

**BUREAU OF JUSTICE ASSISTANCE
POSTCONVICTION TESTING OF DNA EVIDENCE GRANT PROGRAM
PERFORMANCE MEASURES**

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. If you select "yes," you will be directed to answer the questions in the Final Report section. These are one-time-only questions that you will answer prior to report closeout.*
 - A. Yes. *(If yes, answer the Final Report Questions and create a final report).*
 - B. 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.*
 - A. Yes.
 - B. No. (If no, please 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 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. Briefly, what are your current project's goals and objectives? These should be the goals listed in your approved application or as revised in any approved Grant Award Modification (GAM). Please also note that if your goals have changed due to a GAM, you must update the goals as necessary. *[Carry forward, should not change throughout your project]*

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CASE REVIEW (CATEGORY 1 ONLY)

An occasion on which someone compensated for this work with award funds looks through any paperwork or documentation associated with the identified case to determine whether biological evidence exists that might, through DNA analysis, demonstrate the actual innocence of a person previously convicted. Regardless of how many times a case was reviewed during the reporting period or by how many grant-funded staff, all reviews of a single case will count as one review for the purposes of reporting during a single reporting period. If a case is reviewed again during a later reporting period or had been reviewed and recorded as a case review under another BJA award, it should then be counted under “continuing” case reviews.

4. During the reporting period, did you review any new postconviction DNA cases?

A “new” case is one that has not had any part of its review, evidence search, or other activities funded by any BJA Postconviction Testing of DNA Evidence award.

- A. Yes. (If yes, please enter the number of new postconviction DNA cases reviewed).
B. No.

New Cases This Reporting Period	Cumulative Total Since the Beginning of the Award
	<Auto calc>

5. During the reporting period, did you review any continuing postconviction DNA cases with grant funds? A “continuing” case is one for which the grantee has used any BJA Postconviction Testing of DNA Evidence award funds (including other BJA Postconviction Testing of DNA Evidence awards) to review, search for evidence, or test DNA; and the case was counted in a separate report from the same award or a previous award.

- A. Yes. (If yes, please enter the number of continuing cases reviewed).
B. No.

Cases	During the Reporting Period
Postconviction DNA case reviews that originated under the current grant. Enter count cases reviewed here if your agency started the review process of the case with funds from this award.	
Postconviction DNA case reviews that originated under a previous grant. Enter count cases here if your agency used funds from a previous BJA Postconviction Testing of DNA Evidence award to review the case and your agency is using funds from this award to continue the review.	

6. Of the new and continuing postconviction DNA cases reviewed during the reporting period, please enter the number of cases involving crimes that included a sexual component. *This includes any crime defined through your state’s felony or misdemeanor code in the sexual assault section.* _____

7. Of the new and continuing postconviction DNA cases reviewed during the reporting period, please enter the number of cases involving crimes that resulted in the death of the victim. *This includes any incident that resulted in the death of the victim, even if the incident included other*

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components (e.g., sexual assault, kidnapping). ____

8. Of the postconviction DNA cases reviewed, please indicate how many moved forward to an evidence search. ____
9. Of the postconviction DNA cases reviewed, please indicate how many do not require an evidence search. *This would include situations where the evidence can already be counted as found, missing, or destroyed.* ____
10. Identify the reasons why a postconviction DNA case did not move forward to evidence search.

Reasons	Select all That Apply
Evidence located during case review.	<input type="checkbox"/>
Evidence deemed missing during case review.	<input type="checkbox"/>
Evidence deemed destroyed during case review.	<input type="checkbox"/>
Postconviction DNA case does not meet standard to move forward.	<input type="checkbox"/>
Other.	<input type="checkbox"/>
If other, please explain:	

11. Please enter the approximate number of hours spent on postconviction DNA case review during the reporting period. *Case review includes all activities in which grant-funded staff review case paperwork and documentation.* ____
12. Please describe the main challenges to postconviction DNA case review.
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EVIDENCE SEARCHES (CATEGORY 1 ONLY)

13. During the reporting period, were any evidence searches conducted? *An evidence search is any activity intended to identify the location of evidence pertaining to a particular case, including physical searches or paperwork reviews.*
- A. Yes.
- B. No. *(If no, skip to question 23)*
14. Please enter the number of cases in which an evidence search was conducted during the reporting period. *Please report the number of cases, not the number of searches. Multiple searches may be conducted on the same case, but grantees are to report only the number of cases.*

