GENERAL AWARD ADMINISTRATION

1. Is this the **last reporting period** for which the award will have data to report?
   For example, were all funds expended and is the award in the process of closing out in the Justice Grants System (JustGrants)?

   A. Yes (If Yes, answer the Semiannual Narrative Questions.)
   B. No

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 you select Yes, the program becomes Operational and should remain so until the grant closes out.*

   Yes

   No

   If No, please select from the following responses:

Reason(s) for no grant activity during the reporting period	Select all that apply
In procurement	☐
Project or budget not approved by agency, county, city, or state governing agency	☐
Seeking subcontractors (Request for Proposal stage only)	☐
Waiting to hire project manager, additional staff, or coordinating staff	☐
Paying for the program using prior federal funds	☐
Administrative hold (e.g., court case pending)	☐
Still seeking budget approval from BJA	☐
Waiting for partners or collaborators to complete agreements	☐
Other	☐
If Other, please explain.	

3. Please select the best designation that describes your agency size: If part of a consortia, enter the select the designation that best describes the average size of each agency within your consortia. [Carry Forward]

   A. Small (less than 250 sworn officers and/or employees)

Revised October 2023
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 Performance Measurement Tool upon award acceptance.

B.   Medium (250 to 500 sworn officers and/or employees)

C.   Large (500 or more sworn officers and/or employees)

4.   Which one of the following type of areas best describes the population you serve? If you are part of a statewide agency, please select (E. – Other) and describe the areas your program is serving. [Carry Forward]

Urban (a large city with 50,000 or more people)

Suburban (territory outside of a large city with a population of 2,500 to 50,000 or more people)

Rural (territory that encompasses all people or housing not included within an urban, suburban, or tribal area)

Tribal (territory that contains a concentration of people who identify with a federally recognized tribe)

Other – combination of urban, suburban, rural, and/or tribal. If other, please explain.
_____

INVENTORY AND TRACKING

5.   Do you have an electronic tracking system used for monitoring and accounting of SAKs (sexual assault kits) through the course of their movement from collection to final disposition?[1] [Carry Forward]

A.   Yes
If Yes, when was it implemented (Month/Year) _____

B.
If No, please explain _____

PURPOSE AREA 5 SUSTAINABILITY

6.   Prior to receiving any SAKI (Sexual Assault Kit Initiative) and/or DANY (District Attorney of New York) funding, were any polices/procedures in place at your agency to address SAKs? [Carry Forward]

A.   Yes
If Yes, please explain. _____

B.   No
If No, please explain. _____

7.   How many previous SAKI grants has your agency or jurisdiction had prior to receiving Purpose Area 5 funding? *If applicable, please list and include different purpose areas.* [Carry forward] _____

---

[1] https://www.sakitta.org/resources/docs/11752R1SAKIImplementingETS.pdf

Revised October 2023
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 Performance Measurement Tool upon award acceptance.

8. At the beginning of your SAKI sustainability award grant period, what policies and procedures were already in place as a result of previous SAKI funding? [Carry Forward]
    _____

9. During this reporting period, has your agency secured local funding for personnel positions to continue SAKI work after the grant has ended?

    A. Yes
        If Yes, please answer the following questions:

        How many position(s)? _____
        What is the sources of funding for the position(s)? _____
        What position(s) will be covered by the local funding? _____
    B. No

10. Since the beginning of your SAKI sustainability award, which policies/procedures were or are the most challenging to implement?

11. Were any best practices or guidance documents utilized to form your policies/procedures?

    A. Yes
        If Yes, please explain and/or provide references. _____
    B. No

WORKING GROUP AND PARTNERSHIP ACTIVITIES

12. Do you have an established regularly convening multidisciplinary working group?

    A. Yes
    B. No *(If No, skip to next section)*

13. How often did your multidisciplinary working group meet during the reporting period? Select one option that best applies.

    A. We did not meet during the reporting period
    B. Daily
    C. Weekly
    D. Monthly
    E. Quarterly
    F. Other, please explain. _____

14. During the reporting period, did your multidisciplinary working group identify and add any other entities, groups, organizations, or programs (e.g., private sector entities such as evidence-tracking providers) that were **not already in the working group**?

A. Yes
    If Yes, how many new partners were added? _____
    If Yes, please describe who this partner is and the nature of the partnership _____
B. No

POLICIES AND PROCEDURES

15. Indicate if your program has developed policies/procedures for SAK evidence collection, storage, inventory, testing, and tracking.

