



The [U.S. Department of Justice](#), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is pleased to announce it is seeking applications for funding under the Intellectual Property Enforcement, Training, and Technical Assistance Program. This program furthers the Department's mission by assisting state and local jurisdictions in improving the criminal justice system.

## Intellectual Property Enforcement, Training, and Technical Assistance Program FY 2009 Competitive Grant Announcement

### Eligibility

Under **Category I: Law Enforcement**, eligible applicants include state, local, and tribal law enforcement agencies, including municipal and public education institutions, and prosecutors. Multijurisdictional task forces specific to the enforcement and forensic analysis of confiscated evidence of intellectual property crimes are also eligible.

Under **Category II: Training and Technical Assistance**, applicants are limited to national, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations, faith-based and community organizations, institutions of higher education, tribal jurisdictions, and units of local government. For-profit organizations must agree to waive any profit or fees for services.

(See "Eligibility," page 1 for further details)

### Deadline

Registration with OJP's [Grants Management System](#) is required prior to application submission.

All applications are due by 8:00 p.m. Eastern Time on June 25, 2009.

(See "Deadline: Applications," page 1)

### Contact Information

For assistance with the requirements of this solicitation, contact David P. Lewis, BJA Senior Policy Advisor, at 202-616-7829 or email him at [david.p.lewis@usdoj.gov](mailto:david.p.lewis@usdoj.gov).

This application must be submitted through OJP's [Grants Management System \(GMS\)](#). For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3. The GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time. For step-by-step GMS guidance, please utilize OJP's online Grants Management System training tool:

[www.ojp.usdoj.gov/gmscbt](http://www.ojp.usdoj.gov/gmscbt).

**Release date: June 8, 2009**

# CONTENTS

Overview of the Intellectual Property Enforcement, Training, and Technical Assistance Program	1
Deadline: Registration	1
Deadline: Applications	1
Eligibility	1
Intellectual Property Enforcement, Training, and Technical Assistance Program—Specific Information	3
Match Requirement	5
Performance Measures	6
How To Apply	8
What An Application Must Include:	9
Standard Form 424	
Abstract	
Program Narrative	
Budget and Budget Narrative	
Other Attachments	
Selection Criteria	10
Review Process	11
Additional Requirements	11

# Intellectual Property Enforcement, Training, and Technical Assistance Program

## CFDA #s 16.751 and 16.738

### Overview of the Intellectual Property Enforcement, Training, and Technical Assistance Program

The Intellectual Property Enforcement, Training, and Technical Assistance Program, administered by the Bureau of Justice Assistance (BJA), is designed to provide national support and improve the capacity of state and local criminal justice systems to address criminal intellectual property enforcement, including prosecution, prevention, training, and technical assistance. This program is funded under both the Edward Byrne Memorial Competitive Grant Program (Byrne Competitive Program) and the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Authorized by the Consolidated Appropriations Act, 2009, (Pub. L. 111-8), the Byrne Competitive Program helps local communities improve the capacity of state and local justice systems and provides for national support efforts including training and technical assistance programs strategically targeted to address local needs. The JAG Program (42 U.S.C. 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions, and JAG funds support all components of the criminal justice system. The JAG Program authorization also states that “the Attorney General may reserve not more than 5 percent, to be granted to 1 or more States or units of local government, for 1 or more of the purposes specified in section 3751 of this title, pursuant to his determination that the same is necessary—(1) to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime” (42 U.S.C. 3756).

### Deadline: Registration

Applications must be submitted through OJP’s online [Grants Management System \(GMS\)](#). Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. The registration process for organizations includes: (1) obtaining a Data Universal Numbering System (DUNS) number; (2) registering your organization with the Central Contractor Registration (CCR) database; and (3) registering with GMS prior to applying. See How To Apply (page 8) for further information on DUNS numbers and the CCR.

The deadline to register is **8:00 p.m. Eastern Time on June 25, 2009**.

### Deadline: Applications

The due date for applying for funding under this announcement is **8:00 p.m. Eastern Time on June 25, 2009**.

### Eligibility

For **Category I: Law Enforcement**, eligible applicants include state, local, and tribal law enforcement agencies, including municipal and public education institutions, and prosecutors.

