



SAKI Site Coordinators: Roles and Responsibilities



Laura Angle
Grants Administrator
Mobile Police Department

Keeley Crowley
Program & Policy Analyst
Wisconsin Department of Justice

Nani Grimmer
SAKI TTA Program Manager
RTI International

Laura Angle

Mobile Police Department

Laura Angle currently serves as the Site Coordinator for the FY2015 and FY2016 SAKI Grants for the Mobile Police Department in Mobile, Alabama, where she is also the Grants Administrator. She served as the State Representative for United States Senator Richard Shelby for over 15 years and as a grant Peer Reviewer for the U.S. Department of Justice. She holds a Masters Degree in Public Administration from George Washington University.



Keeley Crowley

Wisconsin Department of Justice

Keeley Crowley is a Program & Policy Analyst - Advanced with the WI Department of Justice, Office of Crime Victim Services. Ms. Crowley holds a Bachelor's Degree in Public Service Administration, along with 20 years of experience providing direct victim services to survivors of sexual assault and domestic violence. She is the Site Coordinator for the two BJA SAKI grants and the DANY SAKI grant that she co-authored on behalf of the WI DOJ. Her professional duties also include staffing the WI Attorney General's Sexual Assault Response Team and providing training for law enforcement professionals on the dynamics of sexual assault and domestic violence, trauma-informed care, and multidisciplinary response.



Nani Grimmer

RTI International

Nani Grimmer is a Senior Project Management Specialist at RTI International and is currently the Program Manager of the Sexual Assault Kit Initiative Training and Technical Assistance (SAKITTA) cooperative agreement. Ms. Grimmer has over 10 years of experience working on government contracts as a forensic DNA Analyst and forensic research scientist and has over 5 years of federal contract program management experience.





SAKI Site Coordinator and Grant Manager Collaboration

Nani Grimmer
Program Manager
RTI International

This project was supported by Grant No. 2015-AK-BX-K021 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the 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

Site Coordinator Requirement

- A designated site coordinator is considered essential to the comprehensive model required to address the issues of unsubmitted sexual assault kits.
- Responsibilities include:
 - Central point of contact for the site SAKI Team
 - Fostering and coordinating communication
 - Commitment to institutionalizing SAKI Team developments

Site Coordinator Communication Activities

- Bureau of Justice Assistance (BJA)
- SAKI Training and Technical Assistance Team
 - Site Liaisons
 - Subject Matter Experts
- Multi-disciplinary Team Representatives
- Other SAKI Site Coordinators

Site Coordinator role has the critical ability to oversee all of a site's technical activity.

Collaboration with Grant Managers

- Provide up-to-date information on programmatic activities, including:
 - Hosting training and technical assistance events
 - Changes in personnel
 - Changes to activities
 - The need for budget modifications (i.e. travel funds)
 - Publishable work products (including websites)
 - Media requests

These actions may require prior approval from BJA.

Conference Cost Requests and Reporting

- All cooperative agreements must receive written prior approval for all conferences, meetings, and trainings that qualify as such by OJP. Conference Requests and Reporting guidance:

<http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm>

- A Site Coordinator should refer to the ten questions on Sheet A of the Conference & Events Submission Form to determine if the planned event will need approval. Conference & Events Submission Form can be found here:

<http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10j.htm>

When Prior Approval Is NOT Required

- **Site Coordinator Responsibilities:**
 - Work with the Grant Manager to appropriately fill out the ten questions on Sheet A of the Conference & Events Submission Form and the associated signature blocks.
 - Monitor the event as additional costs and logistics may change the answers to the ten questions.
 - Report any changes to the Grant Manager.
 - Coordinating with the SAKI TTA team as necessary.

