

# How to Write A Good Progress Report

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# The Most Dreaded Time Of Year...



- January 31
- July 31

# Nothing in Life is Free...

- Before Beginning the Grant: Read the entire grant solicitation
- Re-Read the entire grant solicitation and note:
  - What types of performance measures are required?
    - How will you capture those performance measures?
  - How often are progress reports due?
  - What other information is required in the grant progress reports?

# Money Doesn't Grow On Trees...

- Before Beginning the Grant: Read the grant proposal your agency submitted
  - What goals and objectives were identified in the proposal?
  - What promises did your agency make?
  - What was the proposed timeline for each goal or objective?
  - How will your agency ensure timely progress on the promises your agency made?

# I Told You So...

- Read DNA Grantee Newsletters
  - They are full of timely and critical information associated with grants
  - They summarize policies and procedures related to grant management
  - They provide additional resources for questions and answers
- Newsletters are available here: <http://www.nfstc.org/assessments/grantee-resources/>

# Reporting Requirements

- What does the solicitation say about Reporting Requirements?

**Reporting Requirements:** Each award recipient must submit semi-annual performance measure data, semi-annual progress reports, and quarterly financial status reports. Progress report narratives should include a summary of project goals, the activities performed during the reporting period, and the effects of these activities towards obtaining each goal. Narratives should also include descriptions of any observed increases in evidence submissions as well as issues which may negatively impact goals. Each award recipient also must submit a final report. The report must include a summary and assessment of the program carried out with the FY 2009 award, including cumulative performance measure data over the entire project period.

# When are Reports Due?

- **Reporting Periods:**
  - January 1 – June 30
  - July 1 – December 30
- **Semiannual Reports** must be filed within 30 days after a reporting period ends
- **Final Reports** must be approved within 90 days after a grant ends
  - BUT reports should be submitted as soon as possible

# Performance Measures

- What does the solicitation say about performance measures?

**“Performance measure data must be submitted semi-annually with progress reports. “**

- Performance measures vary between each type of grant
- Performance measures can vary from year to year for the same type of grant
  - Develop and implement a mechanism to capture and report performance measures ***before you start the grant!***



# Performance Measures

- 2009 Forensic DNA Backlog Reduction

Objective	Performance Measures	Data Grantee Provides
1. To improve DNA analysis capacity of existing State and local government crime laboratories that conduct DNA analysis.	1. Reduction in the average number of days between the submission of a DNA sample to a laboratory and the delivery of the test results.	1. Average number of days between the submission of a request for DNA analysis to a laboratory and the delivery of the test results at the beginning of the grant period.
		2. Average number of days between the submission of a request for DNA analysis to a laboratory and the delivery of the test results at the end of the reporting period.
	2. Increase in DNA analysis throughput for the lab.	3. Average number of DNA samples analyzed per analyst at the beginning of the grant period.
		4. Average number of DNA samples analyzed per analyst at the end of the reporting period.
2. To reduce backlogged DNA casework in State and local government crime laboratories.	3a. Percent reduction in forensic DNA backlogged casework. 3b. CODIS hits attributable to forensic casework DNA analyses funded under this announcement.	1. Number of backlogged forensic DNA cases at the beginning of the award period. 2. Number of backlogged forensic DNA cases analyzed using funds provided under this announcement. 3. Number of backlogged forensic DNA cases at the end of the award period. 4. Number of forensic DNA profiles entered into CODIS as the result of funds provided under this announcement. 5. Number of CODIS hits attributable to forensic DNA analyses funded under this announcement.

# Performance Measures

- 2009 Convicted Offender and/or Arrestee Backlog Reduction

Objective	Performance Measures	Data Grantee Provides
<p>To reduce the backlog of convicted offender and/or arrestee DNA samples (DNA database samples).</p>	<p>Percent reduction in DNA backlog—DNA database samples.</p> <p>CODIS hits resulting from Convicted Offender funds.</p>	<p><b>For In-House or Contracted Analysis of DNA Database Samples</b></p> <p>The number of DNA database samples awaiting DNA analysis at the beginning of the award period.</p> <p>The number of DNA database samples analyzed using FY 2009 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds.</p> <p>The number of DNA profiles from DNA database samples developed using FY 2009 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds entered into CODIS and NDIS.</p> <p>The number of CODIS hits resulting from profiles developed with FY 2009 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds.</p> <p><b>For Data Review of DNA Profiles</b></p> <p>The number of DNA profiles from DNA database samples awaiting data review at the beginning of the award period due to lack of laboratory resources.</p> <p>The number of DNA profiles from DNA database samples reviewed using FY 2009 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds.</p> <p>The number of reviewed DNA profiles from DNA database samples entered into CODIS and NDIS using FY 2009 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds.</p> <p>The number of CODIS hits resulting from DNA profiles from DNA database samples reviewed with FY 2009 Convicted Offender and/or Arrestee DNA Backlog Reduction Program funds.</p>

