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

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?

<table>
<thead>
<tr>
<th>Reason(s) for no grant activity during the reporting period</th>
<th>Select all that apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>In procurement</td>
<td>☐</td>
</tr>
<tr>
<td>Project or budget not approved by agency, county, city, or state governing agency</td>
<td>☐</td>
</tr>
<tr>
<td>Seeking subcontractors (Request for Proposal stage only)</td>
<td>☐</td>
</tr>
<tr>
<td>Waiting to hire project manager, additional staff, or coordinating staff</td>
<td>☐</td>
</tr>
<tr>
<td>Paying for the program using prior federal funds</td>
<td>☐</td>
</tr>
<tr>
<td>Administrative hold (e.g., court case pending)</td>
<td>☐</td>
</tr>
<tr>
<td>Still seeking budget approval from BJA</td>
<td>☐</td>
</tr>
<tr>
<td>Waiting for partners or collaborators to complete agreements</td>
<td>☐</td>
</tr>
<tr>
<td>Other</td>
<td>☐</td>
</tr>
</tbody>
</table>

   If Other, 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. ____ Hiring project staff
   D. ____ Staff turnover
   E. ____ Retaining treatment staff
   F. ____ Competing agency priorities
   G. ____ Funding
   H. ____ Legal obstacles
   I. ____ Concerns about confidentiality
   J. ____ Differences in strategy between partners
   K. ____ Lack of reporting of hate crime incidents

REVISED MARCH 2021

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.
L. ____ Lack of staff capacity to identify hate crimes
M. ____ Lack of system to report and track hate crimes
N. ____ Technology challenges
O. ____ Federal grant administration issues (e.g., unable to secure approval)
P. ____ Other, explain: ______________

**COLLABORATION BETWEEN FEDERAL, STATE, AND LOCAL LAW ENFORCEMENT AND PROSECUTION AGENCIES**

4. Rate the following Shepard/Byrd Hate Crimes workgroup partners based on this statement: “This partner was actively involved in the Shepard/Byrd Hate Crimes grant program this reporting period.” Rate your partners on a scale of 1–5 as indicated below. If you have multiple partners in a category, rate them as a whole. If a partner fits in more than one category, rate it in the one category that best fits that partner. Do not rate yourself. Mark as “N/A” if you do not have a workgroup.

<table>
<thead>
<tr>
<th>This partner is actively involved in the Matthew Shepard and James Byrd Jr. Hate Crimes program:</th>
<th>N/A</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neither Agree nor Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
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<tr>
<td>Federal Prosecutors (AUSAs)</td>
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<td>Department of Justice (DOJ) Office of Civil Rights</td>
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<tr>
<td>DOJ Community Relations Service</td>
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<tr>
<td>Federal law enforcement agencies, including the FBI and BJA</td>
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<tr>
<td>State law enforcement agencies</td>
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<tr>
<td>Local law enforcement agencies</td>
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<tr>
<td>Tribal law enforcement agencies</td>
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<tr>
<td>State prosecutors</td>
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<tr>
<td>Local prosecutors</td>
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<tr>
<td>Tribal prosecutors</td>
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<tr>
<td>Community-based organizations</td>
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<tr>
<td>Schools, college and universities</td>
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<tr>
<td>Victim service providers (victim advocacy)</td>
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<td></td>
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<tr>
<td>Other</td>
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</tbody>
</table>
5. Since the beginning of the grant, describe how collaboration has aided in the development of processes or policies that will aid in hate crime outreach, education, investigations, and prosecutions.

6. During the reporting period, describe how new investigative techniques or tools (e.g., DNA evidence, CODIS, etc.) has led to the identification of a previously unknown suspect(s).

STATE, LOCAL AND TRIBAL INVESTIGATION AND PROSECUTIONS OF HATE CRIMES

7. As of the last day of the reporting period, how many cases have been flagged for bias against the victim or hate crimes eligibility? ____

8. As of the last day of the reporting period, were any new cases identified (or brought to the attention of the investigative team) that have been flagged for bias against the victim or hate crimes eligibility?
   A. Yes
   B. No
   C. If Yes, how many new cases were flagged? ____

9. How many cases reviewed with Shepard/Byrd Hate Crimes grant funds were presented to a prosecuting attorney for charging decision? ____

10. Since the beginning of the grant program, of those cases presented to a prosecuting attorney for a charging decision:
    A. Number of new potential hate crimes cases investigated ____
    B. Number of potential hate crimes cases re-opened for investigation ____
    C. Number of hate crimes cases resulting in an arrest ____
    D. Number of hate crimes cases resulting in an indictment ____
    E. Number of potential hate crimes cases dismissed ____
    F. Number of hate crimes cases resulting in a plea bargain ____
    G. Number of potential hate crimes cases resulting in a conviction ____
    H. Number of potential hate crimes cases ending with an acquittal ____
    I. Number of potential hate crimes cases ending in mistrial ____

