily related to the creation and enhancement of comprehensive policies and procedures governing the handling of SAKs and related investigations.

- **Category 6: National Cold Case Initiative (NCCI) (*Anticipated Award Amount: \$2,500,000*)**

Award recipients under Category 6 will undertake efforts targeting violent cold case crimes that are not sexually motivated. Recipients will apply the BJA SAKI Model to support the inventory, forensic testing, victim and family advocacy, crime and behavioral analysis, investigative, and prosecutorial activities related to these other violent cold case crimes. These efforts aim to resolve more cases, apprehend offenders, and prevent further violent crime in communities in support of a comprehensive response to sexual assault.

NOTE: BJA will prioritize applications for Categories 1, 2, 3, 4, and 5 for funding over Category 6. Once funding decisions for those categories are complete, remaining funding may be distributed to the applications for Category 6, as appropriate.

Please see the [Eligible Applicants](#) section for the eligibility criteria.

OJP is committed to advancing work that furthers DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights. OJP provides federal leadership, funding, and other critical resources to directly support law enforcement, combat violent crime, protect American children, provide services to American crime victims, and address public safety challenges, including human trafficking and the opioid crisis.

Key Dates and Times

Funding Opportunity Release Date	September 17, 2025
Pre-Application Webinar	Details about a webinar for this NOFO will be provided at a later date. Please be sure to check BJA's Upcoming Events for further information.
SAM.gov Registration/Renewal	Recommend beginning process by September 26, 2025, and no later than October 13, 2025
Step 1: Grants.gov Application Deadline	11:59 p.m. Eastern Time on October 27, 2025
Step 2: JustGrants Application Deadline	8:59 p.m. Eastern Time on November 3, 2025

Funding Details

Total Amount To Be Awarded Under This Funding Opportunity: \$38,459,239

Period of Performance Start Date: October 1, 2025

Period of Performance Duration: 36 months

- **C-BJA-2025-00068-PROD, Category 1: Comprehensive Approach to Unsubmitted Sexual Assault Kits**
 - Anticipated Number of Awards: up to 8
 - Anticipated Award Ceiling: up to \$2,500,000
- **C-BJA-2025-00069-PROD, Category 2: SAKI for Small Agencies**
 - Anticipated Number of Awards: 1
 - Anticipated Award Ceiling: up to \$1,000,000
- **C-BJA-2025-00070-PROD, Category 3: Collection of Lawfully Owed DNA**
 - Anticipated Number of Awards: up to 4
 - Anticipated Award Ceiling: up to \$1,500,000
- **C-BJA-2025-00071-PROD, Category 4: Investigation and Prosecution of Cold Case Sexually Motivated Crimes**
 - Anticipated Number of Awards: up to 7
 - Anticipated Award Ceiling: up to \$1,500,000
- **C-BJA-2025-00072-PROD, Category 5: Developing and Implementing a Sustainability Plan**
 - Anticipated Number of Awards: 1
 - Anticipated Award Ceiling: up to \$1,000,000
- **C-BJA-2025-00073-PROD, Category 6: National Cold Case Initiative**
 - Anticipated Number of Awards: up to 4
 - Anticipated Award Ceiling: up to \$2,500,000

Note: Applicants may propose a budget that is less than the anticipated award ceiling amount. The budget should be reasonable to conduct the proposed project and be within the applicant's capacity to manage.

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this NOFO is intended to, nor does it, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States or its departments, agencies, entities, officers, employees, agents, or any other person.

Statutory Authority

Full-Year Continuing Appropriations Act, 2025 (Pub. L. No. 119-4, Div. A, Secs. 1101(a)(2) and 1301(4), 139 Stat. 9, 10-11, 17; see Pub. L. No. 118-42, 138 Stat. 25, 148, para. 11).

Agency Contact Information

For assistance with the requirements of this funding opportunity:

OJP Response Center

Phone: 800-851-3420 or 202-353-5556 (TTY for hearing-impaired callers only)

Email: OJP.ResponseCenter@usdoj.gov

Hours of operation: 9:00 a.m. to 5:00 p.m. Eastern Time (ET) Monday–Friday

For assistance with **SAM.gov** (registration/renewal):

SAM.gov Help Desk

Phone: 866-606-8220

Web: [SAM.gov Help Desk \(Federal Service Desk\)](#)

Hours of operation: 8:00 a.m. to 8:00 p.m. ET Monday–Friday

For assistance with **Grants.gov** (registration, submission of the Application for Federal Assistance SF-424):

Grants.gov Customer Support Hotline

Phone: 800-518-4726, 606-545-5035

Email: support@grants.gov

Web: [Grants.gov Customer Support](#)

Hours of operation: 24 hours a day, 7 days a week, except on federal holidays

For assistance with **JustGrants** (registration, submission of full application):

JustGrants Service Desk

Phone: 833-872-5175

Email: JustGrants.Support@usdoj.gov

Hours of operation: 7:00 a.m. to 9:00 p.m. ET Monday–Friday and 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see [Experiencing Technical Issues Preventing Submission of an Application \(Technical Waivers\)](#).

Resources for Applying

Pre-Application Webinar: Details about a webinar for this NOFO will be provided at a later date. Please be sure to check BJA's [Upcoming Events](#) for further information.

OJP Grant Application Resource Guide: Referred to as the “Application Resource Guide” throughout the NOFO, this resource provides guidance to help applicants for OJP funding prepare and submit their applications.

[JustGrants Application Submission Training Webpage](#): Offers helpful information and resources on the grant application process.

Note: If this NOFO requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this NOFO and the applicant should follow the guidance in this NOFO.



ELIGIBILITY

Eligible Applicants

The types of entities that are eligible to apply for this funding opportunity are listed below:

- **Government Entities**
 - State governments
 - County governments
 - City or township governments
 - Special district governments
 - Native American Tribal governments (federally recognized)
 - Native American Tribal governments (other than federally recognized)
- **Other**
 - The following entities are eligible to apply for Categories 1, 3, 4, 5 and 6:
 - State law enforcement agencies
 - Units of local government
 - Governmental nonlaw enforcement agencies acting as their fiscal agents
 - Prosecutor's offices
 - The following entities are eligible to apply for Category 2:
 - Small law enforcement agencies or consortia of small law enforcement agencies. For the purposes of this NOFO, "small law enforcement agencies" are defined as agencies that have fewer than 250 sworn officers.
 - The following entities are eligible to apply for Categories 3, 4, and 6:
 - Jurisdictions that have addressed their unsubmitted and partially tested SAKs and have clearly demonstrated they have also addressed the downstream case activities (e.g., crime analysis, investigation, victim notification, CODIS hit follow up, and prosecutions) for at least 75 percent of the associated cases under the jurisdiction's control and/or authority.
 - The following entities are eligible to apply for Category 5:
 - Existing or previous SAKI grantees that have addressed their unsubmitted and partially tested kits and have clearly demonstrated they have also addressed the downstream case activities under SAKI (crime analysis/investigation/victim notification/CODIS hit follow up/prosecutions) for at least 75 percent of the associated cases under the jurisdiction's control and/or authority.

State Government Entities: For the purposes of this NOFO, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Other Units of Local Government: For the purposes of this notice of funding opportunity, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a state.

Additional Applicant Eligibility Factors

In order to request a federal grant award under this program, an applicant that is a state or local government entity must submit a certification (using only the template provided in [Appendix 1](#), entitled “Certification by the Chief Executive Officer (or senior official) of the Applicant Government.” Tribal government entities and educational organizations (e.g., public or state-controlled institutions of higher education) are not required to submit this certification. This certification is a basic minimum requirement of this funding opportunity, such that applications from applicants that are required to submit it and fail to do so, will be denied.

Also, such applicants should anticipate that awards to state or local government entities under this NOFO will include an award condition addressing compliance with 8 U.S.C. § 1373.

Categories 3, 4, 5, and 6

Certification as to Unsubmitted and Partially Tested SAK Inventory Clearance:

For Categories 3, 4, 5, and 6, eligible applicants are only those jurisdictions that have addressed their unsubmitted and partially tested SAKs. Jurisdictions do not necessarily have to be an existing or previous SAKI grantee, but the jurisdiction should be prepared and able to clearly demonstrate it meets the qualifications outlined herein. Certification must be provided on the [BJA-provided template](#) and signed by an official authorized to make the certification on behalf of the applicant agency.

- Submission of this certification is **required** at the time of application for those applicants applying under Categories 3, 4, 5, and 6.
- Failure to clearly demonstrate the applicant meets the qualifications outlined herein may result in the application not proceeding to peer review.
- Applicants for Categories 3, 4, 5, and 6 should discuss, both in their proposal narrative and under question 7 in the certification form, how they have addressed the downstream case activities (e.g., crime analysis, investigation, victim notification, CODIS hit follow up, and prosecutions) for at least 75 percent of the associated cases in the jurisdiction’s inventory (under the jurisdiction’s control and/or authority.)
- **Note:** If your jurisdiction cannot certify that it has effectively addressed both its unsubmitted and partially tested SAKs, it is likely premature for your jurisdiction to apply for one of these categories. BJA strongly encourages you to consider applying to Category 1 or 2, as may be applicable, to assist your jurisdiction in addressing your unsubmitted and partially tested SAKs and related activities prior to applying for one of the more advanced categories.
- If an award is made, access to award funds will be withheld until this certification is approved by BJA.

Limit on Number of Applications

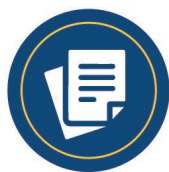
An applicant may submit more than one application if each application proposes a different project in response to the NOFO. An applicant wishing to apply for more than one category must complete a separate application for each respective category. Also, an entity may be proposed as a subrecipient in more than one application.

Applications under which two or more entities (project partners) would carry out the federal award will be considered. However, only one entity may be the applicant for the NOFO; any

others must be proposed as subrecipients. See the [Application Resource Guide](#) for additional information on subawards.

Cost Sharing/Match Requirement

This NOFO does **not** require cost sharing/match.



PROGRAM DESCRIPTION

General Purpose of the Funding

The purpose of this funding is to reduce sexual assault and violent crime, hold violent offenders accountable, and deliver support and justice for victims. It prioritizes support for law enforcement and prosecutors by:

- Providing jurisdictions (including rural and tribal) with critical resources to address unsubmitted and partially tested SAKs that have not been tested with Combined DNA Index System (CODIS)-eligible DNA methodologies and the factors that contributed to their accumulation;
- Improving jurisdictional responses to investigations and prosecutions in connection with cold case sexual assault and other violent crimes featuring multidisciplinary teams (MDT) working cohesively;
- Advancing the resolution of violent, particularly sexually motivated, cold cases through testing of secondary evidence, the application of advanced DNA technologies, and enhanced investigative practices and resources;
- Restoring accountability through the lawful collection of DNA samples from offenders and arrestees who owe a DNA sample for inclusion in CODIS and the improvement of policies and practices to prevent the further accumulation of missed samples.

This program is not directed at untested kits that have been submitted to forensic labs for testing with CODIS-eligible DNA methodologies but are delayed for testing longer than 30 days (e.g., as a result of a laboratory wait times or workload backlogs). A separate program addresses laboratory backlogs and capacity. For more information on resources related to untested kits, see: <https://bja.ojp.gov/topics/forensic-sciences>.

Applicants should refer to [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#) for information on allowable and unallowable costs that may inform the development of their project design.

Definitions

For purposes of this notice of funding opportunity, the following terms are defined:

- **Combined DNA Index System (CODIS):** CODIS is the generic term used to describe the Federal Bureau of Investigation's (FBI) program of support for criminal justice DNA databases, as well as the software used to run these databases. CODIS contains profiles from forensic evidence and Offenders/Arrestees and can provide investigative information that may assist with identifications. There are three levels of CODIS: the Local DNA Index System (LDIS), used by individual laboratories; the State DNA Index System (SDIS), used at the state level to serve as a state's DNA database containing DNA profiles from LDIS laboratories; and the National DNA Index System (NDIS), managed by the FBI as the nation's DNA database containing all DNA profiles uploaded by participating states.
- **DNA Analysis:** Includes the handling, screening, laboratory testing, profile interpretation, and reporting of samples containing DNA. DNA analysis may also be conducted on unidentified human remains, missing persons samples, or family reference samples with this funding.

