

**BUREAU OF JUSTICE ASSISTANCE**  
**RURAL AND SMALL DEPARTMENT VIOLENT CRIME REDUCTION PROGRAM**  
**PERFORMANCE MEASURES**

**GENERAL AWARD ADMINISTRATION**

1. Is this the **last reporting period** for which the award will have data to report?

*For example, all funds were expended, and the award is in the process of closing out in the Justice Grants system (JustGrants). If you select Yes, you will be directed to answer the questions in the Final Report section. These are one-time-only questions that you will answer prior to report closeout.*

A. Yes/No (If Yes, answer the Final Report Questions and create a final report.)

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. Grant activity also is initiated when you have contact with BJA training and technical assistance providers, even if you have not expended federal funds for this activity. If you select 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 from BJA	<input type="checkbox"/>
Waiting for partners or collaborators to complete agreements	<input type="checkbox"/>
Other	<input type="checkbox"/>
If Other, explain	

3. Please indicate your agency type for your BJA Violent Crime Reduction Program award. **Select all that apply.**

A. Small agency (any law enforcement agency with 250 or fewer sworn officers)

B. Rural agency (a) an agency serving any area or community, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget or (b) any agency serving one or more rural census tracts

C. Tribal agency (any federally recognized tribe with a designated law enforcement agency)

## PROBLEM IDENTIFICATION

4. Please briefly name and describe the **core** violent crime problem that you proposed to address with this grant.
  - A. Core Problem Name: \_\_\_\_\_
  - B. Core Problem Description: \_\_\_\_\_
  
5. Did you identify more than one violent crime problem or identify component problems in your grant application?
  - A. Yes/No
  - B. If Yes, please state the number of problems identified: \_\_\_\_\_
  - C. If Yes, list the two most prominent associated problems:
    - a. Associated Problem Name 1: \_\_\_\_\_  
Associated Problem Description: \_\_\_\_\_
    - b. Associated Problem Name 2: \_\_\_\_\_  
Associated Problem Description 2: \_\_\_\_\_
  
6. How would you characterize your **core** violent crime problem at the outset of your grant?  
*Select all that apply.*
  - A. The problem is jurisdiction wide.
  - B. The problem is place-based (e.g., it tends to concentrate in specific areas or hot spots within my jurisdiction).
  - C. The problem is group-based or person-based (e.g., it involves mostly certain types of people or groups such as students or the elderly).
  - D. Other, describe: \_\_\_\_\_
  
7. Enter any other information about your problem that will be important in addressing and solving the problem: \_\_\_\_\_

## SCANNING, ANALYSIS, RESPONSE, ASSESSMENT MODEL AND PROBLEM-SOLVING

BJA is using the common problem-solving process known as SARA, which consists of four core components: Scanning, Analysis, Response, and Assessment. For more information on the SARA model visit: <https://popcenter.asu.edu/content/sara-model-0>.

8. During this reporting period, what **scanning** activities took place regarding this problem?  
*Select all that apply.*
  - A. Further defining or explaining the violent crime problem of concern to the public and the police
  - B. Identifying the consequences of the problem for the community and the police
  - C. Prioritizing those problems
  - D. Developing broad goals
  - E. Confirming where the problem exists and who is most affected
  - F. Determining how frequently the problem occurs and how long it has taken place
  - G. Selecting associated problems for closer examination
  - H. Other, describe: \_\_\_\_\_

REVISED JANUARY 2024

The performance measure questions presented here are preliminary and may be subject to revision.

This document is only to be used for planning and data collection purposes.

All grantees must enter their data in the JustGrants System upon award acceptance.

- I. None
9. During this reporting period, what **problem-defining analysis** activities took place regarding this problem? *Select all that apply.*
- A. Identifying and understanding the events and conditions that precede and accompany the problem
  - B. Identifying relevant data to be collected
  - C. Researching what is known about the problem type
  - D. Taking inventory of how the problem is currently addressed and the strengths and limitations of the current response
  - E. Narrowing the scope of the problem as specifically as possible
  - F. Identifying a variety of resources that may be of assistance in developing a deeper understanding of the problem
  - G. Developing a working hypothesis about why the problem is occurring
  - H. Other, describe: \_\_\_\_\_
  - I. None
10. During this reporting period, what **types of responses** were considered or implemented to address the identified problem?
- A. Brainstorming for new or refined interventions
  - B. Searching for what other communities with similar problems have done
  - C. Choosing among the alternative interventions
  - D. Outlining a response plan and identifying responsible parties
  - E. Stating the specific objectives for the response plan
  - F. Carrying out the planned activities
  - G. Other, describe: \_\_\_\_\_
  - H. None
11. During this reporting period, what **assessments** were considered or implemented regarding this problem?
- A. Determining whether the plan was implemented (a process evaluation)
  - B. Collecting pre- and post-response qualitative and quantitative data
  - C. Determining whether broad goals and specific objectives were attained
  - D. Identifying any new strategies needed to augment the original plan
  - E. Conducting ongoing assessments to ensure continued effectiveness
  - F. Other, describe: \_\_\_\_\_
  - G. None
12. Has your agency engaged in any additional methods of problem solving, problem identification, or problem improvement?
- A. Yes/No
  - B. If Yes, describe: \_\_\_\_\_

