

**BUREAU OF JUSTICE ASSISTANCE**  
**INTELLECTUAL PROPERTY ENFORCEMENT PROGRAM (IPEP)**  
**PERFORMANCE MEASURES**

In the following pages, you will find the performance measures for the Bureau of Justice Assistance (BJA) Intellectual Property Enforcement Program (IPEP). These measures are designed to gather information on grant activity that is related to the primary objectives of the IPEP:

Establish task forces to conduct investigations and forensic analyses of evidence and prosecutions in matters involving criminal intellectual property laws.

Enforce criminal intellectual property law.

Acquire computers and other equipment to conduct investigations and forensic analyses of evidence in matters involving criminal intellectual property laws.

Provide education and awareness to the public.

Build capacity of law enforcement agencies and task forces by attending and/or delivering specific training(s) related to intellectual property enforcement.

There are two types of performance measures: quantitative (numeric) and qualitative (narrative responses). The quantitative data are entered in the BJA Performance Measurement Tool (PMT) every 3 months, referred to as a reporting period. Thereafter, data entry will occur quarterly, with a 30-day submission period following the close of the reporting period.

In addition, grantees are required to respond to open-ended qualitative narrative questions in January and July of each calendar year based on activities that occurred during the previous 6-month period.

In January and July of each calendar year and at the close of the award, the grantee (or direct recipient of funds from BJA) is responsible for creating a *Report* from the PMT to upload into the JustGrants System. During the non-submission periods, you are encouraged to create a report for your records.

If you have questions about your program, please contact your State Policy Advisor (SPA) at <https://www.bja.gov/About/Contacts/ProgramsOffice.html>.

You must enter your responses to the questions that follow in the PMT at <https://www.bjaperformancetools.org>. If you have any questions about the PMT or performance measures, please call the BJA Performance Tools Help Desk at 1-888-252-6867 or send an e-mail to [bjapmt@usdoj.gov](mailto:bjapmt@usdoj.gov).

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## GENERAL AWARD INFORMATION

This set of questions concerns information about the administration of the award. Please select the appropriate indicators that best reflect the IPEP.

1. Was there **grant activity** during the reporting period? *“Grant activity” is defined as any proposed activity in the BJA-approved grant application that is implemented or executed with BJA grant funds.*
  - A. Yes
  - B. No (*skip to narrative questions, when due*)
2. Federal Congressional District where services are offered:
  - A. A drop-down list is provided in the PMT where you can select your congressional district.
3. Please specify the implementing organization type:
  - A. State Agency
  - B. Tribal Government
  - C. Unit of Local Government
  - D. Other
  - E. If other, please specify the implementing organization type \_\_\_\_\_
4. Please specify the type of collaborative partnerships established:
  - A. Regulatory agencies
  - B. Intellectual property brand owners
  - C. Local business leaders or vendors or consumers
  - D. Health advocacy partners
  - E. Private sector law enforcement partners
  - F. Other
  - G. If other, please explain \_\_\_\_\_
5. Does the use of the BJA IPEP grant include task force activities? *If yes, you will be prompted to enter data in the Task Force Biographical Information section.*
  - A. Yes/No

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## GRANT ACTIVITY

Please select which of the following activities you proposed in your grant application. Please select ALL categories for which you will perform grant activities during the grant project period. This question will help to determine which performance measure questions you will be prompted to answer.

	Program Activities
<input type="checkbox"/>	<b>BUILD CAPACITY OF LAW ENFORCEMENT AGENCIES AND TASK FORCES</b>
<input type="checkbox"/>	<b>ENFORCE CRIMINAL INTELLECTUAL PROPERTY LAWS:</b> Grantees who select this purpose area will be using grant funds to conduct investigations related to Intellectual Property.
<input type="checkbox"/>	<b>PROVIDE EDUCATION AND AWARENESS TO THE PUBLIC</b>
<input type="checkbox"/>	<b>USE BJA IPEP GRANT TO PURCHASE EQUIPMENT AND SUPPLIES</b>

## IPEP TASK FORCE BIOGRAPHICAL INFORMATION

This set of questions concerns information about the status of the task force for your agency. You would only answer these questions if your grant is funding an Intellectual Property Task Force. The questions reflect the status of your task force before receiving the grant award from BJA. They will only be answered once during the first reporting period in which you are entering data.