- **DNA Index of Special Concern (DISC):** A subset of forensic DNA profiles within the CODIS database from unsolved homicide, rape/sexual assault, kidnapping and terrorism cases. DISC profiles are immediately searched against arrested individuals whose DNA is processed using Rapid DNA at booking stations resulting in timely and actionable CODIS hit notification. CODIS laboratories must designate profiles as being eligible for DISC.
- **DNA Profile:** Genetic sequence related to an individual contributor.
- **Familial DNA Searching:** An intentional or deliberate search of the DNA database conducted after a routine search for the purpose of potentially identifying close biological relatives of the unknown forensic sample associated with sexual assault or violent cold case crime evidence.
- **Forensic Genetic Genealogy (FGG):** The combination of genetic analysis with traditional historical and genealogical research to study family history. For forensic investigations, it can be used to connect unidentified DNA from forensic evidence or unidentified human remains to potential relatives in genealogical databases. This information can help point to the possible identity of the perpetrator or unidentified remains.
- **Inventory:** A detailed and descriptive list of articles or items (for purposes of this NOFO, SAKs or violent cold case crimes) containing information such as, but not limited to, item identifiers, quantity, and location of the item(s).
- **Lawfully Owed DNA (LODNA) from Convicted Offenders or Arrestees:** A DNA sample from a convicted offender or arrestee who should have a sample in CODIS (based on the type and time of the offense in relation to applicable state law), but from whom a sample has never been collected or submitted to a lab for testing. Further, BJA generally defines LODNA as those samples that were owed at the time of the grant application's deadline.
- **Mitochondrial DNA Analysis (mtDNA):** A forensic DNA technology that targets DNA found within the mitochondria of a cell. It is particularly useful in instances with limited sample or where the DNA is highly degraded such as hairs or heavily decomposed or skeletonized remains. Individuals (both male and female) along the same maternal line are expected to have the same mtDNA profile. Inclusion of a mtDNA profile as an additional technology in CODIS can help improve the chance of an association between unidentified human remains cases and a possible relative.
- **M-Vac:** The M-Vac system is a wet-vacuum DNA collection system that is used on forensic evidence in the attempt to collect DNA that may have been deposited on the evidence item.
- **National Missing and Unidentified Persons System (NamUs) Program:** A national centralized repository and resource center for locating missing persons, identifying unidentified human remains, and repatriating unclaimed persons.
- **National Crime Information Center (NCIC):** A computerized index of criminal justice information (i.e., criminal record history, fugitives, stolen properties, missing persons). It

is available to federal, state, and local law enforcement and other criminal justice agencies and is operational 24 hours a day, 365 days a year. Data contained in NCIC is provided by the FBI; federal, state, local, and foreign criminal justice agencies; and authorized courts.

- **National DNA Index System (NDIS):** A component of CODIS, containing the DNA profiles contributed by federal, state, and local participating forensic laboratories. All 50 states, the District of Columbia, the Federal Government, the U.S. Army Criminal Investigation Laboratory, and Puerto Rico participate in NDIS.
- **Partially Tested SAK:** A sexual assault kit (SAK) that has only been subjected to serological screening, or that has previously been tested with non-CODIS-eligible DNA methodologies (e.g., Restriction Fragment Length Polymorphism or DQ Alpha). For serology cases, the inventory must include serology-positive and serology negative cases. Partially tested SAKs are within the scope of the required inventory for SAKI and jurisdictions will be required to address their partially tested SAKs (if not already done) as part of this program.
- **Rapid DNA; Rapid DNA Analysis:** Describes the fully automated (hands-free) process of developing a CODIS STR DNA profile from a reference sample buccal swab without human intervention. Any Rapid DNA analysis done using SAKI funding must be done by an accredited laboratory and must adhere to the FBI's Quality Assurance Standards. See [Rapid DNA-FBI](#) and [Quality Assurance Standards for Forensic DNA Testing Laboratories](#).
- **Reporting:** Delivering a written, detailed report to the appropriate entity that provides the applicable data within the prescribed time period.
- **Sexual Assault Kit (SAK):** A set of items used by medical personnel for the preservation of physical evidence collected from a person, living or deceased, following an allegation or suspicion of sexual assault.
- **Short Tandem Repeat (STR) DNA Analysis:** The most common type of forensic DNA technology used in criminal cases and other forensic applications. It can be used to connect suspects to crime scene evidence, help identify unidentified human remains, and verify family relationships.
- **Tracking:** The monitoring and accounting of SAKs as they move from collection to final disposition.
- **Unsubmitted SAKs:** SAKs that have not been submitted to a forensic laboratory for testing and analysis using CODIS-eligible DNA methodologies, which includes partially tested kits as defined herein, as partially tested kits have not been submitted to a forensic laboratory for testing and analysis using CODIS-eligible DNA methodologies. As such, partially tested kits *are* unsubmitted kits and are within the scope of the required inventory for SAKI. Jurisdictions will be required to address their partially tested SAKs (if not already done) as part of this program.

- **ViCAP:** The Violent Criminal Apprehension Program, a unit of the FBI responsible for the analysis of serial violent and sexual crimes, is situated within the Critical Incident Response Group's (CIRG) National Center for the Analysis of Violent Crime (NCAVC).
- **Violent Cold Case Crimes:** BJA generally defines a violent cold case crime as an FBI's Uniform Crime Reporting (UCR) Part 1 violent crime (sexual assault, homicide, aggravated assault, robbery),¹ missing persons, or unidentified persons case that is unsolved at the time of the grant application's deadline. BJA may consider exceptions (e.g., an immediate and ongoing threat to public safety) on a case-by-case basis.
- **Y-STR DNA Analysis:** A forensic DNA technology that targets DNA locations on the Y chromosome that is only carried by male individuals. Males along the same paternal line are expected to have the same Y-STR DNA profile.
- **Y-STR Surname Searches:** A search of publicly available Y-STR genealogy databases in an attempt to develop potential investigative leads regarding the suspect's possible ancestry and possible last name.

Required BJA SAKI Model – All categories

The BJA SAKI Model is applicable for ***all categories***, and the three elements are required under the program regardless of the category for which you are applying.

If applying for Category 3 or 6, the application should address previous efforts with the BJA SAKI Model as it relates to unsubmitted and partially tested SAKs, as well as address plans to implement the BJA SAKI Model as it applies to LODNA (Category 3) or violent cold case crimes other than sexual assault (Category 6) as required by the funding category.

(1) Inventory, track, and test all unsubmitted and partially tested SAKs in the jurisdiction's possession, regardless of where they are stored (police evidence facility, hospital, or other relevant locations). Track progress from testing through final adjudication.

- **Inventory:** Award recipients must complete and certify an inventory of unsubmitted and partially tested SAK. Inventories generally should be focused on those SAKs that were unsubmitted or partially tested at the time of the grant application deadline. The scope of the inventory should be reflective of the jurisdictional scope of the awardee (e.g. statewide, countywide, citywide, etc.).
- **Tracking:** See *Requirements for SAK Tracking Systems. Categories 1 and 2* section of this NOFO for more information on tracking of SAKs.
- **Testing:** See [Notice Regarding DNA Analyses](#), [Notice Regarding FGG](#), and [Generally Allowable Costs](#) sections of this NOFO for more information on testing of SAKs.

(2) Create a multidisciplinary working group to develop and advise on policies, protocols, and best practices relating to unsubmitted and partially tested SAKs and violent cold case crimes and conduct violent crime cold case reviews. Depending on the category, this working group should comprise law enforcement personnel (including superior officers and officers that respond to and investigate sexual assault complaints

¹ <https://cde.ucr.cjis.gov/LATEST/webapp/#/pages/explorer/crime/quarterly>

and/or other violent cold case crimes such as homicides), forensic medical personnel (including sexual assault forensic examiners and/or medical examiner/coroner), forensic laboratory personnel, prosecutors, victim advocates (both system and community-based), and victim treatment providers. Some jurisdictions may already have sexual assault response teams (SARTs) in place that could form the basis of the working group. The working group should convene regularly.

Category 3 awardees should establish multidisciplinary working group that fit the needs of the goals and objectives of this category. BJA recommends that this working group be comprised of a legal advisor familiar with the state's DNA collection laws, forensic lab personnel (specifically a CODIS administrator), law enforcement, corrections, and medical personnel (medical examiner/coroner) or any other critical partners or groups to ensure coordination of efforts.

- (3) **Select a site coordinator** who will serve as the central point of contact for the SAKI team with the full support of the lead agency. This individual and the lead organization will be responsible for fostering and coordinating communication among team members and ensuring that the team is meeting its milestones.

The site coordinator role is labor intensive, and BJA considers it to be a full-time paid position.

Please note that BJA requires separate and distinct coordinators for every category (if holding multiple category awards) given the complexities of the work. Exceptions may be considered on a case-by-case basis and additional justification will be required.

The site coordinator must:

- Demonstrate a willingness and commitment to institutionalize systems, policies, and protocols developed by the working group to prevent identified challenges associated with unsubmitted SAKs, other violent cold case crimes, or LODNA from recurring.
- Be a strong and knowledgeable leader who can work closely with the lead agency to ensure a coordinated community response among all SAKI team members and is able to leverage the skills of their organization to support the work.
- The site coordinator should have prior experience working with law enforcement agencies, prosecutors, and victim advocates as well as having some grant management experience.

Requirements for SAK Tracking Systems – Categories 1 and 2

Agencies will be expected to utilize an automated information technology system to track each SAK using an assigned unique identifier. Tracking systems should include the:

- Unique SAK identification number, if available, from the SAK manufacturer, law enforcement incident, or case number associated with each kit;

- Current location of each kit (e.g., in evidence storage, at the crime laboratory, at another investigating agency);
- The date on which the state, tribe, or unit of local government would be barred by the applicable statute of limitations from prosecuting an individual;
- Submission and testing status of each kit (including dates of submission, to whom it was submitted, and whether testing is in progress or completed); and
- Results of testing: DNA profile obtained, CODIS-eligible, uploaded to CODIS (date of upload), CODIS hit returned, date and type of hit (e.g., to an offender, to another case), and current status of the investigation case (open/active, closed, cleared by arrest, exceptional clearance) associated with each kit.

Notice Regarding DNA Analyses—All categories

- All DNA analyses (with the exception of FGG testing) performed using SAKI funding must be performed by a laboratory accredited to the FBI's Quality Assurance Standards (QAS). See [Quality Assurance Standards for Forensic DNA Testing Laboratories](#) and [Rapid DNA-FBI](#).
- All eligible DNA profiles developed with funding under this program must be entered into CODIS and, where applicable, uploaded to NDIS. Maximizing CODIS entry and uploads supports cross-jurisdiction and cross-site data sharing to identify and pursue repeat offenders operating in multiple jurisdictions.
- All DNA analyses conducted, and profiles generated, during the testing portion of this program must be maintained pursuant to all applicable federal privacy requirements, including those described in 34 U.S.C. § 12592(b)(3).
- Generally, the following DNA analyses activities are supported under SAKI under the conditions included herein:
 - **Testing of SAKs:** It is expected that the primary focus of the DNA analyses activities under Categories 1 and 2 be the testing of SAKs for CODIS entry. Under Categories 1 and 2, testing efforts should not begin until the completion of a certified inventory of SAKs.
 - **Testing of secondary evidence:** This may include bedding, clothing, objects, weapons, and other forensic evidence associated with the investigation. It is expected that initial testing efforts under Categories 1 and 2 should be focused on testing unsubmitted and partially tested SAKs (and their associated contents). Under Categories 1 and 2 the testing of secondary evidence should be on a limited basis until testing has been completed on >75% of unsubmitted and partially tested SAKs from the inventory.
 - **Testing of reference samples:** This may include known samples such as blood cards or buccal swabs from individuals associated with investigations under Categories 1,2,4, and 6 or the LODNA census under Category 3.
 - **Advanced or specialized DNA testing:** Under all categories, awardees should review cases and reach a consensus on next investigative steps as an MDT before applying advanced or specialized DNA testing methods in a given case. Under Categories 1 and 2 the application of advanced or specialized DNA testing methods should be on a limited basis until testing has been completed on greater than 75 percent of unsubmitted and partially tested SAKs from the inventory.

Notice Regarding FGG – Categories 1,2,4 and 6

- FGG is an advanced DNA testing method and is an allowable activity under Categories 1, 2, 4, and 6. Award recipients utilizing SAKI funds for FGG must adhere to the [DOJ Interim Policy Forensic Genealogical DNA Analysis and Searching \(FGGS\)](#) (“Interim Policy on FGGS”) document. The requirements regarding the use of SAKI funds for FGG may change in accordance with future iterations of the Policy on FGGS. SAKI award recipients will be updated should changes occur that could impact their practices and/or performance metrics.
- In accordance with the Interim Policy on FGGS and forensic and investigative best practices in sexual assault and violent cold case crimes, the following must be met for each SAKI case involving FGG for which SAKI funding will be used:
 1. The case must be submitted for entry into ViCAP.
 - SAKI awardees must ensure the case has been submitted to ViCAP (where applicable) prior to proceeding with FGG.
 2. The case must have an STR profile searching in CODIS.
 - An STR profile associated with the perpetrator must have been searched in CODIS and yielded no probative hits. Sufficient time should be allowed for CODIS searches and communication of any resulting hits before proceeding to FGG. BJA will consider exceptions (e.g., an immediate and ongoing threat to public safety) on a case-by-case basis.
 - If a STR profile is only searching in the SDIS or LDIS levels of CODIS, the awardee must work with their laboratory to pursue the feasibility of re-testing the sample to obtain a NDIS-eligible STR profile before proceeding to FGG.
 - For unidentified human remains, awardees must also have attempted a second DNA technology (mtDNA or Y-STR as appropriate) for inclusion in CODIS prior to proceeding to FGG. If a case has only an STR profile in CODIS (and not a second technology), permission will be needed from BJA before proceeding to FGG.
 - As outlined in Section VI in the Interim Policy on FGGS, the investigating agency must document its consultation with the laboratory that performed the CODIS upload of the unknown suspect DNA profile, prior to proceeding to FGG.
 - Familial searching is not required prior to proceeding to FGG, unless mandated by the awardee’s state.
 3. Investigator and Prosecutor concurrence will be obtained prior to proceeding with FGG.
 - As outlined in Section VI in the Interim Policy on FGGS, awardees must collaborate with both the law enforcement agency and prosecutor with jurisdiction over the criminal investigation, who must agree with proceeding with FGG.
- If an award is made, prior to receiving award funds, the recipient must submit an express certification regarding the above requirements regarding the use of SAKI funds for FGG. Certification must be provided on the [BJA-provided template](#). Submission of this certification is not required at the time of application but is strongly encouraged. If an award is made, access to award funds will be withheld until this certification is received and approved by BJA.

