



Welcome to the National Sexual Assault Kit Initiative – FY2021

Representatives from the Bureau of Justice Assistance and RTI International
(SAKI TTA)

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SAKI Grant Program Requirements

- 1. Award Conditions**
- 2. Reporting Requirements**
- 3. Budget Considerations:
Allowable/Unallowable**



Award Conditions

Award conditions are terms & conditions of the award. By accepting the award, you agree to comply with them.

Standard Award Conditions

- All awards will include **standard award conditions**. Important Award Conditions to note:
- POC (Award Administrator) and FPOCs (Financial Manager) - Completion of "OJP financial management and grant administration training" required*
 - Acceptance by the Authorized Representative
 - Subawards - all subawards require federal authorization

SAKI - specific Award Conditions

- SAKI – Withholding of Funds for Completed Inventory* (*grantee will work with **RTI** directly to address this requirement*).
- NEPA Environmental Assessment* (*grantee will work with **The Clark Group** directly to address this requirement*).

Withholding Award Conditions

- Budget Conditional clearance
- Indirect Costs
- Research Evaluation Independence & Integrity
- Application Attachments

Award Conditions (FAQ)

- Submission of BJA published materials
- FFATA Reporting Subawards and Executive Compensation (\$30,000)

Reporting Requirements

| Report | Purpose | Completed in: | Submitted in: | Report Due Date |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Performance Report | <ul style="list-style-type: none"> To identify your (grantee) successes and potential areas of improvement. To help us (BJA/DOJ) understand your (grantee) activity and progress To help us (BJA/DOJ) understand what funds are being used for | Performance Management Tool System (PMT) | JustGrants | The PMT includes performance measures (completed and submitted quarterly in PMT) and narrative questions (submitted in JustGrants semiannually). |
| Federal Financial Report (FFR) | SAKI grantees are required to report their financial activity for the previous 3 months of their award. | JustGrants | JustGrants | The FFRs are due quarterly. |

Important Note: Performance Report and Federal Financial Report due dates are generally fixed and cannot be adjusted. Late reports submitted (after the grace period) into JustGrants will automatically result in a Withhold of Funds placed on the award, which will be removed once the Performance Report or Federal Financial Report is submitted. Grantees should subscribe to the JustGrants newsletter for important system updates and news: <https://justicegrants.usdoj.gov/news>.

Federal Financial Reporting

Grantee logs into the JustGrants System



Grantee (Financial Manager) completes their Federal Financial Report on a **quarterly basis** in the **JustGrants system**.



Grantees can always check the JustGrants Federal Financial Report (FFR) due dates in the **Federal Financial Report** tab of their award account.

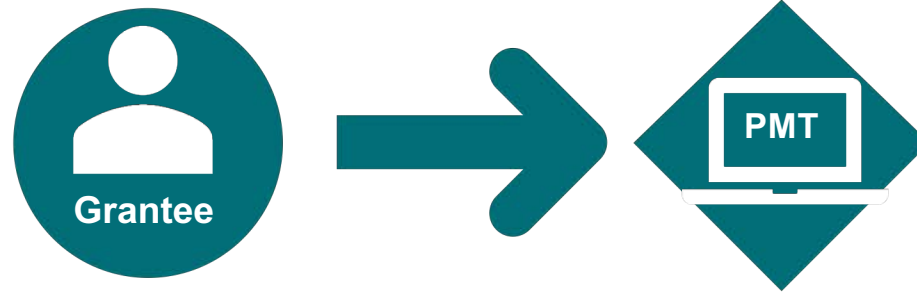
If you have trouble submitting your FFR, please contact the JustGrants technical support team at JustGrants.Support@usdoj.gov or call 833–872–5175. If you need to reach the Office of the Chief Financial Officer (OCFO), please call 1-800-458-0786 or email to ask.ocfo@usdoj.gov. For ASAP-related questions, please contact OCFO.

Important Note: Federal Financial Report due dates are generally fixed and cannot be adjusted. Late reports submitted (after the grace period) into JustGrants will automatically result in a Withhold of Funds placed on the award, which will be removed once the Federal Financial Report is submitted. Grantees should subscribe to the JustGrants newsletter for important system updates and news: <https://justicegrants.usdoj.gov/news>.

Performance Reporting

Step 1: Grantee logs in to the PMT System.

Note: The PMT system is a separate and independent system from the JustGrants system



Step 2: Grantee completes the SAKI PMT Report on a quarterly basis in the PMT.



Step 3: On a semi-annual basis, grantee reports on the Goals and Objectives and generates a PDF of the PMT report for submission into the JustGrants system.

Step 5: BJA Programs (Mila and Lauren) reviews PMT report and requests revisions if necessary.



Step 4: Grantee uploads and submits a PMT report (via PDF) on a semi-annual basis in the JustGrants system.



Grantees should ensure the correct PMT report is submitted for the appropriate reporting period.

Importance of Performance Reporting

To understand how funds are being distributed:

- Informs budget, strategic plan, and future funding.
- Enables BJA to respond to external requests (e.g., congressional inquiries, media requests).



To track activity and progress:

- Informs BJA reviews and decision-making.



To comply with the law:

- Government Performance and Results Modernization Act of 2010



To identify areas of success and potential areas of improvement:

- Includes system improvements, including internal training and technical assistance (TTA) and external messaging.




Performance Measures webpage:

<https://bja.ojp.gov/funding/performance-measures/overview>



Importance of Performance Reporting

| Goal | Status | Progress & Barriers | Planned Activities |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> Goals are set for the duration of your project and should remain consistent throughout each Report Goals should be SMART: Specific; Measurable; Achievable; Relevant; Time Bound | <p>The status of the goal may change from one reporting period to the next – there are prepopulated options in the PMT</p> | <ul style="list-style-type: none"> Progress, achievements, and challenges towards each goal should be reported here for the last two quarters. Detailed narrative should be specific and clearly demonstrate the work completed in the last 6 months as it relates to each specific goal | <ul style="list-style-type: none"> Anticipated activities, as they relate to a particular goal, should be outlined for the next 6 months |
| <p><u>Example</u> Reduce the number of unsubmitted SAKs by conducting a comprehensive inventory of previously unsubmitted SAKs and testing all eligible SAKs using CODIS eligible methodology in the first 18 months of the project</p> <p>Objective/Action: inventory and test SAKs</p> | <p>In Progress</p> | <p>State X has completed the inventory of unsubmitted SAKs. To do so, we engaged with all local law enforcement agencies and coroners' offices over the last nine months. The Site Coordinator compiled and validated the data submitted to us by the LE agencies. We submitted our inventory to BJA for review and it was approved on X date.</p> | <p>We are planning to begin outsourcing the testing of identified SAKs to Y lab, which was selected through a competitive procurement process. We anticipate sending in 500 SAKs in the next 6 months.</p>  |