Multijurisdictional task forces specific to the enforcement and forensic analysis of confiscated evidence of intellectual property crimes are also eligible.

For **Category II: Training and Technical Assistance**, eligible applicants are limited to national, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations, faith-based and community organizations, institutions of higher education, tribal jurisdictions, and units of local government. For-profit organizations must agree to waive any profit or fees for services. The training and technical assistance must be national in scope, and the provider must be able to provide training and/or technical assistance at remote locations throughout the United States; services should not be limited to an existing training facility and/or lab.

For the purpose of this solicitation the following definitions shall apply:

- (A) "law enforcement" shall include state or local law enforcement agencies, to include prosecutors, municipal, and public education institutions.
- (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 in particular matters relating to combating counterfeit and infringing goods.

**Faith-Based and Other Community Organizations:** Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., remove religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please go to [www.usdoj.gov/fbci/effect-rfra.pdf](http://www.usdoj.gov/fbci/effect-rfra.pdf).

**American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations:** All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment

of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

## **Intellectual Property Enforcement, Training, and Technical Assistance Program—Specific Information**

*All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.*

The Intellectual Property Enforcement, Training, and Technical Assistance Program is designed to provide national support and improve the capacity of state and local criminal justice systems to address intellectual property criminal enforcement, including prosecution, prevention, training, and technical assistance.

Research has shown that intellectual property crimes are closely related to and support other crimes, including violent crime. A report by the Rand Corporation found that “Counterfeiting is widely used to generate cash for diverse criminal organizations. In the case of DVD film piracy, criminal groups are moving to control the entire supply chain, from manufacture to distribution to street sales, consolidating power over this lucrative black market and building substantial wealth and influence in virtually every region of the globe. Counterfeiting is a threat not only to the global information economy, but also to public safety and national security.”<sup>1</sup>

Funded programs under this solicitation must establish and maintain effective collaboration and coordination between state and local law enforcement, including prosecutors, multijurisdictional task forces, and the appropriate federal agencies, specifically the Federal Bureau of Investigation and the U.S. Attorney’s Office. The information to be shared must include information about the investigation, analysis, and prosecution of matters involving intellectual property laws and the infringement of copyrighted works as it relates to violations of state and local criminal statutes.

Because federal funding may not be available in the future, applicants should avoid using funds for hiring personnel, although use of funds for overtime and other investigatory expenses incurred is allowable. Applicants must substantiate the need for all equipment budgeted. Per 42 U.S.C. 3751(d)(1), “no [JAG program] funds. . . may be used, directly or indirectly, to provide. . . [a]ny security enhancements or any equipment to any non-governmental entity that is not engaged in criminal justice or public safety.”

Program sustainability beyond the grant period must be addressed by every applicant under this program (see Selection Criteria, page 10).

**Note: Applications that do not respond to the identified categories will not be peer reviewed or considered for funding under this solicitation. Applications for Category II must also be national in scope.**

See the [Frequently Asked Questions](#) for further information on the solicitation and its requirements.

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<sup>1</sup> Treverton, Gregory F., *Film Piracy, Organized Crime, and Terrorism*, 2009, Santa Monica, CA: The Rand Corporation. 2009, retrieved May 13, 2009 from [www.rand.org/pubs/monographs/MG742/](http://www.rand.org/pubs/monographs/MG742/).

### **CATEGORY I: LAW ENFORCEMENT**

Multiple grants of up to \$200,000 are anticipated under this category. The project period for awards under this category is up to 12 months. The project start date should be on or after October 1, 2009.

There is a 50 percent match required under this category, which may include in-kind services (see page 5).

The specific focus of this category is criminal investigation, prosecution, prevention, and education as it relates to intellectual property enforcement. Specifically, this category will fund efforts to:

- Assist state and local law enforcement agencies in enforcing criminal intellectual property laws, including the reimbursement of expenses incurred in performing criminal enforcement operations, such as overtime payments and storage fees for seized evidence.
- Assist state and local law enforcement agencies in educating the public to prevent, deter, and identify criminal violations of intellectual property laws.
- Establish task forces to include state or local law enforcement entities, or both, exclusively to conduct investigations and forensic analyses of evidence and prosecutions in matters involving criminal intellectual property laws.
- Assist state and local law enforcement officers and prosecutors in acquiring computer and other equipment to conduct investigations and forensic analyses of evidence in matters involving criminal intellectual property laws.

