

**SEXUAL ASSAULT EVIDENCE SUBMISSION
GRANT PROGRAM**

REQUEST FOR APPLICATIONS

DOJ- Sexual Assault Evidence Submission - 2019-2020



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The California Department of Justice (CA DOJ), Bureau of Forensic Services is pleased to announce the release of the Sexual Assault Evidence Submission Grant Request for Applications for the 2019-20 fiscal year.

The grant is supported by funds allocated with the passage of the Budget Act of 2019 (0820-101-0001), which appropriated \$2 million to CA DOJ for local law enforcement grants to ensure that local law enforcement agencies submit and test sexual assault forensic evidence. These 2019-20 funds are available with a grant period ending June 30, 2022.

Questions concerning this RFA, the application process, or programmatic issues should be directed to:

Nikki Duda, Assistant Bureau Director
Division of Law Enforcement
E-Mail: SAESubmission@doj.ca.gov
(916) 210-7446

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SECTION I – OVERVIEW

A. INTRODUCTION

This Request for Applications (RFA) provides the information and forms necessary to prepare an application for the Department of Justice (DOJ), Sexual Assault Evidence Submission Grant (Grant) funds.

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be directed to:

Nikki Duda, Assistant Bureau Director
Division of Law Enforcement
E-Mail: SAESubmission@doj.ca.gov
(916) 210-7446

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

Applications must be electronically submitted to SAESubmission@doj.ca.gov by 5:00 PM (PST) **MONDAY JUNE 1, 2020**.

Late or duplicate applications may not be considered.

D. ELIGIBILITY

Any local law enforcement agencies within the State of California are eligible to apply for funds under this Grant for the submission and testing of Sexual Assault Evidence.

Agencies who are interested in applying for funds should request an amount based on their need. In the event that requests exceed available funds, all approved requests will be evaluated and reduced uniformly.

E. FUNDING

A total of **\$2,000,000** is available for the 2019-20 Sexual Assault Evidence Submission Grant.

The Grant provides funds to local law enforcement agencies to facilitate the submission and testing of sexual assault evidence statewide.

Grant funds are not designed to sustain a project but are rather intended to supplement existing funds in order to help meet short-term goals. As such, the Grant performance period ends June 30, 2022.

F. PROGRAM INFORMATION

Through the Grant, the DOJ provides funding to local law enforcement agencies. A local law enforcement agency that receives funding under the 2019-20 Sexual Assault Evidence Submission Grant must use the funds to submit and test sexual assault evidence.

1. REPORTING REQUIREMENTS:

Each agency must submit a quarterly report beginning September 1, 2020. The following information must be included in the report:

- a. For the reporting period, the total number of untested sexual assault cases submitted for testing, or the total number of cases tested if the agency (e.g., a crime lab) performed testing on evidence received from a submitting agency. The report shall include the following information:
 - 1.) Agency case number
 - 2.) Date evidence was received by agency
 - 3.) If the submitted evidence was a sexual assault kit, specify if it was included in the audit report the agency sent to DOJ per AB 3118 requirements
 - 4.) Date evidence was submitted to a crime laboratory for processing
 - 5.) Submitting agency and submitting agency case number, if applicable

A final quarterly report of untested sexual assault cases must be submitted to the DOJ on or before June 30, 2022.

SECTION II – RFA INSTRUCTIONS

A. PREPARING AN APPLICATION

The Applicant must complete each section as described below. The application package shall not exceed five pages in length, which includes the three required sections below. Each page must be printed on plain white 8½” x 11” paper for the application.

Grant applications are subject to the California Public Records Act, Government Code Sections 6250, *et seq.* Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please indicate what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

A complete application package shall include the following sections:

- Application Cover Sheet
- Letter of Intent
- Project Budget

B. PROJECT BUDGET

Grant funds must be used to supplement existing funds for Program activities and *not replace (supplant)* funds appropriated for the same purpose.

The DOJ requires the Applicant to develop a *line-item* budget that will enable the agency to meet the intent and requirements of the Grant and ensure the successful and cost-effective implementation of the project. The Applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures that detract from the accomplishment of the objectives and activities of the project.

Note: The following information is provided to assist in the preparation of the budget:

- Strict adherence to approved budget is expected.
- Where the Applicant does not budget for a required item, the Applicant assumes financial responsibility.
- Failure of the Applicant to include necessary budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

1. BUDGET LINE ITEMS

a. Salaries

Personal services include services performed by project staff directly employed by the Applicant and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions.

b. Benefits

Employee benefits must be identified by type and percentage of salaries. The Applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the Applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

c. Operating Expenses

Operating expenses are defined as necessary expenditures other than personnel salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (i.e., to further the program objectives as defined in the Grant) and be encumbered during the performance period.

d. State Travel and Per Diem Policy

Grantees must adhere to the State of California's travel and per diem limitations. *These rates are subject to change without notice.* All reimbursement rates and rules can be found at the following link: <http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>

C. POST-AWARD REQUIREMENTS

Applicants selected for funding must enter into a Memorandum of Understanding (MOU) with the DOJ. Funds will be paid to agencies in the form of reimbursement, upon receipt of an invoice from the grantee. It is incumbent on the grantee to obtain governing body resolutions and provide a copy of said resolution to the DOJ upon entering into the MOU.

A quarterly report will need to be submitted to DOJ beginning September 1, 2020 with a final report to DOJ being submitted on or before June 30, 2022.