- If submitting physical crime scene evidence (as opposed to DNA extracts) to vendors for FGG analysis, it is *essential* that law enforcement consult with their crime lab prior to submission to discuss potential concerns to ensure remaining DNA sample is available in the event additional testing is needed and/or the case proceeds to trial once a suspect is identified.
- Award recipients that are proposing to conduct in-house FGG (i.e., tree building and subsequent steps in the process) are highly encouraged to complete the BJA/FBI Archived FGG training,² as well as any future BJA/FBI FGG trainings that may occur during the lifespan of the grant.
- In the interest of fiscal responsibility, BJA highly recommends the awardee leverage the FBI's resources for the tree-building/investigative portion of FGG (at no cost to the awardee). If the applicant proposes to outsource the genealogy portion of FGG (i.e., tree building and subsequent steps in the process) they should provide additional justification in the project narrative and budget proposal section as to why in-house genealogy or the FBI Investigative Genetic Genealogy (IGG) team is unlikely to meet their jurisdictional needs.
- See the [Performance Measures](#) section of this NOFO for additional required grantee reporting on FGG activities.
- For additional information on DNA testing and analysis, please see the *Generally Allowable Expenses* section.

Notice Regarding ViCAP

- ViCAP and its services are critical investigative tools in the resolution of violent crimes. Maximizing the usage of ViCAP supports cross-jurisdiction and cross-site data sharing to identify and pursue repeat offenders operating in multiple jurisdictions. Accordingly, award recipients under Categories 1, 2, 4, and 6 must:
 - Enter all “criteria cases” into ViCAP before the end of the grant period (unless proceeding to FGG in which case ViCAP entry is required before FGG commences). Recipients should enter all solved and unsolved ViCAP criteria cases, as a solved case could link to another agency's unsolved case.
 - Conduct searches and analyses within ViCAP to produce leads on cases. Efforts should be expended to continue to utilize the ViCAP database after cases are entered.
- Cases submitted into the ViCAP database must meet the ViCAP criteria requirements related to this program, and include:
 - Homicides (and attempts) that are known or suspected to be part of a series and/or are apparently random, motiveless, or sexually oriented.
 - Sexual assaults that are known or suspected to be part of a series and/or are committed by a stranger.
 - Missing persons where the circumstances indicate a strong possibility of foul play, and the victim is still missing.

², To access the archived training entitled “OVCCC: Forensic Genetic Genealogy Training,” a login must be created on the Sexual Assault Kit Initiative Training and Technical Assistance website if the user does not already have login credentials. More information can be found here: <https://academy.sakitta.org>.

- Unidentified human remains where the manner of death is known or suspected to be homicide.
- Information entered into ViCAP must be comprehensive. All questions are to be appropriately answered and, when available, additional detail provided. The narrative section should be detailed but succinct. Narrative information can be copied and pasted directly from an agency's incident report.
- BJA has partnered with the FBI and its ViCAP team to support SAKI. FBI ViCAP staff are available to assist sites in gaining entry into the system, provide training on optimal use of the database, and conduct crime analyses on specific perpetrators/cases upon request. For more information about ViCAP, please refer to:
<https://www2.fbi.gov/hq/isd/cirg/ncavc.htm#vicap>.

Agency Funding Priorities

In order to advance public safety and help meet its mission, OJP will provide priority consideration to applicants that propose (as applicable within the scope of this funding opportunity) projects designed to advance the goals listed below. Applicants seeking priority consideration should specify in the proposal narrative (and in the budget detail form, if applicable) which of the following goal(s) the project is intended to advance and how it will do so:

- (a) Directly supporting law enforcement operations (including immigration law enforcement operations);
- (b) Combatting violent crime;
- (c) Supporting services to American citizens;
- (d) Protecting American children;
- (e) Supporting American victims of trafficking and sexual assault; and
- (f) State/local law enforcement efforts that are coordinated with federal law enforcement efforts (including immigration law enforcement efforts)—at minimum as shown by—
 - (1) compliance with 8 U.S.C. § 1373, which provides that state and local government entities may not prohibit, or in any way restrict, any government entity or official from sending to, receiving from, maintaining, or exchanging information regarding citizenship or immigration status, lawful or unlawful, of any individual with components of the U.S. Department of Homeland Security or any other federal, state or local government entity; and
 - (2) having in place a statute, ordinance, rule, regulation, policy, or practice that is designed to ensure both— (A) that agents of the United States acting under color of federal law in fact are given access to any pertinent correctional facility for the purpose of permitting such agents to meet with individuals who are (or are believed by such agents to be) aliens and to inquire as to such individuals' right to be or remain in the United States; and (B) that, when any such facility receives from the U.S. Department of Homeland Security a formal written request authorized by the Immigration and

Nationality Act that seeks advance notice of the scheduled release date and time for a particular alien in such facility, then such facility in fact will honor such request and (as early as practicable) provide the requested notice to such Department.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee a funding award.

Unallowable Uses of Funds

The following are certain unallowable costs and certain activities that are out of the program scope and will not be funded.

1. Out of program scope is any program or activity, at any tier that, directly or indirectly, violates (or promotes or facilitates the violation of) federal immigration law (including 8 U.S.C. § 1373) or impedes or hinders the enforcement of federal immigration law—including by failing to comply with 8 U.S.C. § 1373, give access to DHS agents, or honor DHS requests and provide requested notice to DHS agents.
2. Out of program scope is any program or activity, at any tier that violates any applicable Federal civil rights or nondiscrimination law. This includes violations that – (1) indirectly violate the law, including by promoting or facilitating violations; or (2) unlawfully favor individuals in any race or protected group, including on a majority or minority, or privileged or unprivileged, basis, within a given area, population, or sector.
3. As specified in the [DOJ Grants Financial Guide](#), in Chapter 3.13 “Unallowable Costs” (“Legal Services for Aliens”), any obligations of funds, at any tier, under this award to provide (or to support the provision of) legal services to any removable alien or any alien otherwise unlawfully present in the United States shall be unallowable costs for purposes any award made under this notice, but the foregoing shall not be understood to apply— (1) to legal services to obtain protection orders for victims of crime; or (2) to immigration-related legal services that may be expressly authorized or required by any law, or any judicial ruling, governing or applicable to the award.

Program Goals and Objectives

This funding provides multidisciplinary response teams with resources to address the challenges associated with unsubmitted and partially tested SAKs and other violent cold case crimes. It strengthens the ability of law enforcement and prosecutors to solve and prevent violent crime by providing critical forensic and investigative tools. It emphasizes the involvement of victims by supports victim notification, improved victim engagement, increased access to victim services, and providing victims opportunities for long-awaited justice. It also promotes the development of policies and protocols to enhance and sustain coordination among laboratories, law enforcement, prosecutors, and victim service providers—ensuring a comprehensive response to these serious crimes.

Goal 1: Eliminate sexual assault kit and violent cold case backlogs by addressing challenges associated with the forensic laboratory testing of unsubmitted and partially tested kits, as well as evidence related to other violent cold case crimes.

- **Objective 1.1:** Provide jurisdictions with the financial resources to address unsubmitted and partially tested SAKs in their custody that have not been submitted to a forensic laboratory for testing with CODIS-eligible DNA methodologies.
- **Objective 1.2:** Provide jurisdictions with the financial resources to address the forensic testing associated with other violent cold case crimes.
- **Objective 1.3:** Provide jurisdictions with the financial resources to address secondary evidence and/or for the utilization of advanced DNA technologies to advance the resolution of violent cold case crimes, particularly those which are sexually motivated.
- **Objective 1.4:** Reduce the accumulation of unsubmitted and partially tested SAKs across the U.S. through investment of sustainable SAK processing improvements.

Goal 2: Enhance the investigation and prosecution of cold case sexual assaults and sexually motivated homicides, as well as other violent cold case crimes.

- **Objective 2.1:** Allocate funding for specialized personnel to staff cold case units in law enforcement and prosecutorial agencies to support violent cold case crime investigations, prosecutions, or other case resolutions.
- **Objective 2.2:** Support victims, including through the development of comprehensive victim engagement and notification policies centering the voices of victims and survivors and the implementation of practices that feature multi-disciplinary teams working cohesively.
- **Objective 2.3:** Support improvements within criminal justice agencies to ensure that SAKs are handled appropriately, submitted for testing without unnecessary delays, and that timely and appropriate follow-up is afforded to forensic investigative leads.
- **Objective 2.4:** Provide jurisdictions the financial resources to address the issue of Lawfully Owed DNA and implement policies and practices to halt the further accumulation of missed samples.

Goal 3: Support law enforcement-led efforts to increase community engagement and enhance accountability and transparency in violent cold case investigations, particularly those involving sexual violence.

- **Objective 3.1:** Promote collaboration with victim/survivor advocacy groups and/or provide funding for specific personnel to provide resources and support for survivors and their families throughout the criminal justice process.
- **Objective 3.2:** Establish multidisciplinary teams to review the progress of cold case investigations, ensuring adherence to best practices.
- **Objective 3.3:** Develop SAK and/or cold case automated tracking systems which track forensic testing processes and outcomes, investigative outcomes, CODIS hit delivery and follow up, along with the capability of providing updates to survivors, their families, and the public.
- **Objective 3.4:** Foster partnerships with stakeholders to develop sustainable practices and training standards to ensure the jurisdiction's response to violent crime involves victims and responds to their needs.

How Awards Will Contribute to Program Goals/Objectives

OJP anticipates award recipients will experience an increase in their capacity to forensically test unsubmitted and partially tested SAKs, as well as a transformation in their capacity to investigate and prosecute violent cold case crimes, resulting in measurable increases to public safety, support for victims of violent crime, and perpetrator accountability.

Award recipient activities must fall within the scope of the category for which the applicant is seeking funding, as described below, and be responsive to the broader SAKI Program Goals and Objectives and Program Requirements.

Category 1 – Comprehensive Approach to Sexual Assault Kits

Award recipients will implement a comprehensive approach to unsubmitted and partially tested SAKs that includes all three elements of the BJA SAKI Model. Activities will be primarily related to the inventory and testing of unsubmitted and partially tested SAKs as well as the downstream activities associated with the testing of inventoried SAKs such as crime analysis, investigations, victim notification, CODIS-hit follow-up and prosecutions. Category 1 may also include activities related to the implementation of sustainable practices and improvements to a jurisdiction's overall response to sexual assault and sexual assault victims.

Category 2 – SAKI for Small Agencies

Award recipients are small agencies as defined by this NOFO that do not require extensive funding to support the three elements of the BJA SAKI Model. Award recipients will implement a sexual assault response program plan that includes all three elements of the BJA SAKI Model, with adaptations for small agency size, as needed. Activities should be primarily related to the inventory and testing of unsubmitted and partially tested SAKs as well as the downstream activities associated with the testing of inventoried SAKs such as crime analysis, investigations, victim notification, CODIS-hit follow-up and prosecutions. Category 2 may also include activities related to the implementation of sustainable practices and improvements to a jurisdiction's overall response to sexual assault and sexual assault victims.

Category 3 - Collection of Lawfully Owed DNA

While testing SAKs and uploading eligible profiles to CODIS remains critical, violent crimes will go unsolved unless the DNA database is fully and lawfully populated with profiles from convicted offenders and arrestees.³ The absence of lawfully owed DNA samples in CODIS will result in missed opportunities to identify and hold perpetrators of violent crimes, including sexual assaults, accountable

In accordance with applicable state laws, award recipients will address the issue of LODNA from offenders and arrestees who should have samples in CODIS but from whom samples have never been collected or submitted to a lab for testing. Activities include conducting a census, verifying eligibility, collecting samples, testing and entry of profiles to CODIS, and tracking related outcomes such as CODIS hits and investigations. Category 3 may also include activities related to sustainable practices and improvements to halt the further accumulation of LODNA in the recipient's jurisdiction.

Category 4 - Investigation and Prosecution of Cold Case Sexually Motivated Crimes

Award recipients will be engaged in the advanced forensic and labor-intensive investigative and prosecutorial work associated with sexually motivated crimes. Activities will be primarily related to the downstream activities resulting from the testing of large numbers of unsubmitted and

³ Typically, individuals from whom DNA can lawfully be collected include those arrested, facing charges, or convicted of murder, sexual abuse, kidnapping, or other qualifying state offenses (see the DNA Analysis Backlog Elimination Act of 2000: H.R. 4640, 34 USCA § 40701 et seq.).

partially tested SAKs or other cold case sexually motivated crimes. Downstream activities may include additional DNA analysis, crime analysis, investigations, victim notification, CODIS hit follow up and prosecutions. Category 4 may also include activities related to the implementation of sustainable practices and improvements to a jurisdiction's overall response to sexual assault and sexual assault victims.