### **CATEGORY II: TRAINING AND TECHNICAL ASSISTANCE**

One grant award of up to \$500,000 is anticipated under this category. The project period is up to 12 months. The project start date should be on or after October 1, 2009.

The training and technical assistance must be national in scope, and the provider must be able to provide training and/or technical assistance at remote locations throughout the United States; services should not be limited to an existing training facility and/or lab. The specific focus of this category is to establish and/or develop a BJA training curriculum and to provide educational classes nationwide to law enforcement agencies in the areas of criminal enforcement and forensic analysis, to include technical assistance as needed. Specifically, BJA is seeking a training and technical assistance provider to:

- Provide training curricula specializing in the identification, investigation, enforcement, and prosecution of intellectual property crimes, including education as it relates to forensic analysis within this specialized area of criminal enforcement.
- Provide innovative delivery methodologies of curricula to include, but not limited to, e-training, roll call training, and academy training of both new recruits and experienced officers, prosecutors, and other justice system employees.
- Develop and distribute BJA educational materials for public safety at all levels, including administrators, investigators, and line officers. The approach for development and delivery of the materials may include handouts, CDs, etc., but should include innovative methods to

reach large national audiences. Although the intended recipients of service delivery are members of the criminal justice system, products should be adaptable to build awareness of criminal intellectual property issues to the public.

- Provide technical assistance to public safety agencies in the areas of investigation, training, prosecution, and computer forensics as it relates to criminal violations.
- Identify new criminal crime trends in the area of intellectual property and develop methodologies for addressing needs of the field through training, education, and use of technology.

### **Amount of Awards**

A total of \$3 million is available under this program in FY 2009. There is no limit on the number of grants to be awarded.

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the Federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at [www.opm.gov](http://www.opm.gov).) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative of the application. The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant funds and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

### **Match Requirement**

A grant made under Category I: Law Enforcement may not cover more than 50 percent of the total costs of the project being funded. The applicant must identify the source of the 50 percent non-federal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services or a combination of the two. The formula for calculating match is:

$$\frac{\text{Award amount}}{\text{Federal Share}} = \text{Adjusted Project Costs}$$

Recipient's share x Adjusted Project Cost = required match

**Example:** For a federal award amount of \$200,000, match would be calculated as follows:

$$\frac{\$200,000}{50\%} = \$400,000 \quad 50\% \times \$400,000 = \$200,000 \text{ match}$$

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. In addition, applicants must discuss their data collection methods in the application. Performance measures for this solicitation are as follows:

Objectives	Performance Measures	Data Grantee Provides
<p><b>Category I:</b> Assist state and local law enforcement agencies in enforcing criminal intellectual property laws.</p>	<p>Percentage increase in the number of offenders arrested for violation of intellectual property laws.</p> <p>Percent increase in the number of state intellectual property-related search warrants served.</p> <p>Percent increase in the number of local intellectual property-related search warrants served.</p> <p>Percent increase in the number of intellectual property-related tips/leads received during this reporting period.</p>	<p>Number of offenders arrested for violation of intellectual property laws during this reporting period.</p> <p>Number of state intellectual property-related search warrants served during this reporting period.</p> <p>Number of local intellectual property-related search warrants served during this reporting period.</p> <p>Number of intellectual property-related tips/leads received during this reporting period.</p>
<p><b>Category I:</b> Establish task forces to conduct investigations involving criminal intellectual property laws.</p>	<p>Percentage increase of the number of agencies participating in the intellectual property task force.</p> <p>Percentage increase in the number of investigations conducted by the intellectual property task force.</p>	<p>Total number of state/local/tribal law enforcement agencies participating in the intellectual property task force prior to the start of the grant.</p> <p>Total number of state/local/tribal law enforcement agencies participating in the intellectual property task force during this reporting period.</p> <p>Number of new investigative cases initiated by the intellectual property task force during this reporting period.</p>
<p><b>Categories I &amp; II:</b> Increase the knowledge of criminal justice practitioners through in-person training.</p>	<p>Percentage of trainees who successfully completed the in-person training.</p> <p>Percentage of trainees who completed the in-person training who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the in-person training whose post-test indicated an improved score over their pre-test.</p>	<p>Number of individuals who completed the in-person training.</p> <p>Number of individuals who attended each in-person training</p> <p>Number of trainees who completed the in-person training who rated the training as satisfactory or better.</p> <p>Number of individuals who completed an evaluation at the conclusion of the in-person training.</p> <p>Number of individuals who completed the in-person training whose post-test indicated an improved score over their pre-test.</p>



