

Notices regarding the solicitation “FY 2016 Sexual Assault Forensic Evidence-Inventory, Tracking, and Reporting Program (SAFE-ITR)”

April 4, 2016: Answers to questions have been posted. To assist applicants in completing their proposals, NIJ has made the answers to questions received available for this funding opportunity. Visit <http://nij.gov/funding/pages/solicitation-qa.aspx#NIJ-2016-9088> for questions and answers to help prepare your application.

April 1, 2016: The party responsible for attestation on the certification form found on page 32 was changed from “chief legal officer” to “chief law enforcement officer.”

The original solicitation document begins on the next page.



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [National Institute of Justice](#) (NIJ) is seeking applications for the Sexual Assault Forensic Evidence-Inventory, Tracking, and Reporting (SAFE-ITR) program. The program will fund States, units of local government, and tribal governments to implement an evidence management program to inventory, track, and report untested and unsubmitted sexual assault kits (SAKs). From the time an evidence SAK is collected to the time it leaves the laboratory and the case receives final disposition in court, the status and location of the SAK will be known. This program furthers the Department's mission to seek just punishment for those guilty of unlawful behavior, and to ensure the fair and impartial administration of justice for all Americans.

FY 2016 Sexual Assault Forensic Evidence-Inventory, Tracking, and Reporting Program (SAFE-ITR)

Applications Due: May 31, 2016

Eligibility

Eligible applicants are States¹, units of local government, and federally recognized Indian tribal governments (as determined by the Secretary of the Interior)² that collect, store, maintain, and/or send forensic DNA evidence to an existing and accredited crime laboratory that complies with the DNA Quality Assurance Standards and participates in the National DNA Index System (NDIS). See https://www.fbi.gov/about-us/lab/biometric-analysis/codis/stds_testlabs for more information.

NIJ welcomes applications that involve two or more entities that will carry out the funded federal award activities. Evidence-based initiatives, such as the NIJ action research projects performed in Detroit and Houston,³ have shown that collaboration and coordinated agency responses between primary stakeholders can aid in communication and overall project success. NIJ encourages collaborative partnerships; however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility for administering the funding and managing the entire program. Only one application per lead applicant will be considered; however, a subrecipient may be part of multiple proposals.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 31, 2016.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

¹ For purposes of this announcement, the term "State" includes the District of Columbia and all U.S. territories.

² For purposes of this announcement, "Indian tribe," as defined at 25 U.S.C. 450b(e), "means any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians."

³ <http://www.nij.gov/topics/law-enforcement/investigations/sexual-assault/Pages/untested-sexual-assault.aspx>.

For additional information, see [How to Apply](#) in Section D. Application and Submission Information.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to support@grants.gov. The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the NIJ contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 1-800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date. General information on applying for NIJ awards can be found at www.nij.gov/funding/Pages/welcome.aspx. Answers to frequently asked questions that may assist applicants are posted at www.nij.gov/funding/Pages/faqs.aspx.

Grants.gov number assigned to this announcement: NIJ-2016-9088

Release date: March 15, 2016

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FY 2016 Sexual Assault Forensic Evidence- Inventory, Tracking, and Reporting Program (SAFE-ITR)

(CFDA no. 16.741)

A. Program Description

Overview

According to the NIJ special report, “The Road Ahead: Unanalyzed Evidence in Sexual Assault Cases,” it is not known how many unanalyzed sexual assault kits (SAKs) there are nationwide.⁴ Evidence from sexual assaults like weapons, bedding, clothing, and SAKs can be used to corroborate that a crime occurred, identify or eliminate a possible perpetrator, and ascertain whether a suspect may have been involved in other crimes. SAKs contain biological and trace evidence along with other physical evidence collected from a victim. While all evidence from sexual assaults is important, this program focuses on SAKs. SAKs may be stored in a number of places such as crime laboratories, police department evidence storage units, hospitals and clinics. Many law enforcement agencies do not have computerized systems to track the processing of a SAK. This program will assist eligible States, units of local government, and tribal governments to inventory, track, and report all untested and unsubmitted SAKs and help these jurisdictions ensure accountability and transparency for the collection, processing and testing of SAKs.