REVISED JANUARY 2024

The performance measure questions presented here are preliminary and may be subject to revision.

This document is only to be used for planning and data collection purposes.

All grantees must enter their data in the JustGrants System upon award acceptance.

## PARTNERSHIPS

13. During this reporting period, what internal personnel were involved in the problem-solving process?
- Analysts within the department (e.g., crime or intelligence analysts)
  - Line-level or patrol officers
  - Mid-level officers (e.g., sergeants and lieutenants)
  - Senior-level executives (e.g., captains, majors, and chiefs)
  - Detectives or investigators
  - Forensic examiners or analysts
  - Other, describe: \_\_\_\_\_
14. During this reporting period what external personnel were involved in the problem-solving process?
- Law enforcement personnel outside of your jurisdiction (e.g., state police or neighboring jurisdiction with needed expertise)
  - Prosecutor's office
  - Local public health or medical personnel
  - Local mental health services or providers
  - Local social service providers
  - Other government or nonprofit service (e.g., medical examiner)
  - Community groups
  - Subject matter experts or researchers from a university, nonprofit, or for-profit

## GRANT-FUNDED ACTIVITIES

15. Did you use federal grant funds for any of the following during the reporting period?
- Crime analysis software
  - Personnel
  - Salary or overtime expenditures for program staff
  - Consultation services related to program design, implementation, and evaluation
  - Attending online training on related techniques, tactics, strategies, or software
  - In-person training on related techniques, tactics, strategies, or software
16. Did your agency institute or adapt any of the following tactics or strategies in your crime reduction effort during this reporting period? *Select all that apply.*
- Hot spots policing
  - "Focused-deterrence" or "pulling levers" strategies
  - Increased attention on prolific or influential offender
  - Increasing "costs" to offenders (e.g., certainty or severity of consequences)
  - Target hardening/removal
  - Outreach/Education to populations vulnerable to victimization
  - Protective or other intervention services for familial or domestic violence
  - Increased police surveillance/presence
  - Increased camera surveillance

REVISED JANUARY 2024

The performance measure questions presented here are preliminary and may be subject to revision.

This document is only to be used for planning and data collection purposes.

All grantees must enter their data in the JustGrants System upon award acceptance.

- J. Changes in environmental design (e.g., lighting, visibility, access control)
- K. Other, describe: \_\_\_\_\_

## GRANT CLOSEOUT QUESTIONS

17. Describe what impact the intervention strategy that this grant supports had on the violent crime problem in your jurisdiction. \_\_\_\_\_
18. Which of the following did you observe as a result of your violent crime reduction grant program (answer with respect to the **core** problem if multiple problems were addressed)?  
*Select only one.*
- A. A **reduction** in the violent crime problem
  - B. No change in the violent crime problem
  - C. An **increase** in the violent crime problem
19. Is the answer to Question 17 quantified and documented?
- A. Yes/No
  - B. If No, explain: \_\_\_\_\_
20. In your assessment, what most impacted the reduction, lack of change, or increase in the violent crime problem affecting your jurisdiction. If there was no change or an increase, did problems or events resulting in unforeseen or new challenges affect your strategy?
- \_\_\_\_\_
- \_\_\_\_\_
21. How do you plan to continue this initiative after the grant period has ended?
- \_\_\_\_\_
- \_\_\_\_\_

REVISED JANUARY 2024

The performance measure questions presented here are preliminary and may be subject to revision.  
This document is only to be used for planning and data collection purposes.  
All grantees must enter their data in the JustGrants System upon award acceptance.

## SEMIANNUAL NARRATIVE QUESTIONS

1. What were your accomplishments during reporting period?

---

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

---

Please answer the following questions every semi-annual reporting period (January and July of each year) based on your grant-funded activities.

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!**

REVISED JANUARY 2024

The performance measure questions presented here are preliminary and may be subject to revision.

This document is only to be used for planning and data collection purposes.

All grantees must enter their data in the JustGrants System upon award acceptance.