



The [U.S. Department of Justice, Office of Justice Programs](#) (OJP) [Bureau of Justice Assistance](#) (BJA) is pleased to announce that it is seeking applications for funding for a Methamphetamine Precursor Chemical Diversion Training and Technical Assistance provider. This project furthers the Department's mission by increasing public safety through the support of law enforcement efforts in the fight against methamphetamine production and use.

## **Methamphetamine Precursor Chemical Diversion Training and Technical Assistance Program FY 2009 Competitive Grant Announcement**

### **Eligibility**

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning.  
(See "Eligibility," page 1)

### **Deadline**

Registration with [Grants Management System](#) is required prior to application submission.  
All applications are due by 8:00 p.m. Eastern Time on June 23, 2009.  
(See "Deadline: Applications," page 1)

### **Contact Information**

For assistance with the requirements of this solicitation, contact Rebecca Rose, BJA Policy Advisor, at 202-514-0726 or [Rebecca.Rose@usdoj.gov](mailto:Rebecca.Rose@usdoj.gov).

This application must be submitted through OJP's [Grant Management System \(GMS\)](#). For a step-by-step guide, visit [www.ojp.gov/gmscbt/](http://www.ojp.gov/gmscbt/) and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." 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.

**Release date: May 28, 2009**

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# **Methamphetamine Precursor Chemical Diversion Training and Technical Assistance Program CFDA #16.738**

## **Overview of the Methamphetamine Precursor Chemical Diversion Training and Technical Assistance Program**

This FY 2009 grant announcement focuses on national initiatives to improve the functioning of the criminal justice system, specifically to support states in their efforts to set up methamphetamine precursor tracking systems. This program is funded under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. 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 6) for further information on DUNS numbers and the CCR.

The deadline to register is **8:00 p.m. Eastern Time on June 23, 2009**.

### **Deadline: Applications**

The due date for applying for funding under this announcement is **8:00 p.m. Eastern Time on June 23, 2009**.

### **Eligibility**

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning. The Bureau of Justice Assistance (BJA) encourages applications from organizations or agencies with knowledge and documented expertise in understanding of the problem of methamphetamine abuse and related crime and need for methamphetamine precursor tracking systems and the challenges law enforcement and regulatory officials face in stopping the production of methamphetamine, extensive knowledge of brokering and developing technical assistance, and willingness to collaborate with other BJA training and technical assistance providers. For-profit organizations must agree to waive any profit or fees for services. Applicants are strongly encouraged to partner with other organizations to submit joint applications for the required services and deliverables.

**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 see the section titled, "Funding to Faith-Based Organizations" on the "Other Requirements for OJP Applications" web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

Applicants are also encouraged to review the "Civil Rights Compliance" section on the "Other Requirements for OJP Applications" web page, which can be found at the web address shown above.

## **Methamphetamine Precursor Chemical Diversion 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.*

Law enforcement efforts combined with federal and state legislation restricting the sale of pseudoephedrine and ephedrine products (precursor chemicals for methamphetamine production) have resulted in decreased domestic methamphetamine production over the last 5 years across the United States. While production is down, methamphetamine producers have adapted and developed ways to circumvent restrictions, usually through organizing multiple purchases in multiple locations, often referred to as "smurfing." States are showing an increase in the number of lab seizures in 2008 as compared to 2007. According to the 2009 National Methamphetamine Assessment, methamphetamine availability stabilized and possibly increased after the first half of 2008, which the Assessment attributes to an increase in the domestic production of the drug. States across the country continue to struggle with methamphetamine-related crime and associated problems in their communities. Many crimes against persons (domestic abuse, assaults, sexual assaults) and property crimes (burglaries, thefts, forgeries) may be linked to methamphetamine use. According to a 2007 survey on the

methamphetamine epidemic conducted by the National Association of Counties, 55 percent of sheriffs across the nation reported an increase in meth-related robberies and burglaries.

Consistent with the Combat Methamphetamine Epidemic Act of 2006 and the Methamphetamine Production Prevention Act of 2008, the retailers selling these precursor chemicals are required to maintain a log of all sales. Thus, states have implemented or shown interest in implementing electronic tracking systems that track the sales of precursor chemicals for methamphetamine production. This is a system by which a retailer transmits information on the sale of precursor chemicals to an electronic database accessible to appropriate law enforcement and regulatory agencies at the state level. Information from these systems can be used to further reduce the number of domestic methamphetamine labs by preventing the sale of methamphetamine precursor chemicals in excess of legal limits, and by identifying and prosecuting individuals involved in smurfing and others involved in methamphetamine production.

