

**BUREAU OF JUSTICE ASSISTANCE**  
**SEXUAL ASSAULT KIT INITIATIVE PURPOSE AREAS 1 & 2**  
**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. For this initiative, have you appointed a dedicated site coordinator?

A. Yes/No

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

\_\_\_\_\_

C. If No, please 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. 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, please 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 (SAK) 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)*.
- \_\_\_\_\_

Please 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. **[Carry Forward]**

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?
- 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?
  - A. Yes/No
  - B. If Yes, how many? \_\_\_\_\_
  - C. If Yes, please explain. \_\_\_\_\_
9. Prior to the start of the grant program, how many SAKs were determined to require DNA testing as recorded in your inventory? \_\_\_\_\_
  - A. Of the SAKs that required DNA testing, how many were sent to lab for testing? \_\_\_\_\_
10. Prior to the start of the grant program, how many DNA profiles from forensic analysis were entered into CODIS? \_\_\_\_\_
11. Prior to the start of the grant program, how many CODIS hits did your inventory record? \_\_\_\_\_

## INVENTORY AND TRACKING

12. Do you have an electronic tracking system used for monitoring and accounting of SAKs through the course of their movement from collection to final disposition?<sup>1</sup> *[Carry Forward]*
  - A. Yes/No
  - B. If Yes, when was it implemented (Month/Year) \_\_\_\_\_
  - C. If No, please explain \_\_\_\_\_
13. Since the beginning of the grant program, please 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) \_\_\_\_\_

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

14. Please 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. *Please 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 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, please explain \_\_\_\_\_
15. Of the SAKs submitted/sent to lab for testing (identified in Question 13F.), how many DNA profiles were obtained via forensic DNA analysis and uploaded into CODIS<sup>2</sup> since the beginning of the grant program? All eligible profiles **MUST** be uploaded to CODIS per the solicitation. *Enter "0" if no uploads were made.* \_\_\_\_\_
16. Since the beginning of the grant program, please enter the number of confirmed CODIS hits<sup>3</sup> recorded for the following categories. *Enter "0" if there were no confirmed hits. If a sample hits to multiple cases, enter the number of cases that received a hit.*
- A. **CODIS hits** (sum of 16B. + 16C. cannot exceed this number) \_\_\_\_\_
  - B. **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) \_\_\_\_\_
  - C. **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.*
- A. Yes/No (*If No, skip next question*) \_\_\_\_\_
  - B. 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 a previous quarter.* \_\_\_\_\_
- A. Please list each state outside of your jurisdiction that has returned a hit.  
\_\_\_\_\_

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

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

19. Of the number of **offender/arrestee hits**<sup>4</sup> obtained since the beginning of the grant program (indicated in Question 16C.), please enter the number of CODIS hits that fit in each of the following categories:
- A. Cold hits: the DNA hits to an offender who was not previously listed as a suspect/person of interest in the case \_\_\_\_\_
  - B. Warm hits: the DNA hits to a listed suspect/person of interest in the case \_\_\_\_\_
  - C. 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) \_\_\_\_\_
  - D. Non-sex 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 name with no DNA profile obtained. Previously untested kits may yield new hit on someone not named in the original case file. Enter "0" if no cases emerged.*
- A. Number of cases that identified a different offender than the person who was originally named or prosecuted \_\_\_\_\_
  - B. Number of exonerations resulting from CODIS hits naming a new suspect(s) \_\_\_\_\_

## 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?
- A. Yes/No
  - B. If Yes, how many arrests/warrants? \_\_\_\_\_
22. Since the beginning of the grant program, how many SAKI investigations opened/reopened because of SAK testing? *Enter "0" if there were no cases 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 the SAKI grant funds were presented to a prosecuting attorney for charging decision?
- A. Number presented to a prosecuting attorney for charging decision \_\_\_\_\_
  - B. Number NOT presented to a prosecuting attorney for charging decision \_\_\_\_\_

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

26. How many cases were declined prosecution since the beginning of the grant program?

*If all cases were accepted, enter "0" and skip next question.* \_\_\_\_\_

27. Please indicate the reasons given for 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 federal 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. Statute of limitations expired
- H. Other, please explain \_\_\_\_\_

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, please explain \_\_\_\_\_

29. Since the beginning of the grant program, please 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** \_\_\_\_\_

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30. Since the beginning of the grant program, please 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 \_\_\_\_\_