6. Number of task force members
  - A. Total number of Federal law enforcement agencies \_\_\_\_\_
  - B. Total number of state law enforcement agencies \_\_\_\_\_
  - C. Total number of local law enforcement agencies \_\_\_\_\_
  - D. Total number of tribal law enforcement agencies \_\_\_\_\_
  - E. Total number of international law enforcement partners \_\_\_\_\_
  - F. Total number of other non-law enforcement agencies \_\_\_\_\_
7. Does your task force have a signed formal written Interagency Agreement or Memorandum of Understanding in place?
  - A. Yes/No
8. Does your task force have current policies and procedures signed by all participating agencies?
  - A. Yes/No
9. Does your task force have an established command structure?
  - A. Yes/No

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## ENFORCE CRIMINAL INTELLECTUAL PROPERTY LAWS

This set of questions concerns information about the enforcement activities your organization is conducting. You will be prompted to answer these questions if you selected the **ENFORCE CRIMINAL INTELLECTUAL PROPERTY LAWS** grant activity earlier in the survey. These questions will be asked during every reporting period. Some questions ask about activities that occurred during the quarter before the start of the grant project period to establish and show changes over time. Your response to the baseline questions is not expected to change.

10. Change in number of offenders arrested for violation of intellectual property laws. This measure represents the extent of the change in the number of intellectual property arrests, as a result of the IPEP grant.
- A. **(Baseline) During the quarter before the start of the project period**, the number of individuals arrested for violation of intellectual property laws. *This value represents the number of individuals arrested for violation of intellectual property laws 3 months before starting the IPEP grant.* \_\_\_\_\_
  - B. Number of **NEW** individuals arrested for violation of intellectual property laws during the reporting period. \_\_\_\_\_
11. Number of intellectual property cases during the reporting period.
- A. Total number of ongoing intellectual property cases carried over from the previous reporting period. Report on the number of intellectual property cases that were reported in the previous reporting period, but are still ongoing during the current reporting period \_\_\_\_\_
  - B. Number of **NEW** cases initiated during the reporting period \_\_\_\_\_
12. Number of intellectual property cases leading to a warrant, indictment, or arrest (report the highest level for each case only). *If a case has led to an arrest, warrant, and/or an indictment during the reporting period, only report it once. Report only new intellectual property cases that lead to a warrant, indictment, or arrest during the reporting period.*
- A. Number of cases that led to a warrant, indictment, or arrest during the reporting period \_\_\_\_\_
13. Change in the number of **FEDERAL** intellectual property–related search warrants served during the reporting period.
- A. **(Baseline) During the quarter before the start of the project period**, the number of **FEDERAL** intellectual property–related search warrants served \_\_\_\_\_
  - B. Number of **NEW FEDERAL** intellectual property–related search warrants served during the reporting period \_\_\_\_\_

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14. Change in the number of **STATE/LOCAL** intellectual property–related search warrants served during the reporting period. *Report only the number of state/local search warrants served during the reporting period.*
- A. **(Baseline) During the quarter before the start of the project period**, the number of **STATE/LOCAL** intellectual property–related search warrants served \_\_\_\_\_
  - B. Number of **NEW STATE/LOCAL** intellectual property–related search warrants served during the reporting period \_\_\_\_\_
15. Number of cases accepted for **STATE** prosecution. *Report the number of new cases accepted for State prosecution during the reporting period.*
- A. Number of **NEW** cases accepted for **STATE FELONY** charges during the reporting period \_\_\_\_\_
  - B. Number of **NEW** cases accepted for **STATE MISDEMEANOR** charges during the reporting period \_\_\_\_\_
16. Number of cases accepted for **FEDERAL** prosecution. *Report the number of new cases accepted for federal prosecution.*
- A. Number of **NEW** cases accepted for **FEDERAL FELONY** charges during the reporting period \_\_\_\_\_
  - B. Number of **NEW** cases accepted for **FEDERAL MISDEMEANOR** charges during the reporting period \_\_\_\_\_
17. Number of defendants accepted for **STATE** prosecution. *Report the number of new defendants accepted for State prosecution during the reporting period.*
- A. Number of **NEW** defendants accepted for **STATE FELONY** charges during the reporting period \_\_\_\_\_
  - B. Number of **NEW** defendants accepted for **STATE MISDEMEANOR** charges during the reporting period \_\_\_\_\_
18. Number of defendants accepted for **FEDERAL** prosecution. *Report the number of new defendants accepted for Federal prosecution during the reporting period.*
- A. Number of **NEW** defendants accepted for **FEDERAL FELONY** charges during the reporting period \_\_\_\_\_
19. Number of **Federal** prosecutions resulting from intellectual property–related search warrants during the reporting period.
- A. Number of federal prosecutions as a result of intellectual property–related search warrants served during the reporting period \_\_\_\_\_
20. Change in the number of intellectual property–related tips/leads received. *If you have reported a specific tip or lead you have received in a previous reporting period for this question, please do not report the same information again.*
- A. **(Baseline) During the quarter before the start of the project period**, the number of intellectual property–related tips/leads received \_\_\_\_\_
  - B. Number of **NEW** intellectual property–related tips/leads received during the reporting period \_\_\_\_\_

