

BUREAU OF JUSTICE ASSISTANCE
Sexual Assault Kit Initiative Purpose Area 5
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.)

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. If No, select all the reasons that apply for no grant activity during the reporting period and proceed to the Semiannual Narrative Questions.*

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:	

3. For this initiative, have you appointed a dedicated site coordinator?

A. Yes/No

B. If Yes, enter the name and contact information (phone and email) for the site coordinator:

C. If No, explain: _____

4. What obstacles, if any, did you encounter over the last reporting period that has had an impact to your project? *Select all that apply.*
- A. Not Applicable (N/A) – No obstacles or barriers
 - B. Access to data
 - C. Collaboration/Coordination between partner agencies
 - D. Hiring project staff
 - E. Staff turnover
 - F. Competing implementing agencies' priorities
 - G. Funding
 - H. Legal obstacles
 - I. Concerns about confidentiality
 - J. Differences in strategy between partners
 - K. Technology challenges
 - L. Federal grant administration issues (e.g., unable to secure approval)
 - M. Other, explain: _____

INVENTORY BASELINE

The baseline questions gather information about activities that occurred prior to the grant becoming operational.

5. Was an inventory of unsubmitted sexual assault kits (SAKs) started prior to the grant being awarded? *Only select Yes if you started your SAK inventory prior to receiving grant funds.*
[Carry forward]
- A. Yes/No *(If No, skip to question 12)*
6. Enter the date the inventory was started (month/year). _____

Answer the following questions as they relate to the number of SAKs recorded in your inventory prior to the beginning of the grant program. SAKs may fit into multiple categories and should be counted in all applicable categories.

7. Prior to the start of the grant program, how many SAKs did your inventory identify that were unsubmitted, previously tested, and determined not to require testing? **[Carry forward]**
- A. Number of unsubmitted SAKs identified. An unsubmitted SAK has not been submitted to a forensic laboratory for testing and analysis using Combined DNA Index System (CODIS)-eligible DNA methodologies (this can include partially tested SAKs that have only been subjected to serological screening or tested with other non-CODIS-eligible DNA methodologies): _____
 - B. Number of previously tested (with CODIS-eligible methodology) SAKs identified: _____
 - C. Number of SAKs determined not to require testing: _____

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8. Prior to the start of the grant program, were there other types of SAKs recorded in your inventory that did not fit in one of the previous categories? *[Carry forward]*
 - A. Yes/No
 - B. If Yes, how many? _____
 - C. If No, explain: _____
9. Prior to the start of the program, how many SAKs were determined to require DNA testing as recorded in your inventory? *[Carry forward]* _____
 - A. Of the SAKs that required DNA testing, how many were sent to a lab for testing? _____
10. Prior to the start of the grant program, how many DNA profiles from forensic analysis were entered into CODIS? *[Carry forward]* _____
11. Prior to the start of the grant program, how many CODIS hits did your inventory record? *[Carry forward]* _____

INVENTORY AND TRACKING

12. Do you have an electronic tracking system used to monitor and account for SAKs through the course of their movement from collection to final disposition?¹ *[Carry forward]*
 - A. Yes/No
 - B. If Yes, when was it implemented (month/year): _____
 - C. If No, explain: _____
13. Since the beginning of the grant program, enter the number of SAKs that fit in each of the following categories:
 - A. Number of SAKs counted/inventoried: _____
 - B. Of the inventoried SAKs (13A), number identified as unsubmitted: _____
 - C. Of the inventoried SAKs (13A), number identified as previously tested: _____
 - D. Of the unsubmitted SAKs (13B), number determined not to require DNA testing: _____
 - E. Of the unsubmitted SAKs (13B), number that require DNA testing: _____
 - F. Of the SAKs that require DNA testing (13E), number sent to lab for DNA testing: _____
 - G. Number of kits tested to completion (i.e., a final laboratory report submitted): _____
14. Indicate the number of unsubmitted SAKs since the beginning of the grant program that were determined not to require testing (identified in question 13D) for each of the following reasons. *Include the totals for each category. Count each SAK once under the category that best fits. The numbers here should add up to the number reported in question 13D.*
 - A. Not able to retrieve evidence: _____
 - B. Evidence contained in SAK would not impact investigation or prosecution: _____
 - C. Statute of limitations has expired: _____
 - D. Anonymous/Non-reported SAK: _____
 - E. Other: _____
 - F. If Other, explain: _____