NIJ seeks applications from eligible States, units of local government, and federally recognized Indian tribal governments (as determined by the Secretary of the Interior) that will inventory, track, and report the status of SAKs, in keeping with the purposes of certain provisions of Title X of Public Law 113-4, the Sexual Assault Forensic Evidence Reporting (SAFER) Act of 2013. Since multiple grant programs for testing evidence related to sexual assault are offered through the Office of Justice Programs, including the Bureau of Justice Assistance (BJA) and NIJ, funding from this program will not be made available for testing evidence.

Authorizing Legislation: Department of Justice Appropriations Act, 2016 (Public Law 114-113).

Program-Specific Information

This SAFE-ITR program will help defray costs associated with the following three tasks, defined for purposes of this program as set out immediately below:

- **Task 1: Inventory**. The term “inventory” refers to a detailed and descriptive list of articles or items (for purposes of this solicitation, SAKs) containing information such as, but not limited to: item identifiers, quantity, and location of the item.
- **Task 2: Tracking**. The term “tracking” refers to the monitoring and accounting of SAKs through the course, or path, of their movement from collection through final disposition.

⁴ <https://www.ncjrs.gov/pdffiles1/nij/233279.pdf>.

- **Task 3: Reporting.** The term “reporting” refers to the task of delivering a written report to the appropriate entity within the prescribed time period and with the applicable data provided. See page 5 for reporting requirements.

Funds may be requested for all three Tasks, or, if an inventory has already been completed, for Tasks 2 and 3 only. For applicants funded under this program, upon completion of the inventory, whether completed using the federal grant funds from this program or other applicant funding sources, the applicant must submit a certification of inventory completion to NIJ; see below for additional information. Program narratives should address all three of the aforementioned tasks, even if funding is not requested for all tasks. For example, if an inventory has already been completed, the applicant should provide information regarding the results of the inventory. Applicants may design project plans (or strategies) to include concurrent tasks; however, the inventory task is a priority.

All three tasks are applicable to all SAKs within the possession of an applicant.

Task 1: Inventory of all existing SAKs in the possession of an applicant

Applicants must inventory all existing SAKs in the applicant’s possession. If an eligible applicant has completed an inventory of all SAKs in its possession, then the applicant must submit a certification from the applicant jurisdiction’s chief law enforcement officer indicating the inventory is complete and accurate, and how many SAKs are currently (as of the date of the certification) in the applicant’s possession. For an award that includes funds to complete Task 1 (inventory), this certification must be submitted prior to the initiation of any other tasks, as outlined in the application.

- Regarding the inventory task, an applicant should address in its project plan how it will handle SAKs in its possession for which a statute(s) of limitations will expire.

Required Certification: A certification is required for this program.

- If an applicant is requesting funds for all three Tasks under the SAFE-ITR program, a certification must be submitted upon completion of Task 1 (Inventory-as described above).
- If the applicant is requesting funding to begin at Task 2 (tracking-as described above), then an applicant, prior to the award start date, should submit a certification with the application asserting completion of its inventory. Access to award funds may be withheld until NIJ receives a properly executed certification from the applicant (see details Appendix page 31).
- The certification must be signed by the applicant jurisdiction’s chief law enforcement officer.

Task 2: Track SAK movement for a period not less than 12 months

For 12 months or more, an applicant must track SAKs from the time the applicant takes possession of the SAK through disposition of the case. Project plans should be designed to allow Task 2 (tracking) and Task 3 (reporting) activities to occur concurrently.

Tracking Requirements:

- The chief law enforcement officer of the applicant State, unit of local government, or Indian tribe must be the identified individual accountable for compliance and reporting within the applicant jurisdiction.
 - The chief law enforcement officer can appoint a designee as long as the designee is not an employee of any governmental laboratory or vendor laboratory.

If funded, the applicant must track SAKs in accordance with the following requirements:

- For each SAK, a unique identifier must be assigned.
- The applicant must identify the date upon which the State, unit of local government, or Indian tribe would be barred by an applicable statute(s) of limitations from prosecuting the person(s) to whom the SAK relates.
- For SAKs not in the possession of the applicant at the initiation of the program, within 90 days of possession, the applicant must incorporate the new SAKs into the inventory, tracking, and reporting protocol and gather all required reporting information as described in Task 3.

Task 3: Reporting the tracking results

Reporting requirements include reports to NIJ, as well as posting of required metrics, every 60 days on an applicant's website. An applicant must report to NIJ during the 12-month period in which it tracks SAKs in its possession (see [Task 2: Tracking](#)). All 60-day reports captured by an applicant must be included in the semi-annual progress reports submitted to NIJ.

