



Welcome to the National Sexual Assault Kit Initiative – FY2020

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

Welcome



Dr. Angela Williamson

BJA Supervisor, Forensics Unit/FBI ViCAP Liaison



Carey Hendricks

BJA Policy Advisor, Forensics Unit

Programs Office Staff



Mila Hago
BJA State Policy Advisor



Lauren Troy
BJA State Policy Advisor

Award Conditions

- Award conditions are terms & conditions of the award. By accepting the award, you agree to comply with them.
- All awards will include **standard award conditions**. Important Award Conditions to note:
 - POC and FPOCs - Completion of "OJP financial management and grant administration training" required
 - Subawards - all subawards require federal authorization
- **Award conditions with frequent questions:**
 - Submission of BJA published materials
 - FFATA Reporting Subawards and Executive Compensation
- **Program-specific Award Conditions**
 - SAKI – Withholding of Funds for Completed Inventory
 - NEPA Environmental Assessment
- **Withholding Award conditions**
 - Withholding of funds for BJA budget narrative
 - Conditional clearance – available travel funds

Reporting Requirements

- **SF-425 Financial reports:** Completed and submitted in JustGrants quarterly
- **Programmatic reports:** Completed in Performance Management Tool System (PMT) and submitted in JustGrants. The PMT includes quantitative performance measures (completed and submitted quarterly in PMT) and narrative questions (submitted in JustGrants semi-annually)

Important Note: Progress Report and Financial Status Report due dates are 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 Progress Report or Financial Status Report are submitted.

JustGrants Financial Status Reports SF-425 – Quarterly

Reporting Period	Due Date
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30
October 1 – December 31	January 30

Submitted in JustGrants: <https://justgrants.usdoj.gov/>

Progress Reporting Requirements

Quarterly Performance Metric Tool (PMT) Programmatic reports	Reporting Period	Due Date	Submitted in:
PMT Website https://bjapmt.ojp.gov/	January 1 – March 31	April 30	Performance Management Tool (PMT)
	April 1 – June 30	July 30	
	July 1 – September 30	October 30	
	October 1 – December 31	January 30	
Semi-Annual JustGrants Programmatic report	Submit	Due Date	Submitted in:
JustGrants Website https://justgrants.usdoj.gov/	Upload PDF versions of your PMT to the report in JustGrants	January 30	JustGrants system
		July 30	

- Submitted in JustGrants: <https://justgrants.usdoj.gov>
- For technical assistance, please contact the JustGrants technical support team at JustGrants.Support@usdoj.gov or call 833-872-5175.
- Should include an attached PMT report for the appropriate reporting periods

Importance of Performance Reporting



To identify areas of success and potential areas of improvement.

- System improvements, including internal training and technical assistance (TTA) and external messaging



To track activity and progress.

- Informs BJA reviews and decision-making



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 comply with the law.

- Government Performance and Results Modernization Act of 2010

Financial Information

- 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.
- DOJ Grants Financial Guide – Please bookmark: [DOJ Grants Financial Guide | Welcome to the DOJ Grants Financial Guide | Office of Justice Programs \(ojp.gov\)](https://www.ojp.gov/financialguide/DOJ/Welcome-to-the-DOJ-Grants-Financial-Guide-Office-of-Justice-Programs), or download the [PDF version](#). DOJ Financial Guide includes references to the rules and policies that are issued by
 - the Office of Management and Budget (OMB). These policies are detailed in uniform (grants) administrative requirements, cost principles, and audit requirements set forth in [2 C.F.R. § 200](#) and identified as Government-wide common rules applicable to grants and cooperative agreements. More information and links can be found here: <http://ojp.gov/financialguide/DOJ/GeneralInformation/index.htm>

Financial Management Training and Technical Assistance

- Beginning in fiscal year 2016, OJP implemented requirements for Grants Financial Management Training for all award recipients either in person or on online.
- New POCs and FPOCs have 120 calendar days to demonstrate completion of training. If training is not completed within 120 days, the grant manager must submit a GAM to (freeze) hold funds.
- A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <http://www.ojp.gov/training/fmts.htm>

Grant Award Modification (GAM):

- A GAM is used to request project changes and/or corrections.
- GAMs are submitted and approved through JustGrants. GAM types include:
 - Budget Modifications (via Financial – Budget Modification GAM)
 - Change of Scope (via Programmatic – Scope Change GAM)
 - Project Period Extension
 - Sole Source (via Financial – Sole Source Approval GAM)
 - Costs Requiring Prior Approval (via Programmatic – Programmatic Costs GAM)
- GAMs will not be approved if the grantee is delinquent on financial or programmatic reporting.
- Each GAM goes through numerous levels of approval and should include necessary support documents. 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.