11. Since the beginning of the grant program, enter the number of potential hate crimes cases declined for prosecution based on the following reasons:
    A. Insufficient evidence ____
    B. Expired statute of limitations ____
    C. Offender already serving a long sentence for another crime ____
    D. Offender is deceased ____
    E. Other, explain ____
Since the beginning of the grant program:

12. Number of victims identified from active investigations. ___
   
   A. Of those, number of victims contacted by project personnel. ___
   
   B. Of those, number of victims agreeing to participate in the investigation. ___

<table>
<thead>
<tr>
<th>Bias Motivation Category</th>
<th>Number of victims identified from active investigations</th>
<th>Of those, number of victims contacted by project personnel</th>
<th>Of those, number of victims agreeing to participate in the investigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Race/Ethnicity/Nationality</td>
<td>(Numeric)</td>
<td>(Numeric)</td>
<td>(Numeric)</td>
</tr>
<tr>
<td>Religion</td>
<td>(Numeric)</td>
<td>(Numeric)</td>
<td>(Numeric)</td>
</tr>
<tr>
<td>Sexual Orientation/Gender/Gender Identity</td>
<td>(Numeric)</td>
<td>(Numeric)</td>
<td>(Numeric)</td>
</tr>
<tr>
<td>Age</td>
<td>(Numeric)</td>
<td>(Numeric)</td>
<td>(Numeric)</td>
</tr>
<tr>
<td>Disability</td>
<td>(Numeric)</td>
<td>(Numeric)</td>
<td>(Numeric)</td>
</tr>
</tbody>
</table>

13. Indicate if your agency has developed or enhanced a hate crime incident reporting tool and/or procedure for victims to participate?

   A. Yes/No
   B. If No, skip to question 15.
   C. If Yes, proceed to question 14A.

14. A) Indicate the number of victims that are participating and/or reporting into your agency's new hate crime incident reporting tool since the beginning of your grant program. ___

   B) Did your agency develop a new system to track and report potential hate crimes?

   A. Yes/No
   B. If No, skip to question 15.
   C. If Yes, describe in the narrative field your agency's or office's newly developed procedure/policy to track and report crimes that may have bias motivation or be designated as a hate crime.

   D. If Yes, indicate the number of cases that are being tracked in your agency's or office's newly developed tracking system.
15. Did the project provide or facilitate training to project staff for your agency or prosecutor’s office (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 in a 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 21)
B. If Yes, how many trainings were completed for your agency or prosecutor’s office during the reporting period? _____

16. For each of the trainings completed during the reporting period, indicate who provided the training topic, the target audience, number of people trained, if the training covered hate crime identification, if the training covered strategies on reporting and tracking hate crimes, and the name of the training provider. Count each person only once per training topic, regardless of how many times they attended the training. You may report five trainings per reporting period.

<table>
<thead>
<tr>
<th>Training Topic</th>
<th>Target Audience</th>
<th>Number of People Trained</th>
<th>Hate Crime Identification Training</th>
<th>Law enforcement strategies on tracking and reporting hate crime</th>
<th>Training Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes/No Selection</td>
<td>Yes/No selection</td>
<td></td>
</tr>
</tbody>
</table>

17. Did the project provide or facilitate training to stakeholders or members of the public 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 in a 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 21)
B. If Yes, how many trainings were completed for stakeholders or members of the public during the reporting period? _____

18. For each of the trainings completed during the reporting period, indicate the training topic, 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 they attended the training. You may report five trainings per reporting period.

<table>
<thead>
<tr>
<th>Training Topic</th>
<th>Target Audience</th>
<th>Number of People Trained</th>
<th>Training Provider</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
19. 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.

20. Describe the impact that the training(s) will have on specific outcomes/objectives related to the goals of your program. ________

OUTREACH

21. Did your agency initiate outreach efforts or distribute educational materials on your agency’s website to the stakeholder community and members of the public? This question is purposed to assess efforts to increase the trust and knowledge base of the public, potentially increasing opportunities for victims to come forward and participate in potential investigations.

A. Yes/No
B. If Yes, describe the type of outreach your agency conducted as of the last day of the reporting period. __________(Narrative)

22. How often does your agency perform public outreach (e.g., contacted potential victims, focused media outreach)?

A. N/A
B. Weekly
C. Monthly
D. Quarterly

23. How often does your agency participate in community engagement activities (e.g., roundtables community advisory boards)?

A. N/A
B. Weekly
C. Monthly
D. Quarterly
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, 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 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 fiscally and programmatically complete your program 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?
   ___________________________________________________________