

BUREAU OF JUSTICE ASSISTANCE
DNA Capacity Enhancement and Backlog Reduction
PERFORMANCE MEASURES QUESTIONNAIRE

GENERAL AWARD ADMINISTRATION

1. Is this the last reporting period for which the award will have data to report? *For example, all funds have been expended and the award is in the process of closing out in the Justice Grants (JustGrants) system.*
 - A. Yes/No (If Yes, answer the Semiannual Narrative Questions.)

GRANT ACTIVITY

2. Was there grant activity during the reporting period? *There is grant activity when the grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the Bureau of Justice Assistance (BJA)-approved grant application. If Yes, the program becomes operational and should remain so until the grant closes out.*
 - A. Yes/No
 - B. If No, select from the following responses:

Reason(s) for no grant activity during the reporting period	Select all that apply
In procurement	<input type="checkbox"/>
Project or budget not approved by agency, county, city, or state governing agency	<input type="checkbox"/>
Seeking subcontractors (request for proposal stage only)	<input type="checkbox"/>
Waiting to hire project manager, additional staff, or coordinating staff	<input type="checkbox"/>
Paying for the program using prior federal funds	<input type="checkbox"/>
Administrative hold (e.g., court case pending)	<input type="checkbox"/>
Still seeking budget approval	<input type="checkbox"/>
Waiting for partners or collaborators to complete the application	<input type="checkbox"/>
Other	<input type="checkbox"/>
If Other, explain:	

BASELINE MEASURES (CASEWORK LABORATORIES)

All DNA Capacity Enhancement and Backlog Reduction (CEBR) grantees complete this section of the questionnaire.

3. What is the average number of days between the submission of a request for forensic biology/DNA analysis to the laboratory and the delivery of the test results at the beginning of the award period? _____
4. Enter the number of backlogged forensic biology/DNA cases at the beginning of the award period. _____

5. Answer the questions in the table below. *The information you enter should match what you submitted in your grant proposal.*

A	Number of untested/not completed forensic biology/DNA cases on hand as of January 1, 2022	
B	Number of untested/not completed forensic biology/DNA cases more than 30 days old (backlogged) as of January 1, 2022	
B1	Of these, estimate the percentage that were from property crimes	
C	Number of <u>new</u> forensic biology/DNA cases received in calendar year 2022	
C1	Of these, estimate the percentage that were from property crimes	
D	Total number of forensic biology/DNA cases <u>completed</u> in calendar year 2022	
D1	Of these, estimate the percentage that were from property crimes	
E	Number of forensic biology/DNA cases <u>closed</u> by administrative means in calendar year 2022	
F	Number of untested/not completed forensic biology/DNA cases on hand as of December 31, 2022	
G	Number of untested/not completed forensic biology/DNA cases more than 30 days old (backlogged) as of December 31, 2022	
H	The average number of days needed to complete (including peer review and report) nonpriority forensic biology/DNA cases in the following areas for calendar year 2022	
H1	Violent crime <i>If you cannot separate violent and nonviolent cases, enter N/A and answer question H3 for both violent and nonviolent crime</i>	
H2	Nonviolent crime <i>If you cannot separate violent and nonviolent cases, enter N/A and answer question H3 for both violent and nonviolent crime</i>	
H3	Both violent and nonviolent crime	

PERFORMANCE MEASURES (CASEWORK LABORATORIES)

All CEBR grantees complete this section of the questionnaire.

6. Average number of days between the submission of a request for forensic biology/DNA analysis to the laboratory and the delivery of the test results at the end of the reporting period. _____
7. Number of backlogged forensic biology/DNA cases at the end of the reporting period.

8. Number of forensic biology/DNA cases submitted to the laboratory during the reporting period. _____

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9. Total number of forensic biology/DNA cases completed by the laboratory during the reporting period. _____
10. Number of CEBR-funded forensic biology/DNA cases completed by the laboratory during the reporting period. _____
11. Total number of forensic DNA samples completed by the laboratory during the reporting period. _____
12. Total number of DNA profiles from forensic analyses entered into the Combined DNA Index System (CODIS) for the DNA laboratory during the reporting period. _____
13. Number of CEBR-funded DNA profiles from forensic analyses entered into CODIS for the DNA laboratory during the reporting period. _____
14. Number of CEBR-funded CODIS hits from forensic analyses for the DNA laboratory during the reporting period. _____
15. Total number of CODIS hits from forensic analyses for the DNA laboratory during the reporting period. _____

PRIVATE LABORATORY EXPENDITURES (CASEWORK LABORATORIES)

All CEBR grantees complete this section of the questionnaire.