BJA Compliance Monitoring

- 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.
- Aspects of grant monitoring include:
 - Progress reports – submitted semi-annually
 - Desk Review – conducted annually
 - Enhanced Programmatic Desk Review or Site Visit – may be
 - conducted at any point in the grant project period if selected by program office or OCFO

Common Areas of Noncompliance

FFATA Reporting

- Prime recipients of awards \$25,000 or more, must report on any first-tier subawards and subcontracts of \$25,000 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>
- FPOC/POC Financial Management and Grant Administration Training – must be completed within 120 days of the award. Noncompliance will result in your funds being frozen.
- Subaward Management and Monitoring – grantee 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.

Subawards and Procurement Contracts under OJP Awards

- You (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>
- [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](#)

Subawards Management and Monitoring Overview

- The grantee should 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.
- At minimum the pre-award procedures should include the following: requirement to ensure that the proposed subrecipient is not suspended or debarred by the federal government; process to ensure that the subrecipient agreement includes the required data elements; and process to ensure that applicable federal special conditions pass down to the subrecipient award.
- At minimum the post-award procedures should contain a risk –based approach for selecting subrecipients to monitor, a process for on-site monitoring; a monitoring checklist that satisfies administrative, financial, and programmatic elements; process for documenting findings in a report; and procedures for follow-up on issues for resolution.
- The grantee’s subrecipient policies and procedures should include a process for closing out subawards.

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.
 - Please note: any sole source contracting that does not exceed the \$250,000 threshold for approval should still follow the OJP financial guide requirements and be properly documented.

Procurement Documentation

- 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 90 calendar days after the grant end date.
 - All administrative, programmatic, and financial requirements 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:
 - On the 91st day after the grant end date, JustGrants will
 - automatically freeze funds, initiate an administrative closeout and notify the grantee.
 - The grantee is unwilling/non-compliant or unable to complete closeout requirements

Additional Resources

- BJA SAKI Website: https://bjaj.ojp.gov/program/sexual-assault-kit-initiative-saki/overview?Program_ID=117
- SAKI TTA Website: <https://sakitta.org/>
- OCFO Customer Service Center: 1-800-458-0786 ask.ocfo@usdoj.gov
- ASAP payment system: See FAQs for JustGrants, as well as the ASAP payment system, here: <https://justicegrants.usdoj.gov/faqs>
- JustGrants Training Resources: <https://justicegrants.usdoj.gov/training-resources/justgrants-training/grants-management-lifecycle>
- JustGrants Support: JustGrants.Support@usdoj.gov or 1-833-872-5175
- DOJ Grants Financial Guide: <http://ojp.gov/financialguide/DOJ/index.htm>
- DOJ Procurement Guide: [Guide To Procurement Procedures \(ojp.gov\)](#)
- DOJ Grants Financial Management Training Site: <http://gfm.webfirst.com/>
- BJA Performance Measurement Tool (PMT): <https://bjapmt.ojp.gov/>;
- BJA PMT help desk bjapmt@usdoj.gov or 1-888-252-6867