When Prior Approval Is Required

- Site Coordinator and Grant Manager collaboration:
 - Setting a realistic date
 - Conferences costing \$100,000 or less, and not exceeding any cost thresholds must be submitted 90 days in advance of the start of the conference or the deadline for signing conference-related contracts.
 - Conferences costing over \$100,000, or exceeding any one cost threshold must be submitted 120 days in advance of the start of the conference or the deadline for signing conference-related contracts.
 - Ensuring all logistical staff are aware of costs thresholds and cost comparison needs.
 - Coordinating with the SAKI TTA team as necessary.
- No conference (regardless of the number of attendees) can proceed, nor can conference-related contracts (e.g., hotel contracts and travel arrangements/reservations) be signed, or conference implementation funding be obligated/work authorized until the cooperative agreement recipient has obtained DOJ's approval in writing.

Grant Adjustment Notice (GAN):

- A GAN is used to request project changes and/or corrections.
- GANs are submitted and approved through GMS.
- GAN types include:
 - Budget Modifications
 - Change of Scope
 - Project Period
 - Point of Contact Information
 - Removal of Special Conditions
 - Sole Source
 - Costs Requiring Prior Approval
 - Publication Plan Approval

GAN Review Time

- The time needed to review a GAN varies on the request.
 - A GAN may require many levels of approval.
- GANs should be submitted to BJA as soon as possible to prevent delays in activities.
- Site Coordinator should relay the necessary information to their Grant Manager so that a GAN can be submitted within an appropriate timeframe.

Special Condition Regarding Publications

The recipient agrees to submit to BJA for review and approval any **curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content**, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements:

"This project was supported by Grant No. XXX awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the 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."

The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities.

Publication Review Process

- Site Coordinator Responsibilities:
 - Submit a draft of their publication for review via email.
 - Either through their site liaison or directly to BJA with their site liaison cc'd.
 - Should be submitted 30 days in advance of their earliest deadline.
 - Inform their site Grant Manager of the initiation of a publication review.
 - Make edits as requested and re-submit the new draft via email.
 - Send final version to their site Grant Manager to submit a Program Office Approvals GAN.
 - Once the GAN is approved, the document may be published.

Publication Approval Considerations

- All publications must include the appropriate statement, as written in each SAKI recipient's special conditions.
- In order for SAKI TTA to disseminate SAKI site work products, they must have received all required approvals.
- If the publication requires feedback by the BJA Communications Office, additional review time will be needed.
- Any use of the official SAKI logo requires the approval of the SAKI TTA team and BJA.

Media Requests

- All SAKI-related media requests should be directed to the Office of Justice Program's (OJP) Office of Communication (OCOM).
- Site Coordinator responsibility:
 - Provide the media representative with the following contact information:

Joan LaRocca
OJP Office of Communication
Joan.larocca2@usdoj.gov
202-307-6873

- Inform your BJA grant manager and site liaison of any media request or reach out to OCOM.
- For request tracking, copy your BJA grant manager and site liaison on any email communication with OCOM.
- Work with your site liaison to generate fact sheets for OCOM's approval and usage.

SAKI TTA Contact Information

Nani M. Grimmer
SAKI TTA Program Manager
(919) 316-3794
ngrimmer@rti.org

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

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

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



SAKI Site Coordinator Roles and Responsibilities

Laura Angle

SAKI Site Coordinator

City of Mobile Police Department – Mobile, Alabama

History of Mobile, AL SAKI Site

- ❖ Awarded \$828,230 from FY15 SAKI Grant for inventory of 1,793 sexual assault kits, investigation of cold cases and the evaluation of departmental policies and procedures
- ❖ Awarded \$118,111 from FY16 SAKI Grant for renovation of the Mobile Police Department Sexual Assault Kit (SAK) Evidence Storage Room
- ❖ Currently the Site Coordinator for both grants

SAKI Site Coordinator Roles and Responsibilities

UNSPOKEN Roles of the SAKI Site Coordinator

- ❖ ADMINISTRATOR**
- ❖ COMMUNICATOR**
- ❖ FACILITATOR**

SAKI Site Coordinator Roles and Responsibilities

ADMINISTRATOR

SAKI Site Coordinator Roles and Responsibilities

- ❖ The person who will serve as the Site Coordinator should be decided upon early in the grant project period if not already included in your application.
 - Selection and establishment of the Site Coordinator early in the process is critical to the success of your grant!
- ❖ The Site Coordinator will help spearhead the creation of a regularly convened multidisciplinary team (MDT) or working group to address and identify the individual-level, organizational-level, and systemic factors that lead to high numbers of unsubmitted SAKs in the jurisdiction and development of a comprehensive strategy to address the issue.
- ❖ The Site Coordinator will serve as the central point of contact for SAKI TTA and the multidisciplinary team (MDT).