		Number of individuals who completed a pre and post-test.
<b>Categories I &amp; II:</b> Increase the knowledge of criminal justice practitioners through web-based learning.	Percentage of trainees who successfully completed the web-based program.  Percentage of trainees who completed the web-based training who rated the training as satisfactory or better.	Number of individuals who started the web-based training.  Number of individuals who completed the web-based training.  Number of trainees who completed the web-based training who rated the training as satisfactory or better.  Number of individuals who completed an evaluation at the conclusion of the web-based training.  Number of individuals who completed a pre- and post-test.
<b>Categories I &amp; II:</b> Increase the knowledge of criminal justice practitioners through distance learning using CD/DVDs.	Percentage of organizations that completed the survey who expressed satisfaction that the CD/DVD met their training needs.	Number of organizations receiving the CD/DVDs.  Number of organizations who received CD/DVDs who were surveyed.  Number of organizations who responded to the survey.  Number of organizations who expressed satisfaction that the CD/DVD met their training needs.
<b>Categories I &amp; II:</b> Increase information provided to the criminal justice community.	Percent increase in information provided to the criminal justice community.	Number of publications developed.  Number of publications disseminated.  Number of requests for information responded to.
<b>Categories I &amp; II:</b> Increase the knowledge of criminal justice practitioners through the development and/or revision of training curricula.	Percentage of curricula that were pilot tested.  Percentage of curricula that were revised after pilot testing.	Number of training curricula developed.  Number of training curricula pilot tested.  Number of training curricula revised after being pilot tested.
<b>Categories I &amp; II:</b> Increase the knowledge of criminal justice practitioners through technical assistance.	Percentage increase in technical assistance requests responded to	Number of onsite TA requests received.  Number of onsite TA visits completed.  Number of office-based TA requests received.  Number of office-based TA requests completed.  Number of agencies that received assistance acquiring computers and other equipment for matters involving criminal intellectual property laws.

## How to Apply

**Grants Management System Instructions.** Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.usdoj.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

**Funding Opportunities with Multiple Categories:** Some OJP solicitations posted on GMS contain categories, denoted by the individual solicitation title referencing the category area. If you are applying to a solicitation with multiple categories, you must select the appropriate solicitation title for the intended category of your application. The application will be peer reviewed according to the requirements of the category under which it is submitted.

**Note: OJP will not review any application with attachments in Microsoft Vista or Microsoft 2007 format.** Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), Work Perfect (\*.wpd), Microsoft Excel (\*.xls), PDF files (\*.pdf) or Text Documents (\*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure the documents you are submitting are saved using "Word 97-2003 Document (\*.doc)" format.

**Please also note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments.** OJP's Grants Management System (GMS) downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) numbers for this solicitation are 16.751, titled "Edward Byrne Memorial Competitive Grant Program," and 16.738, titled "Edward Byrne Memorial Justice Assistance Grant Program."

**A DUNS number is required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.

**Central Contractor Registration (CCR) is required:** In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance

applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## **What an Application Must Include**

### **Standard Form 424**

#### **Program Abstract (Attachment 1)**

Applicants must provide an abstract identifying the applicant's name, title of the project, dollar amount requested, and category for which the applicant is applying (i.e., Category I: Law Enforcement or Category II: Training and Technical Assistance). The abstract must include goals of the project, a description of the strategies to be used, a numerical listing of key/major deliverables, and coordination plans. The abstract must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 1 page.

#### **Program Narrative (Attachment 2)**

The program narrative must respond to the solicitation and the Selection Criteria (1–3, 5) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 10 pages. Please number pages “1 of 10,” “2 of 10,” etc. Submissions not adhering to the format will be deemed ineligible.

