

**UNTESTED SEXUAL ASSAULT EVIDENCE
GRANT PROGRAM**

REQUEST FOR APPLICATIONS

DOJ-USAEG-2018-19-2



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The California Department of Justice (CA DOJ), Bureau of Forensic Services is pleased to announce the release of the Untested Sexual Assault Evidence Grant (USAEG) Request for Applications for the 2018-19 fiscal year. These funds shall be used to assist city and county agencies in compiling the number of untested victim sexual assault evidence kits statewide.

The USAEG is supported by funds allocated with the passage of Senate Bill 862 (Cal. Stats. 2018, ch. 449), which appropriated \$1 million to the DOJ for grants to city and county agencies to count the number of untested victim sexual assault kits in their possession. It is intended to support the requirements outlined in Assembly Bill 3118 (Cal. Stats. 2018, ch. 950). These funds are available for fiscal year 2018-19 with a grant period ending June 30, 2019.

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

Shannon Patterson, Manager II
Division of Law Enforcement
E-Mail: USAEG@doj.ca.gov
(916) 210-7418

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SECTION I – OVERVIEW

A. INTRODUCTION

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

B. CONTACT INFORMATION

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

Shannon Patterson, Manager II
Division of Law Enforcement
E-Mail: USAEG@doj.ca.gov
(916) 210-7418

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be postmarked on or before **FRIDAY, MARCH 29, 2019.**

Packages may be sent by United States Mail, overnight delivery, or hand-delivered to:

California Department of Justice
Bureau of Forensic Services
1300 I Street, Suite 1140
Sacramento, CA 95814
Attn: 2018 USAEG

D. ELIGIBILITY

Any city or county agencies within the State of California are eligible to apply for funds under this Grant.

Preference will be given to those agencies who have not yet received funds under this grant program.

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 reduced uniformly.

E. FUNDING

A total of **\$794,843.29** remains available for the 2018-19 Untested Sexual Assault Evidence Grant.

The Grant provides funds to city and county agencies in exchange for the compilation of information on the number of untested victim sexual assault kits 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, 2019.

F. PROGRAM INFORMATION

Through the Grant, the DOJ provides funding to city and county agencies. A local unit of government that receives funding under the 2018-19 Untested Sexual Assault Evidence Grant must use the funds to count previously untested victim sexual assault evidence kits.

1. REPORTING REQUIREMENTS:

Pursuant to Government Code §680.4, each agency must submit a report to the DOJ on or before July 1, 2019. The following information must be included in the report:

- The total number of untested victim sexual assault kits in their possession.
- For each kit, the following information:
 - Whether or not the assault was reported to a law enforcement agency.
 - For kits where the victim has chosen not to pursue prosecution at the time of the audit, only the number of kits.
 - For all other kits, the following data, as applicable:
 - The date the kit was collected.
 - The date the kit was picked up by a law enforcement agency, for each law enforcement agency that has taken custody of the kit.
 - The date the kit was delivered to a crime laboratory.
 - The reason the kit has not been tested, if applicable.

A final report of untested victim sexual assault evidence kits must be submitted to the DOJ by July 1, 2019.

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. Each page must be printed on plain white 8½” x 11” paper.

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* funds appropriated for the same purpose. **It is important to note that funds may only be used to compile data on the inventory of untested victim sexual assault evidence kits that were obtained prior to October 1, 2018.** Should the Applicant use funds to compile information on current victim sexual assault evidence kits, usage of Grant funds shall constitute supplanting and may be the subject of application review, post-award monitoring, and audit.

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

1. BUDGET LINE ITEMS

a. Salaries

Personnel 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.