BJA is seeking a training and technical assistance (TTA) provider—to be funded via a cooperative agreement—to support states in their efforts to set up methamphetamine precursor tracking systems and to encourage and support planning for interconnectivity between state systems. BJA is not seeking a provider to develop the technology to set up the tracking systems, but a provider that will provide planning and implementation guidance that will include a multi-disciplinary approach to implementing tracking systems that will result in increased support of law enforcement efforts to fight methamphetamine production and reduce related crime.

BJA is seeking a TTA provider with extensive expertise in: 1) providing proactive, comprehensive, user-friendly TTA services; 2) administering federal funds including pass-through or subcontract arrangements; 3) developing uniform protocols for the assessment and delivery of TTA, as well as tracking, evaluation, and follow-up; 4) using TTA strategies that include developing tools and resources for grantees, such as distance learning, peer-to-peer consultations, onsite technical assistance, and ongoing technical assistance by phone and e-mail; and 5) planning and hosting national meetings.

### **Requirements and Deliverables**

The TTA provider will:

- Develop uniform TTA request and response protocols. Provide proactive, culturally competent, comprehensive, user-friendly TTA via teleconferencing, peer-to-peer consultations, onsite assistance, web-based assistance, and follow-up TTA as required by phone and e-mail.
- Make available up to \$30,000 to each of at least six states to support the planning and development of a methamphetamine precursor tracking system. The process for selecting the states will include, in conjunction with BJA, the development and posting of a request for proposals, selection of the jurisdictions, preparation of subaward agreements, monthly monitoring of subawards, and site visits. All subaward process activities should be coordinated with input from BJA. State funds could be used to convene working groups for key stakeholders in the state who would be involved in the development and use of a precursor tracking system, to develop technological code or purchase required software for the electronic tracking system (if not adopting an open source or public domain system), to support site visits to other jurisdictions to create a peer-to-peer learning environment, or to develop the policy guidelines for the tracking program.
- Plan and execute a national meeting for up to 100 participants including jurisdictions that are planning for a precursor tracking system, federal officials, and other interested national organizations. The meeting should include updates on state efforts to implement

methamphetamine precursor tracking systems, updates from federal and national partners regarding efforts to combat methamphetamine abuse and production, and opportunities for networking and peer-to-peer learning among meeting attendees.

- Plan for and host distance learning opportunities such as webinars and subject-specific conference calls for states on topics related to precursor tracking such as multi-discipline approach to the methamphetamine production threat, data collection, technological standards regarding interoperability and access to data, and data privacy and security.
- Develop and maintain a listserv or other secure communication mechanism of state officials to distribute updates and other information and to facilitate ongoing communication.
- Support national and other federal partners (specifically the Drug Enforcement Administration and the Office of National Drug Control Policy) on projects related to state tracking systems and maintain a presence at national or state training events related to state tracking systems.

### **Amount and Length of Award**

One cooperative agreement for up to \$500,000 will be awarded for a project period of 12 months.

**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 for 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 her/his qualifications and expertise, and for the work that is to be done.

### **Performance Measures**

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Pub. L. 103-62, the applicant who receives 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 program are as follows:

<b>Objectives</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
<p><b>Objective 1</b> Increase the knowledge of criminal justice practitioners through in-person training.</p>	<p>Percentage of trainees who successfully completed the program.</p> <p>Percentage of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the training whose post-test indicated an improved score over their pre-test.</p>	<p><b>For the current reporting period:</b> Number of individuals who:</p> <ul style="list-style-type: none"> <li>• Attended each training.</li> <li>• Completed the training</li> <li>• Completed an evaluation at the conclusion of the training.</li> <li>• Completed an evaluation and rated the training as satisfactory or better.</li> <li>• Completed a pre- and post-test.</li> </ul>
<p><b>Objective 2</b> Increase the knowledge of criminal justice practitioners through web-based learning.</p>	<p>Percentage of trainees who successfully completed the program.</p> <p>Percentage of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the training whose post-test indicated an improved score over their pre-test.</p>	<p><b>For the current reporting period:</b> Number of individuals who:</p> <ul style="list-style-type: none"> <li>• Started the training.</li> <li>• Completed the training</li> <li>• Completed an evaluation at the conclusion of the training.</li> <li>• Completed an evaluation and rated the training as satisfactory or better.</li> <li>• Completed a pre- and post-test.</li> </ul>
<p><b>Objective 3</b> Increase a criminal justice agency's ability to solve problems and/or modify policies or practices.</p>	<p>Percentage of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of an onsite visit.</p> <p>Percentage of requesting agencies that were planning to implement at least some of the report recommendations six months after the onsite visit.</p> <p>Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices.</p> <p>Percentage of peer visitors that were planning to implement at least some policies or practices six months after they were observed at the visited site.</p> <p>Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better.</p>	<p><b>For the current reporting period:</b> Number of onsite visits completed.</p> <p>Number of reports submitted to requesting agencies after onsite visits.</p> <p>Number of requesting agencies who completed an evaluation of services.</p> <p>Number of follow-ups with requesting agencies completed six months after onsite visit.</p> <p>Number of peer to peer visits completed.</p> <p>Number of reports completed by peer visitors after completion of the visit.</p> <p>Number of follow-ups with the requesting peer visitor completed six months after the peer-to-peer visit.</p> <p>Number of other onsite services provided.</p> <p>Number of reports submitted to requesting agencies following other onsite services.</p> <p>Number of requesting agencies who completed an evaluation of other onsite services.</p>