#### **Budget and Budget Narrative (Attachment 3)**

Applicants must provide a budget that is allowable and reasonable (Selection Criteria 4). Applicants must submit a budget detail worksheet and budget narrative. A budget detail worksheet form is available on OJP's web site at [www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf). When using this form, applicants must also include a budget narrative, in MS Word or PDF format, as a separate attachment. Both the budget detail worksheet and narrative explanation of costs can be provided in a single document using this acceptable MS Word Budget template, available at [www.ojp.usdoj.gov/BJA/funding/Budget\\_Worksheet\\_Narrative\\_Template.doc](http://www.ojp.usdoj.gov/BJA/funding/Budget_Worksheet_Narrative_Template.doc). Applicants may submit the budget and budget narrative in a different format (i.e., Excel spreadsheet), but it must contain all categories listed within the budget detail worksheet.

For Category I: Law Enforcement, budgets must clearly show the allocation of both the federally requested funding and the agency's match contribution.

#### **Project Timeline and Position Descriptions (Attachment 4)**

Attach a project timeline with each project goal, related objective, activity, expected completion date, and responsible person or organization; and project descriptions for key positions.

#### **Letter of Assurances (Attachment 5, for Category I applicants ONLY)**

Applicants must attach a letter addressed to the BJA Director affirming the required assurances required under this grant program and signed by the Chief Executive of the applying agency. This letter must address the following:

- A. Assurances the state in which the applicant is located has legislation for “intellectual property enforcement” with regard to criminal violations; to mean 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 in particular matters relating to combating counterfeit and infringing goods.
- B. An assessment of the resource needs of the state or local government entity applying for the grant, including information on the need for reimbursements of base salaries and overtime costs, storage fees, and other expenditures to improve the investigation, prevention, or enforcement of criminal laws as described in (A) above; and
- C. A plan for coordinating the programs funded under this section with other federally funded technical assistance and training programs, including directly funded local programs such as the Edward Byrne Memorial Justice Assistance Grant Program authorized by subpart 1 of part E of title I of the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3750 et seq.).

## **Selection Criteria**

### **1. Statement of the Problem (15 percent of 100)**

Identify the precise problem to be addressed by the project. Provide specific data where available.

### **2. Program Design and Implementation (30 percent of 100)**

Fully describe how the project will reach the stated goals and objectives by providing a complete description of its design and proposed implementation. For Category II applicants only, discuss the national significance of the program to improve the functioning of the criminal justice system and to assist victims of crime (other than compensation). Tie program activities to goals, objectives, and the performance measures applicable to the project. Include a comprehensive timeline that identifies milestones, numerically listed deliverables, and who is responsible for each activity (as Attachment 4).

### **3. Capabilities/Competencies (25 percent of 100)**

Fully describe the applicant’s capabilities to implement the project and the competencies of the staff assigned to the project to oversee it. For Category II applicants only, demonstrate, including giving specific examples, your organization’s expertise and experience in providing training and/or technical assistance at remote locations throughout the United States, developing training curriculum, and providing educational classes in the areas of criminal enforcement and forensic analysis on a national level.

### **4. Budget (10 percent of 100)**

Provide a comprehensive budget that is complete, allowable, and justified based on the proposed project as described in project narrative (Attachment 3). Applicants must substantiate the need for all equipment budgeted. For Category I: Law Enforcement, budgets must clearly show the allocation of both the federally requested funding and the agency’s match contribution.

### **5. Impact/Outcomes, Evaluation, Sustainment, and Description of the Applicant’s Plan for the Collection of the Data Required for Performance Measures (20 percent of 100)**

Explain how the program’s effectiveness will be demonstrated. Describe how performance

measure data will be collected and how it will be assessed to measure the impact of proposed efforts. Outline a strategy for sustaining the project when the federal grant ends.

## **Review Process**

The Office of Justice Programs is committed to ensuring a standardized process for awarding grants. The Bureau of Justice Assistance will review the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation as well. BJA may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with BJA, will conduct a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examine proposed costs to determine if the budget and budget narrative accurately explain project costs; and determine whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act

- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006