## VICAP AND ADVANCED TESTING

31. Please 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 cases<sup>5</sup> entered in ViCAP \_\_\_\_\_
  - B. Number of investigative leads generated from ViCAP entries \_\_\_\_\_
  - C. Number of suspects identified through ViCAP entry and analysis \_\_\_\_\_
32. Since the beginning of the grant program, please enter the **number of cases tested** with the following DNA testing methods<sup>6</sup>:
- A. Y-STR testing \_\_\_\_\_
  - B. Testing of secondary evidence \_\_\_\_\_
  - C. Familial DNA searches \_\_\_\_\_
  - D. Forensic genealogy searches \_\_\_\_\_
  - E. DNA phenotyping/ancestral analysis \_\_\_\_\_
  - F. Other \_\_\_\_\_
  - G. If Other, please explain \_\_\_\_\_
33. Since the beginning of the grant program, please enter the number of cases that led to **identification of a suspect** resulting from each of the following testing methods:
- A. Y-STR testing \_\_\_\_\_
  - B. Testing of secondary evidence \_\_\_\_\_
  - C. Familial DNA searches \_\_\_\_\_
  - D. Forensic genealogy searches \_\_\_\_\_
  - E. DNA phenotyping / ancestral analysis \_\_\_\_\_
  - F. Other \_\_\_\_\_
  - G. If Other, please explain \_\_\_\_\_

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

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

## BUDGET AND EMPLOYMENT

34. During the reporting period, how many NEW positions were created (i.e., the position did not previously exist) using BJA program funds? Please only report a new position once during the reporting period in which it was related/classified. Enter "0" if you did not create any new positions.
- A. Full-time positions \_\_\_\_\_
  - B. Part-time positions \_\_\_\_\_
35. 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? \_\_\_\_\_

## WORKING GROUP AND PARTNERSHIP ACTIVITIES

36. Do you have an established regularly convening multidisciplinary working group?
- A. Yes/No *(If No, skip to Question 39)*
37. 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, please explain \_\_\_\_\_
38. 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, please describe who this partner is and the nature of the partnership \_\_\_\_\_
39. Please 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** \_\_\_\_\_

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40. 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. \_\_\_\_\_
41. 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. Other, please explain \_\_\_\_\_

Please answer the following questions as they relate to the **development stage** for each of the following policies/procedures during the reporting period. Select only the most applicable choice.

## POLICIES AND PROCEDURES

42. Indicate if your program has developed policies/procedures for **SAK evidence collection, storage, inventory, testing, and tracking**.
- 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
43. Indicate if your program has developed policies/procedures for **the type of information collected from SAKs and personnel responsible for collection of information**.
- 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
44. Indicate if your program has developed policies/procedures for **victim engagement and/or victim notification, information sharing, and support services**.
- 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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45. Indicate if your program has developed policies/procedures for **management of multidisciplinary working group, to include case management, establishment of memoranda of understanding, information-sharing method, and active engagement of community-based victim advocacy resources.**
- 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
46. Indicate if your program has developed policies/procedures for **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, an active serial offender).**
- 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
47. Indicate if your program has developed policies/procedures for **outsourcing of SAK testing and subsequent laboratory review and certification required, where applicable.**
- 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
48. 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.**
- 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
49. Indicate if your program has developed policies/procedures for **training requirements specific to the SAKI project (e.g., victim-centered, cross-disciplinary approaches; the probative value of forensic evidence typically contained in SAKs; investigation methods; prosecution best practices).**
- 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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50. Indicate if your program has developed policies/procedures **for publicly sharing information regarding progress of SAKI 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).**
- Yes, the policies/procedures are complete
  - No, the policies/procedures have not been started yet but there are plans to do so
  - The policies/procedures are currently under development
  - N/A – policies/procedures will not be developed
51. Indicate if your program has developed policies/procedures for **how follow-ups on CODIS hits conducted by the working group.**
- Yes, the policies/procedures are complete
  - No, the policies/procedures have not been started yet but there are plans to do so
  - The policies/procedures are currently under development
  - N/A – policies/procedures will not be developed
52. Are there any other policies/procedures that should be included?
- Yes/No
  - If Yes, please explain \_\_\_\_\_

The next set 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.