Budget Considerations



- To be allowable under Federal awards; costs must be reasonable, allocable, and necessary to the project. In addition, they must comply with funding statute requirements.
- Please reference the DOJ Grants Financial Guide found here <https://www.ojp.gov/funding/financialguidedojo/overview> and reference the FY 21 SAKI solicitation for Purpose Area notes on allowable costs: <https://bja.ojp.gov/funding/opportunities/o-bja-2021-94003>



Allowable uses of funding include:

- SAKI funds can be used to directly support activities to inventory, track, and expeditiously test previously **unsubmitted SAKs**;
- Provide resources to address the sexual assault investigations and prosecutions **that result from evidence and CODIS hits produced by the tested SAKs**;
- Produce necessary protocols and policies to improve collaboration among laboratories, police, prosecutors, and victim service providers;
- Optimize victim notification protocols and services



Unallowable uses of SAKI funds include:

- Victim services such as emergency financial aid, shelter, food, transportation costs (NOT related to their case);
- Lab equipment;
- Testing of current SAKs;
- Investigations and prosecutions of current Sexual Assault cases*

Budget Considerations (cont'd)



- All Indirect cost rates must be current and approved.



Allowable uses of funding include:

- Collect and test lawfully owed DNA from offenders/arrestees;
- All recipients should set aside travel funds to attend the annual BJA SAKI Conference



Unallowable uses of SAKI funds include:

- SANE Nurses expenses



Be sure to learn more about funding opportunities offered by Department of Justice:
Office for Victims of Crime (OVC): <https://ovc.ojp.gov/funding/types-of-funding>
Office on Violence Against Women (OVW): <https://www.justice.gov/ovw/how-apply>

Grants Management Best Practices

1. Grant Award Modifications
2. BJA Monitoring
3. Subrecipient Policies & Procedures
4. Sub-Awards vs Contracts
5. Procurement



Grant Award Modification (GAM)

A GAM is used to request project changes or corrections of an award.

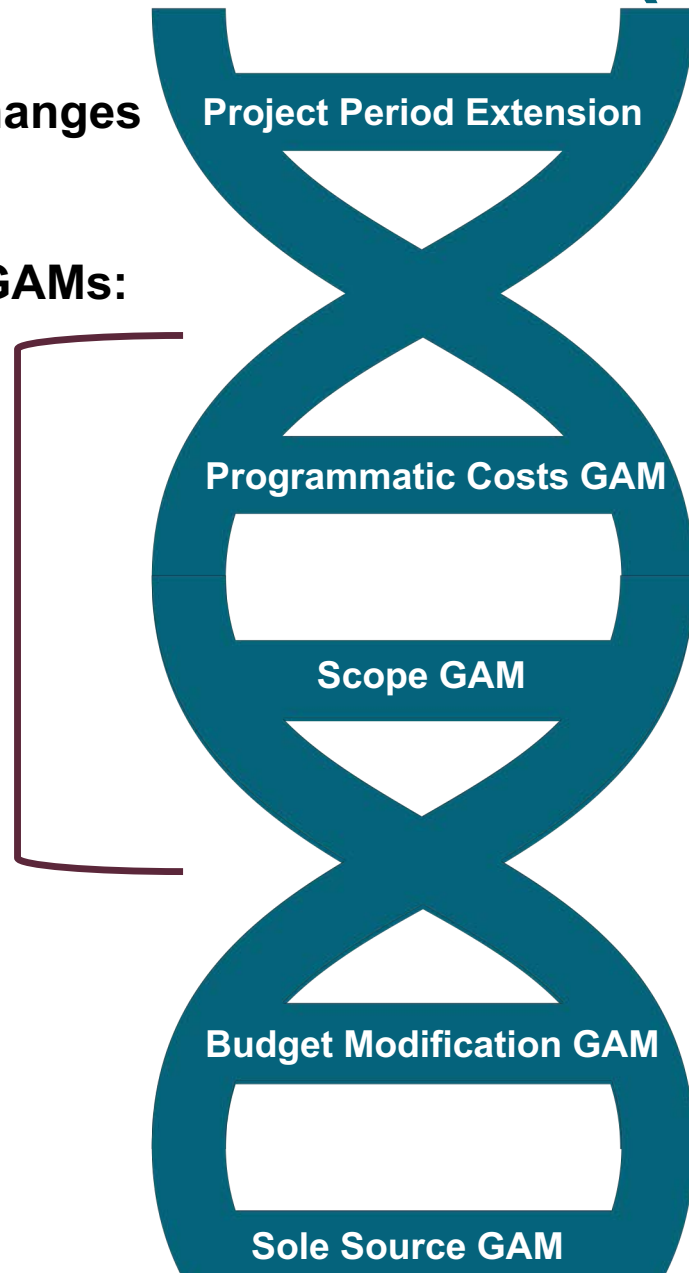
There are three types of GAMs:

Type: Programmatic GAMs

1. **Programmatic Costs GAM**
 - Costs Requiring Prior Approval
2. **Scope GAM**
 - Change of Scope



GAMs will not be approved if the grantee is delinquent on financial or programmatic reporting.