¹ <https://www.sakitta.org/resources/docs/11752R1SAKImplementingETS.pdf>

15. Of the SAKs submitted/sent to a lab for testing (identified in question 13F), how many DNA profiles were obtained via forensic DNA analysis and uploaded into CODIS² since the beginning of the grant program? *All eligible profiles must be uploaded to CODIS per the solicitation. Enter zero (0) if no uploads were made.* _____
16. Since the beginning of the grant program, enter the number of confirmed CODIS hits³ recorded for the following categories. *Enter zero (0) if there were no confirmed hits. If a sample hits to multiple cases, enter the number of cases that received a hit.*
- CODIS hits: sum of 16B + 16C (Cannot exceed this number): _____
 - Forensic hits: the new profile matches DNA from an unknown forensic sample collected at a crime scene (e.g., the match is to a sample in the forensic index): _____
 - Offender/Arrestee hits: the new profile matches the DNA of an offender profile already in CODIS (e.g., matches to a sample in the offender index): _____
17. Of the total number of CODIS hits obtained since the beginning of the grant program (identified in question 16A), were any hits in other state(s) than your jurisdiction? *The new profile matches the DNA of an unknown or known perpetrator in another state. Include federal hits.*
- Yes/No (*If No, skip next question*)
 - If Yes, how many hits in other states were returned? _____
18. To date, how many different states have returned CODIS hits from your jurisdiction? *Count each state only once. Do not count states already reported in a previous quarter.* _____
- List each state outside of your jurisdiction that has returned a hit: _____
19. Of the number of offender/arrestee hits⁴ obtained since the beginning of the grant program (indicated in question 16C), enter the number of CODIS hits that fit in each of the following categories:
- Cold hits: the DNA hits to an offender who was not previously listed as a suspect/person of interest in the case: _____
 - Warm hits: the DNA hits to a listed suspect/person of interest in the case: _____
 - Serial sex offender hits: the DNA hits to a serial sex offender (the same individual who commits the sexual assault of two or more victims in separate events): _____
 - Nonsexual offender hits: the DNA hits to offenders charged/convicted of crimes unrelated to sexual assault (e.g., robbery, homicide): _____
20. Since the beginning of the grant program, enter the number of cases where the CODIS hit(s) identified a different offender than the person originally named or prosecuted in the case. *Suspect(s) may be in the case file via a name with no DNA profile obtained. Previously untested kits may yield a new hit on someone not named in the original case file. Enter zero (0) if no cases emerged.*
- Number of cases that identified a different offender than the person who was originally named or prosecuted: _____
 - Number of exonerations resulting from CODIS hits naming a new suspect(s): _____

² <https://www.sakitta.org/resources/docs/Utilizing-CODIS-for-Unsubmitted-Sexual-Assault-Kits.pdf>

