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The U.S. Department of Justice, Office of Justice Programs' Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART) is pleased to announce that it is seeking applications for funding under the SMART Office FY 2009 Support for Adam Walsh Act Implementation Grant Program. This program furthers the Department's mission by assisting states, territories and certain federally recognized American Indian tribes, as specified in the eligibility section, with implementation of requirements under the Adam Walsh Child Protection and Safety Act of 2006, specifically Subtitle A of Title I, the Sex Offender Registration and Notification Act (SORNA).

## **SMART Office Fiscal Year 2009 Support for Adam Walsh Act Implementation Grant Program**

### **Eligibility**

Applicants are limited to states, territories, and federally recognized American Indian tribes who have elected to carry out the requirements of SORNA.  
(See "Eligibility," page 4)

### **Deadline**

**Registration with [Grants.gov](http://Grants.gov) is required prior to application submission.**  
(See "Registration," page 3)

All applications are due by 8 p.m. Eastern Time on March 30, 2009.  
(See "Deadline for Applications", page 3)

### **Contact Information**

For assistance with the requirements of this solicitation, contact Jacqueline O'Reilly, Grant Program Specialist at 202-514-5024 or [jacqueline.o'reilly@usdoj.gov](mailto:jacqueline.o'reilly@usdoj.gov) or Victoria Jolicoeur at 202-514-4696 or [victoria.jolicoeur@usdoj.gov](mailto:victoria.jolicoeur@usdoj.gov).

This application must be submitted through *Grants.gov*. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or send an email to [support@grants.gov](mailto:support@grants.gov). **Note:** The *Grants.gov* Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

Grants.Gov number assigned to announcement: **SMART-2009-2071**  
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# SMART Office FY 2009 Support for Adam Walsh Act Implementation Grant Program

## CFDA # 16.750

### Overview

The Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART) Support for Adam Walsh Implementation Grant Program assists states, territories and certain federally recognized tribal jurisdictions with developing and/or enhancing programs designed to implement the Sex Offender Registration and Notification Act (SORNA) of the Adam Walsh Act (AWA)(42 U.S.C. § 16901, *et seq.*). This Act is designed to protect children and adults from sexual exploitation and violent crime, prevent child abuse and child pornography, promote Internet safety, and honor the memory of Adam Walsh and other crime victims. SORNA was enacted to protect the public from convicted sex offenders and offenders against children by establishing a comprehensive national system for the registration of those offenders. Jurisdictions are required to implement SORNA by July 27, 2009. SORNA provides that all registration jurisdictions can request up to two one-year extensions for implementation until July 26, 2011. The SMART Office has provided instructions to all registration jurisdictions on how to request a one-year extension for the period from July 27, 2009 through July 26, 2010.

### Deadline: Registration

Registering with Grants.gov is a one-time process; however, processing delays may occur and **it can take up to several weeks for first-time registrants to receive confirmations/user passwords.** OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package to our agency by the application deadline specified. The registration process for organizations involves these steps: (1) Obtain a Data Universal Numbering System (DUNS) number; (2) Register your organization with the Central Contractor Registration (CCR) database; (3) Register with Grants.gov's Credential Provider and obtain a username and password; (4) Register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR); and (5) The E-Business Point of Contact (POC) assigns the "Authorized Applicant Role" to you. For more information about the registration process, go to [www.grants.gov](http://www.grants.gov). **Note: Your CCR must be renewed once a year. Failure to renew the CCR may prohibit submission of a grant application through Grants.gov.**

### Deadline: Application

The due date for applying for funding under this announcement is 8 p.m. Eastern Time on March 30, 2009, 2009.

Within 24-48 hours after submitting your electronic application, you should receive an email validation message from Grants.gov. The validation message will tell you if the application has been received and validated or if it has been rejected, and why.

**Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused the rejection notification.

If you experience unforeseen Grants.gov technical issues beyond your control, you must contact OJP staff **within 24 hours after the due date** and request approval to submit your application. At that time, OJP staff will require you to email the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OJP reviews all of the information submitted as well as contacts Grants.gov to validate the technical issues reported by the grantee, OJP will contact you to either approve or deny the request.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its website; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

## **Eligibility**

Applicants under this initiative are limited to states and federally recognized American Indian tribes that are eligible under SORNA section 127 to carry out the functions of SORNA and have elected to do so. The term "state" refers to any State of the United States, the District of Columbia, and the five principal U.S. territories. The term jurisdiction is defined in the current SORNA national guidelines as any State of the United States, the District of Columbia, the principal U.S. territories and federally recognized American Indian tribes to the extent provided by SORNA section 127. Preference may be given to jurisdictions that did not receive funding under the FY08 SMART Office Support for Adam Walsh Act Implementation Grant Program.

Applications will be accepted for collaborative projects between jurisdictions. For instance, tribes that have elected to carry out the requirements of SORNA may implement solely for the specific tribe or may choose to enter into a consortium of tribes that have elected to carry out the requirements of SORNA. For example, several tribes may chose to form a consortium to share hardware resources such as digital fingerprint equipment or kiosks; or jointly staff or share registry offices or other facilities used for registration. These applications must include supporting documentation, such as an interagency agreement, memorandum of understanding, or letter of cooperation, which demonstrates the collaborative endeavor.

Applications will be considered only for jurisdictions that can demonstrate the intention of complying with the requirements of SORNA. This can be demonstrated by the jurisdiction either by having submitted a request for an extension or having been found to be substantially implementing SORNA.

**Federally Recognized American Indian Tribes.** 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.

Tribes that were designated as being eligible to make an election to carry out the requirements of SORNA, according to SORNA section 127, must submit a copy of the tribal resolution

documenting the election to participate as an implementing jurisdiction according to SORNA section 127. Tribes that initially elected to participate as an implementing jurisdiction but have since delegated their rights will not be eligible for this grant.

Applicants are encouraged to review the Civil Rights Compliance section under “Additional Requirements” in this announcement.

## **Adam Walsh Act Implementation Grant 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.*

### **Purpose**

The Adam Walsh Act (AWA) Implementation Grant Program assists state and tribal jurisdictions with developing and/or enhancing programs designed to implement requirements of the Sex Offender Registration and Notification Act (SORNA) under AWA. In summary, SORNA requires: (1) all States, the District of Columbia, the principal U.S. territories, and participating federally recognized Indian tribes to maintain a sex offender registry; and (2) sex offenders to register and maintain a current registration in each jurisdiction where the offender resides, is an employee, or is a student. SORNA also sets forth requirements for sex offender registries, to include: specified required information, duration of registration, and in-person verification of sex offender identity as well as participation in the Dru Sjodin National Sex Offender Public Website. For more specific information about compliance with SORNA and access to the final National Guidelines on Sex Offender Registration and Notification, please visit [http://www.ojp.usdoj.gov/smart/guidelines\\_final.htm](http://www.ojp.usdoj.gov/smart/guidelines_final.htm). For information and resources on AWA, visit <http://www.ojp.usdoj.gov/smart/>.

### **Goals, Objectives, Deliverables**

Applicants must demonstrate how their programs will work to facilitate jurisdictional compliance with SORNA. In developing and/or enhancing jurisdiction wide efforts or programs designed to implement SORNA, applicants may propose specific strategies and projects including, but not limited to:

- Developing or enhancing jurisdiction wide SORNA sex offender registration programs or functions.
- Enhancing infrastructure for the collection, storage, submission or analysis of sex offender biometric data (finger and palm prints) and DNA to allow for SORNA compliant practices.
- Developing or enhancing law enforcement and other criminal justice agency information sharing at the jurisdiction level as well as between jurisdiction level agencies and local level agencies as it relates to SORNA sex offender registration and notification compliance and accountability.
- Providing support for coordinated interagency efforts to comply with SORNA.
- Developing and implementing training for law enforcement and other criminal justice agency personnel responsible for sex offender registration and compliance related to SORNA implementation by the jurisdiction.

For tribal applicants, up to 20 percent of grant funds may be used to support assessment and planning activities within the first four months of the 18 month project period. The remaining funds must support project activities identified during the planning stage as necessary to implement SORNA requirements.