Every 60 days the applicant must post the following metrics (listed below) to an appropriate website hosted by the applicant and open to the public. Data must include:

- a. The name of the applicant State, unit of local government, or Indian tribe.
- b. The period covered by the report.
- c. The cumulative total number of SAKs in the possession of the applicant.
- d. With respect to the cumulative total number of SAKs in the possession of the applicant at the end of the reporting period:
 - i. The number of such SAKs that the applicant has determined should undergo DNA or other appropriate forensic analyses, but that the applicant has not submitted to a crime laboratory for testing.
 - ii. The number of such SAKs identified by the applicant since the previous reporting period that have not previously been counted.

- iii. The number of such SAKs that the applicant has determined should not undergo DNA or other appropriate forensic analyses.
- e. The cumulative total number of SAKs that have been submitted to a laboratory for DNA or other appropriate forensic analyses at the end of the reporting period.
- f. The cumulative total number of SAKs identified by the inventory and tracking for which DNA or other appropriate forensic analysis has been completed at the end of the reporting period.
- g. The cumulative total number of SAKs for which the applicant will be barred within 12 months by any applicable statute(s) of limitations from prosecuting a perpetrator of the sexual assault to which the sample relates.
- h. The cumulative total number of SAKs for which the prosecution of a perpetrator(s) is barred by a statute of limitations.

Exceptions from reporting

- Reporting is not required for SAKs that are not considered criminal evidence, such as a SAK collected anonymously from a victim who is unwilling to make a criminal complaint.

Publication of reports

Reports submitted during the tracking and reporting tasks of this program must be published and disseminated on a website hosted by the applicant and open to the public. Such reports must not include personally identifiable information (PII)⁵ or any details about a sexual assault that might lead to the identification of the individuals involved.

Definitions for this solicitation

Sexual Assault Kit (SAK): A collection of items used by medical personnel for the preservation of biological and physical evidence collected from a person, living or deceased, following an allegation or suspicion of sexual assault.

Unsubmitted SAK: SAKs that have not been submitted to a forensic laboratory for testing and analysis, including SAKs that *will* undergo testing, but have not yet been sent to the laboratory, SAKs that are being stored in a laboratory but for which a request for analysis has not been made, SAKs for which a request for analysis will not be made, and SAKs for which the decision on whether to test has not been made.

Untested SAKs: SAKs that have been submitted to a forensic laboratory with a request for testing but have not yet been processed or tested.

Possession: With respect to SAKs, possession by a State or unit of local government includes the storage, control, or custody by an agency (or individual who is acting as an agent) of the State or unit of local government.

⁵ Personally Identifiable Information is defined as: "information which either—(1) Is labelled by name or other personal identifiers, or (2) Can, by virtue of sample size or other factors, be reasonably interpreted as referring to a particular private person." 28 C.F.R. § 22.2(e)

Final Disposition: With respect to a criminal case or investigation in which a SAK relates, the term final disposition refers to the conviction or acquittal of all suspected perpetrators of the crime; a determination by the State or unit of local government in possession of the SAK that the case is unfounded; or a declaration by the victim of the crime that the act constituting the basis of the crime was not committed.

DNA Analyses Conducted Over the Course of the Project

Expenses associated with DNA testing are not permissible under this program. See the “Budget Information” section under Section B. Award Information for details on expenses that may be funded under this program.

With respect to any DNA analyses that may be conducted over the course of the project, if awarded, however, NIJ encourages applicants to give strong consideration to the following:

NIJ suggests that all DNA analyses conducted during the tracking and reporting tasks of this program be performed by a laboratory (government-owned or fee-for-service) that is accredited and currently undergoes external audits not less than once every two (2) years. These audits must demonstrate that the laboratory maintains compliance with the DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation.

NIJ also suggests that no profiles generated during the tracking portion of this program be entered into any non-governmental DNA database. All DNA analyses conducted and profiles generated during the tracking portion of this program must be maintained pursuant to all applicable federal privacy requirements, including those described in 42 U.S.C. § 14132(b)(3).