SAKI Site Coordinator Roles and Responsibilities

COMMUNICATOR

SAKI Site Coordinator Roles and Responsibilities

- ❖ The Site Coordinator will be responsible for fostering and coordinating communication among the team members and ensuring that the team is meeting its milestones.
- ❖ A Site Coordinator must demonstrate willingness and commitment to institutionalize systems, policies, and protocols developed by the MDT/working group to address the backlog of unsubmitted sexual assault kits and prevent the problem from reoccurring.

SAKI Site Coordinator Roles and Responsibilities

- ❖ For coordination and ease of communication with SAKI TTA, the Site Coordinator must be the clearinghouse for all policy and programmatic issues within the SAKI Grant.
- ❖ All SAKI MDT members should refer questions about the grant to the Site Coordinator, who will then contact SAKI TTA for answers.
- ❖ This streamlining of communication helps eliminate any duplication of requests for assistance to SAKI TTA, while also keeping the Site Coordinator informed and in the loop on all issues of importance surrounding the grant.
- ❖ The Site Coordinator has to know the status of the work of all MDT member agencies at all times!

SAKI Site Coordinator Roles and Responsibilities

FACILITATOR

SAKI Site Coordinator Roles and Responsibilities

Site Coordinator is responsible for:

- ❖ Ensuring that the Team is meeting its milestones
- ❖ Preparing and submitting MDT meeting agenda, reports to MDT, facilitating MDT meetings, and follow-up on issues from MDT meetings
- ❖ Preparing and submitting all requests for reimbursement from MDT members and contractors to the centralized accounting department within your grant
- ❖ Coordinating and preparing for onsite visits from SAKI TTA
- ❖ Coordinating work between graduate assistants/interns of the Research Partner/Team
- ❖ Serving as a liaison with the media on requests for information on the SAKI Grant
- ❖ Ensuring everyone PLAYS NICE!

SAKI Site Coordinator Roles and Responsibilities

BE PREPARED!!!

- ❖ The job of a Site Coordinator is **FULL TIME**
- ❖ **Be prepared** for pushback from Team members
 - ❖ **Document, document, document!!!**

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SAKI
SEXUAL ASSAULT
KIT INITIATIVE
Reform. Accountability. Justice.

SAKI Site Coordinators: Roles and Responsibilities

Keeley Crowley
Office of Crime Victim Services
WI Department of Justice

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Wisconsin Department of Justice

- \$2 million DANY Grant
- \$2 million BJA SAKI Grant
- Comprehensive, statewide initiative
 - 72 Counties
 - 556 local law enforcement jurisdictions
- DOJ uniquely positioned to respond



Wisconsin Department of Justice

- Matt Raymer
- Chris Henning
- Connie Kostelac
- Gary Luhman
- Jeff Twing
- Many others at DOJ



Who do you need to support your efforts?

- Who are the decision makers?
- Who are the budget approvers?
- Who are the movers and shakers?
- Who are the partners and collaborators?

Get to know your site liaison!

- She is a wealth of information!
- If she doesn't know the answer, she'll find somebody who does!
- She is a great source of support and encouragement when needed.

Soak up the info!

- If there's a webinar, watch it.
- If there's a forum, join it.
- If a training opportunity is offered, take it.

Take advantage of every opportunity!

- Online SART training – Kinetic Learning
- SART Scenario-Based Training
- Site Visit
- SAKI Grantees Meeting

CONGRATULATIONS

on your SAKI Grant!

Best of luck as you continue
your work to support
survivors!