Type: Project Period Extension GAM

Note: To request a project period extension, please contact your State Policy Advisor/BJA Grant Manager **first** to discuss if you meet the criteria for a submission; and when would be the appropriate time to submit a request



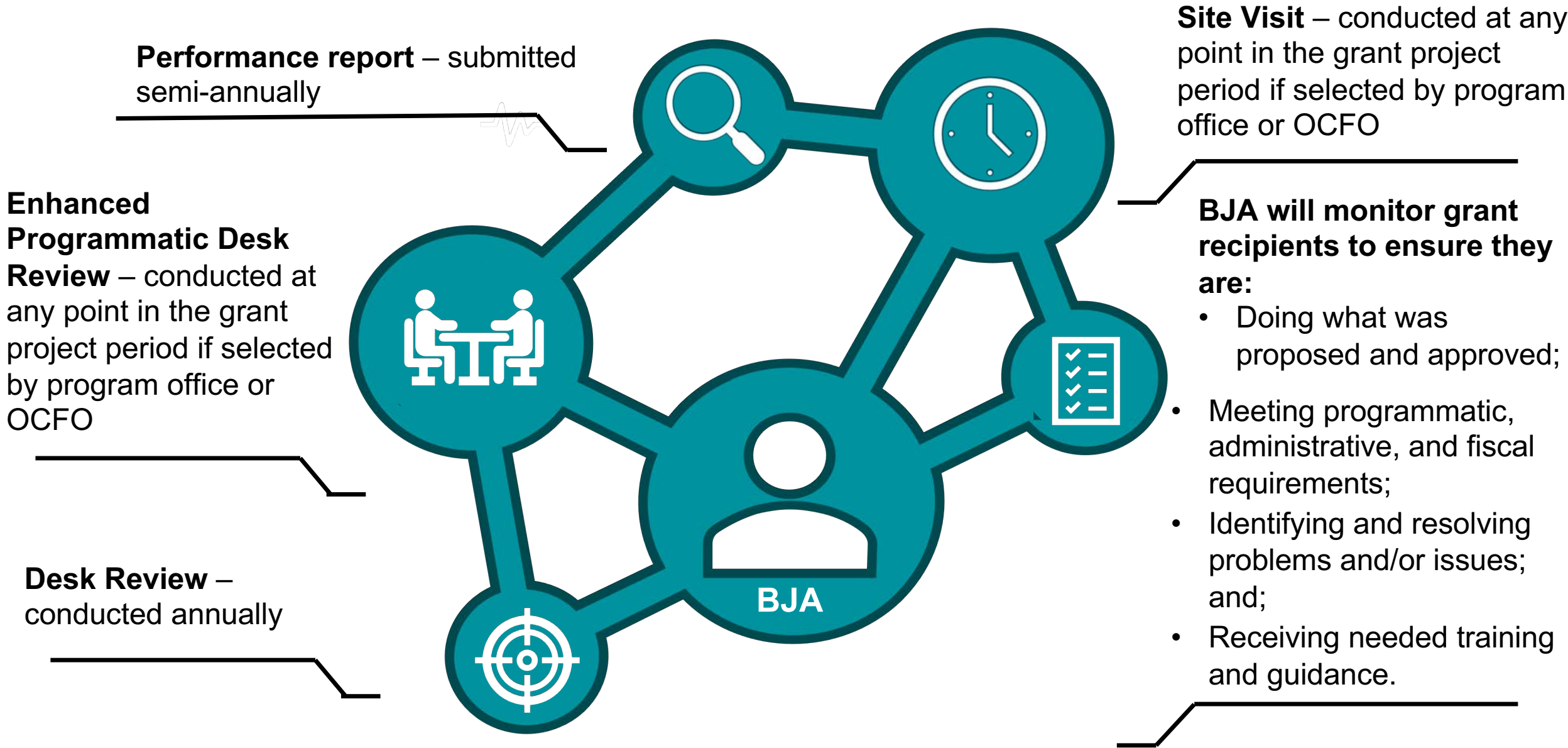
Each GAM goes through numerous levels of approval. It can take up to a month to get final approval.

Once OJP makes a decision regarding the proposed change, the grantee is notified by JustGrants via e-mail.

Type: Financial GAM

1. **Budget Modification GAM**
2. **Sole Source GAM**

BJA Monitoring



Performance report – submitted semi-annually

Site Visit – conducted at any point in the grant project period if selected by program office or OCFO


Enhanced Programmatic Desk Review – conducted at any point in the grant project period if selected by program office or OCFO

BJA will monitor grant recipients to ensure they are:

- Doing what was proposed and approved;
- Meeting programmatic, administrative, and fiscal requirements;
- Identifying and resolving problems and/or issues; and;
- Receiving needed training and guidance.

Desk Review – conducted annually

Common Areas of Noncompliance



Grant Award Administrator and Financial Manager: Financial Management and Grant Administration Training

– must be completed within 120 days of the award. Noncompliance will result in your funds being frozen. Training can be found here:

<http://www.ojp.gov/training/fmts.htm>



FFATA Reporting


- Prime recipients of awards \$30,000 or more, must report on any first-tier subawards and subcontracts of \$30,000 or more no later than end of the month following subaward.
- To help navigate the submission process, user guides, FAQs, and online demos are available at www.fsrs.gov/resources.
- For more information about FFATA, see:

<http://ojp.gov/funding/Apply/Resources/FFATASubawardReportingWebcast.wmv>




Mis-classification of Sub-Awards vs. Contracts under OJP awards – grantees must make this determination

Common Areas of Noncompliance (cont'd)

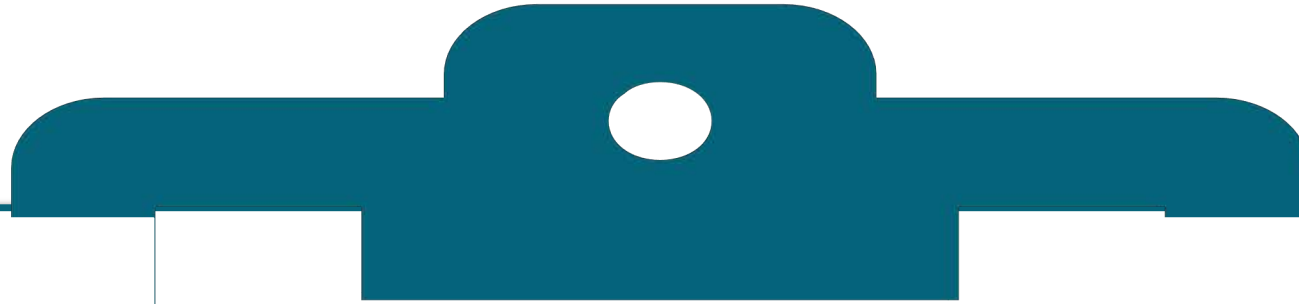


Subaward Management and Monitoring – grantees must maintain written policies and procedures for its subrecipient award process to ensure it meets the requirements as laid out in 2 C.F.R. § 200.303 and 200.331. These policies and procedures should have specific sections around pre-award and post-award responsibilities.



