

**BUREAU OF JUSTICE ASSISTANCE**  
**SEXUAL ASSAULT FORENSIC EVIDENCE–INVENTORY, TRACKING, AND REPORTING**  
**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	

3. 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. 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 implanting 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, please explain \_\_\_\_\_

REVISED OCTOBER 2020

The performance measure questions presented here are preliminary and may be subject to revision.  
 This document is only to be used for planning and data collection purposes.  
 All grantees must enter their data in the JustGrants System upon award acceptance.

## TASK 1: INVENTORY

4. Was the inventory completed prior to award funding?
  - A. Yes *(If Yes, skip to question 6)*
  - B. No
5. Was the inventory completed this reporting period?
  - A. Yes
  - B. No *(If No, skip to question 8)*
6. Number of sexual assault kits (SAKs) identified in the inventory?  
\_\_\_\_\_
7. Please upload a certificate of inventory completion.

## TASK 2: TRACKING

8. As of the last day of the reporting period, was there deployment of an automated tracking information system?
  - A. Yes
  - B. No
9. As of the last day of the reporting period, was SAK movement tracked and reported?
  - A. Yes
  - B. No

## TASK 3: REPORTING

10. Has a public website been developed to report metrics as listed in the Fiscal Year (FY) 2021 solicitation Task 3: Reporting?
  - A. Yes
  - B. No
11. Has the public website been maintained to report metrics as listed in the FY 2021 solicitation Task 3: Reporting?
  - A. Yes
  - B. No
12. Number of reports posted publicly on the website developed for Task 3: Reporting.  
\_\_\_\_\_

In this next section, please provide the following required metrics from Task 3: Reporting.

13. The cumulative total number of samples of sexual assault evidence that, at the end of the reporting period, **are in the possession of the state or unit of local government.**

REVISED OCTOBER 2020

The performance measure questions presented here are preliminary and may be subject to revision.  
This document is only to be used for planning and data collection purposes.  
All grantees must enter their data in the JustGrants System upon award acceptance.

- 
14. The total number of samples of sexual assault evidence identified by the state or unit of local government **since the previous reporting period.**
- 
15. The cumulative total number of samples of sexual assault evidence that, at the end of the reporting period, **the state or unit of local government has determined should undergo DNA or other appropriate forensic analysis.**
- 
16. The cumulative total number of samples of sexual assault evidence that, at the end of the reporting period, **have been submitted to a laboratory for DNA or other appropriate forensic analyses.**
- 
17. The cumulative total number of samples of sexual assault evidence that, at the end of the reporting period, **are awaiting testing.**
- 
18. The cumulative total number of samples of sexual assault evidence that, at the end of the reporting period, **DNA or other appropriate forensic analyses have been completed.** \_\_\_\_\_
19. The cumulative total number of samples of sexual assault evidence for which **the state or unit of local government will be barred within 12 months by any applicable statute of limitations from prosecuting a perpetrator of the sexual assault to which the sample relates.**
- 
20. The cumulative total number of samples of sexual assault evidence in the possession of the state or unit of local government that, at the end of the reporting period, **the state or unit of local government has determined should not undergo DNA or other appropriate forensic analyses (regarding which the state or unit of local government may elect to explain its reasoning for the determination in some or all cases).**
- 

REVISED OCTOBER 2020

The performance measure questions presented here are preliminary and may be subject to revision.  
This document is only to be used for planning and data collection purposes.  
All grantees must enter their data in the JustGrants System upon award acceptance.

## SEMIANNUAL NARRATIVE QUESTIONS

In this module, you will identify the goals you hope to achieve with your funding. Once submitted, these goals cannot be changed without approval from your grant manager.

- Set **S·M·A·R·T** goals to clarify the scope of your priorities.
- **S**pecific
- **M**easurable
- **A**chievable
- **R**elevant
- **T**ime-bound

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

**Please answer the following questions every 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?

---

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?

---

REVISED OCTOBER 2020

The performance measure questions presented here are preliminary and may be subject to revision.

This document is only to be used for planning and data collection purposes.

All grantees must enter their data in the JustGrants System upon award acceptance.