# Performance Measures

- 2009 Cold Case Grant

Objective	Performance Measures	Data Grantee Provides
<p>To identify, review, and investigate "violent crime cold cases" that have the potential to be solved through DNA analysis, and to locate and analyze biological evidence associated with these cases.</p>	<p>Increase in the number of the total identified UCR Part 1 Violent Crimes cold cases where the files or evidence, or both, have been reviewed for the presence of biological evidence.</p> <p>Increase in the number of UCR Part 1 Violent Crimes cold case DNA profiles generated that have been entered into CODIS.</p> <p>Increase in the number of CODIS hits resulting from cold case analyses.</p>	<p>The number of violent crime cold cases reviewed.</p> <p>The number of violent crime cold cases reviewed in which biological evidence still existed.</p> <p>The number of violent crime cold cases subjected to DNA analysis.</p> <p>The number of violent crime cold cases which yielded DNA profiles.</p> <p>The number of DNA profiles entered into CODIS.</p> <p>The number of CODIS hits.</p>

# Performance Measures

- Government Year is broken up by quarters:
  - First quarter: January – March
  - Second quarter: April – June
  - Third quarter: July – September
  - Fourth quarter: October – December
- January – June Progress Report
  - Includes metrics from first and second quarters
- July – December Progress Report
  - Includes metrics from third and fourth quarters

# Performance Measures

- Backlog Reduction Grants: Baseline Information is provided at onset of grant cycle: October 1
  - Number of samples or cases waiting analysis
  - Average turn-around-time of case completion
  - Average number of samples analyzed/examiner
- These numbers do not change throughout the duration of the grant
- Baseline information should be collected as soon as the grant cycle begins!

# Performance Measures

- Progress: How have the grant funds affected the initial baseline figures?
  - Provide metrics in each Grant Progress Report to see the changes
  - Has case turn-around-time increased or decreased?
  - Has the backlog increased or decreased?
  - Has the number of samples analyzed/examiner increased or decreased?
  - What are the number of CODIS entries?
  - What are the number of CODIS hits?
- These successes or challenges serve as discussion points to be included in the **Narrative** portion of the Progress Report

# Grant Templates

- NIJ sends Grant Templates for Performance Metrics – **USE THEM!**
  - <http://www.nfstc.org/assessments/grant-progress-assessments/progress-report-templates/>
- Is your Forensic DNA Backlog Reduction Grant for **Capacity** and/or **Casework** Purposes?
  - Each purpose requires different metrics
  - **Capacity purposes** include the purchase of equipment, software, continuing education training and associated travel, hiring new personnel, and overtime for existing staff
  - **Casework purposes** include funds to work cases in-house or by outsourcing
    - If you did not request funds for casework purposes, you do not have to report these metrics

# Grant Templates: Example

## Template - July – December Reporting Period

### Performance Measures

Note – Enter only the actual data (numbers) requested in the performance measures below. Explanations can be inserted in the narrative. **Additional comments and clarification has been provided in red bold fonts. Also be aware of special notes in blue bold fonts that appear as guidance in the performance measure.**

At the beginning of the award period (**on October 1, 2009**), what was the number of backlogged forensic DNA cases? **This number should never change from one progress report to the next for this award.**

At the end of this reporting period (**July 1 – December 31**), what was the number of backlogged forensic DNA cases?

During this reporting period (**July 1 – December 31**), how many profiles were entered into CODIS as a result of funding provided under this award? For final reports, report the cumulative metric for the entire grant period. **(Note: The value should represent the CODIS entries made within this reporting period only, unless it is a final report.)**

During this reporting period (**July 1 – December 31**), how many CODIS hits attributable to analyses funded under this award were recorded? For final reports, report the cumulative metric for the entire grant period. **(Note: The value should represent the CODIS hits made within this reporting period only, unless it is a final report.)**

During this reporting period (**July 1 – December 31**), how many cases were analyzed and delivered to the requesting agency using funding provided under this award? For final reports, report the cumulative metric for the entire grant period. **(Note: The value should represent the cases analyzed within this reporting period only, unless it is a final report.)**



