

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



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 under the National Initiatives: Improving Criminal Courts. This program furthers the Department's mission by assisting state and local jurisdictions in improving the functioning of the criminal justice system and assisting communities in preventing drug abuse and crime.

National Initiatives: Improving Criminal Courts FY 2010 Competitive Grant Announcement

Eligibility

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, [federally-recognized Indian tribal governments](#) (as determined by the Secretary of the Interior and published in the [Federal Register](#)), and units of local government that support national initiatives to improve the functioning of the criminal justice system. BJA encourages applicants who have knowledge of brokering and developing technical assistance, knowledge of adult education techniques, extensive knowledge in research interpretation, and willingness to work 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.

Note: All applications must be national in scope.

Deadline

Registration with OJP's Grants Management System (GMS) is required prior to application submission. (See "How to Apply," page 6)

All applications are due by 8:00 p.m. eastern time on May 18, 2010.
(See "Deadlines: Registration and Application," page 1.)

Contact Information

For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to GMSHelpDesk@usdoj.gov.

Note: The GMS Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12 midnight eastern time, except federal holidays.

For assistance with the requirements of this solicitation, contact Kim Ball Norris, BJA Senior Policy Advisor, at 202-307-2076 or kim.norris@usdoj.gov.

BJA encourages stakeholder feedback on its solicitations and award processes. Send feedback on this solicitation to askbjia@usdoj.gov

Release Date: March 29, 2010

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National Initiatives: Improving Criminal Courts (CFDA #s 16.751 and 16.738)

Overview

This FY 2010 grant announcement focuses on national initiatives to improve the functioning of the criminal justice system, in particular training for leader judges and improving court communications. 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 Department of Justice Appropriations Act, 2010 (Pub. L. 111-117), the Byrne Competitive Program, among other purposes, provides assistance in improving the functioning of criminal justice systems by helping states and local communities improve the capacity of state, local, and tribal 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).

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on May 18, 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on May 18, 2010. Please see the “How to Apply” section, page 6, for more details.

Eligibility

Please refer to the cover page for eligibility under this program.

National Initiatives: Improving Criminal Courts—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 National Initiatives: Improving Criminal Courts program, administered by the Office of Justice Programs’ (OJP) Bureau of Justice Assistance (BJA), helps improve criminal justice systems, in particular training for leader judges and improving court communications by providing national programs/efforts, such as training and technical assistance, to address the needs of state, local, and tribal criminal justice systems and communities. The FY 2010 program will focus on funding efforts in two major categories, both of which are national initiatives.

Although match is not required under this program, use of other sources of funds and partnerships, private and public, are encouraged. Applicants are strongly encouraged to partner with other organizations to submit joint applications for the required services and deliverables.

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

Award Categories

Applicants may submit their proposals under any of the following categories. Applicants must clearly indicate in the abstract on the first page of the program narrative under which category they are applying. Applications must discuss the national significance of their proposed project under program design and implementation.

Note: All applications under this solicitation must also be national in scope.

Supplemental awards may be made, based upon the availability of funding, adequate performance by the grantee, and evidence of the effectiveness of the project and the potential for a significant benefit to the field.

CATEGORY 1: TRAINING FOR LEADER JUDGES

BJA expects to make one award under Category 1 for up to \$650,000. The project period is up to 24 months, and the project start date should be on or after October 1, 2010.

The national community of courts has struggled to educate an ever-changing cadre of leader judges. In many cases, leader judges are knowledgeable about the attributes of effective leaders/managers but have never been given the opportunity to practice those attributes in an educational setting. In many jurisdictions, leader judges are selected by default, rotating people to the highest position by seniority or searching for volunteers when no one wants the job. Many jurisdictions rely on on-the-job-training as the primary, or even sole, method for education. Meanwhile, various research-based initiatives are uncovering useful knowledge about court governance and judicial branch dynamics including such topics as court culture, performance standards, and problem-solving courts. Thus there is the need to create resources for the judiciary on the topic of leadership.

Applicants are solicited to produce the following deliverables:

1. Create a 5-day Innovative Management-Based Leadership program in year 1, and a 4-day Innovative and Creative Leadership in the Courts program in year 2.
2. Develop management and leadership modules for regional and in-state judicial education.
3. Develop a minimum of three web-based conferences.
4. Publish two white papers on management and leadership issues.
5. Develop a train-the-trainer program and educate 45 "identified leader" judges, targeting 3 judges from 15 states.

