

**BUREAU OF JUSTICE ASSISTANCE
DNA CAPACITY ENHANCEMENT AND BACKLOG REDUCTION
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 Grants Management 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 you select Yes, the program becomes operational and should remain so until the grant closes out.*

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.	

REVISED OCTOBER 2020

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BASELINE MEASURES (CASEWORK LABORATORIES)

3. What is the average number of days between the submission of a request for forensic biology/DNA analysis to the laboratory and the delivery of the test results **at the beginning of the award period**? ____
4. Please enter the number of backlogged forensic biology/DNA cases **at the beginning of the award period**. ____
5. Please answer the questions in the table below; the information you enter should match what you submitted in your grant proposal.

A.	Number of untested/not completed forensic biology/DNA cases on hand as of January 1, 2020.	
B.	Number of untested/not completed forensic biology/DNA cases more than 30 days old (backlogged) as of January 1, 2020.	
Of these, please estimate the percentage that were from property crimes:		
C.	Number of NEW forensic biology/DNA cases received in calendar year 2020.	
Of these, please estimate the percentage that were from property crimes.		
D.	Total number of forensic biology/DNA cases COMPLETED in calendar year 2020.	
Of these, please estimate the percentage that were from property crimes.		
E.	Number of forensic biology/DNA cases CLOSED by administrative means in calendar year 2020.	
F.	Number of untested/not completed forensic biology/DNA cases on hand as of December 31, 2020.	
G.	Number of untested/not completed forensic biology/DNA cases more than 30 days old (backlogged) as of December 31, 2020.	
H.	The average number of days needed to complete (including peer review and report) nonpriority forensic biology/DNA cases in the following areas for calendar year 2020:	
Violent crime: If you cannot separate violent and nonviolent cases, please enter N/A here, and fill in "Both violent and nonviolent crime."		
Nonviolent crime: If you cannot separate violent and nonviolent cases, please enter N/A here, and fill in "Both violent and nonviolent crime."		
Both violent and nonviolent crime		

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PERFORMANCE MEASURES (CASEWORK LABORATORIES)

6. Average number of days between the submission of a request, for forensic biology/DNA analysis to the laboratory and the delivery of the test results at the end of the reporting period. ____
7. Number of backlogged forensic biology/DNA cases at the end of the reporting period. ____
8. Number of forensic biology/ DNA cases submitted to the laboratory during the reporting period. ____
9. Total number of forensic biology/DNA cases completed by the laboratory during the reporting period. ____
10. Number of DNA Capacity Enhancement and Backlog Reduction (CEBR)-funded forensic biology/DNA cases completed by the laboratory during the reporting period. ____
11. Total number of forensic DNA samples completed by the laboratory during the reporting period. ____
12. Total number of DNA profiles from forensic analyses entered into Combined DNA Index System (CODIS) for the DNA laboratory during the reporting period. ____
13. Number of CEBR-funded DNA profiles from forensic analyses entered into CODIS for the DNA laboratory during the reporting period. ____
14. Total number of CODIS hits from forensic analyses for the DNA laboratory during the reporting period. ____

PRIVATE LABORATORY EXPENDITURES (CASEWORK LABORATORIES)

15. Summary of expenditures for certified private laboratories your agency used for analysis of forensic DNA casework samples. *Note: The below values are current as of the last update to this data and do not include values entered during this session if not saved. To view values that include updates made during this session, click the [Save &Continue] button and return to this form.*

A.	Total expenditures for certified private laboratories during this reporting period - casework	
B.	Total expenditures for certified private laboratories during this award - casework	
C.	Percent of federal award amount paid to private laboratories during this award - casework (This percentage is obtained by dividing the total laboratory expenditures, for casework, for this award (above), by the federal award amount located at the top of this page. The result is represented as a percentage notation):	

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16. Did your agency expend any amounts under this award on procurement contracts to private accredited DNA laboratories for analysis of forensic DNA casework samples this reporting period? *A response is required. If your response is Yes, provide, in the table below, information on the private laboratories your agency used this reporting period and the amounts expended for each private laboratory. Click the Add button to add laboratories. Indicate the number of sexual assault kits outsourced to the identified private laboratory this reporting period, using the Number of Sexual Assault Kits column. Important Note: By answering No, you are certifying that the award recipient listed on the federal award did not expend any direct funds under this award reporting period related to procurement contracts to private laboratories. This does not include funds expended under this award by any subrecipients of this federal award, as this will be addressed in the next question below.*

- A. Yes
- B. No

If Yes, please enter:

Laboratory Name	Number of Sexual Assault Kits	Amount Expended

17. Did any subrecipient(s) under this award expend any amounts under this award on procurement contracts to private accredited DNA laboratories for analysis of forensic DNA casework samples this reporting period? *A response is required. If your response is Yes, provide, in the table below, information on the private laboratories your agency used this reporting period and the amounts expended for each private laboratory. Click the Add button to add laboratories. Indicate the number of sexual assault kits outsourced to the identified private laboratory this reporting period, using the Number of Sexual Assault Kits column. Important Note: By answering No, you certify that the recipient and any subrecipient(s), if applicable, did not expend any funds under this award reporting period related to procurement contracts to private laboratories.*

- A. Yes
- B. No

If Yes, please enter:

Laboratory Name	Number of Sexual Assault Kits	Amount Expended

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BASELINE MEASURES (DATABASE LABORATORIES)

18. What is the average number of days between the submission of a DNA database sample to the laboratory and the upload of the profile to CODIS **at the beginning of the award period**? _____
19. What is the number of backlogged DNA database samples **at the beginning of the award period**? _____
20. Please answer the questions in the table below; the information you enter should match what you submitted in your grant proposal.

