

BUREAU OF JUSTICE ASSISTANCE

FY 2023 Intellectual Property Enforcement Program: Protecting Public Health, Safety, and the Economy from Counterfeit Goods and Product Piracy

This webinar will begin shortly



BJA
Bureau of Justice Assistance
U.S. Department of Justice

What is the Office of Justice Programs (OJP)?

- OJP provides grant funding, training, research, and statistics to the criminal justice community.
- OJP is one of three grant-making components of the Department of Justice along with the Office on Violence Against Women (OVW) and the Office of Community Oriented Policing Services (COPS)

Office of Justice Programs

BJA - Bureau of Justice Assistance

BJS - Bureau of Justice Statistics

NIJ - National Institute of Justice

OVC - Office for Victims of Crime

OJJDP - Office of Juvenile Justice and Delinquency Prevention

SMART - Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking

U.S. Department of Justice Bureau of Justice Assistance

Mission: BJA's mission is to provide leadership and services in grant administration and criminal justice policy development to support state, local, and Tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement, and promote a safe and fair criminal justice system.





Welcome

Karhlton F. Moore
Director, Bureau of Justice Assistance



BJA's programmatic and policy efforts on providing a wide range of resources, including training and technical assistance, to law enforcement, courts, corrections, treatment, reentry, justice information sharing, and community-based partners to address chronic and emerging criminal justice challenges nationwide.

Policy Office

provides national leadership to criminal justice organizations that partner with BJA to identify effective program models for replication and infuse data-driven, evidence-based strategies into operational models, practices, and programs.

Programs Office

administers state, local, tribal, and territorial grant programs. It acts as BJA's direct line of communication to states, local jurisdictions, territories, and tribal governments by providing customer-focused grants management support and careful stewardship over federal funds.

Operations Office

coordinates all communication, formulates and executes the budget, manages contracts, measures grantees' performance, and provides administrative support to BJA.

Public Safety Officer Benefits Office

provides death and education benefits to survivors of fallen law enforcement officers, firefighters, and other public safety officers, and disability benefits to officers catastrophically injured in the line of duty.

Five Major Strategic Focus Areas

Improve public safety through measures which build trust with the community and ensure an effective criminal justice system

Reduction in recidivism and prevention of unnecessary confinement and interactions with the criminal justice system

Integration of evidence-based, research-driven strategies into the day-to-day operations of BJA and the programs BJA administers and supports

Increasing program effectiveness with a renewed emphasis on data analysis, information sharing, and performance management

Ensuring organizational excellence through outstanding administration and oversight of all of BJA's strategic investments

Fund – Invest diverse funding streams to accomplish goals.

Educate – Research, develop, and deliver what works.

Equip – Create tools and products to build capacity and improve outcomes.

Partner – Consult, connect, and convene.

Webinar Topics

- Program overview
- Program purpose
- Available funding
 - What are allowable costs?
 - What are non-allowable costs?
- Agency eligibility
- How to submit an application
- Review and award process
- Attachments
- Post-award requirements
- Available agency assistance

Program Overview

- The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding to support law enforcement agencies that have an intellectual property (IP) enforcement task force or plan to create one.
- This program furthers the DOJ's mission by assisting state, local, and tribal jurisdictions in preventing and reducing intellectual property theft and related crime as well as supporting law enforcement in investigating and prosecuting IP crimes and reducing violent crime associated with IP cases and investigations.

Program Purpose

- The BJA IPEP program is specifically designed to support DOJ's mission to investigate and prosecute intellectual property crimes by assisting state, local, tribal, and territorial (SLTT) jurisdictions.
- This assistance will include the coordination of IP enforcement efforts among agencies and build partnerships with federal agencies and prosecutors.
- This program also works to prevent and reduce intellectual property theft and related crimes by improving community and buyer awareness.
- To improve deconfliction efforts between SLTT task forces and federal agencies to ensure officer safety and coordination of agency resources.
 - Successful applicants are required to deconflict task force investigations and events through Case Explorer, SAFETNet, or RISSafe

Available funding

- This program is funded under the Economic, High-Technology, White Collar, and Internet Crime Prevention (ECrime) National Training and Technical Assistance allocation.
- \$2,250,000 Million has been allocated for this program.
- Eligible applicants may request **up to \$375,000**.
- Applicant's requests **must** be for allowable items.
- BJA anticipates on issuing 6 awards under this program.
- The award period is for 24 months and needs to be reflected in the budget.

NOTE: Successful FY2022 IPEP awardees are not eligible to apply for FY2023 IPEP funding

What ARE allowable cost?