Contact Information



Dr. Angela Williamson

Supervisor, BJA Forensics Unit/FBI ViCAP Liaison

Angela.Williamson@usdoj.gov

202-307-5831

Mila Hago

BJA State Policy Advisor

Ludmila.Hago@ojp.usdoj.gov

Cell: 202-598-9104

Carey Hendricks

BJA Policy Advisor, Forensics Unit

Carey.A.Hendricks@ojp.usdoj.gov

Cell: 202-598-3188

Lauren Troy

BJA State Policy Advisor

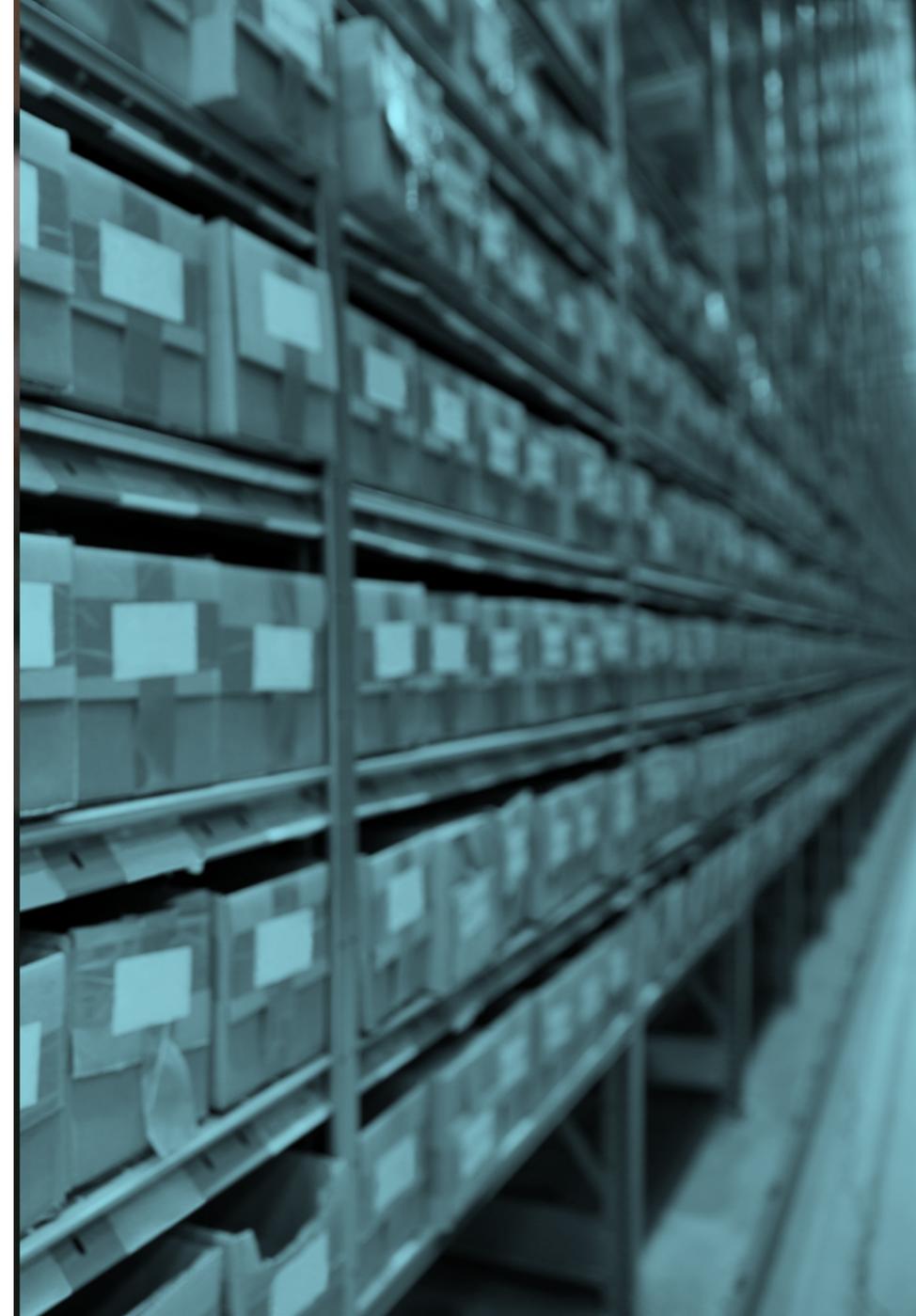
Lauren.Troy@ojp.usdoj.gov

Cell: 202-598-9472



The National Sexual Assault Kit Initiative (SAKI)