³ <https://www.sakitta.org/resources/docs/12562R1SAKIGdncePerCODISHitsv1.pdf>

⁴ <https://www.sakitta.org/resources/docs/12562R1SAKIGdncePerCODISHitsv1.pdf>

INVESTIGATIONS AND PROSECUTIONS

21. During the reporting period, were any arrests made/warrants issued as a result of CODIS hits to Sexual Assault Kit Initiative (SAKI) cases?
- Yes/No
 - If Yes, how many arrests/warrants? _____
22. Since the beginning of the grant program, how many SAKI investigations were opened/reopened because of SAK testing? *Enter zero (0) if no cases were opened for investigation.* _____
23. How many SAKI investigations were active (i.e., currently open) and ongoing as of the last day of the reporting period? _____
24. How many investigations have been closed (i.e., worked to completion) since the beginning of the grant program? _____
25. Of the number of investigations closed since the beginning of the grant program (identified in question 24), how many SAKI cases resulting from SAKI grant funds were presented to a prosecuting attorney for a charging decision?
- Number presented to a prosecuting attorney for a charging decision: _____
 - Number not presented to a prosecuting attorney for a charging decision: _____
26. How many cases were declined prosecution since the beginning of the grant program? *If all cases were accepted, enter zero (0) and skip the next question.* _____
27. Indicate the reasons given for declination of prosecution. *Select all that apply.*
- Does not meet the probable cause requirements (e.g., no belief that additional investigation will result in probative evidence)
 - Lacks a substantial federal interest (e.g., offender already serving a long sentence)
 - Victim declined to participate/requested no criminal charges be filed
 - Referred for prosecution in another jurisdiction
 - Pretrial diversion or noncriminal disposition recommended
 - Prosecution declined without action (e.g., resource constraints)
 - Statute of limitations expired
 - Other, explain: _____

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28. Which of the following factors did your program consider when prioritizing cases for prosecution? *Select all that apply. [Carry forward]*
- A. N/A – Have not broached
 - B. N/A – Forklift approach (not prioritizing)
 - C. Age of victim
 - D. Victim cooperation/victim’s family cooperation
 - E. Public safety concerns
 - F. Statute of limitations running out
 - G. DNA of a known offender
 - H. Other/New evidence and/or witnesses emerged (not SAK-related)
 - I. Other, explain: _____
29. Since the beginning of the grant program, enter the number of cases that fit in each of the following categories:
- A. Number of cases charged: _____
 - B. Number of cases with charges dismissed: _____
 - C. Number of cases pending trial: _____
 - D. Number of cases resulting in a plea bargain: _____
 - E. Number of cases ending with a conviction following trial: _____
 - F. Number of cases ending with an acquittal: _____
 - G. Number of cases ending in a mistrial: _____
30. Since the beginning of the grant program, enter the number of victims associated with previously unsubmitted SAKs who fit in each of the following categories:
- A. Number of victims located: _____
 - B. Of those located, number of victims contacted: _____
 - C. Of those contacted, number agreeing to participate in a new investigation: _____
 - D. Number of victims who are deceased: _____

VIOLENT CRIMINAL APPREHENSION PROGRAM AND ADVANCE TESTING

31. Answer the following questions regarding cases entered into the Violent Criminal Apprehension Program (ViCAP) database since the beginning of the grant program.
- A. Number of criteria cases⁵ entered in ViCAP: _____
 - B. Number of leads generated from ViCAP entries: _____
 - C. Number of suspects identified through ViCAP entry and analysis: _____

⁵ <https://www.sakitta.org/resources/docs/SAKIs-Partnership-with-the-Violent-Criminal-Apprehension-Program.pdf>

32. Since the beginning of the grant program, enter the number of cases tested with the following DNA testing methods:⁶
- Y-STR testing: _____
 - Testing of secondary evidence: _____
 - Familial DNA searches: _____
 - Forensic genealogy searches: _____
 - DNA phenotyping/ancestral analysis: _____
 - Other: _____
 - If Other, explain: _____
33. Since the beginning of the grant program, enter the number of cases that led to identification of a suspect resulting from each of the following testing methods:
- Y-STR testing: _____
 - Testing of secondary evidence: _____
 - Familial DNA searches: _____
 - Forensic genealogy searches: _____
 - DNA phenotyping/ancestral analysis: _____
 - Other: _____
 - If Other, explain: _____

FORENSIC GENEALOGY TESTING

Grantees utilizing SAKI funds for forensic genealogy testing must adhere to the U.S. Department of Justice Interim Policy, Forensic Genealogical DNA Analysis and Searching (<https://www.justice.gov/olp/page/file/1204386/download>). In accordance with Section IX, SAKI grantees must collect and report the following metrics.