53. What factors does your jurisdiction see as contributing to unsubmitted SAKs? (*Select all that apply*). **[Carry Forward]**
- Individuals questioning the validity of victims' reports/allegations
  - Employees would benefit from more training
  - New and improved protocols needed
  - Employees would benefit from a better understanding of appropriate victim trauma response
  - Need for additional/sustainable ties with comprehensive victim services
  - Need for a better evidence-tracking system
  - Chronic instability in departmental leadership
  - Need for greater understanding of the value of testing kits
  - Other, please explain \_\_\_\_\_

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54. Indicate if any resources (e.g., frequently asked question brochures, training materials) you developed using SAKI funds **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, please explain \_\_\_\_\_

55. What information are you collecting from the SAKs? (Select all that apply). *[Carry Forward]*

- A. Victim sex, age, race
- B. Suspect 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

## ACTIVITIES AND PROTOCOLS

Please answer the following questions as they relate to the activities each working group partner is doing in the initiative. *[Carry Forward]*

56. Select all activities performed by **law enforcement**. (Select all that apply).

- A. Inventorying the 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 conduct interviews pertinent to case investigation
- K. Keeping victims informed about their case

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57. Select all activities performed by **lab personnel**. (*Select all that apply*).

- A. Inventorying the 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 conduct interviews pertinent to case investigation
- K. Keeping victims informed about their case

58. Select all activities performed by **investigators**. (*Select all that apply*).

- A. Inventorying the 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 conduct interviews pertinent to case investigation
- K. Keeping victims informed about their case

59. Select all activities performed by **prosecutors**. (*Select all that apply*).

- A. Inventorying the 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 conduct interviews pertinent to case investigation
- K. Keeping victims informed about their case

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60. Select all activities performed by **victim advocates**. (*Select all that apply*).

- A. Inventorying the 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

61. Select all activities performed by **SANEs/medical professionals**. (*Select all that apply*).

- A. Inventorying the 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

Please 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. *Select the most applicable choice.* **[Carry Forward]**

62. How often does your program plan to **conduct analysis to gain a better understanding of the problems?**

- A. N/A
- B. Weekly
- C. Monthly
- D. Quarterly
- E. Don't know

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63. How often does your program plan to **track activity, progress, or performance using a database or spreadsheet?**
- A. N/A
  - B. Weekly
  - C. Monthly
  - D. Quarterly
  - E. Don't know
64. How often does your program plan to **administer victim/community satisfaction survey(s)?**
- A. N/A
  - B. Weekly
  - C. Monthly
  - D. Quarterly
  - E. Don't know
65. How often does your program plan to **perform public outreach (e.g., contacted potential victims, focused media outreach)?**
- A. N/A
  - B. Weekly
  - C. Monthly
  - D. Quarterly
  - E. Don't know
66. How often does your program plan to **participate in community engagement activities (e.g., roundtables community advisory boards)?**
- A. N/A
  - B. Weekly
  - C. Monthly
  - D. Quarterly
  - E. Don't know
67. Are there any other activities that should be included?
- A. Yes/No
  - B. If Yes, please explain \_\_\_\_\_
68. Are you or a partner conducting an evaluation of the SAKI program? *[Carry Forward]*
- A. Yes/No
  - B. If Yes, please provide the following information for the person conducting the evaluation.
    - Name \_\_\_\_\_
    - E-mail address \_\_\_\_\_
    - Phone number \_\_\_\_\_

Revised October 2020

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## TRAINING AND TECHNICAL ASSISTANCE

### Training

69. 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/No (*If No, skip to Question 73*)  
 B. If Yes, how many trainings were completed during the reporting period? \_\_\_\_\_

70. For each of the trainings completed during the reporting period, who provided the training, the target audience, number of people trained and the 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 5 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>

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

- 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.

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

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## Technical Assistance

73. 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/No
- B. 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. \_\_\_\_\_

74. 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 73B. (up to 5 per quarter).*

Organizational Name of Technical Assistance Provider	Technical Assistance Topic	Nature of Contact ( <i>select all that apply</i> )	Number of Engagements	Satisfaction	Feedback on Your Encounters with this TA Provider	What funds were used to provide the technical assistance?
[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]	Very satisfied Satisfied Neither Satisfied nor Dissatisfied Dissatisfied Very Dissatisfied	[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>

75. 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.

76. 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/No

B. If Yes, please explain \_\_\_\_\_

5. Are you on track to fiscally and programmatically complete your program as outlined in your grant application? (Please answer Yes or No. If No, please explain.)

A. Yes/No

B. If No, please explain \_\_\_\_\_

6. What major activities are planned for the next 6 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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