Revised September 2024

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Cases	During Reporting Period	Cumulative Total Since the Beginning of the Award
Postconviction DNA cases in which an evidence search was conducted. <i>Any activity intended to identify the location of evidence pertaining to a particular case, including physical searches or paperwork reviews.</i>		<Auto calc>
Postconviction DNA cases in which biological evidence was found. <i>Cases for which physical evidence was found that could reasonably be submitted for DNA testing. This includes both evidence not previously tested and evidence that may have been previously tested with methods not advanced enough to provide conclusive results.</i>		<Auto calc>
Postconviction DNA cases in which biological evidence was determined to have been destroyed. <i>Cases for which a final determination has been made that the evidence has been destroyed and no further attempts will be made to locate this evidence under this award. Generally, records may show the evidence has been destroyed.</i>		<Auto calc>
Postconviction DNA cases in which biological evidence was determined to be missing. <i>Cases for which a final determination has been made that the evidence has been lost and no further attempts will be made to locate this evidence under this award. "Missing" evidence is declared after thorough searches in several possible locations and without finding the evidence at the last recorded location.</i>		<Auto calc>

15. Identify the most common places where DNA evidence was kept.

Location	Select All That Apply
Police department.	<input type="checkbox"/>
Crime laboratory.	<input type="checkbox"/>
Courthouse.	<input type="checkbox"/>
Prosecutor's office.	<input type="checkbox"/>
Other.	<input type="checkbox"/>
If other, please explain:	

16. Please enter the approximate number of hours spent by grant-funded staff on locating evidence during the reporting period. *Location of evidence is any activity performed by grant-funded staff intended to identify the location of a piece of evidence, including both physical searches and paperwork searches.* _____

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17. Please describe the main challenges to locating evidence.

DNA ANALYSIS (Category 1 ONLY)

18. Did you conduct postconviction DNA analysis during the reporting period?

- A. Yes.
- B. No. (If no, skip to the next section).

19. Of the postconviction DNA cases with biological evidence found, how many cases were sent for DNA analysis? ____

20. Of the postconviction DNA cases with biological evidence found, how many cases will not send biological evidence for DNA analysis? *This is for cases that will never send for analysis, not cases that just did not get sent out this reporting period.* ____

- A. Please explain why the case will not be sent forward:
-

21. Please enter the number of postconviction DNA cases that completed DNA analysis (i.e., results returned) during the reporting period. *Please report only cases in which DNA analysis is completed (i.e., you have received results back from a DNA laboratory). Only report cases with DNA analysis completed once during the award period during which the results have been received. If you have cases that have been submitted to a DNA analysis laboratory, but results have not been received, please discuss those in the narrative section and do not report them in the metrics until the analysis has been completed.* __

22. Have any pieces of evidence completed DNA testing during the reporting period? Please report only pieces of evidence in which DNA analysis is completed (i.e., you have received results back from a DNA laboratory). *Only report pieces of evidence with DNA analysis completed once during the award period. If you have evidence that has been submitted to a DNA analysis laboratory, but results have not been received, please discuss those in the narrative section and do not report them in the metrics until the analysis has been complete.*

- A. Yes. (If yes, please enter the information in the table below).
- B. No. (If no, proceed to question 30).

Revised September 2024

Pieces of Evidence	During the Reporting Period	Cumulative Total Since the Beginning of the Award
<p>Total pieces of evidence tested for DNA.</p> <p><i>Please include all pieces of evidence for which DNA analysis was completed. For this question a piece of evidence is specific to crime scene evidence and does not include known samples, such as buccal swabs taken from a victim or suspect. This is not necessarily the same as the number of samples tested for DNA; more than one sample from a particular piece of evidence could be tested, but those should only be counted as one piece of evidence. This is also true if multiple DNA methods (e.g., short tandem repeat [STR], mini-STR, Y-chromosome [Y-STR], mitochondrial DNA [mtDNA]) are applied to the same piece of evidence. It should only be reported as one piece of evidence tested and should be reported only in the reporting period in which the first test was completed.</i></p>		<Auto calc>
<p>Number of STR DNA tests conducted.</p> <p><i>Please report only when STR analysis results have been returned. STR analysis is the typical nucleic DNA testing that may produce a profile suitable for upload to Combined DNA Index System (CODIS). This includes mini-STR analysis.</i></p> <p><i>STR DNA: The most common DNA analysis performed on forensic samples. It analyzes nuclear DNA and generates a profile of STR alleles that may be suitable for upload to CODIS.</i></p> <p><i>Mini-STR: Performed on degraded DNA samples for which the normal STR panel does not yield a profile. Mini-STR analysis is usually performed after normal STR analysis has failed. A mini-STR profile cannot be uploaded to CODIS, but it may be useful for including or excluding suspects or victims as contributors to forensic samples.</i></p>		<Auto calc>
<p>Number of Y-STR DNA tests conducted.</p> <p><i>Please report only when Y-STR DNA results have been returned. Y-STR is analysis of the Y-chromosome found only in males.</i></p> <p><i>Y-STR: Analysis performed on the Y-chromosome, which is only present in males. Y-STR analysis can be useful to determine if male DNA is present and to develop a DNA profile of a male contributor. A Y-STR profile cannot be uploaded to CODIS, but it can be used to compare a male suspect for inclusion or exclusion as a contributor to a sample.</i></p>		<Auto calc>