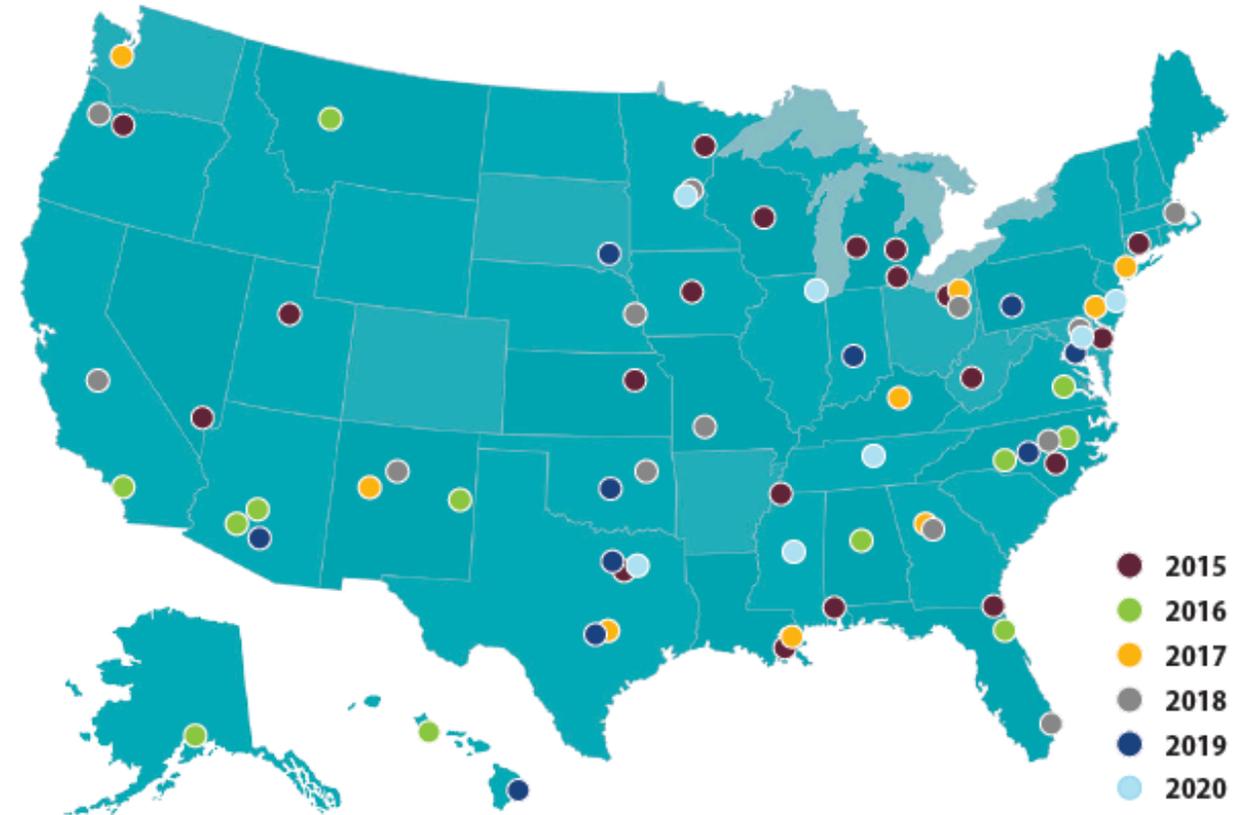
This project was supported by Grant No. 2019-MU-BX-K011 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the U.S. Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, 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.



SAKI Grantees

BJA has funded **71 SAKI Grantee Sites**:

This map highlights the 71 SAKI grantees that have received funding over the last 6 years. SAKI sites, both currently and previously funded, represent approximately 57% of the U.S. population (328.2 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, and 28 existing SAKI sites and 7 new jurisdictions in 2020.



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

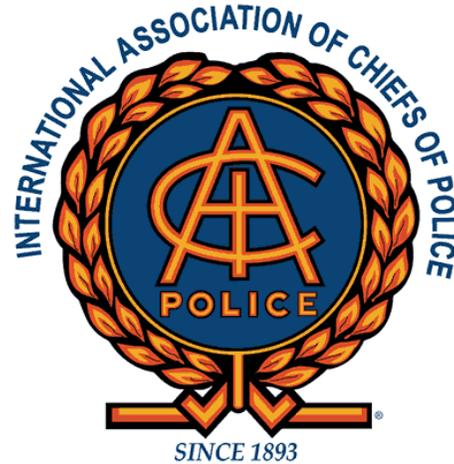
The SAKI Training and Technical Assistance (TTA) program offers expertise and assistance for collecting and processing forensic evidence, investigating and prosecuting sexual assault cases, and supporting survivors of sexual assault.

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

- **On site TTA:**
 - **64** SAKI TTA Team Site Visits completed
 - **90** On-site Technical Assistance and Training events, **~1,800 attendees**
- **Virtual TTA:**
 - **35** Written briefs on **9 topics**
 - **80** Webinars completed, **reaching over 4,600 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

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

National SAKI Meeting Summer/Fall 2021

SAKI TTA Contact Information



Kevin J. Strom, PhD
SAKI TTA Project Director
(919) 485-5729
kstrom@rti.org

Patricia A. Melton, PhD
SAKI TTA Co-Project Director
(919) 541-6546
pmelton@rti.org

SAK TTA Help Desk
(800) 957-6436
sakitta@rti.org

SAKI TTA Website
<http://sakitta.org>

Facebook:
www.facebook.com/sakiniatiative

Twitter:
@SAKInitiative