Goals, Objectives, and Deliverables

The goal of NIJ's SAFE-ITR program is to establish and maintain accountability for participants in the criminal justice system as it relates to sexual assaults and sexual assault evidence collection and analysis. Establishing and maintaining accountability for law enforcement and laboratories will help ensure that evidence is promptly submitted to and analyzed by an accredited laboratory. Once analyzed, sexual assault evidence can provide investigative leads to the law enforcement agency, allowing the perpetrator to be apprehended before more crimes are committed.

Additional goals include:

- To gain an understanding of the number of SAKs that remain in possession of law enforcement agencies.
- To understand the movement of SAKs through the criminal justice system.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates.

- Integrating evidence into program, practice, and policy decisions within OJP and the field.
- Improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The OJP.CrimeSolutions.gov website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

Total funding for this solicitation and the number of awards made will depend on the availability of funds, the quality of the applications, and other pertinent factors.

Applicants should propose a project period of no longer than 36 months beginning January 1, 2017.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of Award⁶

NIJ expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if NIJ expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity⁷) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

⁶ See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

⁷ For purposes of this solicitation (or program announcement), “pass-through entity” includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the recipient (and any subrecipient) is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- (c) Evaluate and monitor the recipient’s (and any subrecipient’s) compliance with statutes, regulations, and the terms and conditions of federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Permissible Uses of Funds

Permissible uses of funds provided under this program may include:

1. Salary and benefits of additional employees

Funds may be used to hire additional full-time or part-time employees for the applicant or proposed subrecipient(s) to directly inventory, track and/or report on the SAKs as a part of this project. Funds may also be used to hire additional full-time or part-time employees for the applicant or subrecipient(s) to implement information technology solutions for the inventory, tracking, and reporting of the status of SAKs through the criminal justice process. Applicants should demonstrate that additional full-time/part-time employee(s) would be directly engaged in these activities. Supplanting is not permitted.

2. Overtime for existing employees

Funds may be used to pay overtime to existing employees of the applicant or proposed subrecipient(s) to directly inventory, track and/or report on the SAKs as a part of this project. Funds may also be used to pay overtime to existing employees of the applicant or subrecipient(s) to implement information technology solutions for the inventory, tracking, and reporting of the status of SAKs through the criminal justice process of the

applicant jurisdiction (or, subrecipient(s) jurisdiction(s), as applicable). Any payments for overtime must be in accordance with the applicable provisions of the Financial Guide, available at <http://ojp.gov/financialguide/DOJ/index.htm>.

3. Purchase of Automated Information Technology (AIT) systems

Funds may be used to purchase and implement an AIT system for the applicant to aid in the inventory, tracking, and accountability of SAKs as they progress through the criminal justice system. It is critical that an applicant jurisdiction be able to adequately account for and track sexual assault evidence. The system may include the software, hardware, accessories (e.g., barcode readers), supplies (e.g., barcode labels for barcode printers), and warranties or service contracts for systems purchased with funding from an award made under this program.

4. Travel (limited)

Funds may be requested for reasonable and justified travel for purposes including, but not limited to:

- Inventorying SAKs that may be in multiple facilities owned or operated by the applicant and its subrecipient(s).
- Meetings with agencies that have implemented SAK inventories, procedures for SAK tracking and testing, and AIT systems for the purpose of gaining insight to the applicant's own plan for SAK inventory and tracking.
- Professional meetings with workshops dedicated to SAK issues in the law enforcement and criminal justice communities.
- Professional meetings where the applicant will disseminate findings from this project.

Funds used for travel are limited to no more than 3 percent of the total award. Travel expenses must be reasonable and must comply with the applicable provisions of the Financial Guide and any applicable special conditions on the award. Justifications for the number of staff traveling and the benefit of their attendance at the event must be included.

5. Direct Administrative Expenses

Up to 5 percent of the federal portion of an award under this program may be used for direct administrative expenses specifically related to grant administration and management.

6. Website Hosting and Maintenance

Any expenses, within the grant period, specifically associated with the hosting and maintenance of an applicant's webpage for the purposes of reporting program required metrics.