Category 5 - Developing and Implementing a Sustainability Plan

The goals of a holistic SAKI approach include implementing sustainable changes in procedures and policies to ensure that unsubmitted kits never accumulate again and ensuring that the overall response to sexually motivated crimes is enhanced to ensure timeliness and a focus on victims. As a SAKI grantee nears the completion of testing, investigating, and prosecuting their cases, this funding category supports award recipients in one final SAKI project that is focused on the sustainability of their efforts. Activities will be primarily related to the creation and enhancement of comprehensive policies and procedures governing the handling of SAKs and related investigations such as those that:

- Require the submission and testing of all SAKs;
- Require an annual statewide inventory of SAKs in law enforcement or laboratory possession;
- Require the forensic laboratory to test SAKs within a specified time frame;
- Adopt biological evidence retention that preserves evidence from uncharged or unsolved reported cases for 50 years or the length of the statute of limitations, whichever is longer;
- Requires implementation of a SAK tracking systems with victim-accessible features and status updates;
- Requires timely entry of qualifying cases into ViCAP and routine usage and searching of ViCAP to generate investigative leads;
- victim notification and inclusion providing information on the status, testing, and investigative and prosecutorial decisions surrounding the crime;
- Requires mandatory training for law enforcement on sexually motivated crimes;
- Requires the creation and regular convening of statewide advisory councils to guide jurisdictional coordination and response to sexually motivated crimes through developing best practices and protocols; and
- Requires regular multidisciplinary case reviews in individual prosecutorial jurisdictions.

Category 6 - National Cold Case Initiative

Recognizing that many sexual offenders are repeat violent offenders that are criminally versatile, award recipients will undertake efforts targeting violent cold case crimes that are not sexually motivated. Recipients will apply the BJA SAKI Model to support the inventory, forensic testing, victim and family advocacy, crime and behavioral analysis, investigative, and prosecutorial activities related to these other violent cold case crimes. These efforts aim to resolve more cases, apprehend offenders, and prevent further violent crime in communities in support of a comprehensive response to sexual assault.

Expected Outcomes: Deliverables and Performance Measures

To achieve the goals and objectives of this funding opportunity, OJP has identified expected deliverables that must be produced by a recipient. OJP has also identified performance measures (pieces of data) that will indicate how a recipient is achieving the performance goals and objectives previously identified. Recipients will need to collect and report this performance measure data to OJP.

OJP will measure success by reviewing a recipient's submission of performance reports and data and the extent to which project implementation reflects progress toward the goals and objectives of this NOFO.

Deliverables

Award recipients will be expected to develop and submit the deliverables listed below in the course of implementing their proposed project.

All categories

- **Memorandum of Understanding (MOU) and/or Letter of Intent** – All award recipients will be expected to formalize their MDT partnerships with a formal, signed MOU with each stakeholder and partner.

Accordingly, all applications should include a draft or final MOU or a letter of intent that confirms the multi-disciplinary team's intent to support the project through commitments of staff time, space, services, and/or other project needs. If the MOU and/or letter of intent is not included with the application, the application may not proceed to peer review. See Memorandum of Understanding (MOU) and/or Letter of Intent section of this NOFO for additional information.

Categories 1 and 2

- Award recipients must complete and certify an inventory of unsubmitted and partially tested SAKs. An inventory form will be provided by the SAKI technical and training and technical assistance (TTA) provider. See Required BJA SAKI Model section of this NOFO for additional information. If an award is made, 75 percent of funds will be withheld until the inventory certification is received and approved by BJA.
- In conjunction with the award recipient's MDT, draft and formalize a SAK testing plan for the certified inventory that accounts for applicable statutes of limitation, case prioritization testing strategies, as well victim notification and CODIS hit follow up once testing is complete.
- In conjunction with the award recipient's MDT, draft and formalize a trauma informed victim engagement/notification protocol as well as formal CODIS hit follow up policy and procedure.
- In conjunction with the award recipient's MDT, draft and formalize an advanced DNA technology implementation plan that accounts for projected timelines, applicable budgets, and relevant procurement considerations.
- Enter all "criteria cases" into ViCAP before the end of the grant period (unless proceeding to FGG in which case ViCAP entry is required before FGG commences). Regularly utilize and leverage the ViCAP database to develop investigative leads to inform violent cold case crime investigations.

Category 3

- Award recipients must certify they have completed an inventory of unsubmitted and partially tested SAKs using the form provided by the SAKI TTA provider. See Required BJA SAKI Model section of this NOFO for additional information. If an award is made, 75 percent of funds will be withheld until the inventory certification is received and approved by BJA.
- Award recipients must complete a census of individuals that may legally owe DNA using the [Lawfully Owed DNA Census Plan](#).
- In conjunction with the award recipient's MDT, award recipients must prioritize legally permissible DNA collections from individuals with a sexual assault qualifying offense conviction and/or arrest as well as coordinate other legally permissible DNA collections from convicted individuals and/or arrestees, per the terms of the site's census plan.
- In conjunction with the award recipient's MDT, coordinate the testing and corresponding CODIS uploads in response to DNA collection efforts. Track CODIS hits and coordinate follow up investigations, as applicable.
- In conjunction with the award recipient's MDT, draft and formalize a trauma-informed victim engagement/notification protocol as well as a formal CODIS hit follow up policy and procedure.
- Enter all "criteria cases" into ViCAP, as may be applicable, before the end of the grant period. Regularly utilize and leverage the ViCAP database to develop investigative leads to inform violent cold case crime investigations.

Category 4

- Award recipients must certify they have completed an inventory of unsubmitted and partially tested SAKs using the form provided by the SAKI TTA provider. See Required BJA SAKI Model section of this NOFO for additional information. If an award is made, 75 percent of funds will be withheld until the inventory certification is received and approved by BJA.
- If not already complete from a previous SAKI award, draft and formalize a SAK testing plan, for the certified inventory that accounts for applicable statutes of limitation, case prioritization testing strategies, as well victim notification and CODIS hit follow up once testing is complete.
- In conjunction with the award recipient's MDT, draft and formalize a trauma-informed, victim engagement/notification protocol as well as a formal CODIS hit follow up policy and procedure.
- In conjunction with the award recipient's MDT, draft and formalize an advanced DNA technology implementation plan which accounts for projected timelines, applicable budgets, and relevant procurement considerations.
- Enter all "criteria cases" into ViCAP before the end of the grant period (unless proceeding to FGG in which case ViCAP entry is required before FGG commences). Regularly utilize and leverage the ViCAP database to develop investigative leads to inform violent cold case crime investigations.

Category 5

- Award recipients must certify they have completed an inventory of unsubmitted and partially tested SAKs using the form provided by the SAKI TTA provider. See Required BJA SAKI Model section of this NOFO for additional information. If an award is made, 75

percent of funds will be withheld until the inventory certification is received and approved by BJA.

- If not already complete from a previous SAKI award, draft and formalize a SAK testing plan, for sexual assaults and sexually motivated homicides, that account for applicable statutes of limitation, case prioritization testing strategies, as well victim notification and CODIS hit follow up once testing is complete.
- In conjunction with the award recipient's MDT, draft and formalize a trauma-informed victim engagement/notification protocol as well as a formal CODIS hit follow up policy and procedure.
- In conjunction with the award recipient's MDT, draft and formalize an advanced DNA technology implementation plan which accounts for projected timelines, applicable budgets, and relevant procurement considerations.
- In conjunction with the award recipient's MDT, draft and formalize trauma-informed and victim-centered policies which address the issues that lead to large accumulations of unsubmitted and partially tested kits, as well as implement trauma-informed and victim centered policies and procedures that codify jurisdiction reform from previous SAKI efforts to ensure the program's sustainability.
- Enter all "criteria cases" into ViCAP before the end of the grant period (unless proceeding to FGG in which case ViCAP entry is required before FGG commences). Regularly utilize and leverage the ViCAP database to develop investigative leads to inform violent cold case crime investigations.

Category 6

- Award recipients must certify they have completed an inventory of unsubmitted and partially tested SAKs using the form provided by the SAKI TTA provider. See Required BJA SAKI Model section of this NOFO for additional information. If an award is made, 75 percent of funds will be withheld until the inventory certification is received and approved by BJA.
- Award recipients must complete and certify an inventory of violent cold case crimes, excluding sexual assault, using the form provided by the SAKI TTA provider. See Required BJA SAKI Model section of this NOFO for additional information. If an award is made, 75 percent of funds will be withheld until the inventory certification is received and approved by BJA.
- In conjunction with the award recipient's MDT, draft and formalize a SAKI testing plan for the certified violent cold case crime inventory that accounts for applicable statutes of limitation, case prioritization strategies, as well victim/family notification and CODIS hit follow up once testing is complete.
- In conjunction with the award recipient's MDT, draft and formalize a trauma-informed, victim and family engagement/notification protocol as well as a formal CODIS hit follow up policy and procedure.
- In conjunction with the award recipient's MDT, draft and formalize an advanced DNA technology implementation plan which accounts for projected timelines, applicable budgets, and relevant procurement considerations.
- Enter all "criteria cases" into ViCAP before the end of the grant period (unless proceeding to FGG in which case ViCAP entry is required before FGG commences). Regularly utilize and leverage the ViCAP database to develop investigative leads to inform violent cold case crime investigations.

Recipients under this NOFO are also expected to submit the standard [Post-Award Requirements and Administration](#).

Performance Measures

OJP will require each award recipient to submit regular performance reports that communicate progress toward achieving the goals and objectives identified in [Program Goals and Objectives](#). Applicants can visit [OJP's performance measurement page](#) at ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for this funding opportunity can be found in the below links for each respective category:

- [Categories 1 and 2](#)
- [Category 3](#)
- [Category 4](#)
- [Category 5](#)
- [Category 6](#)

FGG Required Metrics

In accordance with Section IX of the [DOJ Interim Policy Forensic Genealogical DNA Analysis and Searching \(FGGS\)](#) document, SAKI award recipients must collect and report the following metrics to BJA regarding their usage of grant funds for FGG:

- The type of crime investigated;
- Whether forensic genetic genealogical DNA analysis (FGG)/forensic genetic genealogical DNA analysis and searching (FGGS) was conducted on a forensic sample or a reference sample;
- The type of forensic sample subjected to FGG and a description of the total amount, condition, and concentration of that sample (e.g., single source, mixed profile, degradation status);
- Whether FGG analysis resulted in a searchable profile;
- The identity of the vendor laboratory used to conduct FGG, and the genetic genealogy service(s) used to search the FGG profile;
- Whether the investigation resulted in an arrest that was based, in part, on the use of FGGS; and
- The total amount of federal funding used to conduct FGG/FGGS in each case.

Funding Instrument

OJP expects to make awards under this funding opportunity as grants. See the “[Administrative, National Policy, and Other Legal Requirements](#)” section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions.



APPLICATION CONTENTS, SUBMISSION REQUIREMENTS, AND DEADLINES

This NOFO contains all the information needed to apply for this funding opportunity. The application for this funding opportunity is submitted through web-based forms and attachments in Grants.gov and JustGrants through the steps that follow.

Unique Entity Identifier (UEI) and SAM.gov Registration

To submit an application, an applicant must have an active registration in the [System for Award Management \(SAM.gov\)](#). SAM.gov assigns entities a unique entity identifier (UEI) that is required for the entity to apply for federal funding. Applicants will enter their UEI with their application. Award recipients must then maintain an active UEI for the duration of their award's period of performance.

First-time Registration: Entities registering in SAM.gov for the first time will submit information about their entity type and structure, financial information (such as dates of the fiscal year, banking information, and executive compensation), entity points of contact, and other information. The information is reviewed and verified by SAM.gov, and then a UEI is issued. This process may take several weeks, so entities considering applying for funding should begin the registration process as soon as possible.

Renewing an Existing Registration: Entities must renew their SAM.gov registration every 12 months to keep it active. If an entity does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent the submission of an application for funding in Grants.gov and JustGrants.

Applicants are encouraged to start the SAM.gov registration or renewal process **at least 30 days prior to the application's Grants.gov deadline**. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not be able to complete the process in time and will not be considered for a technical waiver that allows for late submission.

Submission Instructions: Summary

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See [Basic Information: Key Dates and Times](#) for the Grants.gov and JustGrants application deadlines.

- **Step 1:** The applicant must submit the required [Application for Federal Assistance SF-424](#) by the Grants.gov deadline.
- **Step 2:** The applicant must submit the full application, including attachments, through JustGrants by the deadline (see [JusticeGrants.usdoj.gov](#)).

Submission Step 1: Grants.gov Submission of SF-424

Access/Registration

If the applicant does not already have a Grants.gov account, they will need to register for this opportunity in Grants.gov. Applicants should follow the Grants.gov [Quick Start Guide for Applicants](#) to register, create a workspace, assign roles, submit an application, and troubleshoot issues.

Submission of the SF-424

Applicants will begin the application process in Grants.gov with the submission of the SF-424, which collects the applicant's name, address, and UEI; the funding opportunity number; and proposed project title, among other information. The SF-424 must be signed by the Grants.gov Authorized Organizational Representative for the applicant.

See the [Application Resource Guide](#) for additional information on completing the SF-424.

Section 8F – Applicant Point of Contact: Please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*i.e.*, email address) to assign the application to this user in JustGrants.