- Employment costs for members of the task force (wages, benefits, overtime, supervisor)
 - Must be documented in budget documentation
 - Percent of time associated with program
- Prosecutor costs associated with program
- Equipment specifically **used for IPEP enforcement** or **part of the task force**
 - This could include laptops, printers, etc.
 - This could also include printing costs for community awareness programs
- Storage of confiscated items (must be a recognized storage facility)
- Education, training, conferences (must be reasonable)
 - If hosting a training, it should be made available to all task force agencies and other agencies in the geographic area.
- Items must be reasonable, allocable, and necessary for project activities.

NOTE: BJA has the discretion to approve or deny any costs requested by the applicant.

What ARE NON-allowable cost?

- No vehicles of any kind are allowed
 - This includes rentals and leases
 - Unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV.
 - This includes equipment specifically designed for vehicles, to include cameras
- Confidential funds
- Foreign travel or excessive travel
- Service costs/contracts (cellphones, wireless service for laptops, etc.)
- Items requested in previous awards issued by BJA
- Standard equipment that should be issued by the agency
 - Clothing, weapons, tactical equipment, body worn cameras, vests, etc.
- Food or refreshments for any hosted presentations, trainings, or meetings
- Any land acquisition or construction project
- Security enhancements or equipment provided to any non-governmental entity

NOTE: Any questions contact OJP Response Center; 800-851-3420

Agency Eligibility

- State governments
- Special district governments
- City or township governments
- Public and State controlled institutions of higher education
- County governments
- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- BJA will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees).
- Not a successful FY2022 IPEP award recipient.

NOTE: Applications from multiple agencies in the same jurisdiction will not be funded

Definitions for eligible applicants

(A) “Law enforcement” shall include state, local, tribal, municipal, or campus law enforcement agencies, to include prosecutors in these jurisdictions.

(B) “Intellectual property enforcement” means matters relating to the enforcement of criminal laws protecting copyrights, patents, trademarks, other forms of intellectual property, and trade secrets, both in the United States and abroad, including particular matters relating to combating counterfeit and infringing goods.

(C) For the purposes of this solicitation, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Deliverables for the program

- Provide BJA with required information on the number of cases initiated under this award during the given period.
- Provide an overview of IP cases/investigations highlighting (1) successes and (2) ones that showed promise, but did not result in any arrests
- Complete a summary report for each year of the award.
 - Enter data into JustGrants and OJP's Performance Management Tool (PMT)
- Conduct quarterly meetings of the task force members to:
 - Update, discuss, and collaborate on IP investigations, prosecutions, training, and public awareness activities for which a detailed plan must be documented in the timeline, and
 - Provide to all relevant partners documented information about targeting, investigation, analysis, and prosecution of matters involving IP crimes as they relate to violations of state and local criminal statutes.
- Develop and provide a sustainment plan for this IP task force/project for when the federal funding period for the award comes to an end. (sustainment plan needs to be submitted with application)

Application process

There is a two-step application process

Step 1: Application Grants.gov Deadline:
May 23, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline:
May 30, 2023 8:59 PM ET

NOTE: If the deadline for Grants.gov is missed, an application CANNOT be submitted to JustGrants

Required documents in application

- Proposal Abstract
- Proposal Narrative
- Sustainment Plan
- Budget Web-Based Form (ensure items are entered correctly . . . funding lines and category)
- Copies of any memoranda of understanding (MOUs) or cooperation agreements for agencies working together on a task force.
 - These should be the most current or updated version and should include all agencies that are part of the identified task force.
- A letter dated and signed by the chief executive of the applying agency that provides assurance that the state in which the applicant is located has legislation for “intellectual property enforcement.”

NOTE: failure to include these documents may result in the disqualification of application

Additional documents for inclusion

- Disclosure of Lobbying form signed and dated by the Authorizing Official
- Duplication of Cost acknowledgement
- Financial Capability Questionnaire (complete and signed)
- Disclosure of Lobbying Activities
- Financial Management and System of Internal Controls Questionnaire
- Limitation on Employee Compensation; Waiver
- Resumes for key personnel
- Indirect Cost Rate Agreement (if applicable)
- Letters of support (optional, but must be included in applicable)

NOTE: Refer to the solicitation about these documents, questions OJP Response Center (page2)

Application review process

- Verify:
 - Applicant is eligible
 - Applicant has submitted required documents
- Conduct peer review process
- Review recommendations of peer review
- Evaluate proposed program/project
- Review budgets and verify allowable costs
- Approval process through BJA
- Notification to applicants (successful or unsuccessful)
- Final budget clearance

Things to keep in mind

- Read the entire solicitation
- Verify that you meet the eligibility for this program
- Budget numbers are correct for both years and totals are correct
- Clearly articulate your program in the allowed space requirements
- Provide ALL items mentioned in the solicitation are reflected in your narrative.
- Be cognizant of deadlines
- Follow directions provided in the solicitation
- Use solicitation contacts to ask questions – DO NOT ASSUME
- Double check required documents are attached to the application
- **DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT**

NOTE: If you are having technical difficulties submitting, contact technical assistance immediately.