    A. Yes, the policies/procedures are complete.
    B. No, the policies/procedures have not been started yet, but there are plans to do so.
    C. The policies/procedures are currently under development.
    D. N/A – policies/procedures will not be developed.

16. Indicate if your program has developed policies/procedures for the type of information collected from SAKs and personnel responsible for collection of information.

    A. Yes, the policies/procedures are complete.
    B. No, the policies/procedures have not been started yet, but there are plans to do so.
    C. The policies/procedures are currently under development.
    D. N/A – policies/procedures will not be developed.

17. Indicate if your program has developed policies/procedures for victim engagement and/or victim notification, information sharing, and support services.

    A. Yes, the policies/procedures are complete.
    B. No, the policies/procedures have not been started yet, but there are plans to do so.
    C. The policies/procedures are currently under development.
    D. N/A – policies/procedures will not be developed.

18. Indicate if your program has developed policies/procedures for management of multidisciplinary working group, to include case management, establishment of memoranda of understanding, information-sharing method, and active engagement of community-based victim advocacy resources.

    A. Yes, the policies/procedures are complete.
    B. No, the policies/procedures have not been started yet, but there are plans to do so.
    C. The policies/procedures are currently under development.
    D. N/A – policies/procedures will not be developed.

19. Indicate if your program has developed policies/procedures for identification of cases that require expedited testing protocols and investigation *(e.g., based on statute of limitation issues, the imminent release of an identified suspect from incarceration, an active serial offender).*

    A. Yes, the policies/procedures are complete.

Revised October 2023
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 Performance Measurement Tool upon award acceptance.

B. No, the policies/procedures have not been started yet, but there are plans to do so.

C. The policies/procedures are currently under development.

D. N/A − policies/procedures will not be developed.

20. Indicate if your program has developed policies/procedures for outsourcing of SAK testing and subsequent laboratory review and certification required, where applicable.

A. Yes, the policies/procedures are complete.

B. No, the policies/procedures have not been started yet, but there are plans to do so.

C. The policies/procedures are currently under development.

D. N/A − policies/procedures will not be developed.

21. Indicate if your program has developed policies/procedures for the reopening of previously closed cases as a result of new evidence obtained through the SAK testing process.

A. Yes, the policies/procedures are complete.

B. No, the policies/procedures have not been started yet, but there are plans to do so.

C. The policies/procedures are currently under development.

D. N/A − policies/procedures will not be developed.

22. Indicate if your program has developed policies/procedures for training requirements specific to the SAKI project (e.g., victim-centered, cross-disciplinary approaches; the probative value of forensic evidence typically contained in SAKs; investigation methods; prosecution best practices).

A. Yes, the policies/procedures are complete.

B. No, the policies/procedures have not been started yet, but there are plans to do so.

C. The policies/procedures are currently under development.

D. N/A − policies/procedures will not be developed.

23. Indicate if your program has developed policies/procedures for publicly sharing information regarding progress of SAKI in your jurisdiction, including the type of information that is listed on a departmental website *(e.g., total number of unsubmitted kits, number of SAKs submitted for testing to date, number of CODIS hits to date, number of cases prosecuted and outcomes)*.

A. Yes, the policies/procedures are complete.

B. No, the policies/procedures have not been started yet, but there are plans to do so.

C. The policies/procedures are currently under development.

D. N/A − policies/procedures will not be developed.

24. Indicate if your program has developed policies/procedures for how follow-ups on CODIS hits conducted by the working group.

A. Yes, the policies/procedures are complete.

B. No, the policies/procedures have not been started yet, but there are plans to do so.

Revised October 2023
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 Performance Measurement Tool upon award acceptance.

C. The policies/procedures are currently under development.

D. N/A – policies/procedures will not be developed.

25. Are there any other policies/procedures that should be included?

A. Yes
    If Yes, please explain. _____

B. No

The next set of questions are *carry forward* questions, meaning they are only answered at the beginning of your grant program and are not answered again in subsequent reporting periods.

26. How often does your program plan to conduct analysis to gain a better understanding of the problems?

A. N/A
B. Weekly
C. Monthly
D. Quarterly
E. Don't know

27. How often does your program plan to track activity, progress, or performance using a database or spreadsheet?

A. N/A
B. Weekly
C. Monthly
D. Quarterly
E. Don't know

28. How often does your program plan to administer victim/community satisfaction survey(s)?

A. N/A
B. Weekly
C. Monthly
D. Quarterly
E. Don't know

29. How often does your program plan to perform public outreach *(e.g., contacted potential victims, focused media outreach)*?