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21. Amount of information (tip or lead) shared with other agencies. *If you have reported a tip or lead you have shared it with other agencies in a previous reporting period for this question, please do not report that same information again.*
- A. Number of **NEW** tips or leads shared with other agencies during the reporting period \_\_\_\_\_
22. Number of piracy or counterfeiting organizations disrupted. *If you have disrupted an organization in a previous reporting period (and you have not disrupted their activity again), please do not report that same information again.*
- A. Number of **NEW** disrupted piracy or counterfeit organizations during the reporting period \_\_\_\_\_
23. Number of piracy or counterfeit organizations dismantled. *This number should be less than or equal to the number of organizations disrupted during the reporting period. If you have reported on a dismantled organization in a previous reporting period (and the organization has not since reformed/reorganized), please do not report that same dismantled organization again.*
- A. Number of **NEW** dismantled piracy or counterfeit organizations during the reporting period \_\_\_\_\_
24. Identify the types of crimes investigated during the reporting period. *Check the box to the right if you have investigated that type of crime during the reporting period.*

### Counterfeiting

Possession of counterfeit goods	<input type="checkbox"/>
Sale of counterfeit goods	<input type="checkbox"/>
Possession of counterfeit prescription drugs	<input type="checkbox"/>
Sale of counterfeit prescription drugs	<input type="checkbox"/>

### Trademark Violation

Unlawful labeling	<input type="checkbox"/>
Trademark counterfeiting	<input type="checkbox"/>
Failure to disclose origin of recording	<input type="checkbox"/>
Copyright infringement	<input type="checkbox"/>
Trademark or patent infringement	<input type="checkbox"/>

### Intellectual Capital

Theft of trade secrets	<input type="checkbox"/>
Breach of computer security	<input type="checkbox"/>
Identify theft	<input type="checkbox"/>

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**Financial Crimes**

Money laundering	<input type="checkbox"/>
Tax evasion and tax law violations	<input type="checkbox"/>
Investment fraud	<input type="checkbox"/>
Other financial crimes	<input type="checkbox"/>
If other, please explain _____	
_____	

**Forgery**

Tampering with government records	<input type="checkbox"/>
Forgery (includes possession of a forged instrument or devices)	<input type="checkbox"/>
Securing execution of document by deception	<input type="checkbox"/>
Fraudulent destruction, removal, or concealment of writing	<input type="checkbox"/>

**Other**

Criminal conspiracy	<input type="checkbox"/>
Other crimes	<input type="checkbox"/>
Other (please explain what other crimes) _____	
_____	

25. Number of overtime hours paid with BJA IPEP grant during the reporting period. Overtime hours are those that nonexempt employees work beyond normal working hours (more than 40) during a work week.

A. Number of overtime hours paid with the BJA IPEP grant during the reporting period. Report the number of overtime hours in whole numbers, rather than the dollar amount used for overtime hours \_\_\_\_\_

26. Value of assets seized during investigations during the reporting period.

A. Value of "real" cash seized during the reporting period \_\_\_\_\_

B. Retail Value (MSRP) of **counterfeited** assets (jewelry, medicine, etc.) seized during the reporting period \_\_\_\_\_

C. Retail Value (MSRP) of **other items** (servers, computers, etc.) seized during the reporting period \_\_\_\_\_

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27. Indicate the quantity, street value, and actual value (MSRP) of items seized due to investigations during the reporting period. *Report only the quantity, street value, and actual value (MSRP) of items seized during the reporting period.*

