

**BUREAU OF JUSTICE ASSISTANCE
MISSING AND UNIDENTIFIED HUMAN REMAINS PROGRAM
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. 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.)*

GRANT ACTIVITY – FOR ALL PURPOSE AREAS

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 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:	

CASE REVIEW/DNA ANALYSIS – FOR PURPOSE AREAS 1 AND 2 ONLY

All grantees must answer the following questions based on their use of Missing and Unidentified Human Remains (MUHR) Program funds over the course of the reporting period.

Note: For the purpose of metric reporting, terminology is defined as follows:

- "Migrant" is defined as the same as a "suspected border crossing case."
- "Processed" cases or samples are defined as having been "subjected to testing."

3. Provide all cases inventoried by your agency. This inventory must be completed within the first 6 months of your grant period. What is the number of missing persons and unidentified human remains (i.e., unidentified persons) cases, including migrants, in your jurisdiction(s)? _____
4. During the reporting period, what was the number of new missing persons cases (including migrants) reported/inventoried in your jurisdiction?
 - A. Total cases: _____
 - B. Of those, what was the number of cases involving migrants? _____
 - C. Of the total cases, how many were suspected to be a victim of homicide? _____
5. During the reporting period, what was the number of new unidentified persons cases (including migrants) reported/inventoried in your jurisdiction?
 - A. Total cases: _____
 - B. Of those, what was the number of cases involving migrants? _____
 - C. Of the total cases, how many were suspected to be a victim of homicide? _____
6. During the reporting period, what was the total number of missing persons cases (including migrants) that were processed?
 - A. Of these cases, what was the number of DNA cases processed (total for the Combined DNA Index System [CODIS] and Forensic Genetic Genealogy [FGG])? _____
 - B. Of these cases, what was the number of fingerprint cases that were processed? _____
 - C. Of these cases, what was the number of odontology cases that were processed? _____
 - D. Of these cases, what was the number of anthropology cases that were processed? _____
 - E. Of these cases, how many were processed via other forensic methodologies (specify)? _____
7. During the reporting period, what was the total number of unidentified human remains cases (including migrants) that were processed?
 - A. Of these cases, what was the number of DNA cases processed (total for CODIS and FGG)? _____
 - B. Of these cases, what was the number of fingerprint cases that were processed? _____
 - C. Of these cases, what was the number of odontology cases that were processed? _____
 - D. Of these cases, what was the number of anthropology cases that were processed? _____
 - E. Of these cases, how many were processed via other forensic methodologies (specify)? _____

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8. During the reporting period, what was the number of exhumations that were performed?

9. During the reporting period, what was the number of missing persons cases entered into the National Missing and Unidentified Persons System (NamUs)? _____
10. During the reporting period, what was the number of unidentified persons cases entered into NamUs? _____
11. During the reporting period, what was the number of identifications that resulted via NamUs associations? _____
12. During the reporting period, what was the number of missing persons cases entered into National Crime Information Center (NCIC)? _____
13. During the reporting period, what was the number of unidentified persons cases entered into the NCIC? _____
14. During the reporting period, what was the number of identifications that resulted via NCIC associations? _____
15. During the reporting period, what was the number of DNA profiles of unidentified persons entered into CODIS? _____
16. During the reporting period, what was the number of family reference samples entered into CODIS? _____
17. During the reporting period, what was the number of family reference samples processed, but not entered, into CODIS? _____
18. During the reporting period, what was the number of unidentified persons cases processed, but not entered, into CODIS? _____
19. During the reporting period, what was the number of identifications that resulted via CODIS associations? _____
20. During the reporting period, what was the number of identifications made via direct DNA comparisons? _____
21. During the reporting period, what was the number of identifications that were made via other forensic methodologies?
 - A. FGG: _____
 - B. Fingerprints: _____
 - C. Odontology: _____
 - D. Anthropology: _____
 - E. Other, specify: _____

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22. During the reporting period, what was the number of cases entered into the Violent Criminal Apprehension Program (ViCAP)? _____
23. During the reporting period, what was the number of potential leads made via ViCAP?

- A. The number of leads in missing persons cases? _____
- B. The number of leads in unidentified persons cases? _____
24. What other reporting systems/databases were used to share case information in an attempt to make identifications? Please specify. _____
- A. How many identifications were made through these reporting systems/databases?

25. During the reporting period, what was the number of cases that proceeded to prosecution that were worked/tested utilizing MUHR funds? _____
26. During the reporting period, based on all identifications made by your agency under this award, indicate the number of instances where the relative(s) or next of kin were notified, pursuant to applicable law: _____
27. During the reporting period, how many cases were repatriated back to the relative(s) or next of kin, as determined by law? _____
28. During the reporting period, how many times did your multidisciplinary team meet?

CASE REVIEW – FOR PURPOSE AREA 3 ONLY

All grantees must answer the following questions based on their use of MUHR Program funds over the course of the reporting period.

Note: For the purpose of metric reporting, terminology is defined as follows:

- "Migrant" is defined as the same as a "suspected border crossing case."
- "Processed" cases or samples are defined as having been "subjected to testing."