## 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.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.

**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), Word 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. 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) numbers for this solicitation is 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 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://fedgov.dnb.com/webform/displayHomePage.do>. 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, and dollar amount requested. 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)**

Applicants must submit a program narrative that describes the proposed activities for the grant period and responds to the Selection Criteria (1-3, 5). The narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins, and must not exceed 20 pages. Please number pages "1 of 20," "2 of 20," etc. Submissions that do not adhere 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, you 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\\_Worskheet\\_Narrative\\_Template.doc](http://www.ojp.usdoj.gov/BJA/funding/Budget_Worskheet_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. Applicants must budget funding to travel to up to one Department of Justice-sponsored grant meetings.

#### **Project Timeline, Resumes, and Letters of Support (Attachment 4)**

Attach a project timeline with each task, expected completion date, and responsible person or organization; resumes for key positions; and letters of support that outline the partners' responsibilities (if applicable).

### Selection Criteria

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

Provide a thorough understanding of the problem of methamphetamine abuse and related crime and the need for methamphetamine precursor tracking systems. Describe the challenges law enforcement and regulatory officials face in stopping the production of methamphetamine and the need for TTA on the implementation of methamphetamine precursor tracking systems.

#### **2. Program Design and Implementation (35 percent of 100)**

Demonstrate a well thought-out plan for transferring knowledge and best practices. Describe the goals, objectives, and deliverables for providing TTA to grantees and other interested jurisdictions. Identify strategies for designing and implementing the deliverables (see pages 3-4); provide a timeline for completing the tasks (Attachment 4); and identify the percentage of time to be dedicated by the individuals responsible for the tasks.

### **3. Capabilities/Competencies (30 percent of 100)**

Describe the organization's knowledge and documented expertise in understanding of the problem of methamphetamine abuse and related crime and need for methamphetamine precursor tracking systems and the challenges law enforcement and regulatory officials face in stopping the production of methamphetamine, extensive knowledge of brokering and developing technical assistance, and willingness to collaborate with other BJA training and technical assistance providers. Describe the organization's ability to provide proactive, comprehensive, user-friendly TTA by developing protocols for the assessment and delivery of technical assistance, as well as tracking, evaluation, and follow-up. Provide examples of the organization's experience in using TTA strategies that include administering grants, developing grantee tools and resources, using distance learning, peer-to-peer consultations, onsite and offsite technical assistance, and executing national meetings. List the consultants with whom the organization plans to work with to deliver TTA services. Describe the management structure and outline the organization's ability to conduct the individual activities through the organization's and staff's experience, and recruit and partner with individuals and other organizations with the expertise to enhance the organization's and staff's experience in developing and providing TTA.

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

Provide a proposed budget and budget narrative that are complete, allowable, and cost effective (Attachment 3). Applicants must budget funding to travel to up to one Department of Justice-sponsored grant meetings.

### **5. Impact/Outcomes and Evaluation/Description of the Applicant's Plan for the Collection of the Data Required for Performance Measures (10 percent of 100)**

Describe the process for measuring project performance, including meeting timelines and deliverables, and obtaining input and feedback from customers and stakeholders. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide the program.

## **Review Process**

OJP is committed to ensuring a standardized process for awarding grants. The Bureau of Justice Assistance (BJA) 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. 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 (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 BJA, 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, 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