

**BUREAU OF JUSTICE ASSISTANCE**  
DNA Capacity Enhancement and Backlog Reduction  
**PERFORMANCE MEASURES QUESTIONNAIRE**

**GENERAL AWARD ADMINISTRATION**

1. Is this the last reporting period for which the award will have data to report? *For example, all funds have been expended and the award is in the process of closing out in the Justice Grants (JustGrants) system.*
- A. Yes. *(If yes, answer the Semiannual Narrative Questions).*
- B. No.

**GRANT ACTIVITY**

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 yes, the program becomes operational and should remain so until the grant closes out.*
- A. Yes.
- B. No. (If no, select from the responses in the table below).

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.	<input type="checkbox"/>
Waiting for partners or collaborators to complete the application.	<input type="checkbox"/>
Other.	<input type="checkbox"/>
If other, explain:	

## 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? *This should be calculated based on the data available for the last six months prior to the start date of the award period.* \_\_\_\_\_.
4. Please enter the number of backlogged forensic biology/DNA cases at the beginning of the award period. *This should be the number of backlogged cases on hand as of the first day of the beginning of the award. A backlogged forensic biology/DNA case is a forensic biology/DNA case that has not been completed within 30 days of receipt in the laboratory.* \_\_\_\_\_.
5. Please answer the questions in the table below. The information you enter should match what you submitted in your grant proposal. *A case is a request for examination in one forensic investigation area. For purposes of this program, the investigation area reported will be forensic biology/DNA investigation.*

A	Number of untested/incomplete forensic biology/DNA cases on hand as of January 1, 2021.	
B	Number of untested/incomplete forensic biology/DNA cases more than 30 days old (backlogged) as of January 1, 2021.	
B1	Of these, please estimate the percentage that were from property crimes.	
C	Number of <u>new</u> forensic biology/DNA cases received in calendar year 2021.	
C1	Of these, please estimate the percentage that were from property crimes.	
D	Number of forensic biology/DNA cases <u>completed</u> in calendar year 2021.	
D1	Of these, please estimate the percentage that were from property crimes.	
E	Number of forensic biology/DNA cases <u>closed</u> by administrative means in calendar year 2021.	
F	Number of untested/incomplete forensic biology/DNA cases on hand as of December 31, 2021.	
G	Number of untested/incomplete forensic biology/DNA cases more than 30 days old (backlogged) as of December 31, 2021.	
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 2021.	
H1	Violent crime. <i>If you cannot separate violent and nonviolent cases, please enter N/A here and answer question H3 for both violent and nonviolent crime.</i>	
H2	Nonviolent crime. <i>If you cannot separate violent and nonviolent cases, please enter N/A here and answer question H3 for both violent and nonviolent crime.</i>	

REVISED SEPTEMBER 2024

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H3	Both violent and nonviolent crime.	
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**Please refer to the following definitions to answer the next set of questions:**

**Biology Section:** The section, or sections, of the laboratory responsible for processing, analyzing, reporting, and reviewing biological evidence and/or database samples (convicted offender, arrestee, etc.) for CODIS. This also includes serology testing within the laboratory.

**Full-time Equivalent (FTE):** A paid position, either grant funded or state/local budget, that works the agency definition of a full-time workweek. This does not include interns or contractors not housed at the agency (e.g., part-time Marshall technical review position for CODIS ownership of vendor data).

**Vacant FTE:** A paid position that is unfilled. An FTE on extended and/or family leave is not considered vacant.

6. Provide the number of approved (vacant and filled) full-time equivalents (FTEs) in the biology section as of December 31, 2023. \_\_\_\_\_.
7. Provide the number of filled (non-vacant) FTEs in the biology section as of December 31, 2023. \_\_\_\_\_.
8. Provide the number of the FTEs identified in question 7 that were in the biology section as of January 1, 2023. \_\_\_\_\_.

**PERFORMANCE MEASURES (CASEWORK LABORATORIES)**

9. 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. \_\_\_\_\_.
10. Number of backlogged forensic biology/DNA cases at the end of the reporting period. \_\_\_\_\_.
11. Number of forensic biology/DNA cases submitted to the laboratory during the reporting period. \_\_\_\_\_.
12. Number of forensic biology/DNA cases completed by the laboratory during the reporting period. \_\_\_\_\_.
13. Number of DNA Capacity Enhancement for Backlog Reduction (CEBR)-funded forensic biology/DNA cases completed by the laboratory during the reporting period. \_\_\_\_\_.
14. Number of forensic DNA samples completed by the laboratory during the reporting period. \_\_\_\_\_.
15. Number of DNA profiles from forensic analyses entered into the Combined DNA Index System (CODIS) for the DNA laboratory during the reporting period. \_\_\_\_\_.
16. Number of CEBR-funded DNA profiles from forensic analyses entered into CODIS for the DNA laboratory during the reporting period. \_\_\_\_\_.
17. Number of CODIS hits from forensic analyses for the DNA laboratory during the reporting period.