Expenses That Are Not Permitted

Federal funds awarded under this program may not be used for:

1. Construction and renovations.
2. Travel, other than authorized travel expenses as discussed in Permissible Uses of Funds, number 4.
3. Direct administrative expenses that exceed 5 percent of the federal portion of the award.
4. Indirect costs.
5. Laboratory equipment for forensic biology and DNA testing.
6. Supplies for forensic biology and DNA testing.
7. Establishing contracts to send SAKs to fee-for-service forensic biology and DNA testing.
8. Personnel expenses for forensic biology and DNA testing.
9. Salaries and benefits for existing employees, other than discussed in [Permissible Uses of Funds](#), numbers 1 and 2.
10. Vehicles and related expenses.
11. Cell phones and cell phone plans.
12. Rental costs for space.
13. Office furnishings and general office supplies such as paper, pens, printer cartridges, etc.
14. General enhancement of capabilities of applicant not directly related to one of the three inventory, tracking, or reporting tasks outlined in this solicitation.
15. Work that is funded under another federal award.

Cost Sharing or Matching Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Pre-Agreement Cost (also known as Pre-award Cost) Approvals

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid

from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% 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.⁸ The 2016 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

⁸ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

Costs Associated with Language Assistance (if applicable)

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. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For eligibility information, see title page.

For additional information on cost sharing or matching requirements, see [Section B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, NIJ will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that NIJ has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, NIJ has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under [How to Apply](#) to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Résumés") for all attachments. Also, OJP recommends that applicants include résumés in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

Intergovernmental Review: This funding opportunity is subject to [Executive Order 12372](#). Applicants may find the names and addresses of their State's Single Point of Contact (SPOC) at the following website: www.whitehouse.gov/omb/grants_s poc/. Applicants whose State appears on the SPOC list must contact their State's SPOC to find out about, and comply with, the State's process under Executive Order 12372. In completing the SF-424, applicants whose State appears on the SPOC list are to make the appropriate selection in response to question 19 once the applicant has complied with their State's E.O. 12372 process. (Applicants whose State does not appear on the SPOC list are to make the appropriate selection in response to question 19 to indicate that the "Program is subject to E.O. 12372 but has not been selected by the State for review.")

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with "Project Abstract" as part of its file name.
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

3. Program Narrative

The program narrative section of the application should not exceed ten (10) double-spaced pages in 12-point font with 1-inch margins. If included in the main body of the program narrative, tables, charts, figures, and other illustrations count toward the 10-page limit for the narrative section. The project abstract, title page, table of contents and appendices do not count toward the 10-page limit.

If the program narrative fails to comply with these length-related restrictions, NIJ may consider such noncompliance in peer review and in final award decisions.

If the applicant has been awarded funds through the BJA Sexual Assault Kit Initiative (SAKI), the NIJ DNA Capacity Enhancement and Backlog Reduction program, the NIJ Solving Cold Cases with DNA program, or any other federal program with similar goals and objectives as the SAFE-ITR program, they must address how a project under this program

will differ from projects funded under those awards. The applicant should also note that that costs **must not** be duplicated between any award made under this program and any other federal funds the applicant has been awarded.

Within the program narrative, an applicant should address the issue of expiration of statute(s) of limitations on SAKs within their possession. A description should be provided as to how the applicant intends to adjudicate cases identified in which a statute of limitations will expire prior to the completion of the inventory process.

Program Narrative Guidelines:

- a. **Title Page** (not counted against the 10-page program narrative limit).

The title page should include the title of the project, submission date, funding opportunity number, and the applicant's name and complete contact information (i.e., address, telephone number, and e-mail address).

- b. **Table of Contents and Figures** (not counted against the 10-page program narrative limit).

- c. **Main Body**

The main body of the program narrative should describe the proposed project in depth. This narrative should clearly define the applicant's strategy for inventorying, tracking, and reporting on all SAKs in its possession according to the requirements set forth in this solicitation. The strategy or project plan may be demonstrated through the inclusion of checklists, flowcharts, diagrams, or narratives. The inventory cannot be outsourced (e.g., by procurement contract).

The following sections should be included as part of the program narrative:

- a. Statement of the Problem.
- b. Project Design and Implementation.
- c. Capabilities and Competencies.
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures.

The data collection plan is a description of the applicant's plan for collecting the data required for the solicitation's performance measures. The plan should describe how the performance measure data will be derived, state who will be responsible for collecting the data, and state that the data will be available for review consistent with applicable records retention requirements. See 2 C.F.R 200.333.