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<p>Number of mtDNA tests conducted.</p> <p><i>Please report only when mtDNA results have been returned. This testing analyzes mitochondrial DNA. It does not return a “profile” as in STR or Y-STR analysis, and it can only be used to link suspects in a maternal line.</i></p> <p><i>Mitochondrial DNA analysis: This technique analyzes the DNA contained in the mitochondria rather than the nuclei of cells. Analysis of mtDNA does not yield profiles specific to individuals but can show maternal relationships, as the mitochondria are inherited only from the mother.</i></p>		<Auto calc>
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23. During the reporting period, did any postconviction DNA case yield a viable DNA profile, even if the profile was inconclusive with respect to the postconviction claim? A profile is a genetic sequence related to an individual contributor. A viable DNA profile is a full or partial DNA profile, or mtDNA sequence, that can be uploaded to CODIS or could be used to compare against other DNA profiles such as the postconviction claimant’s profile. One case may generate one or more profiles. The case is related to the incident where the evidence was gathered. This does not include reference samples from victims or defendants.

- A. Yes. (If yes, complete the table below).
 B. No. (If no, proceed to the next section).

Cases	During the Reporting Period	Cumulative Total Since the Beginning of the Award
<p>Number of postconviction DNA cases that yielded a viable DNA profile.</p> <p><i>A full or partial DNA profile, or mtDNA sequence, that can be uploaded to CODIS or could be used to compare against other DNA profiles such as the postconviction claimant’s profile. A profile is a genetic sequence related to an individual contributor. One case may generate one or more profiles. This does not include reference samples from victims or defendants.</i></p>		<Auto calc>
<p>Number of postconviction DNA cases for which DNA results supported the postconviction claim.</p> <p><i>These are cases for which the DNA results tended to support the claimant’s proposition (e.g., claim of actual innocence). For example, the generated profile did not match the claimant.</i></p>		<Auto calc>
<p>Number of postconviction DNA cases for which DNA results contradicted the postconviction claim.</p> <p><i>These are cases for which the DNA results tended to contradict the claimant’s proposition (e.g., claim of actual innocence). For example, the generated profile matched the claimant.</i></p>		<Auto calc>

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Number of postconviction DNA cases for which DNA results were inconclusive with respect to the postconviction claim. <i>These could include viable partial profiles with too little information to include or exclude the claimant as a contributor to the sample.</i>		<Auto calc>
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24. Please identify the main reasons why the DNA results were inconclusive:

25. Please enter the number of profiles uploaded into CODIS during the reporting period. Report the number of profiles, not the number of cases. *Only* report the number of profiles resulting from DNA analysis funded under this Postconviction Testing of DNA Evidence award. A profile is a genetic sequence related to an individual contributor. One case may generate one or more profiles.

- A. Number of profiles uploaded into CODIS. ____
 B. Number of CODIS hits. ____

TRAINING

26. How many individuals attended relevant training during the reporting period using Postconviction funds? *Training must be directly related to case identification, case review, location of biological evidence, preservation of biological evidence, modernization of record retention, and/or DNA analysis of biological evidence by all personnel; demonstrate that the proposed training directly supports the program's purpose areas; and be related directly to the job position and duties of the individual(s) receiving the training. Training for general litigation or that does not involve aspects directly to the goals and objectives of the Postconviction program should not be included.* ____

27. How many hours of relevant training have been completed during the reporting period? ____

28. Identify the topics covered by relevant postconviction DNA trainings completed.

Topic	Select all That Apply
Case identification.	<input type="checkbox"/>
Case review.	<input type="checkbox"/>
Evidence search.	<input type="checkbox"/>
DNA analysis techniques.	<input type="checkbox"/>
Preservation of biological evidence techniques.	<input type="checkbox"/>
Modernization of record retention.	<input type="checkbox"/>
Other.	<input type="checkbox"/>
If other, please explain:	

FORENSIC GENEALOGY (CATEGORY 1 ONLY)

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Grantees utilizing Postconviction Testing of DNA Evidence funds for forensic genealogy testing must adhere to the U.S. Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching (<https://www.justice.gov/olp/page/file/1204386/dl>).