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Question	During the Reporting Period
Number of CEBR-funded CODIS hits from forensic analyses for the DNA laboratory.	
Number of CODIS hits from forensic analyses for the DNA laboratory.	

## PRIVATE LABORATORY EXPENDITURES (CASEWORK LABORATORIES)

18. Summary of expenditures for certified private laboratories your agency used for analysis of forensic DNA casework samples. *Note: The values in the table are current as of the last update to this data. If they are not saved they will not include values entered during this session. 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 for forensic DNA casework during the reporting period.	
B	Total expenditures for certified private laboratories for forensic DNA casework during this award.	
C	Percent of federal award amount paid to private laboratories for forensic DNA casework during this award. <i>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.</i>	

19. 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, enter (in the table below) information on the private laboratories your agency used during 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 during this reporting period using the "Number of Sexual Assault Kits" column.

*Important note: By answering no, you certify the award recipient listed on the federal award did not expend any direct funds under this award related to procurement contracts to private laboratories during this reporting period. This does not include funds expended under this award by any subrecipients of this federal award, as this will be addressed in question 18.*

- A. Yes. (If yes, please enter the requisite information into the below table).  
B. No.

Laboratory Name	Number of Sexual Assault Kits	Amount Expended

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20. 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, enter (in the table below) information on the private laboratories your agency used during 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 the recipient and subrecipient(s), if applicable, did not expend any funds under this award related to procurement contracts to private laboratories during this reporting period.*

- A. Yes. (If yes, enter the requisite information into the table below).
- B. No.

Laboratory Name	Number of Sexual Assault Kits	Amount Expended

## BASELINE MEASURES (DATABASE LABORATORIES)

21. 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? *This should be calculated based on the data available for the last six months prior to the start date of the award period.*  
\_\_\_\_\_.

22. What is the number of backlogged DNA database samples at the beginning of the award period? *This should be the number of backlogged cases on hands as of the first day of the beginning of the award. A backlogged DNA database sample is a DNA database sample that has not been uploaded to CODIS within 30 days of receipt in the laboratory.* \_\_\_\_\_.

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23. Please answer the questions in the table below. The information you enter should match what you submitted in your grant proposal. *A sample is an item of evidence or a portion of an item that generates a reportable result. A backlogged DNA database sample is a sample that has not been uploaded to CODIS within 30 days of receipt in the laboratory.*

<b>Convicted Offender Samples</b>		
A	Number of untested/incomplete convicted offender samples on hand as of January 1, 2021.	
B	Number of untested/incomplete convicted offender samples more than 30 days old (backlogged) as of January 1, 2021.	
C	Number of <u>new</u> convicted offender samples received in calendar year 2021.	
D	Number of convicted offender samples <u>completed</u> in calendar year 2021.	
E	Number of samples <u>closed</u> by administrative means (e.g., duplicates, nonauthorized samples, etc.) in calendar year 2021.	
F	Number of untested/incomplete convicted offender samples as of December 31, 2021.	
G	Number of untested/incomplete convicted offender samples more than 30 days old (backlogged) as of December 31, 2021.	
H	Average number of days to complete the processing of a convicted offender sample (including upload to CODIS) for calendar year 2021.	
<b>Arrest Samples</b>		
I	Number of untested/incomplete arrestee samples on hand as of January 1, 2021.	
J	Number of untested/incomplete arrestee samples more than 30 days old (backlogged) as of January 1, 2021.	
K	Number of <u>new</u> arrestee samples received in calendar year 2021.	
L	Number of arrestee samples <u>completed</u> in calendar year 2021.	
M	Number of samples <u>closed</u> by administrative means (e.g., duplicates, nonauthorized samples, etc.) in calendar year 2021.	
N	Number of untested/incomplete arrestee samples more than 30 days old (backlogged) as of December 31, 2021.	
O	Number of untested/incomplete arrestee samples more than 30 days old (backlogged) as of December 31, 2021.	
P	Average number of days to complete the processing of an arrestee sample (including upload to CODIS) for calendar year 2021.	

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## PERFORMANCE MEASURES (DATABASE LABORATORIES)

24. 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.

\_\_\_\_\_.

25. Number of backlogged DNA database samples at the end of the reporting period.

\_\_\_\_\_.

26. Number of DNA database samples submitted to the laboratory during the reporting period.

\_\_\_\_\_.

27. Number of DNA database samples completed by the laboratory during the reporting period.

Question	During the Reporting Period
Number of CEBR-funded DNA database samples completed by the laboratory.	
Number of DNA database samples completed by the laboratory.	