34. Indicate if you used, or plan to use, SAKI funds to conduct forensic genealogical DNA analysis (FGG) and/or forensic genetic genealogical DNA analysis and searching (FGGS).⁷
[Carry forward]
- Yes/No (*If No, skip next question*)
35. Enter the amount of federal funding used to conduct FGG/FGGS since the beginning of the grant program. _____
36. Since the beginning of the grant program, how many new forensic samples and referenced samples were subjected to FGG/FGGS?
- Forensic samples: _____
 - Reference samples: _____

⁶ <https://www.sakitta.org/resources/docs/SAKI-Understanding-DNA-Testing-and-Reporting.pdf>

⁷ <https://sakitta.org/webinars/webinar-view.cfm?id=62>

37. Since the beginning of the grant program, how many investigations began utilizing grant funds for FGG/FGGS? _____
38. Since the beginning of the grant program, how many cases resulted in searchable profiles obtained from FGG? _____
39. Enter the number of investigations initiated since the beginning of the grant program for each type of crime.
- A. Homicide: _____
 - B. Sexual assault: _____
 - C. Unidentified human remains: _____
 - D. Other: _____
 - E. If Other, explain: _____
40. Since the beginning of the grant program, how many investigations resulted in a new arrest that relied, in part, on the use of FGG/FGGS? _____
41. Identify the vendor laboratory/laboratories used to conduct FGG. _____
42. Provide the names of any genetic genealogy service(s) used to search the FGG profile(s).

43. Since the beginning of the grant program, how many cases were closed or cleared by exceptional means through the use of FGG/FGGS? *To be cleared through exceptional means, the agency must have identified the offender and gathered enough evidence to support an arrest/conviction. Examples may include the identification of a deceased offender or the identification of an offender who is already serving a life sentence for an unrelated conviction, and it is determined that prosecution will not be pursued.*
44. Since the beginning of the grant program, how many investigations resulted in a new arrest that relied, in part, on the use of FGG/FGGS?

BUDGET AND EMPLOYMENT

45. During the reporting period, how many new positions were created (i.e., the position did not previously exist) using BJA program funds? *Only report a new position once during the reporting period in which it was related/classified. Enter zero (0) if you did not create any new positions.*
- A. Full-time positions: _____
 - B. Part-time positions: _____
46. During the reporting period, were BJA program funds used to fund overtime?
Overtime hours are those that nonexempt employees work beyond normal working hours (usually 40 hours during a workweek).
- A. Yes/No
 - B. If Yes, how many overtime hours were funded? _____

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WORKING GROUP AND PARTNERSHIP ACTIVITIES

47. Do you have an established, regularly convening multidisciplinary working group?
- A. Yes/ No *(If No, skip to question 50)*
48. How often did your multidisciplinary working group meet during the reporting period?
Select the one option that best applies.
- A. We did not meet during the reporting period
B. Daily
C. Weekly
D. Monthly
E. Quarterly
F. Other, explain: _____
49. 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 on the working group?
- A. Yes/No
B. If Yes, how many new partners were added? _____
C. If Yes, describe who this partner is and the nature of the partnership: _____
50. Enter the total number of partners (active and new) participating in the SAKI program since the beginning of the grant program.
- A. Number of active working group partners: _____
B. Number of active victim advocacy partners: _____
51. Have you publicly shared any progress or success stories since the beginning of the grant program?
- A. Yes/No *(If No, skip next question)*
B. If Yes, provide the link to your progress or success story/stories: _____
52. In what ways is the public provided information about this effort?
- A. Community newsletters
B. Media coverage
C. Published articles
D. Community events
E. Social media (e.g., Facebook, Twitter)
F. If Other, explain: _____

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POLICIES AND PROCEDURES

Answer the following questions as they relate to the development stage for each of the following policies/procedures during the reporting period.