Procurement transactions – grantees must conduct all procurement transactions in a manner to provide the maximum extent practical, open and free competition.

Sub-Awards vs. Contracts under OJP awards



You (the grantee) must determine if your passthrough funds are considered subawards or procurement contracts.

There are significant differences between a subaward and a procurement contract, including how those entities are selected and monitored.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed online at <https://ojp.gov/training/subawards-procurement.htm>. Additional resources include:

- [Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients.](#)
- [Checklist to Determine Subrecipient or Contractor Classification.](#)
- [Sole Source Justification Fact Sheet and Sole Source Review Checklist](#)

Sub-Awards vs. Contracts under OJP awards

Sub-award

- Determines who is eligible to receive what Federal assistance under the program guidelines.
- Has its performance measured in relation to whether objectives of a Federal program were met.
- Has responsibility for programmatic decision making.
- Is responsible for adherence to applicable program requirements specified in the federal award.
- In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

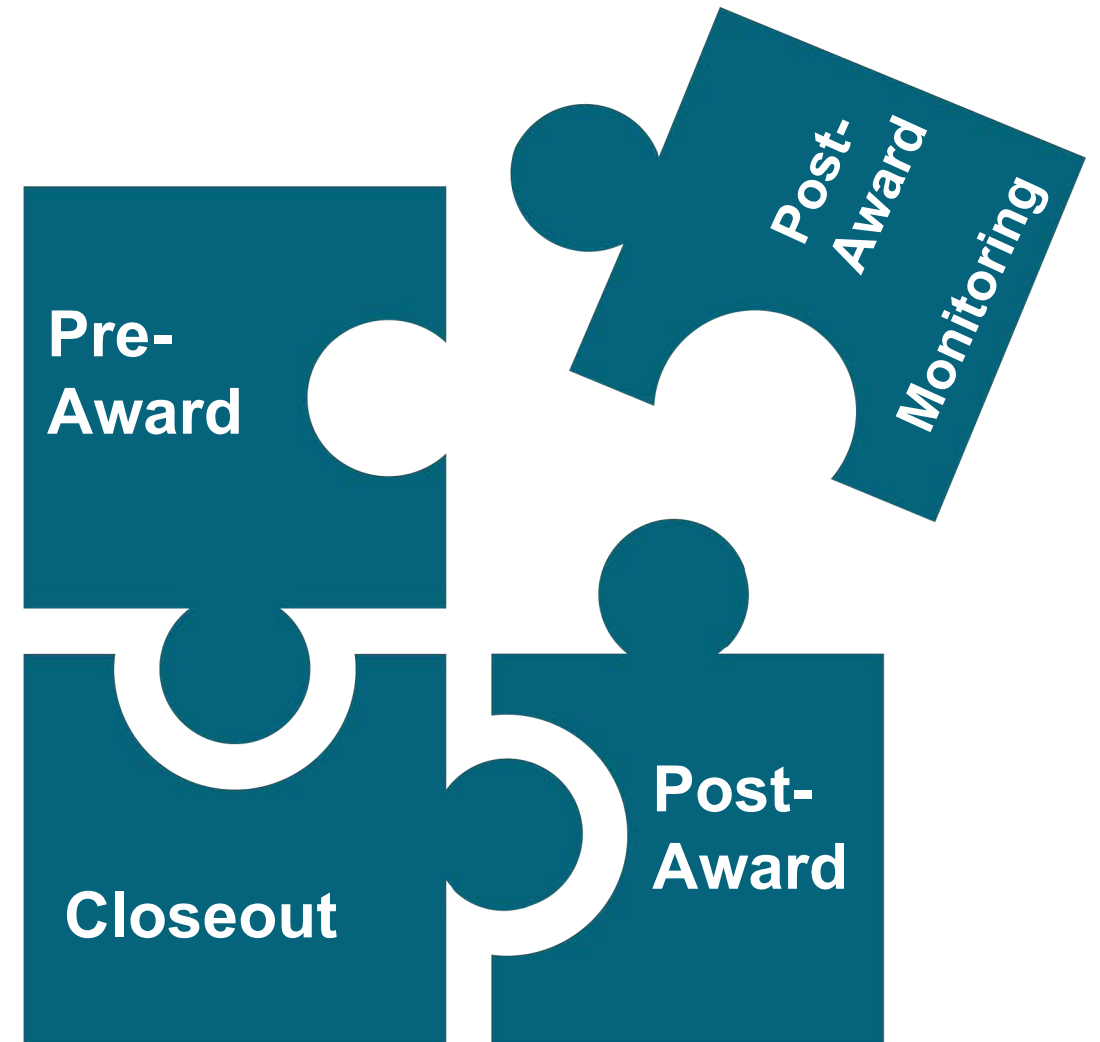
Contracts

- Provides the goods and services within normal business operations.
- Provides similar goods or services to many different purchasers.
- Normally operates in a competitive environment.
- Provides goods or services that are ancillary to the operation of the Federal program.
- Is not subject to compliance requirements of the federal program as a result of the agreement, though similar requirements may apply for other reasons.

Subrecipient Policies and Procedures

- »»» The pass-through entity must develop and maintain written policies and procedures for its subrecipient award process to ensure it meets the requirements as laid out in 2 C.F.R. 200.303 and 200.332.
- »»» These policies and procedures should have specific sections around pre-award and post-award responsibilities and include a process for closing out subawards.
- »»» Policies and procedures must be in writing and clearly describe the pass-through entity's responsibility for managing subrecipient's activities throughout the award lifecycle.

i For in-depth discussion on this requirement, watch the **Subrecipient Policies and Procedures Webinar**
Link: <https://bja.ojp.gov/media/video/41256>



Procurement Overview



All procurement transactions must be conducted in a manner to provide the maximum extent practical, open and free competition



Grantees should follow their local/state guidelines for procurement

- When deciding the specific processes for bids, timelines, and how the scope of those documents you should use your local/state guidelines as long as these do not contradict Federal regulations on procurement



There are certain circumstances that may call for other than full and open competition. These circumstances may result in “sole sourcing” contracting.

