

**BUREAU OF JUSTICE ASSISTANCE  
SEXUAL ASSAULT KIT INITIATIVE  
NATIONAL COLD CASE INITIATIVE - PURPOSE AREA 6  
PERFORMANCE MEASURES**

**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.*
  - A. Yes
  - B. 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	<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, please explain.	

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## INVENTORY BASELINE

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

3. Please select the best designation that describes your agency size. *If part of a consortium, select the designation that best describes the average size of each agency within your consortium.* **[Carry Forward]**
  - A. Small (less than 250 sworn officers and/or employees)
  - B. Medium (250 to 500 sworn officers and/or employees)
  - C. Large (500 or more sworn offices and/or employees)
4. Which one of the following type of areas best describes the population you serve? Please select one. *If you are part of a statewide agency, please select (E. – Other) and describe the areas your program is serving.* **[Carry Forward]**
  - A. Urban (a large city with 50,000 or more people)
  - B. Suburban (territory outside of a large city with a population of 2,500 to 50,000 or more people)
  - C. Rural (territory that encompasses all people or housing not included within an urban, suburban, or Tribal area)
  - D. Tribal (territory that contains a concentration of people who identify with a federally recognized Tribe)
  - E. Other – combination of urban, suburban, rural, and/or Tribal. If other, please explain.  
\_\_\_\_\_
5. Are SAKI/National Cold Case Initiative (NCCI) grant funds being utilized to conduct or complete an inventory of violent crime cold cases?
  - A. Yes  
If Yes, populate the baseline set of questions below.
  - B. No **(If No, skip to Question 11.)**
6. Was an inventory of violent crime cold cases started **prior to the grant being awarded?** Select “Yes” if you started your NCCI inventory prior to receiving grant funds through some other funding source(s) such as general fund. This includes prior SAKI funding. **[Carry Forward]**
  - A. Yes
  - B. No **(If No, skip to Question 11.)**
7. Enter the date the inventory was started. (Month/Year). \_\_\_\_
8. Was your inventory finalized in the previous reporting period?
  - A. Yes **(If Yes, skip to Question 11 under “Inventory and Tracking.”)**
  - B. No
9. Please enter the date it was finalized: \_\_\_\_\_
10. Please identify the type of crime and enter the number of cases identified for the baseline inventory:
  - A. Homicide \_\_\_\_\_

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- B. Unidentified human remains \_\_\_\_\_
- C. Missing Persons \_\_\_\_\_
- D. Other \_\_\_\_\_
- E. If Other, please explain. \_\_\_\_\_

## INVENTORY AND TRACKING

11. Do you have an electronic tracking system used for the monitoring and accounting of violent crime cold cases through the course of their movement from evidence collection to final disposition? *[Carry Forward]*
- A. Yes  
If Yes, when was it implemented (Month/Year) \_\_\_\_\_
  - B. If No, please explain. \_\_\_\_\_

Answer the following questions if you have **NOT** completed/finalized your inventory prior to receiving your SAKI/NCCI funds.

12. Please identify the type of crime and enter the number of cases identified for this reporting period:
- A. Homicide \_\_\_\_\_
  - B. Unidentified human remains \_\_\_\_\_
  - C. Missing Persons \_\_\_\_\_
  - D. Other \_\_\_\_\_
  - E. If Other, please explain. \_\_\_\_\_

## INVESTIGATIONS AND PROSECUTIONS

13. During the reporting period, were any arrests made/warrants issued as a result of CODIS (Combined DNA Index System) hits, FGG (Forensic Genetic Genealogical) and/or other investigative efforts to grant-funded SAKI/NCCI cases?
- A. Yes  
If Yes, how many arrests/warrants? \_\_\_\_\_
  - B. No
14. During this reporting period, how many NCCI investigations were opened/reopened because of grant-funded efforts? *Enter "0" if there were no cases opened for investigation.* \_\_\_\_
15. Of the investigations opened/reopened in Question 14, how many were presented to an attorney for charging decisions in this reporting period? \_\_\_\_\_
16. How many investigations have been closed and/or worked through to completion during this reporting period? \_\_\_\_\_
17. Of the number of investigations worked through to completion (identified in Question 16), how many cases were presented to a prosecuting attorney for a charging decision in this reporting period? \_\_\_\_\_