Applicant proposals may include the purchase of equipment for items such as digital finger and palm print technology, scanners to transfer existing records and documents into a digital format, computer hardware and DNA collection. The SMART Office developed information technology resources which have been made available to all SORNA jurisdictions for the purpose of meeting requirements of participation in the Dru Sjodin National Sex Offender Public Website. These resources include software such as: mapping technology, geographic radius and email address search applications, and community notification and email notification applications. It is therefore recommended that applicants avoid proposals that include similar software expenditures. Allowable software purchases could include software needed by the jurisdiction to support kiosks or facilitate information-sharing between a jurisdiction's sex offender registry and other law enforcement-operated electronic systems or databases and sex offender tracking systems within the jurisdiction (including local law enforcement), software that facilitates sex offender tracking and management throughout the jurisdiction as well as software or technical assistance necessary to facilitate use of SMART provided software resources.

States applying for funding must submit with their application evidence of the State's intention to substantially implement the requirements of SORNA in the form of an official letter signed by the designated State agency official, such as the Governor or the Attorney General, leading the State's effort to substantially comply with and implement the requirements of SORNA. Tribal applicants must identify eligibility status by indicating that the tribe is eligible to and has elected to carry out the requirements of SORNA under section 127 and has not delegated their duties since their election. Tribes that have elected to carry out the requirements of SORNA must submit the tribal resolution which documents the tribe's election to do so. Applicants who fail to include this information will not be considered for funding.

### **Award information**

Individual grant awards will be up to \$300,000 for a period of up to 18 months. Ten percent of the total amount awarded will be set-aside for tribal jurisdictions. It is anticipated that any award that may be made under this solicitation should be awarded not later than September 30, 2009.

**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% 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 for the application.

### **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. Additionally, applicants must discuss their data collection methods in the application. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
<p>Improve public sex offender registry systems to support SORNA compliance</p>	<p>Number of SORNA requirements implemented during the reporting period</p> <p>Number of enhancements implemented in existing electronic sex offender registries</p> <p>Percentage of records/data made electronically accessible for inclusion in SORNA jurisdiction sex offender registries</p>	<p>Number of policies/procedures and/or programs established/ amended to comply with SORNA during the reporting period</p> <p>Number of SORNA requirements implemented during the reporting period</p> <p>Number of jurisdiction personnel trained on SORNA compliance during the reporting period</p> <p>Number of new data fields created to electronically collect sex offender registration information pursuant to SORNA during the reporting period</p> <p>Number of electronic interfaces made available to support inter and/or intra-jurisdictional system connections during the reporting period</p> <p>Number of intra-jurisdictional system connections established to support electronic transmission of sex offender registration information during the reporting period</p> <p>Number of live scan systems and/or scanners installed during the reporting period</p> <p>Number of individuals trained on live scan and/or scanner equipment during the reporting period</p> <p>Number of records/data (including sex offender case files; sex offender registration information; finger/palmprint cards, DNA) captured and/or automated during the reporting period</p> <p>Number of updated sex offender</p>

<p>Enhance jurisdiction efforts to ensure victim and public safety</p>	<p>Percentage of registered sex offenders in compliance with jurisdiction registry requirements</p>	<p>registration records electronically transmitted (intra and inter-jurisdictionally) during each month of the reporting period</p> <p>Total number of sex offenders who are registered in the jurisdiction each month during the project period</p> <p>Total number of sex offenders who are in compliance with jurisdiction registry requirements each month during the project period</p> <p>Total number of offenders identified as non-compliant with jurisdiction registry requirements during each month of the project period</p> <p>Number of sex offenders identified in the jurisdiction during the reporting period (tribal jurisdictions only)</p>
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## How to Apply

DOJ participates in Grants.gov -- a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

**Grants.Gov Instructions:** Complete instructions can be found at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, Monday-Friday from 7:00 a.m. to 9:00 p.m. eastern time.

**Funding Opportunities with Multiple Purpose Areas:** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If you are applying to a solicitation with multiple Competition IDs, you must select the appropriate Competition ID for the intended purpose area of your application. The application will be peer reviewed according to the requirements of the purpose area under which it is submitted.