Section 19 – Intergovernmental Review: This funding opportunity is not subject to [Executive Order \(E.O.\) 12372](#) (Intergovernmental Review). Applicants should answer section 19 by selecting, "Program is not covered by E.O. 12372."

An applicant should submit the SF-424 as early as possible and recommended not later than 48 hours before the Grants.gov deadline. If an applicant fails to submit the SF-424 in Grants.gov by the deadline, they will be unable to submit their application in JustGrants.

Once the first part of the application has been successfully submitted in Grants.gov, the Grants.gov Workspace status will change from "In Progress" to "Submitted." Applicants will also receive a series of four Grants.gov email notifications. Refer to the [DOJ Application Submission Checklist](#) for additional details.

If an applicant needs to update information in the SF-424 after it is submitted in Grants.gov, they can update the information as part of their JustGrants submission (see [Application Contents, Submission Requirements, and Deadlines: Standard Applicant Information](#)). They do not need to submit an update in Grants.gov.

Submission Step 2: JustGrants Submission of Full Application Access/Registration

For first-time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the email address listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after confirmation from Grants.gov of the SF-424 submission.

Creating and setting up a JustGrants account consists of three steps:

1. Follow the instructions in the email to first confirm who will be the Entity Administrator (the person who manages which staff can access JustGrants on behalf of the applicant).
2. Log in to JustGrants and confirm the information in the Entity Profile.
3. Invite other individuals who will serve as the Application Submitter and the Authorized Representative for the applicant to register for JustGrants.

These steps should be completed in JustGrants as early as possible and recommended not later than 48 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Applicants can find additional information on JustGrants registration in the [DOJ Grant Application Submission Checklist](#).

Preparing for Submission

Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare, enter, and upload all the requirements of the application.

Applicants may save their application in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants. After the application deadline, no changes or additions can be made to the application. **OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline.**

For additional information, including file name and type requirements, see the “How To Apply” section in the [Application Resource Guide](#).

Standard Applicant Information

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and can make whatever edits are needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A proposal abstract (no more than 2,000 characters) summarizing the proposed project must be completed in the JustGrants web-based form. The text from abstracts will be made publicly available on the OJP.gov and USASpending.gov websites if the project is awarded, so this section of the application should not contain any personally identifiable information (e.g., the name of the project director).

The abstract should be in paragraph form without bullets or tables and written in the third person (e.g., they, the community, their, themselves, rather than I or we). The abstract should include the following information:

- The name of the applicant’s proposed project and which funding category the applicant is applying
- The purpose of the proposed project (*i.e.*, what the project will do and why it is necessary).
- Where the project will take place (*i.e.*, the service area, if applicable).
- Who will be served by the project (*i.e.*, who will be helped or have their needs addressed by the project).
- What activities will be carried out to complete the project.
- The subrecipient(s)/partner organizations or entities, if known.
- Deliverables and expected outcomes (*i.e.*, what the project will achieve).

See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested With Application

Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess what financial management and internal control systems the applicant has in place, whether these systems would be sufficient to maintain a funding award, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High-Risk Status\)](#) for additional guidance on how to complete the questionnaire.

Agency Funding Priorities Inventory

Applicants should complete the Agency Funding Priorities Inventory to indicate whether they are seeking priority consideration based on any of the items listed in the [Agency Funding Priorities](#) section, and if so, which priority(ies) their project will address.

Proposal Narrative

Format of the Proposal Narrative: The Proposal Narrative will be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; have numbered pages; and should not exceed 15 pages to include tables, charts, and/or graphs. If the Proposal Narrative does not comply with these restrictions, OJP may consider such noncompliance in peer review and/or in final award decisions.

Sections of the Proposal Narrative: The Proposal Narrative must include the three sections listed below. If the applicant seeks priority consideration, the Proposal Narrative must state which priority goal(s) the applicant's project will advance and describe how (see section Agency Funding Priorities under Program Description).

1. Description of the Need: What critical issue or problem is the applicant proposing to address with this project? Please include:

Category 1

- An overview of the current nature and extent of unsubmitted and partially tested SAKs and information on the history and causes of this problem.
- Discuss the gaps in current processes and protocols that the applicant intends to address with the grant to inventory, track, and test previously unsubmitted and partially tested SAKs, as well as the implementation proposal for the elements of the BJA SAKI Model.
- Provide information regarding the extent of evidence that has yet to be submitted or needs to be resubmitted to a crime laboratory in as great detail as possible.
- If applicable, provide information related to current SAKI funding efforts such as the downstream activities (crime analysis/investigation/victim notification/CODIS hit follow up/prosecutions) and any continued needs for the associated cases under the jurisdiction's control and/or authority.

Category 2

- An overview of the current nature and extent of unsubmitted and partially tested SAKs, as well as current efforts and resources to address the problem.
- Describe generally the need for resources in local and/or tribal jurisdictions to achieve the results as described in this grant announcement.
- Describe and provide information on the extent of evidence that has yet to be submitted or needs to be resubmitted to a crime laboratory in as much detail as possible.
- If applicable, provide information related to current SAKI funding efforts such as the downstream activities (crime analysis/investigation/victim notification/CODIS hit follow up/prosecutions) and any continued needs for the associated cases under the jurisdiction's control and/or authority.

Category 3

- An overview of the current need to collect lawfully owed DNA from convicted offenders and/or arrestees and how the applicant intends to utilize grant funds to conduct a census, collect, track, and test previously uncollected samples. In particular, the applicant must describe how uncollected samples from qualifying individuals impact the ability to resolve sexual assault cases associated with previously unsubmitted and partially tested SAKs in their jurisdiction. The applicant must also describe any existing policies related to lawfully owed DNA collection and detail the partnerships necessary to ensure the initiative's success.
- Information describing the extent of uncollected DNA samples in as much detail as possible. The applicant must describe the existing legislation and policies governing the lawfully owed DNA collection process and clearly describe how the project will adhere to and operate within the constraints of current state legislation. The applicant must also outline the categories of eligible convicted offenders from whom they could legally collect DNA for the purposes of uploading it to CODIS.
- If the applicant's jurisdiction allows for arrestee collections, the applicant should also outline the current state of arrestee collection and how grant funds will be utilized to update policies and practices to ensure collections are occurring as required by law.
- Document how the applicant's jurisdiction has already addressed or prevented any issues related to unsubmitted SAKs (including partially tested kits) and the status of the downstream case activities (investigation/prosecutions) for the associated cases under the jurisdiction's control and/or authority. See Certification as to Unsubmitted and Partially Tested SAK Inventory Clearance section of this NOFO for additional information.

Category 4

- An overview of the current challenges the applicant faces in investigating and prosecuting sexually motivated cold case crimes; generally, describe the need for funding to achieve results.
- Describe and provide information regarding the extent of sexually motivated cold case crimes that are yet to be investigated or prosecuted due to resource issues. Describe how law enforcement will interview and investigate those convicted of sexually motivated crimes and what information will potentially be gathered.

- Document how the applicant's jurisdiction has already addressed or prevented any issues related to unsubmitted and partially tested SAKs and the status of the downstream case activities (crime analysis/investigation/victim notification/CODIS hit follow up/prosecutions) and any continued needs for the associated cases under the jurisdiction's control and/or authority. See [Certification as to Unsubmitted and Partially Tested SAK Inventory Clearance section](#) of this NOFO for additional information.

Category 5

- Describe in-depth efforts that have been made or efforts that are being proposed to create systemic, long-term change to comprehensively improve the manner in which sexually motivated crimes are investigated and prosecuted in the applicant's jurisdiction. Outline previous SAKI efforts, provide current updates on any current or existing grants, as well as discuss any legislation that may have been passed.
- Document how the applicant's jurisdiction has already addressed or prevented issues related to unsubmitted and partially tested SAKs as well as the status of the downstream case activities (crime analysis/investigation/victim notification/CODIS hit follow up/prosecutions) and any continued needs for the associated cases under the jurisdiction's control and/or authority. See [Certification as to Unsubmitted and Partially Tested SAK Inventory Clearance section](#) of this NOFO for additional information.

Category 6

- An overview of the current challenges that the applicant faces in investigating and prosecuting unresolved violent cold case crimes other than sexual assault and generally describe the need for funding to achieve results.
- Describe and provide information regarding the extent of violent cold case crimes other than sexual assault that are yet to be investigated or prosecuted due to resource issues.
- Document how the applicant's jurisdiction has already addressed or prevented any issues related to unsolved/unresolved violent cold case crimes.
- Document how the applicant's jurisdiction has already addressed or prevented any issues related to unsubmitted and partially tested SAKs and the status of the downstream case activities (crime analysis/investigation/victim notification/CODIS hit follow up/prosecutions) and any continued needs for the associated cases under the jurisdiction's control and/or authority. See [Certification as to Unsubmitted and Partially Tested SAK Inventory Clearance section](#) of this NOFO for additional information.

2. Project Design and Implementation: How will the applicant implement project activities that meet the goals and objectives of the SAKI program? Please include:

Category 1

- How the applicant will address the three required elements as described in the [Required BJA SAKI Model – All categories](#) section of this NOFO. The project design must be holistic and include detailed information on the applicant's plan to inventory, track, and test previously unsubmitted and partially tested SAKs; produce necessary

- protocols and policies in support of improved coordination and collaboration among laboratories, police, prosecutors, and victim service providers in response to emergent evidence and casework; prioritize SAK testing and results, taking into consideration statute of limitations issues; describe the resources required to comprehensively address the sexual assault investigations and prosecutions that result from evidence and CODIS hits produced by tested SAKs; and support and optimize victim-centered, trauma-informed notification protocols and services.
- How the applicant will implement the deliverables listed in the [Deliverables](#) section of this NOFO.
 - Applicants should also detail how they will work with specific law enforcement entities, victim advocacy organizations, and other stakeholder groups within their jurisdictions to ensure new policies and procedures are implemented that prevent future recurrence of unsubmitted and partially tested SAKs which focus on a victim-centered, trauma-informed approach to sexual assault evidence collection, testing, investigation, and prosecution.

Category 2

- How the applicant will address the three required elements as described in the [Required BJA SAKI Model – All categories](#) section of this NOFO. The project design must be holistic and include detailed information on the applicant's plan to inventory, track, and test previously unsubmitted and partially tested SAKs; produce necessary protocols and policies in support of improved coordination and collaboration among laboratories, police, prosecutors, and victim service providers in response to emergent evidence and casework; prioritize SAK testing and results, taking into consideration statute of limitations issues; describe the resources required to comprehensively address the sexual assault investigations and prosecutions that result from evidence and CODIS hits produced by tested SAKs; and support and optimize victim-centered, trauma-informed notification protocols and services.
- How the applicant will implement the deliverables listed in the [Deliverables](#) section of this NOFO.
- Applicants should also detail how they will work with specific law enforcement entities, victim advocacy organizations, and other stakeholder groups within their jurisdictions to ensure new policies and procedures are implemented that prevent future recurrence of unsubmitted and partially tested SAKs which include a focus on victims in their approach to sexual assault evidence collection, testing, investigation, and prosecution.

Category 3

- How the applicant will address the three required elements as described in the [Required BJA SAKI Model – All categories](#) section of this NOFO. The project design must be holistic and include detailed information on the applicant's plan to identify and collect lawfully owed DNA in the applicant's jurisdictions and/or improve arrestee DNA protocols and how such efforts would help increase the chances of resolving unsolved violent cold case crimes that could be linked to previously unsubmitted/ untested and/or partially tested SAKs.

- How the applicant will implement the deliverables listed in the [Deliverables](#) sections of this NOFO.
- Applicants should also detail how they will work with specific law enforcement entities such as the department of corrections or bureau of prisons, and other stakeholder groups within their jurisdictions to ensure new policies and procedures are implemented that ensure the timely collection and entry into CODIS of DNA samples and also prevent future recurrence of the problem.

Category 4

- How the applicant will address the three required elements as described in the [Required BJA SAKI Model – All categories](#) section of this NOFO. The project design must be holistic and should detail how funding will be used to address the activities associated with the investigation and prosecution of sexually motivated cold case crimes, particularly those that may have resulted from testing of previously unsubmitted and partially tested SAKs, as well as how they will prevent similar issues from occurring in the future.
- How the applicant will implement the deliverables listed in the [Deliverables](#) sections of this NOFO. Information on the applicant's plan to investigate and prosecute sexually motivated cold case crimes should be included; as well as discussion of any protocols and policies in support of improved collaboration among laboratories, police, prosecutors, and victim service providers in response to emerging evidence and casework; any plans to prioritize SAK investigation, CODIS hit follow up, and prosecution of sexually motivated violent cold case crimes, taking into consideration statute of limitations issues; and discussion of plans to support and optimize victim/survivor notification protocols and services.

Category 5

- How the applicant will address the three required elements as described in the [Required BJA SAKI Model – All categories](#) section of this NOFO. The project design must be holistic and include detailed information on their previous/current SAKI project(s), the policies implemented or to be implemented.
- How the applicant will implement the deliverables listed in the [Deliverables](#) sections of this NOFO. Information on the applicant's plan to draft and formalize policies which address the issues that lead to large accumulations of unsubmitted and partially tested kits, taking into consideration victims/survivors and their needs, as well as discussion of a plan to ensure long term sustainability and growth.