53. Indicate if your program has developed policies/procedures for SAK evidence collection, storage, inventory, testing, and tracking. *Select only the most applicable choice.*
- 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
54. Indicate if your program has developed policies/procedures for the type of information collected from SAKs and personnel responsible for collection of information. *Select only the most applicable choice.*
- 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
55. Indicate if your program has developed policies/procedures for victim engagement and/or victim notification, information sharing, and support services. *Select only the most applicable choice.*
- 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
56. Indicate if your program has developed policies/procedures for the management of a multidisciplinary working group, to include case management, establishment of memoranda of understanding, information-sharing methods, and active engagement of community-based victims advocacy resources. *Select only the most applicable choice.*
- 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
57. Indicate if your program has developed policies/procedures for the 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, and active serial offender). *Select only the most applicable choice.*
- 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

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58. Indicate if your program has developed policies/procedures for the outsourcing of SAK testing and subsequent laboratory review and required certification, where applicable. *Select only the most applicable choice.*
- 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
59. 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. *Select only the most applicable choice.*
- 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
60. Indicate if your program has developed policies/procedures for training requirements specific to the SAKI program (e.g., victim-centered, cross-disciplinary approaches, the probative value of forensic evidence typically contained in SAKs, investigation methods, prosecution best practices). *Select only the most applicable choice.*
- 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
61. Indicate if your program has developed policies/procedures for publicly sharing information regarding the progress of the SAKI program 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). *Select only the most applicable choice.*
- 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
62. Indicate if your program has developed policies/procedures for how follow-ups on CODIS hits are conducted by the working group. *Select only the most applicable choice.*
- 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
63. Are there any other policies/procedures that should be included?
- A. Yes/No
 - B. If Yes, explain: _____

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The next section 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.

64. What factors does your jurisdiction see as contributing to unsubmitted SAKs?

Select all that apply. *[Carry forward]*

- A. Individuals questioning the validity of victims' reports/allegations
- B. Employees would benefit from more training
- C. New and improved protocols needed
- D. Employees would benefit from a better understanding of appropriate victim trauma response
- E. Need for additional/sustainable ties with comprehensive victim services
- F. Need for a better evidence-tracking system
- G. Chronic instability in departmental leadership
- H. Need for greater understanding of the value of testing kits
- I. Other, explain: _____

65. Indicate if any resources you developed using SAKI funds (e.g., frequently asked questions brochures, training materials) were shared with any of the following partners and/or groups since the beginning of the grant program. Select all that apply. *[Carry forward]*

- A. Victims
- B. Victim advocacy groups
- C. Law enforcement
- D. Sexual assault forensic officers
- E. Forensic laboratories
- F. Investigative officers
- G. Prosecutors
- H. Other, explain: _____

66. What information are you collecting from SAKs? Select all that apply. *[Carry forward]*

- A. Victim's sex, age, race
- B. Suspect's sex, age, race
- C. Time elapsed since assault (in years)
- D. Victim-suspect relationship
- E. If assault involved multiple perpetrators
- F. If alcohol and/or drugs were involved
- G. If a weapon was used
- H. Time elapsed between assault and medical forensic exam

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ACTIVITIES AND PROTOCOLS

Answer the following questions as they relate to the activities each working group partner is doing in the initiative.

67. Select all activities performed by law enforcement. *Select all that apply.*

- A. Inventorying SAKs
- B. Submitting SAKs for forensic testing
- C. Collecting information from SAKs
- D. Entering status of SAKs into tracking system
- E. Reporting and/or following up on CODIS hits
- F. Informing working group members on case status
- G. Reviewing/Prioritizing case investigations or prosecutions
- H. Recommending victim services
- I. Helping victims understand the court process
- J. Coordinating meetings and conducting interviews pertinent to case investigation
- K. Keeping victims informed about their case

68. Select all activities performed by lab personnel. *Select all that apply.*

- A. Inventorying SAKs
- B. Submitting SAKs for forensic testing
- C. Collecting information from SAKs
- D. Entering status of SAKs into tracking system
- E. Reporting and/or following up on CODIS hits
- F. Informing working group members on case status
- G. Reviewing/Prioritizing case investigations or prosecutions
- H. Recommending victim services
- I. Helping victims understand the court process
- J. Coordinating meetings and conducting interviews pertinent to case investigation
- K. Keeping victims informed about their case