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18. During the reporting period, how many cases were declined for prosecution/elected to not move forward by the prosecuting agency? *If all cases were accepted, enter "0" and skip next question.*
- \_\_\_\_\_
19. Please indicate the reasons given for not moving forward/declination of prosecution. *Select all that apply.*
- A. Does not meet the Probable Cause Requirements (e.g., no belief that additional investigation will result in probative evidence)
  - B. Lacks a substantial government interest (e.g., offender already serving a long sentence)
  - C. Victim declined to participate/requested no criminal charges be filed
  - D. Referred for prosecution in another jurisdiction
  - E. Pretrial diversion or non-criminal disposition recommended
  - F. Prosecution declined without action (e.g., resource constraints)
  - G. Defendant is deceased
  - H. Statute of limitations expired
  - I. Case closed by exceptional means, please explain. \_\_\_\_\_
  - J. Other, please explain. \_\_\_\_\_
20. 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. Age of victim
  - C. Victim cooperation/victim's family cooperation
  - D. Public safety concerns
  - E. Statute of limitations
  - F. DNA of a known offender
  - G. Other/new evidence and/or witnesses emerged (not SAK-related)
  - H. Other, please explain. \_\_\_\_\_
21. During this reporting period, please enter the number of cases (worked with these grant funds) 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** \_\_\_\_\_
22. During this reporting period, please enter the number of victims associated with your inventory of violent crime cold cases:
- A. Number of victims/family members located \_\_\_\_\_
  - B. Of those located, number of victims/family members contacted \_\_\_\_\_
  - C. Of those contacted, number agreeing to participate in a new investigation \_\_\_\_\_
  - D. Number of victims who are deceased \_\_\_\_\_

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## STATEWIDE AGENCIES

Only answer Questions 23-27 if you are a statewide agency without original jurisdiction to prosecute the cases in your inventory. Enter "N/A" if you are not a statewide agency for each question and move on to Question 30.

23. If you are a statewide agency, how many investigations did your agency directly or indirectly support during this reporting period? \_\_\_\_\_
24. If you are a statewide agency, how many prosecutions did your agency directly or indirectly support during this reporting period? \_\_\_\_\_
25. If you are a statewide agency, how many victim/family notifications did your agency directly or indirectly support during this reporting period? \_\_\_\_\_
26. If you are a statewide agency, how many exhumations did your agency support during this reporting period? \_\_\_\_\_
27. If you are a statewide agency, how many case closures did your agency assist with and/or support during this reporting period? \_\_\_\_\_

## VICAP AND ADVANCED TESTING

28. Please answer the following questions regarding this grant's funded cases entered into the Violent Criminal Apprehension Program (ViCAP) database during the reporting period:
  - A. Number of criteria cases<sup>1</sup> entered in ViCAP \_\_\_\_\_
  - B. Number of investigative leads generated from ViCAP (any SAKI) entries \_\_\_\_\_
  - C. Number of suspects identified through ViCAP entry and analysis in (B) \_\_\_\_\_
29. During the reporting period, please enter the **number of cases tested** with the following DNA testing methods:<sup>2</sup>
  - A. Y-STR testing \_\_\_\_\_
  - B. Testing of secondary evidence \_\_\_\_\_
  - C. DNA phenotyping/ancestral analysis \_\_\_\_\_
  - D. Single Nucleotide Polymorphism (SNP)/ Whole Genome Sequencing (WGS) testing \_\_\_\_\_
  - E. Other  
If Other, please explain. \_\_\_\_\_
30. During the reporting period, please enter the number of cases that led to the **identification of a suspect** resulting from each of the following methods:
  - A. Y-STR testing \_\_\_\_\_
  - B. Testing of secondary evidence \_\_\_\_\_
  - C. Familial DNA searches \_\_\_\_\_
  - D. Forensic genealogy searches \_\_\_\_\_

<sup>1</sup> <https://www.sakitta.org/resources/docs/SAKIs-Partnership-with-the-Violent-Criminal-Apprehension-Program.pdf>

<sup>2</sup> <https://www.sakitta.org/resources/docs/SAKI-Understanding-DNA-Testing-and-Reporting.pdf>

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- E. DNA phenotyping / ancestral analysis \_\_\_\_\_
- F. Other  
If Other, please explain. \_\_\_\_\_

