

**The author(s) shown below used Federal funds provided by the U.S. Department of Justice and prepared the following final report:**

**Document Title: Wisconsin Crime Laboratory Improvement Program**

**Author(s): Jerome A. Geurte**

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**Date Received: July 2004**

**Award Number: 2002-RC-CX-K001**

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U.S. DEPARTMENT OF JUSTICE  
Office of Justice Programs

**CATEGORICAL/DISCRETIONARY ASSISTANCE PROGRESS REPORT**

The information provided will be used by the grantor agency to monitor grantee cash flow to ensure proper use of Federal funds. No further monies or other benefits may be paid out under this program unless this report is completed and filed as required by existing law and regulations (Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 86, Common Rule, and OMB Circular A-110).

1. GRANTEE Wisconsin Department of Justice P.O. Box 7857, Madison, WI 53707		2. AGENCY GRANT NUMBER 2002-RC-CX-K001	3. REPORT NO. 5
4. IMPLEMENTING SUBGRANTEE		5. REPORTING PERIOD (Date) FROM: July 1, 2003 TO: Dec. 31, 2003	
6. SHORT TITLE OF PROJECT CLIP (Crime Lab Improvement)	7. GRANT AMOUNT \$661,000	8. TYPE OF REPORT REGULAR <input checked="" type="checkbox"/> FINAL REPORT SPECIAL REQUEST	
9. NAME AND TITLE OF PROJECT DIRECTOR Jerome A. Geurts	10. SIGNATURE OF PROJECT DIRECTOR 	11. DATE OF REPORT December 17, 2003	

12. COMMENCE REPORT HERE (Continue on plain paper)

In this reporting period we have completed the final two items that were remaining on the Grant.

1. Ordering some supply items for the Milwaukee DNA unit.
2. Analysts attending training workshops for Y-chromosome DNA.

With the completion of those items, this is the final report on the Grant.

We have accomplished several things with this grant that would have been difficult to impossible to do without it. We have:

- finished the validation of the Powerplex 16 STR DNA analysis system
- established a cold case analysis capability in our Laboratory.
- established a post-conviction testing capability in the Laboratory. State legislation has been enacted to ensure the retention of biological evidence until a person convicted is released from prison.
- purchased 310 and 3100 capillary electrophoresis units for use in various DNA endeavors.
- trained several analysts in various DNA methodologies.
- purchased and installed a new LAN in the DNA units to have the information from the DNA analyses come directly to the desktops of the analysts.
- purchased and installed extraction hoods for DNA analysis.
- purchased and put into operation a new fingerprint laser in our Wausau Lab.
- purchased and put into use a Grimm 2 Glass Analysis System.
- purchased and put into use a new camera and comparison microscope in our firearms unit.
- replaced outdated photo equipment in our field response programs.
- replaced a stereomicroscope in our firearms unit.

All these items and programs have helped us to better serve the needs of the criminal justice community in

the State of Wisconsin

CERTIFICATION BY GRANTEE (Official signature)

Jerome A. Geurts

14. DATE

12/17/03

**INSTRUCTIONS FOR COMPLETING OJP CATEGORICAL/DISCRETIONARY ASSISTANCE  
PROGRESS REPORTS**

Grantees are required to submit Progress Reports on project activities and accomplishments. It is expected that reports will include data appropriate to this stage of project development and in sufficient detail to provide a clear idea and summary of work and accomplishments to date. The following should be observed in preparation and submission of progress reports:

- a. **Date Due.** Reports are due on a semi-annual basis -- 30 calendar days after June 30 and December 31 -- for the life of the grant as follows:

Reporting Periods Due No Later Than:

January 1 - June 30 July 30

July 1 - December 31 January 30

A final progress report is due 90 days following the close of the grant period or any extension thereof.

- b. **Submission.** Grantees shall submit to:

Office of Justice Programs OR FAX:(202) 353-8475

Office of the Comptroller

810 7th Street, NW

Washington, DC 20531

Email:askoc@ojp.usdoj.gov

- 1 c. **Form and Execution.** Grantees should use OJP Form 4587/1 as a face sheet. If continuation pages are needed, plain bond paper is to be used. It should be noted that the report is to be signed by the person designated as project director on the grant application or any duly designated successor.

- 1 d. **Reporting Requirements.** The reporting requirements noted in this section are designed to provide the grantor agency with sufficient information to monitor grant implementation and goal achievement. To support effective monitoring of the grant, progress reports must be keyed to the grant implementation plan provided in the grant application. Specifically, the report should:

1. 1. Indicate the status of each goal which was due for completion during a previous reporting period but carried over due to implementation or other problems.
2. 2. State the status of each goal which was scheduled to be achieved during the report.
3. 3. State the corrective action planned to resolve implementation problems and state the effect of these problems on the remaining schedule for achieving the project remaining goals.
4. 4. If appropriate, identify changes which are needed in the implementation plan specified in the grant application to overcome problems. Changes which alter plans and/or goals set forth in the application require prior grantor agency approval and issuance of a Grant Adjustment Notice (GAN).
5. 5. State what technical assistance the grantor agency might provide during the next six month period to help resolve implementation problems. If technical assistance has been provided to resolve implementation problems, state the problems (or tasks) addressed and the results (or impact) of the assistance provided.
6. 6. Based on the performance measures set forth in the grant application (implementation plan), indicate in quantitative terms the results (of the project) achieving both during the reporting period and cumulative-to-date. Explanatory and qualifying statements will be helpful here, especially if project objectives have changed.

- 2 e. **Special Requirements.** Special reporting requirements or instructions may be prescribed for categorical projects in certain program or experimental areas to better assess impact and comparative effectiveness of the overall categorical grant program. These will be communicated to affected grantees by the agency.

**Public Reporting Burden: Paperwork Reduction Act Notice.** Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this progress report is 120 minutes per progress report. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of the Assistant Attorney General, Office of Justice Programs, 810 7th Street, NW., Washington, DC 20531

OJP FORM 4587/1