**Note: OJP’s Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007.** Therefore, OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), WordPerfect (\*.wpd), PDF files (\*.pdf), or Text Documents (\*.txt) and may include \*.xls files. GMS is not yet



compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of “.docx.” Please ensure the documents you are submitting in Grants.gov are saved using “Word 97-2003 Document (\*.doc)” format. Additionally, GMS does not accept executable file types as application attachments. 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) number for this solicitation is 16.750, titled “Support for Adam Walsh Act Implementation Grant Program,” and the funding opportunity number is SMART-2009-2071. **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 Numbering 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 for federal assistance applicants, recipients, and subrecipients. 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 <http://www.dnb.com/us/>. 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 and Narrative (Attachment 1)**

**Program Abstract:** Applicants must provide an abstract that clearly identifies the scope of the proposed project; the amount of federal funding requested; and the activities that will be implemented to achieve project goals and objectives. 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:** The program narrative must respond to the solicitation and the selection criteria. Submissions that do not adhere to the format will be deemed ineligible. 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 20 pages. Please number pages “1 of 20,” “2 of 20,” etc.

## **Budget and Budget Narrative (Attachment 2)**

Applicants must provide a budget that is complete and allowable. Applicants must submit a budget worksheet and budget narrative in one file. A fillable 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). Applicants must provide a detailed breakdown of projected costs, including projected costs of labor, resources, and equipment (where necessary), and other detailed program costs. **If it is necessary for applicants to use funds to purchase computer hardware or software, applicants must provide a detailed explanation of why the hardware or software is required in order for the project to succeed.**

## **Indirect Cost Rate Agreement**

Indirect costs are allowed provided the applicant has a federally approved indirect cost rate agreement.

## **Project Timeline and Position Descriptions (Attachment 3)**

Attach a project timeline with each project goal, related objective, activity, expected completion date, and responsible person or organization. Please do not use actual calendar months in your timeline; instead prepare the timeline using "Month 1," etc. Position descriptions for key positions should also be submitted.

## **Other Supporting Materials (Attachment 4)**

- For state-level applicants: letter signed by designated state agency official leading the state's effort to substantially comply with and implement the requirements of SORNA.
- For tribal applicants: tribal resolution filed with the SMART Office that documents the tribe's election to carry out the requirements of SORNA.

Tribal applicants proposing a collaborative effort must provide:

- Letter of cooperation, memorandum of understanding, or interagency agreement that documents the collaborative work of all involved agencies.

## **Selection Criteria**

### **1. Statement of the Problem**

Applicants must describe the challenges the jurisdiction faces in complying with federal legislation and how the challenges will be addressed through the new or innovative strategy(ies) that will be funded through the grant. Fully describe the specific, local target population and target community.

### **2. Program Design and Implementation**

Applicants must describe the goals of the proposed project and identify its objectives and outcomes. This section must outline how the proposed strategy will assist the jurisdiction in complying with SORNA.

Goals. Applicants should provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. This section must outline the specific goals of the project.

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and they should be connected to the problems identified in the preceding section. The objectives should be measurable.

Implementation/Enhancement Strategy. This section should be detailed and specifically describe how the project will operate during the funding cycle. Applicants must describe the specific strategy that will be used to implement the proposed program. This section should illustrate what activities are proposed for the project and describe how the strategy will achieve the goals and objectives. The applicant must describe the steps it has taken or will take to assess and analyze its current sex offender registration and notification efforts.

### **3. Capabilities/Competencies**

Applicants must describe the management structure and staffing of the project, and identify the public sector agency responsible for the project and the grant coordinator. This section should describe the experience and capability of the applicant and any contractors that will be used to implement the project. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the project work plan. Applicants must describe their organization's experience with sex offender management issues.

### **4. Budget**

Applicants must provide a budget that is allowable, cost effective, and reasonable (submit as an Attachment). **If it is necessary for applicants to use funds to purchase computer hardware or software, applicants must provide a detailed explanation of why the hardware or software is required in order for the project to succeed.**

### **5. Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan**

Applicants must describe how performance will be documented, monitored, and evaluated, including how the impact of the strategy implemented and/or enhancement will be determined. It must also discuss plans for sustainability, i.e., how the program will continue to operate beyond the period of the grant award. If personnel costs are supported by grant funds, specific discussion of how these positions will be maintained beyond the period of the grant award must be included.

## **Review Process**

OJP is committed to ensuring a standardized process for awarding grants. The SMART Office reviews 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. The SMART Office 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 (such as timeliness, proper format, and responsiveness to the scope of the solicitation) 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 the SMART Office, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines 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 listed below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [http://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 the 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