

Workplan & Progress Report Guidance Document

Within the **Work Plan** module of your GMS application, enter the entire Work Plan found in the grant RFA, even if you do not intend to utilize grant funds for that area. In the future, you may wish to reallocate funds and it is simpler to avoid revising the work plan.

Sample Progress Report Statements

General (utilize as appropriate):

- ***N/A – grant funds not utilized for this purpose.***
- ***N/A – no activity for this measure during this quarter.***

Performance Measures for Task 1:

1. Number and discipline(s) of personnel hired/retained/supported utilizing grant funds.
 - ***0 hired, 3 retained/supported (1 Latent Prints, 2 part-time Serology).***
2. Number and discipline(s) of consultants hired/retained/supported utilizing grant funds.
 - ***1 retained (Firearms), 1 supported (Drug Chemistry) – NMS Labs.***
3. Non-personal service resources obtained/supported during grant quarter.
 - ***Testing supplies purchased (300 serology kits @ \$50 each).***
 - ***Equipment maintenance performed on (INSERT DATE).***

Performance Measure for Task 2:

1. Contemporaneous submission to DCJS' Office of Forensic Services of all written communications between the laboratory and its accrediting body pertaining to the laboratory's accreditation.
 - ***All written communications between the Laboratory and its accrediting body pertaining to the laboratory's accreditation are submitted contemporaneously to DCJS.***
2. Timely submission of Quarterly Workload Survey to DCJS' Office of Forensic Services.
 - ***Submitted to forensiclabs@dcjs.ny.gov – (INSERT DATE).***
3. Timely submission of Annual Laboratory Summary to DCJS' Office of Forensic Services.
 - ***Submitted to forensiclabs@dcjs.ny.gov – (INSERT DATE).***

4. Timely submission of Annual Performance Declaration to DCJS' Office of Forensic Services.

- ***Submitted to forensiclabs@dcjs.ny.gov – (INSERT DATE).***

Performance Measures for Task 3:

1. The date equipment was purchased or leased with grant funds; and
 - ***Purchased/leased on (INSERT DATE).***
2. The date equipment validation was completed and/or brought into service.
 - ***Validation completed on (INSERT DATE).***
 - ***Equipment brought into service on (INSERT DATE).***

Performance Measures for Task 4:

1. The amount of overtime hours utilized during the reporting period; and
 - ***200 overtime hours utilized.***
2. The number of area case assignments (ACAs), broken out by section, completed utilizing grant-funded overtime.
 - ***225 ACAs completed utilizing overtime***
 - ***180 Serology***
 - ***45 Latent Prints***

Performance Measures for Task 5:

1. Describe accreditation fees for the reporting period.
 - ***Reaccreditation Assessment/Inspection Fee (Provider)***
 - ***Surveillance Visit (Provider)***
 - ***Expanded Surveillance Visit (Provider)***
 - ***Off-site Review (Provider)***
 - ***Interim Assessment Fee (Provider)***
 - ***Mid-Cycle Review Fee (Provider)***
 - ***FBI DNA QAS Audit (Provider)***
2. Number of proficiency tests purchased during the reporting period.
 - ***13 Proficiency Tests***
 - ***6 CTS 579 Body Fluid Identification***
 - ***2 CTS 527 Firearms Examination***
 - ***3 Ron Smith & Associates Latent Print Comparison***
 - ***2 ISFCE Digital Evidence***

3. Number of proficiency tests completed during the reporting period.
 - **3 Proficiency Tests**
 - **3 CTS 501 Drug Analysis**
4. Number of personnel trained using funds during the reporting period (include course title).
 - **Latent Cause Analysis (3/13/17) – 2 personnel**
 - **Effective Courtroom Conduct and Behavior (12/5/2016, DCJS notified 9/5/16) – 20 personnel**
5. Describe other accreditation-related expenses during the reporting period.
 - **Travel expenses for personnel attending Latent Cause Analysis (3/13/17)**
 - **Instructor fees for Effective Courtroom Conduct and Behavior (12/5/2016, DCJS notified 9/5/16)**

Performance Measures for Task 6:

1. Attendance at TWG meetings during the reporting period; and
 - **Latent TWG (Oct. 3 - 4, 2016)**
 - **QA TWG (Oct 18 – 19, 2016)**
2. Meet designated milestones for assignments and/or tasks identified by the TWGs.
 - **At all meetings, the designated milestones for assignments and/or tasks identified by the TWG were met.**

Performance Measures for Task 7:

1. Complete Grant Expenditure Reporting Form (Attachment I) annually and attach to the second quarterly progress report which is the progress report for the quarter ending December 31.
 - **Report attached.**