16. Summary of expenditures for certified private laboratories your agency used for analysis of forensic DNA casework samples. *Note: The values in the table below are current as of the last update to this data and do not include values entered during this session, if not saved. To view values that include updates made during this session, click the Save & Continue button, and return to this form.*

A	Total expenditures for certified private laboratories during the reporting period–casework	
B	Total expenditures for certified private laboratories during this award–casework	
C	Percent of federal award amount paid to private laboratories during this award–casework <i>This percentage is obtained by dividing the total laboratory expenditures for casework for this award (above) by the federal award amount located at the top of this page. The result is represented as a percentage notation.</i>	

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17. Did your agency expend any amounts under this award on procurement contracts to private accredited DNA laboratories for analysis of forensic DNA casework samples this reporting period? *A response is required. If your response is Yes, enter (in the table below) information on the private laboratories your agency used during this reporting period and the amounts expended for each private laboratory. Click the Add button to add laboratories. Indicate the number of sexual assault kits outsourced to the identified private laboratory during this reporting period using the Number of Sexual Assault Kits column.*

Important note: By answering No, you certify that the award recipient listed on the federal award did not expend any direct funds under this award related to procurement contracts to private laboratories during this reporting period. This does not include funds expended under this award by any subrecipients of this federal award, as this will be addressed in question 18.

- A. Yes (If Yes, enter requisite information in the table)

No

Laboratory Name	Number of Sexual Assault Kits	Amount Expended

18. Did any subrecipient(s) under this award expend any amounts under this award on procurement contracts to private accredited DNA laboratories for analysis of forensic DNA casework samples this reporting period? *A response is required. If your response is Yes, enter (in the table below) information on the private laboratories your agency used during this reporting period and the amounts expended for each private laboratory. Click the Add button to add laboratories. Indicate the number of sexual assault kits outsourced to the identified private laboratory this reporting period using the Number of Sexual Assault Kits column.*

Important note: By answering No, you certify that the recipient and subrecipient(s), if applicable, did not expend any funds under this award related to procurement contracts to private laboratories during this reporting period.

- A. Yes (If Yes, enter requisite information in the table)

No

Laboratory Name	Number of Sexual Assault Kits	Amount Expended

BASELINE MEASURES (DATABASE LABORATORIES)

All CEBR grantees complete this section of the questionnaire.

19. What is the average number of days between the submission of a DNA database sample to the laboratory and the upload of the profile to CODIS at the beginning of the award period?

20. What is the number of backlogged DNA database samples at the beginning of the award period? _____

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21. Answer the questions in the table below. *The information you enter should match what you submitted in your grant proposal.*

Convicted Offender Samples		
A	The number of untested/not completed convicted offender samples on hand as of January 1, 2022	
B	The number of untested/not completed convicted offender samples more than 30 days old (backlogged) as of January 1, 2022	
C	The number of <u>new</u> convicted offender samples received in calendar year 2022	
D	The total number of convicted offender samples <u>completed</u> in calendar year 2022	
E	Number of samples <u>closed</u> by administrative means (e.g., duplicates, nonauthorized samples, etc.) in calendar year 2022	
F	Number of untested/not completed convicted offender samples as of December 31, 2022	
G	Number of untested/not completed convicted offender samples more than 30 days old (backlogged) as of December 31, 2022	
H	Average number of days to complete the processing of a convicted offender sample (including upload to CODIS) for calendar year 2022	
Arrest Samples		
I	The number of untested/not completed arrestee samples on hand as of January 1, 2022	
J	The number of untested/not completed arrestee samples more than 30 days old (backlogged) as of January 1, 2022	
K	The number of <u>new</u> arrestee samples received in calendar year 2022	
L	The total number of arrestee samples <u>completed</u> in calendar year 2022	
M	Number of samples <u>closed</u> by administrative means (e.g., duplicates, nonauthorized samples, etc.) in calendar year 2022	
N	Number of untested/not completed arrestee samples more than 30 days old (backlogged) as of December 31, 2022	
O	Number of untested/not completed arrestee samples more than 30 days old (backlogged) as of December 31, 2022	
P	Average number of days to complete the processing of an arrestee sample (including upload to CODIS) for calendar year 2022	

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PERFORMANCE MEASURES (DATABASE LABORATORIES)

All CEBR grantees complete this section of the questionnaire.

22. Average number of days between the submission of a DNA database sample to the laboratory and the upload of the profile to CODIS at the end of the reporting period.

23. Number of backlogged DNA database samples at the end of the reporting period.

24. Number of DNA database samples submitted to the laboratory during the reporting period.

25. Number of CEBR-funded DNA database samples completed by the laboratory.

26. Total number of DNA database samples completed by the laboratory during the reporting period. _____

27. Number of CEBR-funded DNA profiles from DNA database sample analyses entered into CODIS for the DNA laboratory. _____

28. Total number of DNA profiles from DNA database sample analyses entered into CODIS for the DNA laboratory. _____

29. Number of CEBR-funded CODIS hits from DNA database sample analyses for the DNA laboratory. _____

30. Total number of CODIS hits from DNA database sample analyses for the DNA laboratory during the reporting period. _____

PRIVATE LABORATORY EXPENDITURES (DATABASE LABORATORIES)

All CEBR grantees complete this section of the questionnaire.

