

**SEXUAL ASSAULT EVIDENCE SUBMISSION GRANT  
PROGRAM**

**REQUEST FOR APPLICATIONS**

**DOJ-SAESG-2023-24-1**



C A L I F O R N I A

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**DEPARTMENT OF JUSTICE**

**ROB BONTA**  
*Attorney General*

**OFFICE OF THE ATTORNEY GENERAL**

The California Department of Justice (DOJ) Bureau of Forensic Services is pleased to announce the release of the Sexual Assault Evidence Submission Grant (SAESG) Program, Request for Applications for the 2023-24 fiscal year.

This grant is supported by funds allocated with the passage of the Budget Act of 2021 (0820-101-0001). DOJ has a total of \$4 million for disbursement to local law enforcement agencies to ensure law enforcement agencies submit untested sexual assault forensic evidence to a lab for DNA testing. The grant period for the use of these funds will begin on or around April 1, 2024 and will end March 1, 2027.

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: [SAESG@doj.ca.gov](mailto:SAESG@doj.ca.gov)  
(916) 210-7446

# Table of Contents

- SECTION I – OVERVIEW ..... 3**
- A. INTRODUCTION ..... 3
- B. CONTACT INFORMATION ..... 3
- C. APPLICATION DUE DATE AND SUBMISSION OPTIONS ..... 3
- D. ELIGIBILITY ..... 3
- E. FUNDING ..... 4
- F. PROGRAM INFORMATION ..... 4
- SECTION II – RFA INSTRUCTIONS ..... 5**
- A. PREPARING AN APPLICATION ..... 5
- B. PROJECT BUDGET ..... 5
- C. POST-AWARD REQUIREMENTS ..... 7

## SECTION I – OVERVIEW

### A. INTRODUCTION

This Request for Applications (RFA) provides the information and forms necessary to prepare an application for funds from the California Department of Justice (DOJ), Sexual Assault Evidence Submission Grant (SAESG) 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: [SAESG@doj.ca.gov](mailto:SAESG@doj.ca.gov)  
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### C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

**THE GRANT APPLICATION PERIOD HAS BEEN EXTENDED.** Eligible agencies have the opportunity to submit a completed application to DOJ by **March 4, 2024**. All grant applications must be emailed to [SAESG@doj.ca.gov](mailto:SAESG@doj.ca.gov) by 5:00 PM (PDT). No late applications will be accepted.

***Late or incomplete grant applications will be disqualified and will not be considered.***

### D. ELIGIBILITY

Any local law enforcement agency within the State of California is eligible to apply for grant funds to facilitate activities related to the submission and DNA testing of 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 to align with available funds.***

## E. FUNDING

A total of **\$4,000,000** is available for the SAESG.

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

Grant funds are intended to help local agencies meet short-term goals by supplementing existing funds, not sustaining a project. As such, the grant performance period ends March 1, 2027.

## F. PROGRAM INFORMATION

Through the grant, DOJ provides funding to local law enforcement agencies. A local law enforcement agency that receives funding under the grant must use the funds for activities related to the submission and testing of sexual assault evidence.

### 1. REPORTING REQUIREMENTS:

Beginning June 1, 2024, each agency must submit a quarterly report to DOJ. For each reporting period, the following information must be included in the report:

- a. The total number of untested sexual assault cases submitted for testing, or the total number of cases tested if the agency (e.g., a public crime lab) performed testing on evidence received from a submitting agency. The report shall include the following information:
  - 1) Agency name and case number
  - 2) Date evidence collected from victim/crime scene
  - 3) Date evidence was received by the agency
  - 4) Date evidence was submitted to a crime laboratory for processing
  - 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 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 DOJ on or before March 1, 2027.**

## SECTION II – RFA INSTRUCTIONS

### A. PREPARING AN APPLICATION

The law enforcement agency (Applicant) must complete each section using the prescribed template as described below. The complete application package shall not exceed five (5) pages in length and shall include the following required sections:

- Application Cover Sheet (1 page)
- Letter of Intent (1 page)
- Project Budget (3 pages)

Grant applications are subject to the California Public Records Act, Government Code Sections 6250, *et seq.* Please ensure there is **no personally identifiable information or private information** on this application. If Applicants believe any of the information provided on the application is exempt from the Public Records Act, please indicate which portions of the application and the basis for the exemption. A statement that the information is not subject to the Public Records Act will not guarantee 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 submission and testing of sexual assault evidence.** Usage of grant funds may be the subject of application review, post-award monitoring, and audit.

DOJ requires the Applicant to develop a line-item budget to 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 which 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

The Personal Services section of the budget is comprised of three categories – *Salaries, Overtime, and Benefits*.

Personal Services must be grant-related (i.e., to further the grant objectives to submit and test sexual assault evidence). Grant activities 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.

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).

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 under the *benefits* category.

### b. Operating Expenses

Operating expenses are defined as necessary expenditures other than personal services 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.

c. Equipment

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

d. Other Expenses

Other expenses are individual items with a per-unit cost of \$4,999.99 or less; all contracts, including those for personnel/staffing; and any expenses that do not specifically fit into another category.

C. POST-AWARD REQUIREMENTS

An applicant selected for grant funding (Grantee) must enter into a Memorandum of Understanding (MOU) with 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 DOJ upon entering into the MOU.

Beginning June 1, 2024, Grantees are required to submit quarterly reports to DOJ. ***As mentioned previously, a final quarterly report must be submitted to DOJ on or before March 1, 2027.***