## FORENSIC GENETIC GENEALOGY TESTING

31. Please indicate if you used, or plan to use, NCCI funds to conduct forensic genetic genealogical DNA analysis (FGG) and/or forensic genetic genealogical DNA analysis and searching (FGGS).<sup>3</sup> *[Carry Forward]*
- A. Yes  
B. No *(If No, skip to next section.)*
32. During the reporting period, please enter the amount of federal funding used to conduct FGG/FGGS. \_\_\_\_\_
33. Please identify the type of crime and enter the number of investigations initiated during the reporting period for which FGG/FGGS was utilized:
- A. Homicide \_\_\_\_\_  
B. Unidentified human remains \_\_\_\_\_  
C. Missing Persons  
D. Other \_\_\_\_\_  
E. If Other, please explain. \_\_\_\_\_
34. During the reporting period, how many forensic samples and reference samples were subjected to FGG/FGGS?
- A. Forensic samples \_\_\_\_\_  
B. Reference samples \_\_\_\_\_
35. During the reporting period, please provide the following: the type of forensic sample subjected to FGG and a description of the total amount, condition, and concentration of that sample (e.g., single source, mixed profile, degradation status, etc.).
- A. Type of Forensic Sample \_\_\_\_\_  
B. Description of total amount \_\_\_\_\_  
C. Condition \_\_\_\_\_  
D. Concentration of the sample \_\_\_\_\_
36. During the reporting period, how many cases resulted in searchable profiles obtained from FGG/FGGS? \_\_\_\_\_
37. During the reporting period, how many investigations resulted in a new arrest that relied, in part, on the use of FGG/FGGS? \_\_\_\_\_
38. During the reporting period, how many suspects were identified as a result of the use of FGG/FGGS? And how many suspects were prosecuted as a result of the use of FGG/FGGS?
- A. Number of suspects identified \_\_\_\_\_  
B. Number of suspects prosecuted \_\_\_\_\_

<sup>3</sup> <https://sakitta.org/webinars/webinar-view.cfm?id=62>

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39. Please identify the vendor laboratory/laboratories used to conduct FGG during the reporting period. \_\_\_\_\_
40. Please provide the names of any genetic genealogy service(s) used to search the FGG profile(s) during the reporting period: \_\_\_\_\_
41. During the reporting period, 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 or 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.* \_\_\_\_\_

## OTHER RELEVANT ACTIVITIES

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

## TRAINING AND TECHNICAL ASSISTANCE

### Training

43. 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 44.)*
44. For each of the trainings completed during the reporting period, describe who provided the training, the target audience, number of people trained, and the name of the training provider below. *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]	<ul style="list-style-type: none"> <li>• Law enforcement supervisors</li> <li>• Detectives/investigators</li> <li>• SANEs/forensic nurses</li> <li>• Forensic lab personnel</li> <li>• Prosecutors</li> <li>• Victim advocates</li> <li>• Other</li> </ul>	[Positive whole number]	[Open text]	<ul style="list-style-type: none"> <li>• Grant funds</li> <li>• National Training and Technical Assistance Center (NTTAC)</li> <li>• Other Office of Justice Programs (OJP) Funds</li> <li>• Other</li> <li>• Unknown</li> </ul>

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

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- 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.

46. Please describe the impact that the training(s) will have on specific outcomes/objectives related to the goals of your program. \_\_\_\_\_

### Technical Assistance

47. 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  
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. \_\_\_\_\_
- B. No

48. 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 35B (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]	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Direct Assistance</li> <li>• National Program or Policy Advancement</li> <li>• Operational Support</li> <li>• Training</li> <li>• Other (if Other, please explain)</li> </ul>	[Positive Whole Number]	<ul style="list-style-type: none"> <li>• Very Satisfied</li> <li>• Satisfied</li> <li>• Neither Satisfied nor Dissatisfied</li> <li>• Dissatisfied</li> <li>• Very Dissatisfied</li> </ul>	[Open Text]	<ul style="list-style-type: none"> <li>• Grant Funds</li> <li>• NTTAC</li> <li>• Other OJP Funds</li> <li>• Other</li> <li>• Unknown</li> </ul>

49. 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.

50. Please describe the impact that the training and TA 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 from 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, 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?

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

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

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4. Is there any assistance that BJA can provide to address any problems/barriers identified in Question 3? (*Please answer Yes or No. If Yes, please explain.*)

- 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 six months?

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