31. Summary of expenditures for certified private laboratories your agency used for analysis of forensic DNA database samples. *Note: The values in the table below are current as of the last update to this data and do not include values entered during this session, if not saved. To view values that include updates made during this session, click the Save & Continue button, and return to this form.*

A	Total expenditures for certified private laboratories during the reporting period–database	
B	Total expenditures for certified private laboratories during this award–database	
C	Percent of federal award amount paid to private laboratories during this award–database <i>This percentage is obtained by dividing the total laboratory expenditures for casework for this award (above) by the federal award amount located at the top of this page. The result is represented as a percentage notation.</i>	

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32. Did your agency expend any amounts under this award on procurement contracts to private accredited DNA laboratories for analysis of forensic DNA database samples this reporting period? A response is required. If your response is Yes, enter (in the table below) information on the private laboratories your agency used during this reporting period and the amounts expended for each private laboratory. Click the Add button to add laboratories. Indicate the number of DNA database samples outsourced to the identified private laboratory this reporting period using the Number of DNA Database Samples column.

Important note: By answering No, you certify that the award recipient listed on the federal award did not expend any direct funds under this award related to procurement contracts to private laboratories during this reporting period. This does not include funds expended under this award by any subrecipients of this federal award, as this will be addressed in question 33.

A. Yes (If Yes, enter requisite information in the table)

No

Laboratory Name	Number of DNA Database Samples	Amount Expended

33. Did any subrecipient(s) under this award expend any amounts under this award on procurement contracts to private accredited DNA laboratories for analysis of forensic DNA database samples this reporting period? A response is required. If your response is Yes, enter (in the table below) information on the private laboratories your agency used during this reporting period and the amounts expended for each private laboratory. Click the Add button to add laboratories. Indicate the number of DNA database samples outsourced to the identified private laboratory during this reporting period using the Number of DNA Database Samples column.

Important note: By answering No, you certify that the award recipient listed on the federal award did not expend any direct funds under this award related to procurement contracts to private laboratories during this reporting period.

A. Yes (If Yes, enter requisite information in the table)

B. No

Laboratory Name	Number of DNA Database Samples	Amount Expended

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COMPETITIVE GRANT PERFORMANCE MEASURES

Only competitive grant recipients complete this section of the questionnaire. If you are not a competitive grant recipient, skip to the next section.

34. What did your laboratory purchase with grant funding? *Select all that apply.*
- A. Laboratory Information Management System (LIMS)
 - B. Laboratory robotics
 - C. Analysis software
 - D. Probabilistic genotyping software
 - E. Supplies for a new process or procedure
 - F. Other (explain) _____
35. What is the primary anticipated effect this will have on your laboratory in the short term (6–12 months)? *Select only one.*
- A. Reduce turnaround time
 - B. Increase capacity
 - C. Increase CODIS uploads
 - D. Other (explain) _____
36. What is the primary anticipated effect this will have on your laboratory in the long term? *Select only one.*
- A. Reduce turnaround time
 - B. Increase capacity
 - C. Increase CODIS uploads
 - D. Other (explain) _____
37. Will a validation study or performance check be required prior to implementation of the technology discussed in question 34? *[Carry-forward]*
- A. Yes
 - B. No *(If No, skip to question 39)*
38. If Yes, where is your laboratory in the process of the validation study/performance check?
- A. Completed
 - B. In progress
 - C. In planning phase
 - D. Other (describe) _____
39. Did your laboratory successfully implement the technology/technologies into the laboratory workflow during this reporting period?
- A. Yes *(If Yes, skip to question 41)*
 - B. No

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40. If the implementation of the technology/technologies is not complete, when is the implementation planned to occur?
- A. 3 months
 - B. 6 months
 - C. 12 months
 - D. Other (explain) _____

41. Did the implementation meet the expectations set forth in question 35? Explain.

COMPETITIVE GRANT CLOSEOUT

Only competitive grant recipients complete this section of the questionnaire. If you are not a competitive grant recipient, skip to the next section.

1. Based on the technology implemented under this grant, quantify the impact on laboratory operations (i.e., reduction in turnaround time, increase throughput because of robotics, etc.).

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SEMIANNUAL NARRATIVE QUESTIONS

In this module, you will identify the goals you hope to achieve with your funding. Once submitted, these goals cannot be changed without approval of your grant manager.

Set **SMART** goals to clarify the scope of your priorities:

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

If you have multiple goals, provide updates on each on separately.

Answer the following questions every semiannual reporting period (January and July of each year), based on your grant-funded activities.

1. What were your accomplishments during reporting period?

2. What goals were accomplished, as they relate to your grant application?

3. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?

4. Is there any assistance that BJA can provide to address any problems/barriers identified in question 3?
 - A. Yes/No
 - B. If Yes, explain: _____
5. Are you on track to complete your program fiscally and programmatically as outlined in your grant application?
 - A. Yes/No
 - B. If No, explain: _____
6. What major activities are planned for the next 6 months?

7. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA?

THANK YOU FOR PARTICIPATING!

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