28. Number of DNA profiles from DNA database sample analyses entered into CODIS for the DNA laboratory.

Question	During the Reporting Period
Number of CEBR-funded DNA profiles from DNA database sample analyses entered into CODIS for the DNA laboratory.	
Number of DNA profiles from DNA database sample analyses entered into CODIS for the DNA laboratory.	

29. Number of CODIS hits from DNA database sample analyses for the DNA laboratory during the reporting period.

Question	During the Reporting Period
Number of CEBR-funded CODIS hits from DNA database sample analyses for the DNA laboratory.	
Number of CODIS hits from DNA database sample analyses for the DNA laboratory.	

## PRIVATE LABORATORY EXPENDITURES (DATABASE LABORATORIES)

30. Summary of expenditures for certified private laboratories your agency used for analysis of forensic DNA database samples. *Note: The below values in the table 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.*

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A	Total expenditures for certified private laboratories during the reporting period, based on data from the database.	
B	Total expenditures for certified private laboratories during this award, based on data from the database.	
C	Percent of federal award amount paid to private laboratories during this award, based on data from the database. <i>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.</i>	

31. 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, enter (in the table below) information on the private laboratories your agency used during 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 certify the award recipient listed on the federal award did not expend any direct funds under this award related to procurement contracts to private laboratories during this reporting period. This does not include funds expended under this award by any subrecipients of this federal award, as this will be addressed in question 33.*

- A. Yes. (If yes, please enter the requisite information into the table below).  
B. No.

Laboratory Name	Number of DNA Database Samples	Amount Expended

32. 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, enter (in the table below) information on the private laboratories your agency used during 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 during this reporting period using the "Number of DNA Database Samples" column.

*Important note: By answering no, you certify the award recipient listed on the federal award did not expend any direct funds under this award related to procurement contracts to private laboratories during this reporting period.*

- A. Yes. (If yes, please enter the requisite information into the table below).  
B. No.

Laboratory Name	Number of DNA Database Samples	Amount Expended

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**COMPETITIVE GRANT PERFORMANCE MEASURES**

Only competitive grant recipients complete this section of the questionnaire. If you are not a competitive grant recipient, skip to the next section.

33. What did your laboratory purchase with grant funding? *Select all that apply:*
- A. Laboratory Information Management System (LIMS).
  - B. Laboratory robotics.
  - C. Analysis software.
  - D. Probabilistic genotyping software.
  - E. Supplies for a new process or procedure.
  - F. Other (explain)\_\_\_\_\_.
34. What is the primary anticipated effect this will have on your laboratory in the short term (6–12 months)? *Select only one:*
- A. Reduce turnaround time.
  - B. Increase capacity.
  - C. Increase CODIS uploads.
  - D. Other (explain) \_\_\_\_\_.
35. What is the primary anticipated effect this will have on your laboratory in the long term? *Select only one:*
- A. Reduce turnaround time.
  - B. Increase capacity.
  - C. Increase CODIS uploads.
  - D. Other (explain) \_\_\_\_\_.
36. Will a validation study or performance check be required prior to implementation of the technology discussed in question 33? *[Carry forward]*
- A. Yes.
  - B. No. *(If no, skip to question 38).*
37. If yes, where is your laboratory in the process of the validation study/performance check?
- A. Completed.
  - B. In progress.
  - C. In planning phase.
  - D. Other (explain)\_\_\_\_\_.
38. Did your laboratory successfully implement the technology/technologies in the laboratory workflow during this reporting period?
- A. Yes. *(If yes, skip to question 40).*
  - B. No.
39. If the implementation of the technology/technologies is incomplete, when is the implementation planned to occur?
- A. 3 months.
  - B. 6 months.
  - C. 12 months.
  - D. Other (explain) \_\_\_\_\_.

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40. Did the implementation meet the expectations set forth in question 34? Explain.

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## COMPETITIVE GRANT CLOSEOUT

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41. Based on the technology implemented under this grant, quantify the impact on laboratory operations (i.e., reduction in turnaround time, increase throughput because of robotics, etc.).

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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 of your grant manager.

Set **SMART** goals to clarify the scope of your priorities:

- **Specific**
- **Measurable**
- **Achievable**
- **Relevant**
- **Time-bound**

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

**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?

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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?

A. Yes/No.

B. If yes, explain: \_\_\_\_\_

5. Are you on track to complete your program fiscally and programmatically as outlined in your grant application?

A. Yes/No.

B. If no, 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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8. Number of adverse events or circumstances that affected DNA turnaround time, throughput, or backlog during the reporting period (e.g., policy initiatives, high-profile cases, laboratory issues, etc.).

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

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**THANK YOU FOR PARTICIPATING!**

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