BJA FY 2023 Resources Available for Grant Applicants

Application Assistance

Grants.gov

- Provides technical assistance with submitting the SF-424 and SF-LLL.
 - **Customer Support Hotline** – 800-518-4726 or 606-545-5035
 - Operates 24 hours a day, 7 days a week, except on federal holidays.
 - **Email**
 - <https://www.grants.gov/web/grants/support.html>
 - support@grants.gov
- Provides information on available federal funding opportunities for various federal agencies.

Application Assistance (cont.)

JustGrants Technical Support

- Provides technical assistance with submitting the full application in DOJ's Justice Grants System (JustGrants).
 - **Customer Support Hotline – 833-872-5175**
 - Monday – Friday between 5:00 AM and 9:00 PM ET
 - Saturday, Sunday, and Federal holidays from 9:00 AM – 5:00 PM ET
 - **Email**
 - <https://justicegrants.usdoj.gov/user-support>
 - JustGrants.Support@usdoj.gov

Application Assistance and Support (cont.)

OJP Response Center

- Provides solicitation support and general assistance.
- **email** - grants@ncjrs.gov
- **web chat** - <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>
- **toll free** at 800–851–3420;
- **TTY** at 301–240–6310 (hearing impaired only)

The Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday.

Subscribe

- Subscribe to receive email notifications of new funding opportunities and other resources.
 - Sign-up to receive the twice monthly **JUSTINFO** newsletter as well as the weekly **Funding News** email.
 - Subscribe at <https://www.ojp.gov/subscribe> and be sure to select “Grants/funding” as an area of interest.

Reminder: Dual Deadlines

Applications will be submitted in a two-step process, each with its own deadline:

- Step 1: Submit an SF-424 and an SF-LLL at [Grants.gov](https://www.Grants.gov)
 - **Deadline – May 23, 2023; 8:59pm ET**
- Step 2: Submit the full application, with attachments, at JusticeGrants.usdoj.gov
 - **Deadline – May 30, 2023; 8:59pm ET**

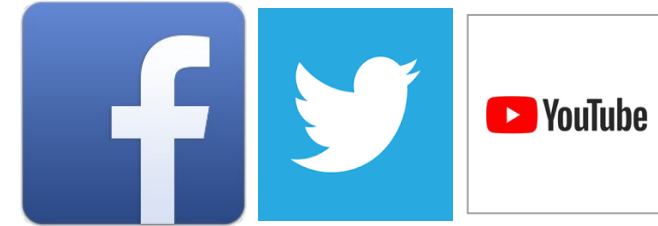
Read the solicitations carefully for further guidance.

NOTE: Submission deadline times for both Grants.gov and JustGrants are now 8:59pm ET, not 11:59pm ET as in past years.

Resources for FY 2023 Grant Applicants

- OJP Funding Resource Center
<https://ojp.gov/funding/index.htm>
- DOJ Grants Financial Guide
<https://ojp.gov/financilaguidedojo/overview>
- DOJ Grants Financial Management Online Training
<https://www.ojp.gov/training/financial-management-training>
- OJP Grant Application Resource Guide
<https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>

Stay Connected



Email Updates

- Text OJP [your email address] to 468-311 to subscribe.
*Message and data rates may apply.

Social Media

- Facebook: <https://www.facebook.com/DOJBJA>
- Twitter: <https://twitter.com/DOJBJA>
- YouTube: www.youtube.com/dojbja

For information on funding opportunities, publications, and initiatives, visit **BJA's website** – <https://bja.ojp.gov>

Quick Reference: Important Contacts



Technical Assistance Submitting the SF-424 and SF-LLL into Grants.Gov: 800–518–4726, 606–545–5035
support@grants.gov



Technical Assistance Submitting the FULL APPLICATION into JustGrants: 833–872–5175
JustGrants.Support@usdoj.gov



Technical Assistance with Programmatic Requirements contact the OJP Response Center: 800–851–3420
grants@ncjrs.gov

FINAL THOUGHTS!

- Read the entire solicitation
- Ask questions
- Remember dual deadlines
- Apply early
- Double check:
 - Application guidelines are followed
 - ALL required attachments are included
 - Letters of support are included in submission
- Any problems entering application contact the appropriate technical assistance provider

Questions?

Enter in the Q&A box and send to All Panelists