29. During the reporting period, how many new small, rural, and/or tribal entities did your agency assist with that were not previously reported (i.e., how many agencies submitted cases for testing)? _____
30. During the reporting period, what was the number of new missing persons cases (including migrants) that were accepted by your agency?
- A. Total cases: _____
- B. Of those, what was the number of migrant cases? _____
- C. Of the total cases, how many were the suspected victim of a homicide? _____

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31. During the reporting period, what was the number of new unidentified persons cases (including migrants) that were accepted by your agency?
- A. Total Cases: _____
 - B. Of those, what was the number of migrant cases? _____
 - C. Of the total cases, how many were the suspected victim of a homicide? _____
32. During the reporting period, what was the total number of missing persons cases (including migrants) processed by your agency? _____
- A. Of these cases, what was the number of DNA cases (total for CODIS and FGG) processed? _____
 - B. Of these cases, what was the number of fingerprint cases that were processed? _____
 - C. Of these cases, what was the number of odontology cases that were processed? _____
 - D. Of these cases, what was the number of anthropology cases that were processed? _____
 - E. Of these cases, how many were processed via other forensic methodologies (specify)? _____
33. During the reporting period, what was the total number of unidentified human remains cases (including migrants) processed by your agency? _____
- A. Of these cases, what was the number of DNA cases (total for CODIS and FGG) processed? _____
 - B. Of these cases, what was the number of fingerprint cases processed? _____
 - C. Of these cases, what was the number of odontology cases processed? _____
 - D. Of these cases, what was the number of anthropology cases processed? _____
 - E. Of these cases, how many were processed via other forensic methodologies (specify)? _____
34. During the reporting period, what was the number of exhumations that your agency assisted with or conducted? _____
35. During the reporting period, what was the number of missing persons cases for which your agency entered or facilitated entry into NamUs? _____
36. During the reporting period, what was the number of unidentified persons cases for which your agency entered or facilitated entry into NamUs? _____
37. During the reporting period, what was the number of identifications that resulted via NamUs associations, that your agency was made aware of? _____
38. During the reporting period, what was the number of missing persons cases for which your agency entered or facilitated entry into NCIC? _____
39. During the reporting period, what was the number of unidentified persons cases for which your agency entered or facilitated entry into NCIC? _____
40. During the reporting period, what was the number of identifications that resulted via NCIC associations, that your agency was made aware of? _____

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41. During the reporting period, what was the number of DNA profiles of unidentified persons for which your agency facilitated entry or directly entered into CODIS? _____
42. During the reporting period, what was the number of family reference samples for which your agency facilitated entry or directly entered into CODIS? _____
43. During the reporting period, what was the number of family reference samples that your agency processed, but did not upload to CODIS, that you were made aware of? _____
44. During the reporting period, what was the number of unidentified persons cases that your agency processed, but did not upload to CODIS, that you were made aware of? _____
45. During the reporting period, as a result of your agency's testing, what was the number of CODIS identifications your agency was informed of? _____
46. During the reporting period, what was the number of identifications made via direct DNA comparisons? _____
47. During the reporting period, what was the number of identifications that were made via other forensic methodologies?
 - A. FGG: _____
 - B. Fingerprints: _____
 - C. Odontology: _____
 - D. Anthropology: _____
 - E. Other, specify: _____
48. During the reporting period, what was the number of cases for which your agency entered or facilitated entry into ViCAP? _____
49. During the reporting period, what was the number of identifications that resulted via ViCAP associations, that your agency was made aware of? _____
50. During the reporting period (that your agency was made aware of), what was the number of cases your agency worked/tested utilizing MUHR funds that proceeded to prosecution?

51. During the reporting period, describe your outreach efforts to small, rural, and/or tribal entities.
 - A. What was the number of outreach efforts conducted by your agency? _____
 - B. What was the target population your agency reached out to through outreach/campaign efforts/activities?
 - Law enforcement
 - Medical examiner and coroner offices
 - Laboratory staff
 - Legislative/Elected officials
 - Other, describe: _____

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52. Of the outreach efforts conducted by your agency this reporting period, what forms of communication were used?
- A. Webinar
 - B. Email
 - C. Social media
 - D. Conference call
 - E. Other, describe: _____
53. During the reporting period, what was the average number of days between the submission of a request for case testing/processing to your agency, and the delivery of the test results to the submitting agency? _____

FOR ALL PURPOSE AREAS – FORENSIC GENETIC GENEALOGY/FORENSIC GENETIC GENEALOGICAL DNA ANALYSIS AND SEARCHING

54. Indicate if you used or plan to use funds to conduct FGG DNA analysis and/or forensic genetic genealogical DNA analysis and searching (FGGS).
- A. Yes/No (*If No, skip to next section*)
55. Enter the amount of federal funding used to conduct FGG/FGGS since the beginning of the grant program: _____
56. Since the beginning of the grant program, how many new forensic samples and referenced samples were subjected to FGG?
- A. Forensic samples: _____
 - B. Reference samples: _____
57. Since the beginning of the grant program, how many investigations began utilizing grant funds for FGG/FGGS? _____
58. Since the beginning of the grant program, how many cases resulted in searchable profiles obtained from FGG? _____
59. 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, explain: _____
60. 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? _____

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61. Since the beginning of the grant program, how many suspects, identified through the use of FGG/FGGS, were prosecuted? _____
62. 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 by 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.* _____
63. Identify the vendor laboratory/laboratories. _____
64. Provide the names of any genetic genealogy service(s) used to search FGG profile(s):

FINAL REPORT QUESTIONS

These measures are to be completed at the close of the grant. The closeout questions look at the impact your program has had and your plans to sustain MUHR efforts.

65. Did you complete your program/initiative (e.g., obligate all your funds) as outlined in your grant application?
- A. Yes
B. No
- Note: If No, what challenges or obstacles did your agency face that prevented you from obligating all your grant funds? _____
66. How do you plan to continue this initiative after the grant period has ended?
- _____
- _____
67. What obstacles do you foresee in continuing this program beyond the grant award?
- _____
- _____

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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 **S M A R T** 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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