Convicted Offender Samples		
A.	The number of untested/not completed convicted offender samples on hand as of January 1, 2020.	
B.	The number of untested/not completed convicted offender samples more than 30 days old (backlogged) as of January 1, 2020.	
C.	The number of NEW convicted offender samples received in calendar year 2020.	
D.	The total number of convicted offender samples COMPLETED in calendar year 2020.	
E.	Number of samples CLOSED by administrative means (duplicates, nonauthorized samples, etc.) in calendar year 2020.	
F.	Number of untested/not completed convicted offender samples as of December 31, 2020	
G.	Number of untested/not completed convicted offender samples more than 30 days old (backlogged) as of December 31, 2020.	
H.	Average number of days to complete the processing of a convicted offender sample (including upload to CODIS) for calendar year 2020.	
Arrest Samples		
I.	The number of untested/not completed arrestee samples on hand as of January 1, 2020.	
J.	The number of untested/not completed arrestee samples more than 30 days old (backlogged) as of January 1, 2020.	
K.	The number of NEW arrestee samples received in calendar year 2020.	
L.	The total number of arrestee samples COMPLETED in calendar year 2020.	
M.	Number of samples CLOSED by administrative means (duplicates, nonauthorized samples, etc.) in calendar year 2020.	
N.	Number of untested/not completed arrestee samples as of December 31, 2020.	
O.	Number of untested/not completed arrestee samples more than 30 days old (backlogged) as of December 31, 2020.	
P.	Average number of days to complete the processing of an arrestee sample (including upload to CODIS) for calendar year 2020.	

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PERFORMANCE MEASURES (DATABASE LABORATORIES)

21. Average number of days between the submission of a DNA database sample to the laboratory and the upload of the profile to CODIS at the end of the reporting period. ____
22. Number of backlogged DNA database samples at the end of the reporting period. ____
23. Number of DNA database samples submitted to the laboratory during the reporting period. ____
24. Total number of DNA database samples completed by the laboratory during the reporting period. ____
25. Total number of DNA profiles from DNA database sample analyses entered into CODIS for the DNA laboratory. ____
26. Total number of CODIS hits from DNA database sample analyses for the DNA laboratory during the reporting period. ____

PRIVATE LABORATORY EXPENDITURES (DATABASE LABORATORIES)

27. Summary of expenditures for certified private laboratories your agency used for analysis of forensic DNA database samples. *Note: The below values are current as of the last update to this data and do not include values entered during this session if not saved. To view values that include updates made during this session, click the Save & Continue button and return to this form.*

A.	Total expenditures for certified private laboratories during this reporting period - database	
B.	Total expenditures for certified private laboratories during this award - database	
C.	Percent of federal award amount paid to private laboratories during this award - database (This percentage is obtained by dividing the total laboratory expenditures, for database, for this award (above), by the federal award amount located at the top of this page. The result is represented as a percentage notation).	

28. Did your agency expend any amounts under this award on procurement contracts to private accredited DNA laboratories for analysis of forensic DNA database samples this reporting period? A response is required. If your response is Yes, provide, in the table below, information on the private laboratories your agency used this reporting period and the amounts expended for each private laboratory. Click the Add button to add laboratories. Indicate the number of DNA Database Samples outsourced to the identified private laboratory this reporting period, using the Number of DNA Database Samples column. Important Note: By answering No, you are certifying that the award recipient listed on the federal award did not expend any direct funds under this award reporting period related to procurement contracts to private laboratories. This does not include funds expended under this award by any subrecipients of this federal award, as this will be addressed in the next question below.

- A. Yes
- B. No

If Yes, please enter:

Laboratory Name	Number of DNA Database Samples	Amount Expended

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29. Did any subrecipient(s) under this award expend any amounts under this award on procurement contracts to private accredited DNA laboratories for analysis of forensic DNA database samples this reporting period? *A response is required. If your response is Yes, provide, in the table below, information on the private laboratories your agency used this reporting period and the amounts expended for each private laboratory. Click the Add button to add laboratories. Indicate the number of DNA Database Samples outsourced to the identified private laboratory this reporting period, using the Number of DNA Database Samples column. Important Note: By answering No, you are certifying that the award recipient listed on the federal award did not expend any direct funds under this award reporting period related to procurement contracts to private laboratories. This does not include funds expended under this award by any subrecipients of this federal award.*

A. Yes

B. No

If Yes, please enter:

Laboratory Name	Number of DNA Database Samples	Amount Expended

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 semiannual 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?

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4. Is there any assistance that BJA can provide to address any problems/barriers identified in question 3?
 - A. Yes/No
 - B. If Yes, please explain. _____

5. Are you on track to fiscally and programmatically complete your program as outlined in your grant application?
 - A. Yes/No
 - B. 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?

8. Number of adverse events or circumstances that affected DNA turnaround time, throughput, or backlog during the reporting period (policy initiatives, high-profile cases, laboratory issues, etc.). _____

9. Number of process-efficiency related training(s), contract procurement(s), workspace allocation(s), laboratory equipment purchase(s), supply acquisition(s), or software implementation(s) purposed for this improvement.

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