Category 6

- How the applicant will address the three required elements as described in the [Required BJA SAKI Model – All categories](#) section of this NOFO as it relates to violent cold case crimes other than sexual assault. The project design must be holistic and include detailed information on the applicant's plan to produce necessary protocols and policies in support of improved coordination and collaboration among laboratories, law enforcement, prosecutors, and victim service providers in response to emergent evidence and casework; prioritize cold case evidence testing and results, taking into consideration statute of limitations issues; describe the resources

required to comprehensively address the violent cold case crime investigations and prosecutions for cases that are not sexually motivated, and support and optimize victim/family notification protocols and services.

- How the applicant will implement the deliverables listed in the [Deliverables](#) sections of this NOFO. Information on the applicant's plan to draft and formalize policies which address the issues that lead to large accumulations of unsolved violent cold case crimes, taking into consideration victims/survivors and their needs, as well as discussion of a plan to ensure long term sustainability of improved violent cold case crime response.

3. Capabilities and Competencies: What administrative and technical capacity and expertise does the applicant bring to successfully complete this project? Please include:

All categories

- A short description of the applicant's capacity to deliver the proposed project and meet the requirements of the award, including collecting and reporting the required performance measure data. Who will be responsible for this task, and how will the applicant collect the data? Refer to [Program Description: Performance Measures](#) for additional details on performance measures for this funding opportunity.
- A description of the capabilities and competencies of the assigned staff, including the selected site coordinator and any sub-awardees, to achieve the program's goals, objectives and deliverables. The applicant must demonstrate capacity to develop and implement new policies and procedures within their jurisdiction and collaborate with various stakeholders from the forensic, law enforcement, victim advocacy, and corrections communities, as appropriate, to improve law enforcement's management of, and response to, crimes of cold case sexual assault (Categories 1,2,4,5), Lawfully Owed DNA (Category 3), or violent cold case crimes other than sexual assault (Category 6). The applicant must demonstrate capacity to implement changes that are sustainable for the long term.
- The expected or established structure of the multidisciplinary working group, including a list of key team members from each participating agency (one from each agency), and describe the role of each team member. The applicant should identify the lead agency for this effort and outline its role and the plan for coordination among partnering agencies. The applicant must identify and delineate the role and activities of the site coordinator who will serve as the central point of contact for the working group.

Project Evaluations: An applicant that proposes to use award funds to conduct project evaluations must follow the guidance in the "[Note on Project Evaluations](#)" section in the [Application Resource Guide](#).

Budget and Associated Documentation: Budget Detail Form

The applicant will complete the JustGrants budget detail form. The form collects the individual costs under each cost category needed to implement the proposed project. Applicants should ensure that the name/description of each cost is clear and provide the detailed calculation (e.g., cost per unit and number of units) for the total cost. Applicants should enter additional narrative, as needed, to fully describe the cost calculations and connection to the project goals and objectives (including, if applicable, describing connections to OJP priority goals).

Budget proposals should include the funding needed to implement the proposed activities. In preparing their budget proposals, applicants should consider what types of costs are allowable, if awarded funding. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the project funded under the federal award and when they comply with the funding statute and agency requirements, including the conditions of the award and the cost principles set out in [2 C.F.R. Part 200, Subpart E](#) and the [DOJ Grants Financial Guide](#).

The budget must also anticipate and cover travel costs for a limited number of key personnel to attend at least one BJA grantee meeting or other BJA sponsored convening.

Existing SAKI award recipients must provide information on current unobligated SAKI funding and detail why additional funding is needed.

Generally Allowable Costs

The use of funds must be only for activities within the scope of the category for which the applicant is seeking funding. See [How Awards Will Contribute to Program Goals/Objectives section of this NOFO](#) for additional information about each of the funding categories.

Categories 1,2, and 4 includes activities related to testing of evidence related to cold case sexually motivated crimes such as sexual assaults and/or sexually motivated homicides as well as the downstream activities associated with evidence testing such as crime analysis, investigations, victim notification, CODIS hit follow up and prosecutions. Category 3 includes activities related to identification, collection, testing, and tracking of Lawfully Owed DNA. Category 5 includes activities related to the development and enhancement of policies and protocols related to sustainable improvements to a jurisdictions response to sexual assault. Category 6 includes activities related to violent cold case crimes other than sexual assault as well as the downstream activities associated with evidence testing such as crime analysis, investigations, victim notification, CODIS hit follow up and prosecutions

Applicants should provide an estimate of funds that will be allocated for inventory/census, DNA analyses, investigative and prosecutorial activities, as well as travel and training proposed under the project.

Below is a non-exhaustive list of examples of permissible uses of funds that the applicant may utilize upon receipt of the grant award. However, other uses of funds may be allowable based on the scope of the proposed project.

- **Salary (full-time, part-time, overtime) and Benefits for Personnel:** Funds may be used for hiring and maintaining staff directly engaged in performing work in alignment with SAKI goals and objectives. This may include the establishment of cold case or sexual assault investigation units and the hiring of specialized victim advocates or victim treatment providers to engage in victim-centered notification, communication, and support activities. Additional examples of permissible work activities include inventory and LODNA census efforts, crime analysis, case review, efforts related to the identification of applicable statutes of limitation, investigations, forensic testing, victim and family notifications and engagement, and prosecutions related to SAKI eligible cases, and activities related to the coordination of evidence/kit tracking services/software. Personnel salary and benefits may be grant-funded, but supplanting is not permitted.

- **DNA Analyses:** See requirements described in the [Notice Regarding DNA Analyses](#) section of this NOFO. Because this grant program is intended to assist jurisdictions in developing a comprehensive approach to unresolved violent cold case crimes, unsubmitted and partially tested SAKS, and sexual assault case response, ***BJA does not anticipate funding projects that propose allocating more than 50 percent of their grant funds to DNA analyses.*** Exceptions can be made, if warranted, on a case-by-case basis.
 - Applicants must clearly delineate the amount of funding requested for SAK testing, cold case evidence testing, and the associated technical review and CODIS upload activities.
 - Applicants must also clearly delineate the amount of funding requested for the remaining advanced or specialized DNA analyses and related activities outlined below:
 - **Y-STR Testing and MtDNA Testing:** Funds can support the laboratory supplies, personnel costs, or outsourcing costs associated with these DNA analysis activities.
 - **Specialized DNA collection or extraction techniques:** Funds can support on a limited basis the use of M-VAC DNA collection as well as specialized and improved methods for the collection and extraction of DNA from shell casings,⁴ hairs, or other highly degraded or compromised evidence types. Awardees are expected to discuss with their MDT the risks associated with these specialized methods such as evidence consumption, preservation, and integrity or chain of custody concerns prior to employing them in a given case. If evidence will be consumed, awardees are highly encouraged to choose methods with improved success rates based on published research findings.
 - **Familial DNA Searches:** Funds can support costs associated with overtime for lab personnel, Y-STR testing to evaluate potential familial matches, and investigative activities associated with the location, collection, and analysis of suspect DNA samples for comparison with or identification of the actual perpetrator.
 - **Y-STR Surname Searches:** Funds can support the laboratory supplies, outsourcing costs, or personnel costs associated with this activity.
 - **Rapid DNA Analysis:** Funding can be used for Rapid DNA as a means to process reference samples which would otherwise be delayed or cumbersome in normal crime laboratory processing. This technology is strictly for use in processing reference samples. The lead agency's crime laboratory must be included in the MOU/Letter of Intent if pursuing the use of Rapid DNA. Please see the Memorandum of Understanding (MOU) and/or Letter of Intent section of this NOFO for more information.

⁴ T. Bille et al., 2020, An Improved Process for the Collection and DNA Analysis of Fired Cartridge Cases, *Science Direct* 46 (May). <https://www.sciencedirect.com/science/article/abs/pii/S1872497320300090>

- **Related DNA analyses activities:** Funds may be requested for activities to support outsourcing, the technical data review of DNA results, CODIS uploads of DNA profiles produced by private laboratories, and the DISC-enabling of eligible profiles for cases that pre-date this NOFO's application deadline.
- **SAK Processing Improvements:** Funds may be requested to support public laboratories' implementation of sustainable, automated, and streamlined SAK processing procedures to ensure long-term capacity and efficiency. Applicants should prioritize supporting the implementation of DNA-based SAK screening methods (e.g., Y-screening or male DNA screening) to halt the accumulation of additional partially tested SAKs. Laboratory equipment can be purchased using SAKI funds for the limited purpose of implementing DNA-based SAK screening methods (e.g., Y-screening or male DNA screening).
 - Applicants proposing to use SAKI funds to outsource or support in-house validation efforts related to DNA-based SAK screening methods should discuss a detailed plan and timeline for procurement, validation, training, and implementation. A sustainability plan should be discussed that demonstrates the applicant's ability and awareness of how to sustain the proposed project after the completion of the project period such as a plan for annual maintenance, purchasing of consumables, and software licensing fees.
 - Funds may be used to support the review of current in-house standard operating procedures that contribute to deficiencies in the DNA screening and testing process, as well as determining solutions to promote greater efficiency
- **FGG:** See requirements described in the [Notice Regarding FGG](#) section of this NOFO.
 - Procurement of services to outsource the testing portion of FGG (i.e., DNA extraction, single nucleotide polymorphism (SNP) testing, reference sample processing and confirmation sample processing). In the interest of fiscal responsibility, award recipients that propose outsourcing FGG testing are encouraged to choose vendors that limit further outsourcing thereby minimizing third-party fees and preserving the integrity of the evidence.
 - In the interest of fiscal responsibility, BJA highly recommends that the awardee leverage the FBI's resources for the tree-building/investigative portion of FGG (at no cost to the awardee). If the applicant requests funding to outsource the genealogy portion of FGG (i.e., tree building and subsequent steps in the process) they should provide additional justification as to why in-house genealogy or the FBI Investigative Genetic Genealogy (IGG) team is unlikely to meet their jurisdictional needs.
- **Tracking Systems:** This may include SAK evidence tracking systems, case management systems, or other technology (not including laboratory equipment) to enhance investigation and/or prosecution capacity in relation to cases as part of a holistic approach, as well as training on the new systems. Funds may also be used to support the modification of existing databases/software to enhance the ability to track or automate notifications related to evidence collection, testing, CODIS upload, CODIS hits, investigation status, and prosecution status as well as for personnel dedicated to

coordination of tracking activities. Applicants must detail the necessary modifications to their databases/tracking systems and the estimated cost and timeframe for completion.

- **Evidence storage systems:** Installing temperature and/or humidity controls to enhance existing storage and/or the purchase of new refrigeration systems to ensure optimal preservation of sexual assault evidence (Categories 1,2 and 4) and other violent cold case crime evidence (Category 6). Funding for this must not exceed \$200,000.
- **Soft interview rooms:** To ensure an optimal environment for trauma-informed, victim-centered interviews and interactions. Funding for this must not exceed \$2,500 per application and is generally limited to soft furnishings and related items for one room.
- **ViCAP:** See requirements described in the [Notice Regarding ViCAP](#) section of this NOFO.
- **Crime analysis activities and resources to help identify perpetrators.** Funding may be used to hire a full-time crime analyst, for overtime pay of existing departmental crime analysts to support SAKI-related investigations, or fee-for-service/outsourcing of crime analysis.
- **Research:** Funds may be used to establish and support formal partnerships with researchers to assess the data, prioritize cases to investigate and prosecute, support strong implementation fidelity, as well as to evaluate the implementation process and outcomes associated with the jurisdiction's SAKI project. Such evaluation activity may focus on, but is not limited to, examination of the underlying causes of the jurisdiction's unsubmitted or partially tested SAKs, unresolved violent cold cases, and/or the effect of improved training for law enforcement, prosecution, and victim advocacy professionals on case clearance rates, prosecution outcomes, and victim participation and satisfaction with the criminal justice process.
- **Victim/Family services:** Funds may be used to enhance and support services for past and/or current victims of sexual assault and violent cold case crimes, as well as the provision of mechanisms through which victims or families can easily access updated information about the status of their SAK or associated investigation and/or prosecution.

Funds may be used to support efforts to address potential trauma for families/victims when reopening cold case sexual assault and other violent crimes, to prevent revictimization as well as strengthen victim and family advocacy resources within the law enforcement agency and/or community-based advocacy organizations.

- **Investigative and prosecutorial activities:** Funds may be used in support of investigative and prosecutorial activities such as expert witness fees, training in relation to sexual assault evidence collection, DNA technology, victimization and trauma response, other related topics to improve the quality and outcomes of sexually motivated investigations/prosecutions (Categories 1,2, and 4) or other violent cold case crimes (Category 6), and/or travel costs associated with investigations and/or prosecutions such as victim, witness, and/or suspect interviews. Under Category 4, funds can be used to

support interviews and investigations of convicted, sexually motivated perpetrators in order to gather information on additional offenses committed.

- **Exhumations:** Funds may be used for exhumations of deceased suspects (with proper court orders/ authorizations) connected with SAKI cases or LODNA samples.
- **Travel:** Funds may be used for reasonable travel expenses directly associated with SAKI cases in relation to the scope of the proposed project. Examples of allowable travel expenses may include those associated with inventory and evidence/DNA sample collection efforts, victim notifications, and interviewing victims, witnesses and suspects. Travel funds may also support attendance at allowable training activities (see Training below).