A. N/A
B. Weekly
C. Monthly
D. Quarterly
E. Don't know

Revised October 2023
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 Performance Measurement Tool upon award acceptance.

30. How often does your program plan to participate in community engagement activities *(e.g., roundtables community advisory boards)*?

    A. N/A
    B. Weekly
    C. Monthly
    D. Quarterly
    E. Don't know

31. Are you or a partner conducting an evaluation of the SAKI program? [Carry Forward]

    A. Yes

       If Yes, please provide the following information for the person conducting the evaluation:
       Name _____
       E-mail address _____
       Phone number _____
    B. No

OTHER RELEVANT ACTIVTIES

32. Do you have other grant related activities to report for this reporting period that has not otherwise been covered by the questions contained herein? If so, please list:
    _____

TRAINING AND TECHNICAL ASSISTANCE

Training

33. Did the project provide or facilitate training to project staff (or individuals involved in the project) during the reporting period? *A program of instruction on a particular topic and/or a skill related to a specific operation for either individuals who can use the information or skill on their job, or trainers who will provide instruction to others. Examples include providing training in a classroom/onsite or virtual setting, hosting and/or conducting a webinar, or conducting a workshop at a conference or summit.*

    A. Yes
       If Yes, how many trainings were completed during the reporting period? _____
    B. No (If No, skip to Question 37)

Revised October 2023
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 Performance Measurement Tool upon award acceptance.

34. For each of the trainings completed during the reporting period, who provided the training, the target audience, number of people trained and the name of the training provider.
Count each person only once per training topic, regardless of how many times he/she attended the training. You may report five trainings per reporting period.

Training Topic	Target Audience	Number People Trained	Training Provider	What funds were used to provide the training?
[Open text]	A. Law enforcement supervisors B. Detectives/investigators C. SANEs/forensic nurses D. Forensic lab personnel E. Prosecutors F. Victim advocates G. Other	[Positive whole number]	[Open text]	• Grant funds • National Training and Technical Assistance Center (NTTAC) • Other Office of Justice Programs (OJP) Funds • Other • Unknown

35. Will your grant program be able to directly apply the knowledge obtained through the training(s)?

    A. Yes.
    B. No, the training(s) may be useful to advocate for new approaches but will not be applied directly at this time.
    C. No, the training(s) did not provide information that can be directly applied to the grant program.

36. *Please describe the impact that the training(s) will have on specific outcomes/objectives related to the goals of your program.* _____

Technical Assistance

37. Did you receive any technical assistance (TA) during the reporting period? TA is targeted assistance to a site, agency, or jurisdiction for the purpose of assessing gaps, barriers and needs, developing strategic plans, or creating innovative approaches to emerging or complex issues.

    A. Yes
    B. If Yes, how many separate TA providers did you work with during the reporting period? Please clarify with the TA provider if they are OJP-funded. _____
    C. No

Revised October 2023
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 Performance Measurement Tool upon award acceptance.

38. For each technical assistance provider you interacted with during the reporting period, please enter the following information. *The number of entries should equal the number you entered in Question 37B (up to five per quarter).*

Organizational Name of TA Provider	TA Topic	Nature of Contact (*select all that apply*)	Number of Engagements	Satisfaction	Feedback on Your Encounters with this TA Provider	What funds were used to provide the TA?
[Open text]	[Drop down list from NTTAC]	A. Conference B. Direct assistance C. National program or policy advancement D. Operational support E. Training F. Other (If Other, please explain)	[Positive whole number]	A. Very satisfied B. Satisfied C. Neither Satisfied nor Dissatisfied D. Dissatisfied E. Very Dissatisfied	[Open Text]	A. Grant funds B. NTTAC C. Other OJP Funds D. Other E. Unknown

39. Will your grant program be able to directly apply the knowledge obtained through technical assistance?

   A. Yes.
   B. No, the TA may be useful to advocate for new approaches but will not be applied directly at this time.
   C. No, the TA did not provide information that can be directly applied to the grant program.

40. Please describe the impact that the training and TA may have on specific outcomes/objectives related to the goals of your program. _____

Revised October 2023
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 Performance Measurement Tool upon award acceptance.

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 from your grant manager.

Set **S·M·A·R·T** goals to clarify the scope of your priorities.

- **S**pecific
- **M**easurable
- **A**chievable
- **R**elevant
- **T**ime-bound

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

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

1. What were your accomplishments during the 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
   B. No
      If Yes, please explain. _____

5. Are you on track to fiscally and programmatically complete your program as outlined in your grant application?

   A. Yes
   B. No
      If No, please 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?

_____