Quantity	Quantity	Street Value (\$)	MSRP (\$)
Hard Drives			
Computers			
Compact Discs (CDs)			
DVDs			
Servers			
Burners			
Handbags			
Jewelry			
Other (Please specify)			
Medicine			
Baby Formula			
Surge Protectors			
Electrical Cords			
Toothpaste			
Other (Please specify) _____			
CALCULATION	<i>Value will be auto calculated in the system</i>	<i>Value will be auto calculated in the system</i>	<i>Value will be auto calculated in the system</i>

28. Amount of electronic information exchanged during the reporting period.
- Number of shared databases established or used during the reporting period \_\_\_\_\_
  - Number of NEW database inquiries during the reporting period \_\_\_\_\_
  - Number of investigatory databases available to investigators during the reporting period \_\_\_\_\_
  - Number of investigations that used shared databases during the reporting period \_\_\_\_\_

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## USE OF BJA IPEP GRANT TO PURCHASE EQUIPMENT AND/OR SUPPLIES

This set of questions concerns information about the equipment or supplies your organization purchased during the reporting period. You will be prompted to answer these questions if you selected the **USE BJA IPEP GRANT TO PURCHASE EQUIPMENT AND SUPPLIES** grant activity earlier in the survey. These questions will be asked during every reporting period.

29. Amount of BJA IPEP grant used to purchase equipment and/or supplies during the reporting period **[DOLLARS]** \_\_\_\_\_
30. Select each type of equipment and/or supplies purchased with BJA IPEP grant. *Check all that apply.*
- A. \_\_\_\_\_ Computers
  - B. \_\_\_\_\_ Software
  - C. \_\_\_\_\_ Servers
  - D. \_\_\_\_\_ Digital data collection devices
  - E. \_\_\_\_\_ Undercover surveillance equipment (microphones, video, etc.)
  - F. \_\_\_\_\_ Other (please specify type and quantity)
  - G. \_\_\_\_\_ Other (please specify type and quantity)
31. Number of personnel who directly benefit from equipment or supplies purchased with BJA IPEP grant, and who report an improvement in job performance.
- A. Number of personnel to receive equipment or supplies purchased with BJA IPEP grant during the reporting period \_\_\_\_\_
  - B. Of the number of personnel who received equipment or supplies purchased with the BJA IPEP grant, the number of personnel who report an improvement in their job performance \_\_\_\_\_
  - C. Explain the impact on job performance for the reporting period. \_\_\_\_\_
  - D. Number of personnel who reported increased efficiency as a result of receiving equipment or supplies purchased with the BJA IPEP grant funds \_\_\_\_\_
  - E. Number of personnel who reported having increased their capacity to process intellectual property evidence as a result of receiving equipment or supplies purchased with the BJA IPEP grant funds \_\_\_\_\_
32. Time savings (in staff hours) as a result of equipment or supplies purchased with BJA IPEP grant.
- A. Number of staff hours required before equipment or supplies purchase \_\_\_\_\_
  - B. Number of staff hours required after equipment or supplies purchase during the reporting period \_\_\_\_\_

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33. Please explain the purchase of equipment and supplies used to facilitate information sharing between your agency and another.

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34. Please explain the number of investigations that resulted from the equipment purchased with the BJA IPEP award.

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## USE OF BJA IPEP GRANT TO PROVIDE EDUCATION AND AWARENESS TO THE PUBLIC

This set of questions concerns information about the provision of education and awareness to the public during the reporting period. You will be prompted to answer these questions if you selected the **PROVIDE EDUCATION AND AWARENESS TO THE PUBLIC** grant activity earlier in the survey. These questions will be asked during every reporting period.