- To request advance approval from OJP to use a noncompetitive approach for a procurement contract that would exceed the simplified acquisition threshold (\$250,000), the recipient must submit a justification for use of a noncompetitive approach in a form of a GAM through JustGrants.
- Grantees may make the initial determination that competition is not feasible if one of the following circumstances exists:
 1. The item of service is available only from a single source.
 2. The public exigency or emergency for the requirement will not permit a delay resulting from a competitive solicitation.
 3. After solicitation of a number of sources, competition is considered inadequate.

Procurement Documentation

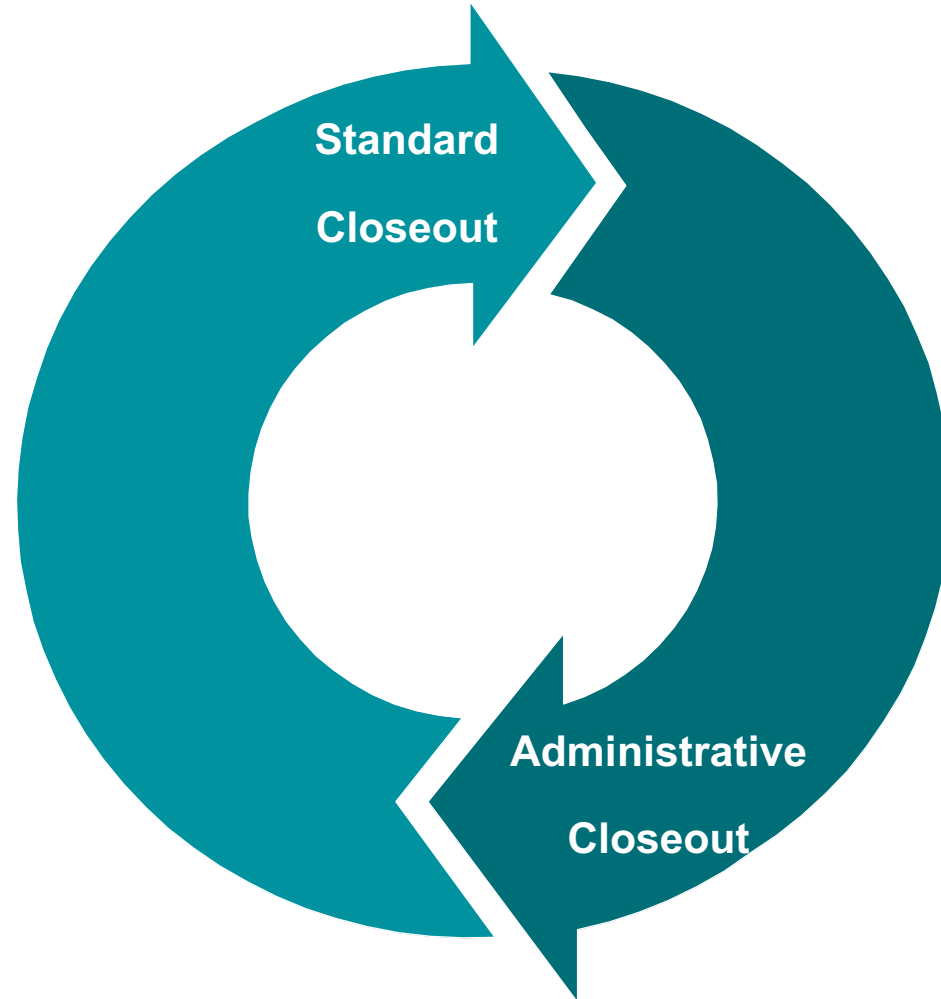


- It is crucial that you maintain all procurement related documentation for BJA review.
- Regardless of the need for approval, all procurement decisions should be documented and evidence maintained for review.
- What was sent out, what was received, how the decision was made.
- Each of the procurement contracts or subawards should have their own subfolder with all of the relevant documentation – just like the main grant file of your award.
- Consultant Rates
\$650 per day maximum rate.

Grant Closeout

Standard Closeout

- Submitted within 120 calendar days after the grant end date.
- All administrative, programmatic, and financial requirements, including submission of final reports, have been met.
- All expenses must be obligated by the last day of the project period
- JustGrants will begin notifying the grantee 60 days prior to the grant end date.