69. Select all activities performed by investigators. *Select all that apply.*

- A. Inventorying SAKs
- B. Submitting SAKs for forensic testing
- C. Collecting information from SAKs
- D. Entering status of SAKs into tracking system
- E. Reporting and/or following up on CODIS hits
- F. Informing working group members on case status
- G. Reviewing/Prioritizing case investigations or prosecutions
- H. Recommending victim services
- I. Helping victims understand the court process
- J. Coordinating meetings and conducting interviews pertinent to case investigation
- K. Keeping victims informed about their case

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70. Select all activities performed by prosecutors. *Select all that apply.*

- A. Inventorying SAKs
- B. Submitting SAKs for forensic testing
- C. Collecting information from SAKs
- D. Entering status of SAKs into tracking system
- E. Reporting and/or following up on CODIS hits
- F. Informing working group members on case status
- G. Reviewing/Prioritizing case investigations or prosecutions
- H. Recommending victim services
- I. Helping victims understand the court process
- J. Coordinating meetings and conducting interviews pertinent to case investigation
- K. Keeping victims informed about their case

71. Select all activities performed by victim advocates. *Select all that apply.*

- A. Inventorying SAKs
- B. Submitting SAKs for forensic testing
- C. Collecting information from SAKs
- D. Entering status of SAKs into tracking system
- E. Following up on CODIS hits (i.e., informing working group members)
- F. Recommend victim services
- G. Helping victims understand the court process
- H. Coordinating meetings and appointments with victims
- I. Keeping victims informed about their case

72. Select all activities performed by sexual assault nurse examiner (SANE)/medical professional. *Select all that apply.*

- A. Inventorying SAKs
- B. Submitting SAKs for forensic testing
- C. Collecting information from SAKs
- D. Entering status of SAKs into tracking system
- E. Following up on CODIS hits (i.e., informing working group members)
- F. Recommending victim services
- G. Helping victims understand the court process
- H. Coordinating meetings and appointments with victims
- I. Keeping victims informed about their case

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Answer the following questions as they relate to the frequency with which your program is planning to conduct each of the following activities during the life of the award.

73. How often does your program plan to conduct analysis to gain a better understanding of the problems? *Select only the most applicable choice.*
- A. N/A
 - B. Weekly
 - C. Monthly
 - D. Quarterly
 - E. Don't know
74. How often does your program plan to track activity, progress, or performance using a database or spreadsheet? *Select only the most applicable choice.*
- A. N/A
 - B. Weekly
 - C. Monthly
 - D. Quarterly
 - E. Don't know
75. How often does your program plan to administer victim/community satisfaction survey(s)? *Select only the most applicable choice.*
- A. N/A
 - B. Weekly
 - C. Monthly
 - D. Quarterly
 - E. Don't know
76. How often does your program plan to perform public outreach (e.g., contacted potential victims, focused media outreach)? *Select only the most applicable choice.*
- A. N/A
 - B. Weekly
 - C. Monthly
 - D. Quarterly
 - E. Don't know
77. How often does your program plan to participate in community engagement activities (e.g., roundtables, community advisory boards)? *Select only the most applicable choice.*
- A. N/A
 - B. Weekly
 - C. Monthly
 - D. Quarterly
 - E. Don't know

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78. Are there any other activities that should be included?

- A. Yes/No
- B. If Yes, explain: _____

79. Are you a partner conducting an evaluation of the SAKI program? *[Carry forward]*

- A. Yes/No
- B. If Yes, provide the following information for the person conducting the evaluation:
Name: _____
Email address: _____
Phone number: _____

PURPOSE AREA 5 SUSTAINABILITY

80. Prior to receiving any SAKI and/or DANY (New York County District Attorney's Office) funding, were any policies/procedures in place at your agency to address sexual assault kits (Yes/No)? Explain. _____

81. How many previous SAKI grants has your agency or jurisdiction had prior to receiving Purpose Area 5 funding? If applicable, list and include different purpose areas.