At a minimum, funds should be budgeted for travel and attendance at annual SAKI events (e.g. National SAKI Grantees Meeting) for up to three project personnel for all three years of the performance period. Travel costs must be in accordance with federal policy or an organizationally approved travel policy. The Office of the Chief Financial Officer reserves the authority to determine the reasonableness of the recipient's own established travel rates. Current federal travel policy and per diem rate information are available at www.gsa.gov/perdiem.

- **Training:** Funds may be used for attending or hosting training or conferences that directly supports personnel in relation to activities that improve the quality and outcomes of the project under the SAKI Program and promote systemic change. Examples of training and/or conferences include but are not limited to training or conferences related to SAK tracking systems and crime lab submissions, trauma informed victim interviewing, suspect interviewing, cold case investigations and/or prosecutions, CODIS hit follow up, lawfully owed DNA collections and submissions.

However, training for general purposes and usages by the applicant and its staff, that is not specifically related to the goals, objectives, and deliverables of the SAKI Program, are unallowable.

Applicants may request funding for specialized training or conference attendance when such opportunities have a direct and demonstrable connection to the SAKI project. These costs must not exceed 2.5% of the total award amount and must be clearly justified in the budget narrative. Allowable activities include participation in professional meetings or workshops that enhance investigative, forensic, or victim engagement outcomes tied to the funded project.

Generally Unallowable Costs

- Portable investigative equipment unrelated to the investigation of sexually motivated, and/or other violent cold case crimes, and/or vehicle modification equipment for law enforcement vehicles
- Construction
- Rental costs for space
- General laboratory capacity enhancement equipment or expenses related to other general casework backlog reduction

Costs Associated With a Conference/Meeting/Training: An applicant that proposes to use award funds for activities related to a conference, meeting, training, or similar event should review the [Application Resource Guide](#) for information on prior approval, planning, and reporting costs for a conference/meeting/training.

Costs Associated With Language Assistance and Access: If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable in specific grant programs. Costs to provide reasonable accommodation and facilitate language access for individuals who are deaf or hard of hearing may also be allowable in specific grant programs. See the [Application Resource Guide](#) for information on costs associated with language assistance.

For additional information about how to prepare a budget for federal funding, see the [Application Resource Guide](#) section on “[Budget Preparation and Submission Information](#)” and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

Budget and Associated Documentation: Budget/Financial Attachments

Indirect Cost Rate Agreement (if applicable): An applicant with a current, federally approved indirect cost rate agreement should upload it as an attachment in JustGrants.

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary for the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for operation and maintenance of offices or workspaces and salaries of administrative or support staff. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. See the [DOJ Grants Financial Guide](#) and the [OJP Grant Application Resource Guide](#) for additional information on indirect cost rate agreements.

Consultant Rate (if applicable): OJP has established maximum rates for consultants; see the “Listing of Costs Requiring Prior Approval” section of the [DOJ Grants Financial Guide](#) for more information. If an applicant proposes a rate for a consultant on their project that is higher than the established maximum rate and receives an award, then the award recipient must submit a document requesting approval for the rate and cannot incur costs at the higher rate without prior OJP approval. The award recipient must provide justification for why the proposed rate is higher than the established maximum rate, such as why the rate is reasonable and consistent with that paid for similar services in the marketplace.

Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable):

If an applicant proposes to hire employees with federal award funds, for any award of more than \$250,000, the recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. Applicants may request a waiver from this requirement by

submitting the appropriate form. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

Disclosure of Process Related to Executive Compensation (if applicable): An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the [Application Resource Guide](#) for information.

Memorandum of Understanding (MOU) and/or Letter of Intent

All award recipients will be expected to formalize their MDT partnerships with a formal, signed MOU with each stakeholder and partner involved in the project (whether as a subrecipient that will receive federal funds to carry out part of the federal award, or otherwise).

- Accordingly, all applications should include a draft or final Memorandum of Understanding (MOU) or a signed letter of intent that confirms the multi-disciplinary team’s intent to support the project through commitments of staff time, space, services, and/or other project needs. If the MOU and/or letter of intent is not included with the application, the application may not proceed to peer review.
- MOUs or letters of intent demonstrate the commitment of partner organizations to participate in the project. An MOU is a formalized commitment of staff and/or resources that is signed by authorized representatives of both partner organizations. A letter of intent indicates the organizations’ intention to partner, but the details of the commitment have not been fully worked out and officially agreed to. All award recipients will be expected to formalize their MDT partnerships with a formal, signed MOU with each stakeholder and partner.
- MOUs should include the following:
 - Names of the organizations involved in the agreement.
 - What service(s) and other work will be performed under the agreement by what organization.
 - Duration of the agreement.
- MOUs should be submitted as one separate attachment to the application.
- Unsigned draft MOUs may be submitted with the application, but the applicant should describe in a cover page to the attachment why it is unsigned.
- Letters of Intent should include the following:
 - Names of the organizations involved in the agreement.
 - High level summary of what service(s) and other work will be performed under the agreement by what organization with an agreement by each agency to enter into a formalized MOU upon award receipt
 - Letter of Intent should be submitted as one separate attachment to the application.

Additional Application Components

The applicant should attach the additional requested documentation listed below in JustGrants.

- **Curriculum Vitae or Resumes:** Provide resumes of key personnel who will work on the proposed project or a description of the experience and skills of key personnel necessary to implement the project.
- **Tribal Authorizing Resolution (if applicable):** An application in response to this NOFO may require inclusion of Tribal authorizing documentation as an attachment. If applicable, the applicant will upload the Tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on Tribal authorizing resolutions.
- **Research and Evaluation Independence and Integrity Statement:** If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [Application Resource Guide](#).
- **Timeline:** Provide a timeline listing key activities and milestones, and the projected timeframe during which they will take place.
- **Human Subjects Protection.** If the application includes a research partnership which may include human subjects, relevant protection information should be included.
- **Applicant Disclosure of SAK Testing Projects and/or other BJA funding related to violent cold case crimes:** Applicants must disclose all existing federal grant-funded SAK testing projects (including any funding a crime lab may receive from BJA for the purposes of testing or processing of SAK evidence) and must explain why additional funding is necessary. In addition, applicants must also disclose any previous SAKI or other BJA funding from the Forensics Unit, to include the amount originally awarded as well as the current status of each award, with up-to-date balances (if the award(s) remains active).

Applicants must describe how BJA funded projects will be coordinated and tracked separately from any other funding (e.g., BJA's DNA Capacity Enhancement and Backlog Reduction Program, Prosecuting Cold Case funding, and/or other SAKI funding), outlining how the applicant will ensure no duplication with other current grant-funded projects occurs.

If applicants have no existing federal grant-funded SAK testing projects or other related BJA funding this should be clearly stated to satisfy this application component.

- **Certification as to Unsubmitted and Partially Tested SAK Inventory Clearance:** For Categories 3,4,5, and 6, applicants must certify that they have addressed their unsubmitted and partially tested SAKs and downstream case activities. See Additional Applicant Eligibility Factors section of this NOFO for more information. Certification must be provided at the time of application on the [BJA-provided template](#) and signed by an official authorized to make the certification on behalf of the applicant agency.

- **Certification as to the use of Forensic Genetic Genealogy:** Award recipients utilizing SAKI funds for FGG must certify adherence to the DOJ Interim Policy Forensic Genealogical DNA Analysis and Searching (FGGS) (“Interim Policy on FGGS”) and SAKI program requirements regarding the use of FGG. Certification must be provided on the [BJA-provided template](#) and signed by an official authorized to make the certification on behalf of the applicant agency. Submission of this certification is not required at the time of application but is strongly encouraged.
- **Potential Environmental Impact (PEA)– National Environmental Policy Act (NEPA):** The National Environmental Policy Act (NEPA) of 1969 (Public Law No. 90-190; 42 U.S.C. § 4371, et seq.) established a national policy to promote the protection and enhancement of the environment. This policy was in response to growing concerns about the ecological balance and preservation of wildlife in the United States while meeting the demands of a growing population. Any BJA grant recipient with a project involving construction, expansion, renovation, facility planning, site selection, site preparation, and security or facility upgrades must be in compliance with the NEPA requirements during the initiation of the project as part of its planning, site selection, and site preparation. The BJA grant recipient must complete the NEPA process prior to actual construction, expansion, renovation, or remodeling (including security upgrades). Additionally, any BJA grant recipient with a project involving the use of chemicals must complete the NEPA process prior to project initiation.

A Categorical Exclusion (CATEX)—a class of actions that, either individually or cumulatively, would not have a significant effect on the human environment and therefore would not require preparation of an environmental assessment or environmental impact statement under NEPA—may be available for some projects where the environmental impact is minimal. A Programmatic Environmental Assessment (PEA) has been conducted that may cover certain projects, particularly those limited to routine indoor laboratory activities.

Alternatively, a grant recipient may be required to conduct an environmental assessment (EA), to assess the need for a project or proposed action, alternatives to the project/action, and the environmental impacts of the proposed and alternative project/action. If a grantee is required to conduct an EA, BJA will provide this service free of charge. Applicants do not need to allocate funding for this process in their grant applications.

Depending on a review of the project, after award grant recipients may be asked to provide additional information, so BJA can determine if either the CATEX or the PEA completes the NEPA process for particular projects or if an EA is necessary. For more information regarding NEPA, please visit <https://bja.ojp.gov/national-environmental-policy-act-nepa-guidance>.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities: JustGrants will prompt each applicant to indicate if it is required to complete and submit a lobbying disclosure under 31 U.S.C. § 1352.

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. 1352; 28 C.F.R. part 69. Note: Most applicants do not engage in activities that trigger this disclosure requirement.

An applicant that is not required by law (31 U.S.C. 1352) to complete and submit a lobbying disclosure, should enter “No.” By doing so, the applicant is affirmatively asserting (under applicable penalties) that it has nothing to disclose under 31 U.S.C. § 1352 with regard to the application for the award at issue.

Disclosure of Duplication in Cost Items: To ensure funding coordination across grantmaking agencies, and to avoid unnecessary or inappropriate duplication of grant funding, the applicant must disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds, for the same project and the same budget items included in this proposal. Complete the JustGrants Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances: Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

DOJ Certifications: Review the DOJ document [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies](#). An applicant must review and sign the certification document in JustGrants. See the [Application Resource Guide](#) for more information.

Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable): If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ high-risk recipient is an award recipient that has received a DOJ high-risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Submission Dates & Times

Refer to [Basic Information: Key Dates and Times](#) for the submission dates and times.

Applicants should submit their applications as early as possible and recommended not later than 48 hours before the deadlines. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. Applicants will use the Certify and Submit feature in JustGrants to confirm that all required application components have been entered, which includes identifying the Authorized Representative for the applicant. Once the application is submitted, the Application Submitter, Authorized Representative, and Entity Administrator receive a confirmation email.

An applicant will receive emails after successfully submitting application components in Grants.gov and JustGrants and should retain all emails and other confirmations received from the SAM.gov, Grants.gov, and JustGrants systems.

Experiencing Technical Issues Preventing Submission of an Application (Technical Waivers)

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. OJP will only consider requests to submit an application via alternative methods or after the deadline when the applicant can document that there is a technical issue with a government system that was beyond their control and that prevents submission of the application via the standard process prior to the deadlines. Issues resulting from circumstances within the applicant's control, such as failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time, will not be considered.

Requests and documentation must be sent to [the OJP Response Center at OJP.ResponseCenter@usdoj.gov]. Applicants should follow these steps if they experience a technical issue:

- 1. Contact the relevant help desk to report the issue and receive a tracking number.**

See [Basic Information: Contact Information](#) for the phone numbers, email addresses, and operating hours of the SAM.gov, Grants.gov, and JustGrants help desks. Reports of technical issues to the help desk must occur **before** the application deadline.

If an applicant calls the help desk and experiences a long wait time, they can also email the help desk to obtain a tracking number. Tracking numbers are generated automatically when an applicant emails the applicable service desk, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

2. If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at OJP.ResponseCenter@usdoj.gov within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. The applicant's request will need to include:

- A description of the technical difficulties experienced (provide screenshots if applicable).
- A timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit, and date and time support representatives responded).
- An attachment of the complete grant application and all the required documentation and materials (this serves as a "manual" submission of the application).
- The applicant's unique entity identifier (UEI).
- Any SAM.gov, Grants.gov, and JustGrants Service Desk tracking/ticket numbers documenting the technical issue.

3. If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact INSERT the OJP Response Center at OJP.ResponseCenter@usdoj.gov within 24 hours of the JustGrants deadline to request approval to submit after the deadline. See step 2 for the list of information the applicant must provide as part of its request.

As a reminder: the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information previously listed), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the "Experiencing Technical Issues" section in the [Application Resource Guide](#).



APPLICATION REVIEW

Responsiveness (Basic Minimum Requirements) Review

OJP screens applications to ensure they meet the basic minimum requirements (BMR) prior to conducting the merit review. Following are the basic minimum requirements for this funding opportunity. If OJP determines that an application does not include these elements, it will not proceed to merit review and will not receive any further consideration.