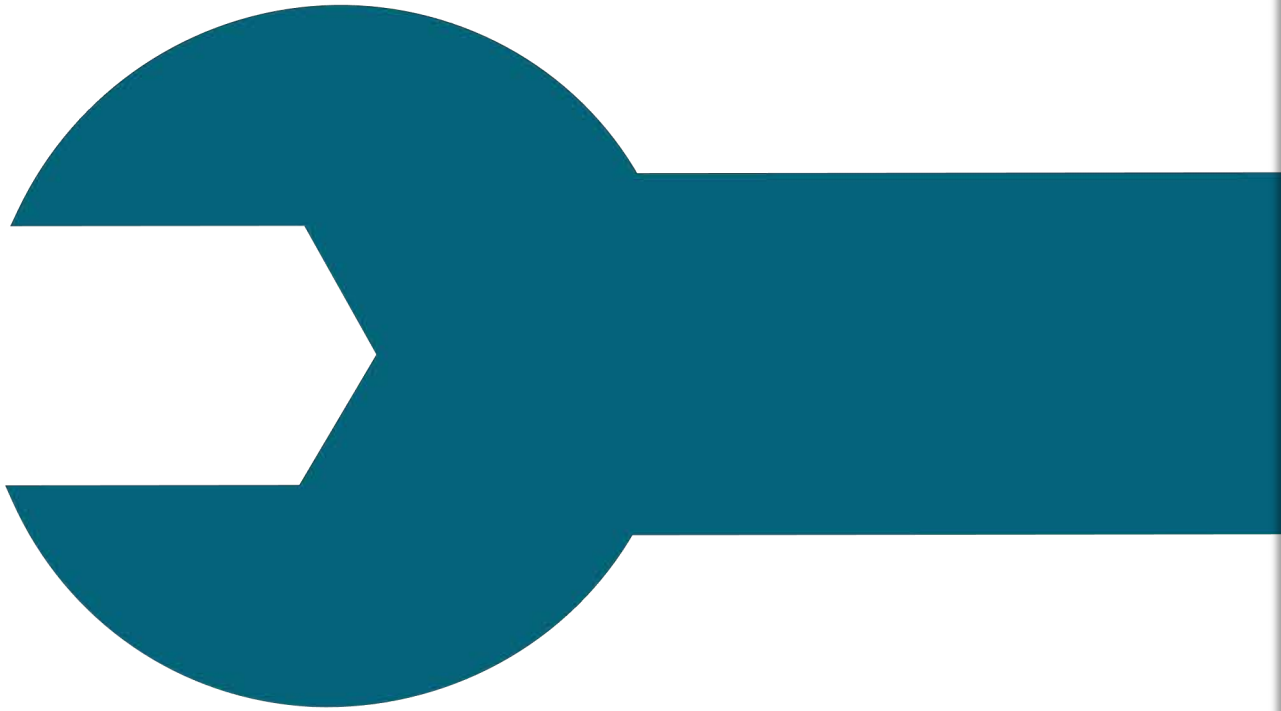
Administrative Closeout

If the grantee is unwilling/non-compliant or unable to complete closeout requirements:

On the 121st day after the grant end date, JustGrants will:

- automatically freeze funds, initiate an administrative closeout and notify the grantee.

JustGrants System



OJP has developed several resources to help grantees navigate the JustGrants system.

We highly recommend you take the time to review and leverage the various resources available to use the system and execute basic functions. These resources include videos, job aides, and more on procedures for entity management, award acceptance, and grant modifications.

Training Available:

<https://justicegrants.usdoj.gov/training-resources/justgrants-training/grants-management-lifecycle>

Subscribe to the JustGrants Newsletter:

<https://justicegrants.usdoj.gov/news>

For any questions or technical issues regarding JustGrants please contact the helpdesk at JustGrants.Support@usdoj.gov or 833-872-5175.

Additional Resources – Reporting Requirements

Performance Management Tool (PMT) Login: <https://ojpsso.ojp.gov/>

Performance Measures webpage:

Link: <https://bj.a.ojp.gov/funding/performance-measures/overview>

Performance Management Tool (PMT) Helpdesk

If you need a user ID or have any questions, please contact the PMT help desk staff by email bjapmt@ojp.usdoj.gov or toll-free at 1-888-252-6867.

Federal Financial Report

If you have trouble submitting your FFR, please contact the JustGrants technical support team at JustGrants.Support@usdoj.gov or call 833–872–5175. If you need to reach the Office of the Chief Financial Officer (OCFO), please call 1-800-458-0786 or email to ask.ocfo@usdoj.gov. For ASAP related questions, please contact OCFO. See FAQs for JustGrants, as well as the ASAP payment system, here: <https://justicegrants.usdoj.gov/faqs>

Additional Resources – Sub-Awards vs Procurement Contracts

Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients

Link: <https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/Subaward-Procure-Toolkit-D.pdf>

Checklist to Determine Subrecipient or Contractor Classification

Link: <https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/Subrecipient-Procure-cklist-B.pdf>

DOJ Financial Guide

Link: <https://www.ojp.gov/funding/financialguidedoj/overview>

Sole Source Justification Fact Sheet and Sole Source Review Checklist

Link: <https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/Sole-Source-FactSheet-C.pdf>

Guide to Procurement Procedures for Recipient of DOJ Grants and Cooperative Agreements (Updated in 2016) Link:

https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/New_Procurement_Guide_508compliant.pdf

Additional Resources – Subrecipient Monitoring Policies and Procedures

Sample Subrecipient Monitoring Risk Assessment Tool

Link:

https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/Sample_Subrecipient_Monitoring_Risk_Assessment_Tool.pdf

Subrecipient Financial Monitoring - Site Visit Review Items for Consideration

Link:

https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/Subrecipient_Monitoring_Site_Visit_Review_Items_for_Consideration.pdf

Sample Subrecipient Monitoring Checklist

Link: https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/Sample_Subrecipient_Monitoring_Checklist.pdf

Pass-through Entity's Responsibilities Checklist

Link:

https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/Pass_through_Entities_Responsibilities_Checklist.pdf

Subrecipient Policies and Procedures Webinar

Link: <https://bj.ojp.gov/media/video/41256>

Additional Resources – Specific to SAKI

BJA SAKI Website – Link: https://bja.ojp.gov/program/sexual-assault-kit-initiative-saki/overview?Program_ID=117