82. 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? _____

83. During this reporting period, has your agency initiated any new policies/procedures to ensure sustainability of your SAKI project(s) (Yes/No)? Explain. _____

84. During this reporting period, has your agency secured local funding for personnel positions to continue SAKI work after the grant has ended (Yes/No)? _____

If Yes,

- A. How many position(s)? _____
- B. What is the source of funding for the position(s)? _____
- C. What position(s) will be covered by the local funding? _____

85. During this reporting period, has your agency fully implemented new, or enhanced any existing, policies/procedures to sustain your SAKI work (Yes/No)? _____

If Yes,

- A. How many policies/procedures? _____
- B. What kind of policies/procedures? (Select from below)
 - i. Law enforcement requirement to submit SAKs to lab
 - ii. Annual inventory of SAKs
 - iii. Retention policies
 - iv. SAK tracking system with victim/survivor transparency
 - v. ViCAP submittal and searching of criteria cases
 - vi. Mandatory training on sexual assault crimes
 - vii. Multidisciplinary working group(s)

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86. During this reporting period, how many times did your SAKI multidisciplinary working group/team meet? _____
87. Per your policies/procedures, how many times per year will your multidisciplinary team meet? _____
88. Since the beginning of your SAKI sustainability award, which policies/procedures were/are the most challenging to implement? _____
89. Were any best practices/guidance documents utilized to form your policies/procedures (Yes/No)? If Yes, explain and/or provide references. _____

TRAINING AND TECHNICAL ASSISTANCE

Training

90. 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 in a virtual setting, hosting and/or conducting a webinar, or conducting a workshop at a conference or summit.*
- A. Yes/No *(If No, skip to question 94)*
- B. If Yes, how many trainings were completed during the reporting period? _____
91. For each of the trainings completed during the reporting period, indicate who provided the training, target audience, number of people trained, and 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 period.*

Training Topic	Target Audience	Number of People Trained	Training Provider	Funds Used to Provide Training
[Open text]	<ul style="list-style-type: none"> • Law enforcement supervisors • Detectives/Investigators • SANEs/forensic nurses • Forensic lab personnel • Prosecutors • Victim advocates • Other 	[Positive whole number]	[Open text]	<ul style="list-style-type: none"> • Grant funds • National Training and Technical Assistance Center (NTTAC) • Other Office of Justice Programs (OJP) funds • Other • Unknown

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92. Will your grant program be able to directly apply the knowledge obtained through the training(s)?
- Yes
 - No, the training(s) may be useful to advocate for new approaches, but will not be applied directly at this time
 - No, the training(s) did not provide information that can be directly applied to the grant program
93. Describe the impact that the training(s) will have on specific outcomes/objectives related to the goals of your program: _____

Technical Assistance

94. Did you receive any technical assistance (TA) during the reporting period? *Technical assistance 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.*
- Yes/No (*If No, skip to next section*)
 - If Yes, how many separate technical assistance providers did you work with during the reporting period? Clarify with the technical assistance provider if they are OJP funded: _____
95. For each technical assistance provider you interacted with during the reporting period, enter the following information. *The number of entries should equal the number you entered in question 94B (up to five per quarter).*

Organization Name of TA Provider	TA Topic	Nature of Contact (<i>Select all that apply</i>)	Number of Engagements	Satisfaction	Feedback on Encounters with this TA Provider	Funds Used to Provide Training
[Open text]	[Drop down list from NTTAC]	<ul style="list-style-type: none"> • Conference • Direct assistance • National program or policy advancement • Operational support • Training • Other (If Other, explain) 	[Positive whole number]	<ul style="list-style-type: none"> • Very satisfied • Satisfied • Neither satisfied nor dissatisfied • Dissatisfied • Very dissatisfied 	[Open text]	<ul style="list-style-type: none"> • Grant funds • NTTAC • Other OJP funds • Other • Unknown

96. Will your grant program be able to directly apply the knowledge obtained through technical assistance?
- Yes
 - No, the technical assistance may be useful to advocate for new approaches, but will not be applied directly at this time
 - No, the technical assistance did not provide information that can be directly applied to the grant program
97. Describe the impact that the training and technical assistance may have on specific outcomes/objectives related to the goals of your program: _____

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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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