35. Groups targeted by public education and awareness activities (check all that apply)

- A. \_\_\_\_ Business owners/vendors
- B. \_\_\_\_ Consumers
- C. \_\_\_\_ Intellectual property brand owners
- D. \_\_\_\_ Other
- E. If other, please identify: \_\_\_\_\_

36. Number of community-based education and awareness events or activities funded with BJA IPEP grant

- A. Number of in-person events or activities held during the reporting period \_\_\_\_\_
- B. Number of online forums held during the reporting period \_\_\_\_\_
- C. Number of public service announcements aired during the reporting period \_\_\_\_\_
- D. Number of other community-based education and awareness activities held during the reporting period (please specify in E) \_\_\_\_\_
- E. Please specify other types of community-based education and awareness activities identified in D \_\_\_\_\_

37. Number of individuals attending community-based education and awareness events or activities

- A. Number of individuals attending **in-person events or activities** held during the reporting period \_\_\_\_\_
- B. Number of individuals attending **online forums** held during the reporting period \_\_\_\_\_
- C. Number of individuals attending **other** community-based education and awareness activities held during the reporting period (please specify in D) \_\_\_\_\_
- D. Please specify the number of individuals attending each type of **other** community-based education identified in C \_\_\_\_\_

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## BUILD CAPACITY OF LAW ENFORCEMENT AGENCIES AND TASK FORCES BY ATTENDING AND/OR DELIVERING SPECIFIC TRAINING(S) RELATED TO INTELLECTUAL PROPERTY ENFORCEMENT

This set of questions concerns information about the trainings attended and/or delivered by law enforcement agencies and task forces during the reporting period. You will be prompted to answer these questions if you selected the **BUILD CAPACITY OF LAW ENFORCEMENT AGENCIES AND TASK FORCES** grant activity earlier in the survey. These questions will be asked during every reporting period.

38. Number of publications on intellectual property crime funded with BJA IPEP grant
- Number of original publications (i.e., pamphlets, fact sheets, research articles) produced during the reporting period \_\_\_\_\_
  - Number of publications disseminated to the public during the reporting period \_\_\_\_\_
  - Explain how publications were disseminated during the reporting period. \_\_\_\_\_
  - Explain where publications were disseminated during the reporting period (i.e., schools, malls, etc.). \_\_\_\_\_
39. Number of websites on intellectual property crime funded with BJA IPEP grant
- Number of websites developed during the reporting period \_\_\_\_\_
  - Number of websites maintained during the reporting period \_\_\_\_\_
  - Number of hits to the website during the reporting period \_\_\_\_\_
40. Types of specific training attended by or delivered to personnel during the reporting period (*check all that apply*)
- \_\_\_\_\_ Local intellectual property laws
  - \_\_\_\_\_ Federal intellectual property laws
  - \_\_\_\_\_ General intellectual property awareness or issues in the field
  - \_\_\_\_\_ Computer forensics technology/ information training
  - \_\_\_\_\_ Investigative approaches/methods
  - \_\_\_\_\_ Prosecution of intellectual property crimes
  - \_\_\_\_\_ Identification of counterfeit/pirated goods
  - \_\_\_\_\_ Issues related to first responders
  - \_\_\_\_\_ Other
  - If other (please specify) \_\_\_\_\_

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41. Number of law enforcement or task force personnel attending training

- A. Number of law enforcement or task force personnel completing training during the reporting period \_\_\_\_\_
- B. Number of law enforcement or task force personnel who rated the training as satisfactory or better during the reporting period \_\_\_\_\_
- C. Number of law enforcement or task force personnel who reported an increase in knowledge during the reporting period \_\_\_\_\_

42. Did training inform task force policy or procedures?

- A. How many task force procedures were modified during the reporting period as a result of training attendance? \_\_\_\_\_
- B. How many formal policy modifications were made during the reporting period as a result of training attendance? \_\_\_\_\_
- C. How many task force policies or procedures were removed or rescinded during the reporting period as a result of training attendance? \_\_\_\_\_
- D. How many changes to organizational structure were made during the reporting period as a result of training attendance? \_\_\_\_\_

43. Amount of electronic information exchanged

- A. Number of shared databases established or used during the reporting period \_\_\_\_\_
- B. Number of **NEW** database inquiries during the reporting period \_\_\_\_\_
- C. Number of investigatory databases available to investigators during the reporting period \_\_\_\_\_
- D. Number of investigations that used shared databases during the reporting period \_\_\_\_\_

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## NARRATIVE QUESTIONS

You will be asked to answer these questions in January, July, and at the close of the award. Please answer them based on the last 6-month period. You can use up to 5,000 characters for each response.

1. What were your accomplishments during the 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, during 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 *(Please explain)*

B. No

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

A. Yes

B. No *(Please explain)*

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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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**THANK YOU FOR PARTICIPATING!**

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