29. Please indicate if you used, or plan to use, Postconviction Testing of DNA Evidence funds to conduct forensic genetic genealogical DNA analysis (FGG) and/or forensic genetic genealogical DNA analysis and searching (FGGS). *[Carry forward]*
- A. Yes.
- B. No. *(If no, skip to next section)*
30. Please enter the amount of federal funding used during the reporting period to conduct FGG/FGGS. _____
31. During the reporting period, how many new forensic samples and referenced samples were subjected to FGG?
- A. Forensic samples. ____
- B. Reference samples. ____
32. During the reporting period, how many cases resulted in searchable profiles obtained from FGG? _____
33. Please enter the number of investigations initiated during the reporting period for each type of crime where FGG/FGGS was utilized.
- A. Homicide. ____
- B. Sexual assault. ____
- C. Unidentified human remains. ____
- D. Other. ____
- E. If other, please explain: _____
34. During the reporting period, how many investigations resulted in a new arrest that relied, in part, on the use of FGG/FGGS? _____
35. Please identify the vendor laboratory/laboratories used to conduct FGG during the reporting period. _____
36. Please provide the names of any genetic genealogy service(s) used to search the FGG profile(s) during the reporting period. _____
37. Please provide the following for the reporting period: The type of forensic sample subjected to FGG and a description of the total amount, condition, and concentration of that sample (e.g., single source, mixed profile, degradation status, etc.). *If multiple samples have been subjected to FGG during the reporting period, please include details on each.*
- A. Type of forensic sample. ____
- B. Description of total amount. ____
- C. Condition. ____
- D. Concentration of the sample. ____

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38. During the reporting period, how many suspects were identified as a result of the use of FGG/FGGS? And how many suspects were prosecuted as a result of the use of FGG/FGGS?

- A. Number of suspects identified. ____
 B. Number of suspects prosecuted. ____

39. During the reporting period, how many cases were closed/cleared by exceptional means through the use FGG/FGGS? *To be cleared by exceptional means the agency must have identified the offender and gathered enough evidence to support an arrest/conviction. Examples may include the identification of a deceased offender, or the identification of an offender who is already serving for an unrelated conviction and it is determined that prosecution will not be pursued.* ____

PROGRAM OUTREACH

40. During the reporting period, did the program create and release to the public any media materials (e.g., self-created press releases)?

- A. Yes. (If yes, please enter how many of each media material type were produced during the reporting period. Please count the number of individual content pieces and not the number of copies produced [if printed]).
 B. No. *(If no, skip to next section).*

Media Type	During the Reporting Period	Cumulative Total Since the Beginning of the Award
Press releases.		<Auto calc>
Social media posts.		<Auto calc>
Other.		<Auto calc>
If other, please explain:		

41. Have you uploaded these media events to JustGrants? *You may submit additional documents related to project activity (e.g., press releases, meeting agendas, news articles) at any time in JustGrants.*

- A. Yes.
 B. No. *(If no, please attach the additional documents with this report when submitted in JustGrants).*

42. Were any of these media materials related to an exoneration brought about by grant funds during the reporting period?

- A. Yes.
 B. No.

EXONERATIONS (CATEGORY 1 ONLY)

43. How many DNA exonerations took place during the reporting period? *Please note that any exoneration reported must be attributable to case activity and funds derived from this grant, where DNA evidence contributed to the exoneration. An exoneration is the release of a convicted person from prison or clearance with the Writ of Actual Innocence if the prison sentence has already concluded.* ____

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44. How many non-DNA exonerations took place during the reporting period? *Any non-DNA exoneration is defined as an exoneration that occurred, at least in part, due to activities funded under this grant. For example, a case initially reviewed under the Postconviction Program but determined not to proceed for continued review using award funds (e.g., evidence was missing) and the claimant was eventually exonerated, though DNA testing was not conducted in and/or relevant to the case (i.e., exonerated via a piece of non-DNA evidence after case review was conducted on this award but there was no biological evidence available).* ____

PRESERVATION OF BIOLOGICAL EVIDENCE (CATEGORY 2 ONLY)

1. Does your agency have an implementation plan for locating, recording, storing, and retaining biological evidence in adjudicated cases?
 - A. Yes.
 - B. No.
2. Provide an explanation of the status of the implementation of the plan:

3. How many cases were targeted for evidence preservation during the reporting period? ____
4. Were any pieces of biological evidence located during the reporting period?
 - A. Yes.
 - B. No. *(If no, proceed to question 5).*
 - C. Number of pieces of biological evidence located: ____
5. How many pieces of biological evidence were recorded/processed for tracking during the reporting period? ____
6. How many pieces of biological evidence were retained/preserved, packaged, and/or stored during the reporting period? ____
7. Was any biological evidence disposed of after no longer it was required for retention?
 - A. Yes.
 - B. No. *(If no, proceed to question 8).*
 - C. Indicate the number of pieces of biological evidence that were disposed: ____
 - D. Provide the reason(s) the evidence was disposed: _____
8. How many hours were spent locating, processing and/or preserving biological evidence during the reporting period? ____
9. Did your laboratory successfully implement new technology/technologies into the laboratory workflow during this reporting period for biological evidence retention practices?
 - A. Yes.
 - B. No. *(If no, skip to the next section).*
10. Describe the technology/technologies implemented during the reporting period:

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11. Describe the impact of the technology that was implemented:

MODERNIZATION OF FILES (CATEGORY 2 ONLY)

12. During the reporting period, were any cases targeted for digitization?

- A. Yes.
- B. No. *(If no, skip to question 15).*
- C. How many records were located/identified that require digitization? ____
- D. How many records were scanned/digitized? ____
- E. How many records were uploaded to a searchable database/or electronic repository? ____

13. Indicate the type(s) of records that were digitized during the reporting period:

Record Type	Select all That Apply
Paper files.	<input type="checkbox"/>
Audio/tape recordings.	<input type="checkbox"/>
Video recordings.	<input type="checkbox"/>
Microfiche.	<input type="checkbox"/>
Pictures/photographs.	<input type="checkbox"/>
Sketches/drawings.	<input type="checkbox"/>
Other.	<input type="checkbox"/>
If other, please explain:	

14. Were any records identified that will not be uploaded to a database and will be disposed?

- A. Yes.
- B. No. *(If no, proceed to question 15).*
- C. How many records will be disposed? ____
- D. Provide the reason(s) the record(s) will be disposed: _____

15. Was a record retention system implemented under this grant award?

- A. Yes.
- B. No.
- C. Please explain: _____

16. How many hours were spent on modernization/digitization of records during the reporting period? ____

17. Describe the impact of the record retention system that was implemented:

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FINAL REPORT QUESTIONS

Answer these questions only at the end of the grant award. There is a 5,000-character limit for each response.

1. Over the life of this grant, did you use BJA funds to upgrade, replace, lease, or purchase computer hardware, software, or inventory systems to be used for case review, evidence location, preservation of biological evidence, modernization of record retention, or postconviction DNA analysis?
 - A. Yes.
 - B. No.
 - C. If yes, please explain: _____
2. Did you create or update any policies or standard operating procedures as a result of this BJA award?
 - A. Yes.
 - B. No.
 - C. If yes, please explain: _____
3. Please describe any innovative approaches to postconviction case review, evidence location, preservation of biological evidence, modernization of record retention, or postconviction DNA testing that this BJA award helped make possible:

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SEMIANNUAL NARRATIVE QUESTIONS

In this module, you will consider the goals you hope to achieve with your funding. Your goals should align with your approved application and program budget. Once submitted, these goals should remain unchanged throughout the life of the award, unless discussed with 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. Please ensure your responses are complete, comprehensive, and specific to this award.

1. What were your accomplishments, including any progress made toward achieving your grant-funded program goals during the reporting period? *Your response should outline any actions executed by your agency in the overall implementation of your award, administrative or programmatic. Please ensure your program goals relate back to your approved application and program budget. Generally, you should describe more than one accomplishment.*

2. What challenges did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?

3. Is there any assistance that BJA or a Training and Technical Assistance (TTA) provider can provide to address any challenges identified in question 2?
A. Yes.
B. No.
C. If yes, please explain: _____
4. Are you on track to achieve the goals you hope to achieve with your grant funding, both fiscally and programmatically as outlined in your grant application? *(If no, please provide an explanation as to why your agency is not on track and what your plans are to address the delay).*
A. Yes.
B. No.
C. If no, please explain: _____
5. What major activities are planned for the next 6 months? *Your response should address the goals and objectives as outlined in the Program Narrative and provide an update on the planned activities in the next 6 months under each goal.*

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6. 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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