SAKI TTA Website – Link: <https://sakitta.org/>

BJA Contact Information



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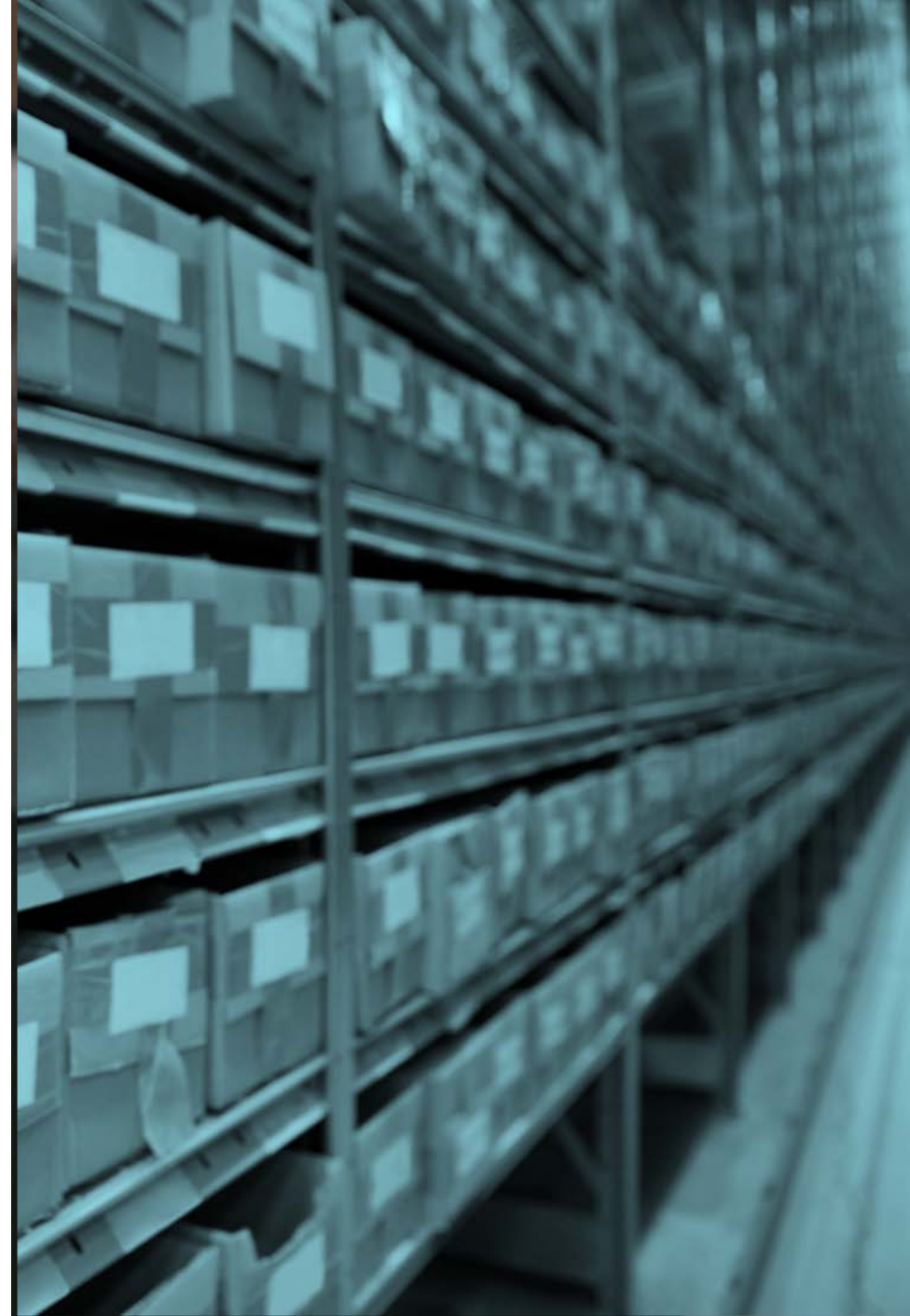
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The National Sexual Assault Kit Initiative Training and Technical Assistance Team (SAKI TTA)

This project was supported by Grant No. 2019-MU-BX-K011 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the U.S. Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.



Patricia Melton, Ph.D.

Dr. Patricia Melton is nationally recognized for her work in sexual assault response reform and forensic DNA analysis. As a Senior Research Forensic Scientist in the Center for Policing Research and Investigative Science at RTI International, she develops and implements training, technical assistance, and educational strategies that promote the derivation of polices focusing on sexual assault evidence to solve violent crimes. Dr. Melton is the Co-Director of the Bureau of Justice Assistance's National Sexual Assault Kit Initiative (SAKI) Training and Technical Assistance (TTA) project. In this capacity, she coordinates and directs the activities and deliverables that provide the requested TTA to the grantees currently awarded under the SAKI project. She also directs the implementation of the SAKI vision in additional jurisdictions to address sexual assault case reform through a nationwide promotion and education platform.

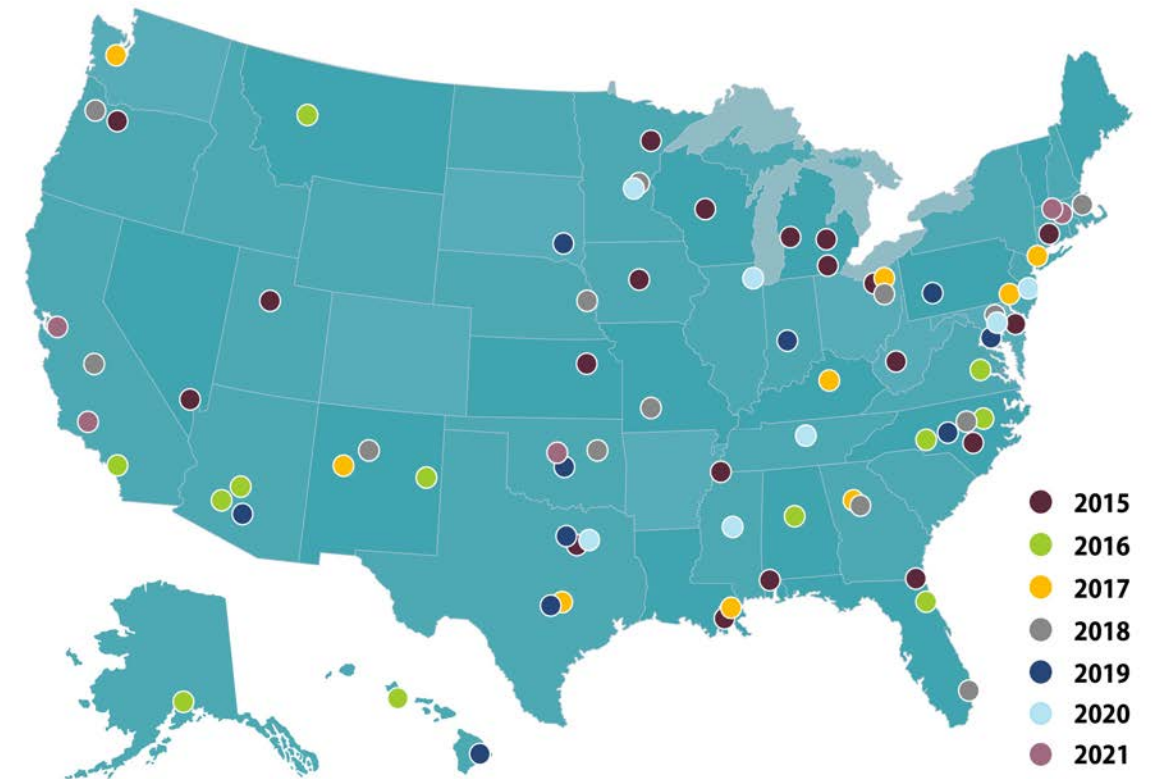
She is the author of [Enacting an Improved Response to Sexual Assault: A Practitioner's Guide to Successful Sexual Assault Response Reform](#). A focal point of her work has been to use research, training, and education to facilitate the adoption of recommendations and best practices that recognize the value of forensic evidence examined with current forensic DNA technology as part of sexual assault case reform and obtaining justice for violent crimes.