To demonstrate program progress and success, as well as, to assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate

values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

| Objective | Performance Measure(s) | Data Grantee Provides |
|--|--|--|
| To inventory, track, and report untested and unsubmitted Sexual Assault Kits (SAKs). | (Unsubmitted) sexual assault kits identified. Number of SAKs inventoried. | Number of SAKs that are in the possession of the applicant agency at the beginning of the award period. Number of SAKs inventoried during the reporting period. Number of SAKs that were submitted to or the agency collected during the reporting period. |
| | Number of previously tested SAKs. Number of SAKs that do not require testing. Percentage of unsubmitted SAKs identified as needing forensic testing. Percentage of unsubmitted SAKs sent to the laboratory for testing. Percent reduction in the number of unsubmitted SAKs requiring DNA testing. | Number of SAKs inventoried and reported that: <ul style="list-style-type: none"> A. Were identified as previously tested. B. Do not require testing. C. Were sent to the laboratory for testing. D. Had a final disposition (e.g., were adjudicated). |
| To track and report on movement of SAKs through the criminal justice system. | Number of deliverables that are completed on time Number of deliverables that meet expectations. | Number of deliverables that meet expectations, where applicable to include: <ul style="list-style-type: none"> • Deployment of an automated information system. • Commencement and completion of inventory. • Commencement of tracking and reporting on SAK movement. |
| | Develop website to report metrics | Development of a public website to report metrics as listed in Task 3: Reporting . |
| | Maintain website that reports metrics | Maintain the public website to report metrics as listed in Task 3: Reporting . |
| | Number of reports submitted on time. | Number of reports posted publicly on the website developed for Task 3: Reporting . |

NIJ does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that NIJ will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

d. Appendices (not counted against the 10-page program narrative limit) include:

- Bibliography/references (if applicable).
- Curriculum vitae, resumes, or biographical sketches of key personnel.
- A clear timeline of the project activities expected to be funded under this award as well as activities not funded under this award but crucial to project completion. The timeline should include expected milestones and should demonstrate adherence to the requirements of this solicitation.
- Human Subjects Protection paperwork (documentation and forms related to Institutional Review Board (IRB) review). (See www.nij.gov/funding/humansubjects/Pages/welcome.aspx) NOTE: Final IRB approval is not required at the time an application is submitted.
- Privacy Certificate (for further guidance go to www.nij.gov/funding/humansubjects/pages/confidentiality.aspx).
- List of any previous and current NIJ awards to applicant organization, including the NIJ-assigned award numbers.
- List of any federal awards to the applicant organization that relate to testing of sexual assault evidence.
- Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable).
- List of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://ojp.gov/financialguide/DOJ/index.htm>.

b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

c. Non-Competitive Procurement Contracts in Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are not permitted under this program.

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. Applicant Disclosure of High-Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high-risk.
- Date the applicant was designated high-risk.
- The high-risk point of contact name, phone number, and email address, from that federal agency.
- Reasons for the high-risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

8. Additional Attachments

a. **Completed inventory certification if an applicant is proposing to begin on [Task 2: Tracking](#) (see page 5)**

b. **Applicant Disclosure of Pending Applications**

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or State funding agency.
- The solicitation name/project name.
- The point of contact information at the applicable funding agency.

| Federal or State Funding Agency | Solicitation Name/Project Name | Name/Phone/Email for Point of Contact at Funding Agency |
|--|---|---|
| DOJ/COPS | COPS Hiring Program | Jane Doe, 202/000-0000; jane.doe@usdoj.gov |
| HHS/ Substance Abuse & Mental Health Services Administration | Drug Free Communities Mentoring Program/ North County Youth Mentoring Program | John Doe, 202/000-0000; john.doe@hhs.gov |

Applicants should include the table as a separate attachment to their application. The file should be named “Disclosure of Pending Applications.”

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

9. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

10. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

How to Apply

Applicants must register in, and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP

encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

NIJ strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Note on Attachments. Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please insure all required documents are attached in the mandatory category.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

| Characters | Special Characters | | |
|--------------------|--|------------------|-----------------------|
| Upper case (A – Z) | Parenthesis () | Curly braces { } | Square brackets [] |
| Lower case (a – z) | Ampersand (&) | Tilde (~) | Exclamation point (!) |
| Underscore (_) | Comma (,) | Semicolon (;) | Apostrophe (') |
| Hyphen (-) | At sign (@) | Number sign (#) | Dollar sign (\$) |
| Space | Percent sign (%) | Plus sign (+) | Equal sign (=) |
| Period (.) | When using the ampersand (&) in XML, applicants must use the “&amp;,” format. | | |

Grants.gov is designed to forward successfully submitted applications to the OJP Grants Management System (GMS).

