

**UNTESTED SEXUAL ASSAULT EVIDENCE GRANT
– BACKLOG REDUCTION PROGRAM
(USAEG-BR)**

USAEG-BACKLOG REDUCTION-2020-2021-1

REQUEST FOR APPLICATION



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The California Department of Justice (DOJ) Bureau of Forensic Services is pleased to announce the release of the Untested Sexual Assault Evidence Grant–Backlog Reduction (USAEG-BR) Program Request for Application for the 2020-21 fiscal year.

This Grant is supported by funds allocated with the passage of SB 862 (Cal. Stats. 2018, ch. 449). The DOJ has a total of \$1.814 million to disburse to advance the objective of eliminating existing statewide backlogs of sexual assault evidence by providing local assistance grants for city and county agencies to process untested sexual assault evidence. All Grantees shall provide a dollar-for-dollar match to any Grant funds awarded. The 2020-21 funds are available with a Grant period starting July 1, 2021 and ending June 30, 2023.

Questions concerning this Request for Application, the application process, or programmatic issues should be directed to:

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

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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 funds from the California Department of Justice (DOJ) 2020-21 Untested Sexual Assault Evidence Grant-Backlog Reduction (USAEG-BR) Program (Grant).

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: USAEG-BR@doj.ca.gov
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C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

Eligible agencies must submit a completed application to the California Department of Justice by Tuesday, June 15, 2021. All grant applications must be emailed to USAEG-BR@doj.ca.gov by 5:00 PM (PDT).

No late applications will be accepted. An incomplete grant application will be disqualified and not reviewed.

D. ELIGIBILITY

Any city or county agency within the State of California is eligible to apply for Grant funds to facilitate the processing of untested sexual assault evidence. Eligible agencies may include city and county medical facilities and law enforcement agencies that submit sexual assault evidence to a testing laboratory, as well as city and county crime laboratories that perform DNA testing. Priority will be given to applications to eliminate existing backlogs of untested sexual assault evidence.

Applicants should request an amount based on need. All requests will be reviewed, and all eligible requests will be approved. In the event approved requests exceed available funds, all approved requests will be uniformly reduced.

E. FUNDING

A total of **\$1,814,000** is available for the 2020-21 Untested Sexual Assault Evidence Grant–Backlog Reduction (USAEG-BR) Program.

This Grant provides funds to city and county agencies to facilitate the processing of untested sexual assault evidence. Grant funds are intended to help local agencies meet short-term goals by supplementing existing funds, not sustaining a project. The Grant performance period starts July 1, 2021 and ends June 30, 2023.

This match grant requires a dollar-for-dollar or 1:1 cash match from the Grantee. A Grantee’s cash match is the direct project expense the Grantee will provide as its contribution to the Grant project. A Grantee’s cash match may include Personal Services, Equipment, and Operating Expenses, including those described below.

In the budget, a cash match must be specifically identified as a cash match by line item, and it will become part of the Grant award. For example, if a Grantee is awarded \$200,000 by the DOJ, the Grantee is required to use \$200,000 of its own funding for a total of \$400,000. The Grantee’s cash match amount must be disclosed on the invoices the Grantee submits to the DOJ for reimbursement.

F. PROGRAM INFORMATION

Through the Grant, the DOJ provides funding to city and county agencies to facilitate the processing of untested sexual assault evidence. A city or county agency that receives Grant funding must use the funds for submission of evidence to a testing laboratory and/or the costs of DNA testing. All Grantees shall provide a dollar-for-dollar match to any Grant funds awarded. DOJ shall report to the Legislature on the city and county agencies that were awarded grants, the amount awarded to each, and the number of sexual assault cases each agency processed using Grant funds.

1. REPORTING REQUIREMENTS:

Beginning July 1, 2021, each city and county agency must submit a quarterly report to the DOJ. For each reporting period, the following information must be included in the report:

- a. The total number of sexual assault cases processed by a testing laboratory. The report shall include the following information:
 - 1.) Agency name and case number
 - 2.) Date evidence collected from victim/crime scene
 - 3.) Date evidence received at agency
 - 4.) Date evidence submitted to a testing laboratory
 - 5.) If the submitted evidence was a sexual assault kit, specify if it was included in the audit report the Law Enforcement Agency sent to the DOJ per AB 3118 requirements
 - 6.) If the reporting agency is a public crime lab, the submitting agency's name and case number

A final quarterly report must be submitted to the DOJ on or before June 30, 2023.

SECTION II – RFA INSTRUCTIONS

A. PREPARING AN APPLICATION

The Applicant must complete each section using the prescribed template as described below. The complete application package shall not exceed four pages in length and shall include the following required sections:

- Application Cover Sheet (1 page)
- Letter of Intent (1 page)
- Project Budget (2 pages)

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 which 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.

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. **Funds may only be used to facilitate the processing of untested sexual assault evidence.** Usage of Grant funds 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 to 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 the 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. Personal Services (Salaries and Overtime only – no Benefits)

Personal Services must be Grant-related (i.e., to further the Grant objectives to process untested sexual assault evidence), they must be performed by project staff directly employed by the Applicant, and they must be identified by position and salary/hourly rate. Project staff may be salaried or hourly, and full-time or part-time.

b. Equipment

Equipment must be Grant-related, and it must be acquired and used during the Grant performance period to process sexual assault evidence.

c. Operating Expenses

Operating expenses are necessary direct expenditures other than Personal Services and Equipment. Operating expenses must be Grant-related, and they must be acquired and used during the Grant performance period.

Non-allowable expenses include general operational expenses (e.g., supplies) that are not specific to the DNA testing of untested sexual assault evidence. Non-allowable expenses also include agency costs for purchasing

sexual assault evidence collection kits and medical facility charges for the collection of sexual assault evidence.

C. POST-AWARD REQUIREMENTS

Applicants selected for Grant 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. Matching contributions must be identified in the invoice. It is incumbent on the Grantee to obtain governing body resolutions and to provide to the DOJ a copy of said resolutions upon entering into the MOU.

Beginning July 1, 2021, Grantees are required to submit quarterly reports to the DOJ. A final quarterly report must be submitted to the DOJ on or before June 30, 2023.