# Narrative: Goals and Objectives

- Copy the goals and objectives from your grant application
- Discuss the progress (or lack thereof) for each goal and objective outlined.
  - Highlight progress made toward completing each goal and objective.
  - If the goal or objective has been met, end with “Goal Met” or “Objective Met”
  - If a goal or objective has not been met, discuss unforeseen challenges or when it is expected to be met

# Goals and Objectives

- Clearly note which reporting period each narrative is for
- Keep all narratives in the Progress Report and build on them with each subsequent reporting period
- EXAMPLE:

**GOAL 2** – *The Laboratory will purchase and validate a 7500 SDS for forensic DNA casework.*

**Objective 1:** *The Laboratory will purchase a 7500 SDS within 6 months of the grant award.*

**Objective 2:** *The Laboratory will validate the 7500 SDS within 3 months of the arrival of the instrument.*

Progress 01 October - 31 December 2009: The LVMPD purchased and received a 7500 SDS December 29, 2009. Objective 1 of Goal 2 has been met. The LVMPD will validate the 7500 SDS and implement it into casework in the next reporting period.

Progress 01 January – 30 June 2010: The LVMPD validation of the 7500 SDS was completed and brought online for casework May 3, 2010. While the instrument was not brought online within 3 months of the instrument's purchase as stated in Objective 2, it was brought online 2 months sooner than the original 9-month goal outlined in the original grant application. Goal 2, Objectives 1 and 2 have been met.

# Narrative: General Comments

- At the end of the Grant Progress Report add a section to discuss the overall success (or lack thereof) for the specific reporting period
  - Clearly note which reporting period each narrative is for
  - Keep all narratives in the Progress Report and build on them
  - Look at the Performance Measures and comment on any changes in the following areas:
    - Has case turn-around-time increased or decreased?
    - Has the backlog increased or decreased?
    - Has the number of samples analyzed/examiner increased or decreased?
    - What are the number of CODIS entries?
    - What are the number of CODIS hits?

# Narrative: General Comments

- Provide additional information that may be useful to the NIJ
  - Crime classifications of CODIS entries and hits
  - The number of property crimes solved with grant funds
  - Highlight an interesting series or a cold case solved that gained local, state, or national attention
  - Use charts and diagrams to highlight points
  - Narrative can be attached to the Grant Progress Report as a separate document

# Final Reports



- The hard work is almost over....
- There are subtle differences between Final Report and Grant Progress Reports

# Final Reports: Performance Measures

- Some performance measures require the cumulative total

At the beginning of the award period (**October 1, 2009**), what was the number of backlogged DNA database samples? **This number should never change from one progress report to the next for this award.**

At the end of the reporting period (**January 1 – June 30**), what was the number of DNA database samples analyzed as a result of this award? For final reports, report the cumulative metric for the entire grant period. **(Note: The value should only represent the samples analyzed within this reporting period only, unless it is a final report.)**

At the end of the reporting period (**January 1 – June 30**), what was the number of DNA profiles uploaded to CODIS as a result of this award? For final reports, report the cumulative metric for the entire grant period. **(Note: The value should only represent the profiles uploaded within this reporting period only, unless it is a final report.)**

At the end of the reporting period (**January 1 – June 30**), what was the number of CODIS hits that occurred as a result of this award? For final reports, report the cumulative metric for the entire grant period. **(Note: The value should only represent the CODIS hits within this reporting period only, unless it is a final report.)**

# Final Reports: Narrative

- Include commentary on all the Goals and Objectives
  - Were all the grant's goals and objectives met?
    - If so, highlight your agency's success
    - If not, discuss unforeseen challenges
- Compare performance measures from the beginning of the grant cycle to the end of the grant cycle
  - Has case turn-around-time increased or decreased?
  - Has the backlog increased or decreased?
  - Has the number of samples analyzed/examiner increased or decreased?

# Final Reports: Narrative

- Highlight how the grant funds have positively impacted your agency and your agency's customers
  - What was the impact of all the CODIS hits from this grant?
    - Did these CODIS hits solve any major crimes?
    - Did these CODIS hits solve any cold cases?
  - How has the equipment purchased impacted the lab's efficiency and capacity?
  - How have lab renovations impacted case throughput?
  - How has outsourcing impacted the backlog?



# Resources

- DNA Grantee Newsletters:  
<http://www.nfstc.org/assessments/grantee-resources/>
- OJP Financial Guide:  
<http://www.ojp.usdoj.gov/financialguide/>
- Progress Report Templates:  
<http://www.nfstc.org/assessments/grant-progress-assessments/progress-report-templates/>

# Questions?

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