SAKI Grantees

BJA has funded **76 SAKI Grantee Sites**:

This map highlights the 76 SAKI grantees that have received funding over the last 7 years. SAKI sites, both currently and previously funded, represent approximately 57% of the U.S. population (331.5 million). In 2015, 20 state and local jurisdictions were funded as the initial SAKI sites; the Bureau of Justice Assistance funded 13 existing SAKI sites and 12 new jurisdictions in 2016, 12 existing SAKI sites and 9 new jurisdictions in 2017, 16 existing SAKI sites and 13 new jurisdictions in 2018, 19 existing SAKI sites and 10 new jurisdictions in 2019, 28 existing SAKI sites and 7 new jurisdictions in 2020 and 19 existing SAKI sites and 5 new jurisdictions in 2021.



SAKI Training and Technical Assistance Team Role

- Provide customized TTA to SAKI Grantees
- Address long-term needs including capacity building, interagency coordination and strategic priorities
- Facilitate cross-site communication and learning
- Develop TTA curricula and materials that align with policy and implementation needs
- Disseminate and assist with implementation of evidence-based practices

SAKI Providing Multidisciplinary Outreach

The SAKI Training and Technical Assistance (TTA) program offers expertise and assistance for collecting and processing forensic evidence, investigating and prosecuting sexual assault cases, and supporting survivors of sexual assault.

SAKI Training Topics

- Multidisciplinary team response
- Law enforcement and cold case investigation
- Prosecution challenges
- SANE participation
- Advanced DNA Analysis
- Victim advocacy and victim-centered approaches/family advocacy

- **TTA by the numbers:**
 - **71** SAKI TTA Team Site Visits completed
 - **Nearly 100** Technical Assistance and Training events (on-site and virtual), **over 2,400 attendees**
 - **Over 35** Written briefs on **over a dozen topics**
 - **Over 90** Webinars completed, **reaching over 5,400 practitioners**

SAKI TTA Partners

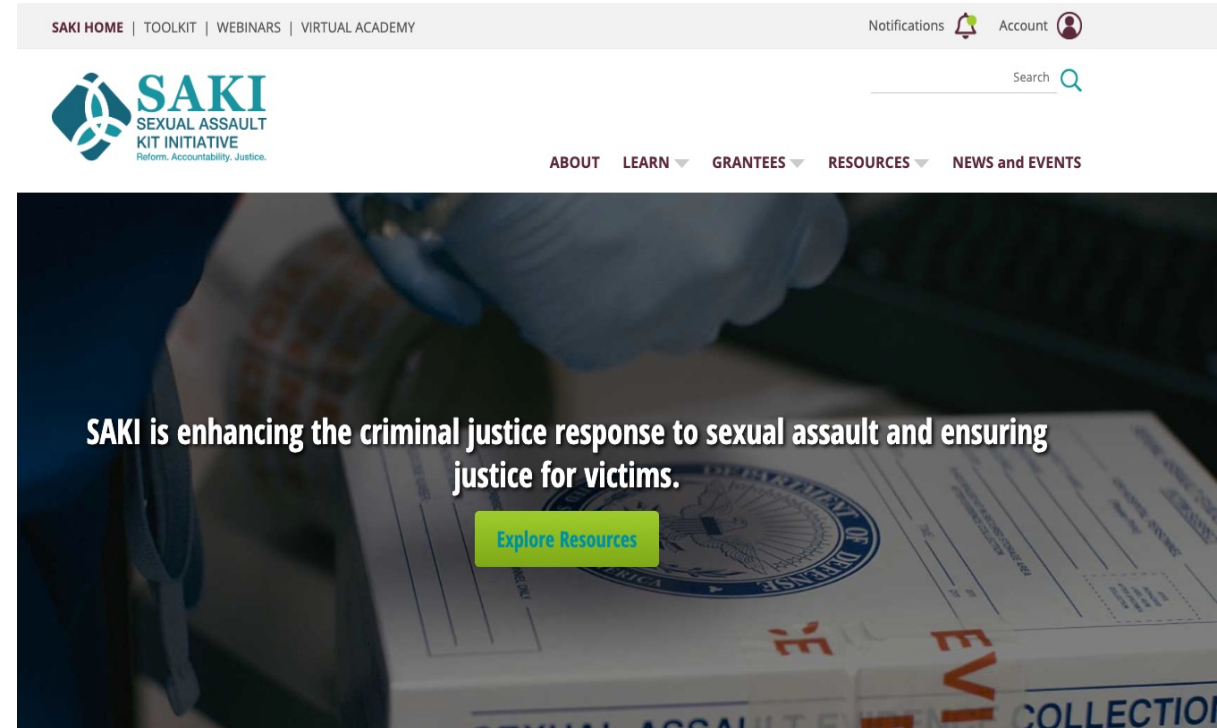


TTA for Your Success

- Assigned Site Liaison to serve as your primary POC
- TTA Development Plans to organize and identify site needs and strategies to address immediate and long-term gaps
- Flexible TTA process for sites to request technical assistance
- Timely and responsive TTA administered in a variety of formats, including: in-person, web-based (virtual) meetings, regional events
- Technical Advisors – advanced technical assistance available on an as needed basis as your project progresses
- On-site TTA provided by qualified subject matter experts

SAKI TTA Resources

- SAKI Website – <http://sakitta.org>
 - Upcoming and archived webinars, practitioner resources
- SAKI Working Group monthly virtual meetings
 - Cross-site information sharing involving researchers, crime analysts and practitioners
- [SAKI Virtual Academy](#) – online learning platform offering five e-learning curricula covering the key steps to sexual assault response reform
- [SAKI Toolkit](#) – resources to build custom curricula tailored for the community of practitioners working to respond to cold case sexual assault



What's next?

- Introduction to your SAKI Site Liaison
- SAKI Welcome Packet
 - Highlight key webinars
 - Overview of PMT requirements
 - Guidance on conducting an inventory and creating or implementing a SAK testing plan
 - Overview of evidence tracking, victim notification, cold case investigation and prosecution
 - Site Visits and TTA Development Plans
- 7th Annual National SAKI Grantees Meeting (Virtual) - Summer/Fall 2022

SAKI TTA Contact Information



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Facebook:
www.facebook.com/sakininitiative

Twitter:
[@SAKInitiative](https://twitter.com/SAKInitiative)

Questions?