- The application is submitted by an eligible applicant.
- The application is responsive to the scope of the NOFO and funding category.
- The following application elements are included:
 - SF-424 (Grants.gov)
 - Proposal Narrative (JustGrants)
 - Budget detail form, which includes the budget items, their calculations, and explanation (JustGrants)
 - *Applicant State or local government entities only:* Certification by the Chief Executive Officer (or senior official) of the Applicant Government (using Appendix 1 template)
 - Applications for Categories 3, 4, 5, and 6: submission of [Certification of Unsubmitted and Partially Tested SAK Inventory Clearance](#). See page 11 for more information.
 - Disclosure of Other SAK testing projects and/or other BJA funding related to violent cold cases crimes.
 - Memorandums of Understanding and/or Letters of Intent

Applicants whose application fails to meet the BMR are provided notice (including appeal instructions) within a few weeks after the submission due date.

Merit Review Criteria

Peer Review Criteria

Applications that meet the basic minimum requirements will be evaluated for technical merit by peer reviewers based on how the proposed project/program addresses the following criteria:

- **Statement of the Problem/Description of the Issue (15%):** What critical issue or problem the applicant is proposing to address with this project. Applications under Categories 3,4,5 and 6 clearly document via the [Certification of Unsubmitted and Partially Tested SAK Inventory Clearance](#) how the applicant's jurisdiction has already addressed or prevented any issues related to unsubmitted SAKs (including partially tested kits) and the status of the downstream case activities (investigation/prosecutions) for the associated cases under the jurisdiction's control and/or authority.
- **Project Design and Implementation (40%):** The strength of how the applicant will implement activities, including the soundness of the project design and how the activities align to the stated goals and objectives, the category of Funding, and other program requirements such as those related to DNA analyses, FGG, and ViCAP.

- **Capabilities and Competencies (25%):** The applicant's administrative and technical capacity to successfully complete this project. The strength and stability of the proposed project team to include a site coordinator with adequate time dedicated to the project and with experience commensurate with the critical nature and responsibilities of the role.
- **Budget (15%):** Completeness, cost effectiveness, allowability (e.g., reasonable and necessary for project activities). The budget should align with category for which the applicant is seeking funding and the activities described in the Project Design.
- **BJA SAKI Model (5%):** Responsiveness to the application requirement for the BJA SAKI Model.

Programmatic and Financial Review Criteria

After the peer review, applications undergo additional programmatic and financial reviews. OJP staff may reach out to applicants during the programmatic or financial review if a submitted form is incomplete or needs to be updated. Note that OJP staff are not authorized to provide information on peer review scores or comment on programmatic, risk, or budget/financial reviews while the merit review is in progress.

In addition to BMR and peer review criteria, other important considerations for OJP include geographic coverage, strategic priorities (including, but not limited to, the priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the budget detail form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. If cost sharing/match is not required for this opportunity, applicants will not receive higher consideration by proposing a voluntary match contribution in their budget.

Risk Review

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to applicant risk. OJP assesses whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, including by (among other things) checking whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

Depending on the severity and nature of the risk factors, the risk assessment may result in the removal of an applicant from consideration or selection for award, or it may result in additional post-award conditions and oversight for an awarded applicant.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

Important Note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

Selection Process

All final award decisions will be made by the Assistant Attorney General, unless a statute explicitly authorizes award decisions by another official or there is written delegation of authority to another official. This official may consider not only peer review ratings and program office recommendations, but also other factors as indicated in the “Application Review” section to make final award decisions. For additional information on the application review process, see the [Application Resource Guide](#).



AWARD NOTICES

Federal Award Notices

For successful applicants, JustGrants will send a system-generated email to the Application Submitter, Authorized Representative, and Entity Administrator with information on accessing their official award package in JustGrants. The award package will include key information (such as funding amount and period of performance) as well as award conditions that must be followed. The Authorized Representative for the entity should accept or decline the award within 45 days of the notification. See the [Application Resource Guide](#) for information on award notifications and instructions.

Applicants not selected for an award will receive notification after all award recipients have been notified. OJP also provides unsuccessful applicants with a summary of peer reviewer comments.

Future Funding Opportunities

OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. When making continuation award decisions, OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the progress of the work funded under the award.

Applications submitted under this FY25 funding opportunity may be funded in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.



POST-AWARD REQUIREMENTS AND ADMINISTRATION

Reporting

All award recipients under this funding opportunity will be required to submit the following reports and data:

- Quarterly financial reports.
- Quarterly and semi-annual performance reports.
- Final financial and performance reports.
- If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data and the method for submitting reports in OJP's online systems. Future awards and fund drawdowns may be withheld if reports are delinquent, and in appropriate cases, OJP may require additional reports.

Performance Measure Reporting

Award recipients are required to submit performance measure data in the Performance Measurement Tool (PMT) on a quarterly basis and separately submit a semi-annual performance report in JustGrants. Applicants selected for an award will receive further guidance on post-award reporting processes.

Program- and Award-Specific Award Conditions

OJP includes various conditions on its awards. These may include program-specific conditions, which typically apply to all recipients of a funding opportunity, and award-specific conditions, which are included to address recipient-specific issues (e.g., programmatic or financial risk). Recipients may view all conditions, and actions required to satisfy those conditions, in the award package in JustGrants.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit the award recipient from discriminating on the basis of race, color, national origin, sex, religion, or disability in how it delivers its program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include, but are not limited to, Title VI of the Civil Rights Act of 1964, the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws

are discussed in greater detail on OJP's [Legal Overview—FY 2025 Awards](#) webpage under the “Civil Rights Requirements” section. Additional resources are available from the [OJP Office for Civil Rights](#).

Compliance with Federal civil rights and nondiscrimination laws is material to the government's decision to make any award and payment under this program, including for purposes of the False Claims Act, and each recipient will be required to certify (in its acceptance of the conditions of the award) that it does not operate any programs (including any such programs having components relating to diversity, equity, and inclusion) that violate any applicable Federal civil rights or nondiscrimination laws.

See OJP's [Partnerships with Faith-Based and Other Neighborhood Organizations webpage](#) for specific information for faith-based organizations applying under this NOFO.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

An application in response to this NOFO may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more information.

Other Reporting Requirements

Applicants and recipients are required to notify OJP if you know that you or any of your organization's principals for the award transaction are presently excluded or disqualified (*i.e.*, debarred or suspended) or otherwise meet any of the criteria in 2 C.F.R. 180.335. Recipients must comply with requirements in 2 C.F.R. Part 180, as implemented by DOJ in 2 C.F.R. Part 2867, which, among other things, require recipients to check certain information sources and, in some cases, notify the federal awarding agency prior to the agency awarding federal funds via contracts or subawards.

If a recipient's award includes a federal share of more than \$500,000 over the period of performance of the award, then the award (per 2 C.F.R. 200.113) will include a condition that may require the recipient to report and maintain certain information (relating to certain criminal, civil, and administrative proceedings) in SAM.gov. See the [Reporting Requirements page](#) for more information.



OTHER INFORMATION

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this NOFO. For additional information on what should be included in the application, see the [Application Resource Guide](#) section “Information Regarding Potential Evaluation of Programs and Activities.”

Freedom of Information and Privacy Act

See the [Application Resource Guide](#) for important information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

Applicants are advised not to include any unnecessary personally identifiable information, sensitive law enforcement information, or confidential financial information with the application.

Provide Feedback to OJP

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.



APPLICATION CHECKLIST

National Sexual Assault Kit Initiative

This application checklist has been created as an aid in developing an application. For more information, reference the “[OJP Application Submission Steps](#)” in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

SAM.gov Registration/Renewal

- Confirm that your entity’s registration in the System for Award Management (SAM.gov) is active through the NOFO period. Submit a new or renewal registration in SAM.gov, if needed (see [Application Resource Guide](#)).

Grants.gov Registration

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#)).

Grants.gov Opportunity Search

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Select the correct Competition ID.
- Access the funding opportunity and application package (see Step 7 under “[OJP Application Submission Steps](#)” in the [Application Resource Guide](#)).
- Sign up for Grants.gov email notifications (optional) (see [Application Resource Guide](#)).

Funding Opportunity Review and Project Planning

- Review all sections of the NOFO.
- Confirm your entity is eligible to receive funding (see [Eligibility: Eligible Applicants](#)).
- Confirm your proposed budget is within the allowable limits (see [Basic Information: Funding Details](#)), includes only allowable costs (see [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#)), and includes cost sharing if applicable (see [Eligibility: Cost Sharing/Match Requirements](#)).
- Review the performance measures for this funding opportunity and confirm you will be prepared to collect and report on this data (see [Program Description: Performance Measures](#)).
- Review the “[Legal Overview—FY 2025 Awards](#)” in the [OJP Funding Resource Center](#) and confirm you are prepared to follow the requirements.
- Read OJP policy and guidance on conference approval, planning, and reporting under “Listing of Costs Requiring Prior Approval” in the [DOJ Grants Financial Guide](#) or see the [Application Resource Guide](#).

Submission Step 1: Grants.gov

After registering with SAM.gov submit the SF-424 in Grants.gov.

- Complete and submit the SF-424 by the deadline.

- Confirm Section 8F of the SF-424 lists the name and contact information of the individual **who will complete the application in JustGrants.**
- Confirm that, within 48 hours of your submission in Grants.gov, you receive four (4) Grants.gov email notifications:
 - A submission receipt
 - A validation receipt
 - A grantor agency retrieval receipt
 - An agency tracking number assignment
- If no Grants.gov receipt and validation email is received, or if error notifications are received, contact OJP.ResponseCenter@usdoj.gov the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or support@grants.gov regarding technical difficulties (see the [Application Resource Guide](#) section on “[Experiencing Unforeseen Technical Issues](#)”).
- Confirm that, within 24 hours after receipt of confirmation emails from Grants.gov, the individual listed in Section 8F of the SF-424 receives an email from JustGrants with login instructions.

Submission Step 2: JustGrants

- Complete the following information:
 - Entity and User Verification (first-time applicants)
 - Standard Applicant Information
 - Proposal Abstract
 - Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
 - Agency Funding Priorities Inventory
- Upload the Proposal Narrative.*
- Complete the budget detail form.*
- Upload other budget/financial attachments, as applicable.
- Upload additional application components, as applicable.
 - *Applicant State or local government entities only:* Upload properly-executed *Certification by the Chief Executive Officer (or senior official) of the Applicant Government*, using only the certification template provided in the specified Appendix to this NOFO.*
 - MOU and/or Letters of Intent*
 - Disclosure of Other SAK testing projects and/or other BJA funding related to violent crime cold cases.*
 - Applications for Categories 3, 4, 5, and 6:
 - Upload [Certification of Unsubmitted and Partially Tested SAK Inventory Clearance](#). See page 11 for more information.*
- Complete the required disclosures and assurances:
 - Disclosure of Lobbying Activities and submission of SF-LLL, if prompted by the system
 - Disclosure of Duplication in Cost Items
 - DOJ Certified Standard Assurances
 - Applicant Disclosure and Justification – DOJ High-Risk Grantees

- Complete the required DOJ Certification on Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies.

****Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review nor receive further consideration.***

JustGrants Review, Certification, and Application Submission

- Address any validation errors displayed on screen after attempted submission, then return to the “Certify and Submit” screen to submit the application.
- Note the confirmation message at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.
- If you do not receive an application submission confirmation email or validation from JustGrants, or if you receive an error notification, please contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. See the [Application Resource Guide](#) for additional information.

APPENDIX 1

U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS

Certification by the Chief Executive Officer (or senior official) of the Applicant Government

On behalf of the applicant named below, and in support of its application, I certify under penalty of perjury to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

- (1) I am the chief executive officer of the State or local government ("the jurisdiction") of which the applicant entity named below is a part (or a senior official of the jurisdiction, with the legal authority to bind the same), I have received appropriate legal advice as to this certification, and I have the authority to make this certification on my own behalf as chief executive officer (or senior official) and on behalf of the jurisdiction and the applicant entity. I understand that OJP will rely upon this certification as a material representation in any decision to make an award to the applicant entity.
- (2) I have carefully reviewed (or have received pertinent legal advice concerning) 8 U.S.C. §§ 1373(a) & (b) and 1644, including the prohibitions on certain actions by State and local government entities, agencies, and officials regarding information on citizenship and immigration status.
- (3) I (and the applicant entity) understand that, for purposes of this certification, the term "program or activity" means what it means under title VI of the Civil Rights Act of 1964 (*see* 42 U.S.C. § 2000d-4a), and that terms used in this certification that are defined in 8 U.S.C. § 1101 mean what they mean under that section 1101, except that the term "State" also shall include American Samoa (*cf.* 42 U.S.C. § 901(a)(2)).
- (4) I (and the applicant entity) assure that the applicant entity (and its officials and other personnel) will comply with 8 U.S.C. §§ 1373 and 1644 in any "program or activity" receiving federal financial assistance under any award made by OJP pursuant to this application. I further certify that any subrecipient (at any tier) of such federal financial assistance (and its officials and other personnel) will also comply with 8 U.S.C. §§ 1373 and 1644.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 34 U.S.C. § 10271 or under 18 U.S.C. § 1001 or 1621, and may subject me and the applicant entity to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729–3730 and §§ 3801–3812). I also acknowledge that OJP awards, including certifications provided in connection with such awards, are subject to review by USDOJ, including by OJP and by the USDOJ Office of the Inspector General.

Signature of Chief Executive Officer (or senior official) of the Applicant Government

Date of Certification

Printed Name of Chief Executive Officer (or senior official)

Title of Chief Executive Officer (or senior official)

Name of Applicant Government Entity