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRRegister> to create a username and password. Individual applicants should complete all steps except 1, 2 and 4.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process for organizations, go to www.grants.gov/web/grants/register.html. Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-registration.html>.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.741, titled "DNA Backlog Reduction Program," and the funding opportunity number is NIJ-2016-9088.
- 6. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24-48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the

problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 31, 2016.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, NIJ will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. The applicant must email the NIJ contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: NIJ does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at <http://ojp.gov/funding/index.htm>.

E. Application Review Information

Selection Criteria

1. Statement of the Problem (10%)
2. Project Design and Implementation (55%)
3. Capabilities and Competencies (15%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁹ (10%)

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. NIJ reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as "critical elements."
- Applicants will be checked against the System for Award Management (SAM).

For a list of critical elements, see "What an Application Should Include" under [Section D. Application and Submission Information](#).

NIJ may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation's

⁹ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior NIJ and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity.
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide.
3. History of performance.
4. Reports and findings from audits.
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients.
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior NIJ and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.](#)
- [Standard Assurances.](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements¹⁰ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, NIJ anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with NIJ.

¹⁰ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements. As part of a recipient’s reporting requirements, an applicant will be required to post metrics every 60 days to an appropriate website hosted by an applicant and open to the public. An applicant will also be required to submit the 60-day reports with the semi-annual progress reports to NIJ. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For Federal Awarding Agency Contact(s), see title page.

For contact information for Grants.gov, see title page.

H. Other Information

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojpeerreview@lmsolas.com. The OJP Solicitation Feedback email account will not forward your résumé. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

FY 2016 Sexual Assault Forensic Evidence-Inventory, Tracking, and Reporting Program (SAFE-ITR)

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNS Number (see page 23)
- _____ Acquire or renew registration with SAM (see page 23)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 23)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 23)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 23)
- _____ Download Funding Opportunity and Application Package (see page 23)
- _____ Sign up for Grants.gov email [notifications](#) (optional) (see page 22)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see page 13)

After Application Submission, Receive Grants.gov Email Notifications That:

- _____ (1) application has been received,
- _____ (2) application has either been successfully validated or rejected with errors (see page 23)

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- _____ Please refer to the section: Experiencing Unforeseen Grants.gov Technical Issues (see page 24)

General Requirements:

- _____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Eligibility Requirement: For eligibility information, see title page.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 15)
- _____ Intergovernmental Review (see page 15)
- _____ Project Abstract (see page 15)
- _____ Program Narrative (see page 15)
- _____ Budget Detail Worksheet (see page 18)
- _____ Budget Narrative (see page 19)
- _____ Tribal Authorizing Resolution (if applicable) (see page 19)
- _____ Applicant Disclosure of High Risk Status (see page 20)
- _____ Additional Attachments
 - _____ Certification of Completed SAK Inventory, if applicable (see page 20)
 - _____ Applicant Disclosure of Pending Applications (see page 20)

- _____ Financial Management and System of Internal Controls Questionnaire (see page 21)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 21)
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 13)

Appendix I: Certification Template

Instructions: Execute the certification by filling in the blanks of the last paragraph, and by signing and completing the information requested at the bottom of the certification template. Scan the completed document and submit the image file electronically through GMS.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
NATIONAL INSTITUTE OF JUSTICE

FY 2016 Sexual Assault Forensic Evidence–Inventory, Tracking, and Reporting Program
(SAFE-ITR)

On behalf of the applicant named below, I certify the following to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice:

The applicant has completed an inventory of all sexual assault kits (SAKs) in its possession.

I acknowledge that a false statement in this certification or in the grant application that it supports may be the subject of criminal prosecution, including under 18 U.S.C. § 1001 and 42 U.S.C. § 3795a. I also acknowledge that Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice’s Office of the Inspector General.

I am the chief law enforcement officer of the applicant and I have authority to make this certification on behalf of the applicant.

I, _____, chief law enforcement officer of the applicant, attest that as of _____,
(name) (date)
_____ has completed its sexual assault kit (SAK) inventory
(applicant)
and has _____ SAKs in its possession.
(number)

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

Name of Applicant (State, unit of local government, or Indian tribe)

Date