Additionally, the successful applicant will use approximately \$100,000 of the awarded funds to support a collaborative effort focused on providing judges with training and technical assistance on the science of addiction and models of system change including the integration of treatment into judicial decision making. This is a collaborative effort funded and supported by the Center for Substance Abuse Treatment (CSAT), the National Institute on Drug Abuse (NIDA), and with this award, the Bureau of Justice Assistance.

CATEGORY 2: IMPROVING COURT COMMUNICATION

BJA expects to make one award under Category 3 for up to \$448,000. The project period is up to 18 months, and the project start date should be on or after October 1, 2010.

For victims, defendants, and members of the public, all too often the dominant reaction to a trip to court is confusion. Technical jargon, abbreviations, and acronyms are routinely employed by judges, clerks, probation officers, and court officers and may be difficult to understand.

Research suggested that defendants who understand what is going on in a court room perceive the process as fair, and this perception of fairness leads to higher compliance with the law. The goal of this project is to enhance communication between the court officers, defendants, victims, and the public in order to increase their understanding and their perception of fairness in the criminal justice system.

Applicants are solicited to produce the following deliverables:

1. Convene a working group of practitioners and scholars to identify obstacles to a more user-friendly courtroom communication style.
2. Complete a training curriculum on effective courtroom communication that could be used nationwide by judges, attorneys, and other courtroom actors.
3. Pilot the training curriculum at a demonstration site, to be selected in consultation with the working group.
4. Conduct an evaluation to test the impact of the pilot on defendant comprehension, their view of courts, and how it affects their subsequent compliance with the law.

BJA encourages applicants in this category to consider ideas of procedural justice and how perceptions of fairness and legitimacy among litigants may voluntarily lead to improved compliance with the law and court findings. More on this concept can be found in *Legitimacy and Criminal Justice: The Benefits of Self Regulation*, by Tom R. Tyler, Reckless/Dinitz Memorial Lecture Delivered April 2, 2009 at The Ohio State University (as published in The Ohio State Journal of Criminal Law, Vol 7:307).

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that 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 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award 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.

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 measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What An Application Must Include" (below), for additional information on applicant responsibilities for collecting and reporting data.** Grantees are required to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Applicants must address a minimum of three of the performance measures below. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>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>Number of individuals who attended each training.</p> <p>Number of individuals who completed the training.</p> <p>Number of individuals who completed an evaluation at the conclusion of the training.</p> <p>Number of trainees who rated the training as satisfactory or better.</p> <p>Number of individuals who completed a pre- and post-test.</p> <p>Number of individuals whose post-test indicated an improved score over their pre-test.</p>
<p>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>Number of individuals who started the training.</p> <p>Number of individuals who completed the training.</p> <p>Number of individuals who completed an evaluation at the conclusion of the training.</p> <p>Number of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Number of individuals who completed a pre- and post-test.</p>

		Number of individuals whose post-test indicated an improved score over their pre-test.
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 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.
Increase a criminal justice agency's ability to solve problems and/or modify policies or practices.	Percentage of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of an onsite visit. Percentage of requesting agencies that were planning to implement at least some of the report recommendations six months after the onsite visit. Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better.	Number of requesting agencies who completed an evaluation of other onsite services. Number of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of an onsite visit. Number of requesting agencies that were planning to implement at least some of the report recommendations six months after the onsite visit. Number of requesting agencies who completed an evaluation of services. Number of requesting agencies of other onsite services who rated the services provided as satisfactory or better. Number of other onsite services provided. Number of onsite visits completed.
Increase information provided to the criminal justice community.	Percentage of advisory/focus groups evaluated as satisfactory or better.	Number of working groups held. Number of working groups evaluated as satisfactory or better. Number of documents produced as a result of working group groups. Number of documents disseminated to the field as a result of working group. Number of times the requesting agency evaluated the product of the advisory/focus group. Number of web sites developed. Number of web sites maintained.

		Number of publications developed. Number of visits to web sites. Number of publications disseminated.
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.

How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a web-based, data-driven computer application that provides cradle to grave support for the application, award, and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If you experience technical difficulties at any point during this process, please e-mail GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to 12 midnight eastern time, except federal holidays. The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. 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 existing award. 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, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. 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 registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.

3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select the Bureau of Justice Assistance and National Initiatives: Improving Criminal Courts.
5. **Select the Correct Solicitation Title.** Some OJP solicitations posted in GMS contain multiple purpose areas, denoted by the solicitation categories identified in the solicitation title. If you are applying to a solicitation with multiple solicitation categories, select the appropriate solicitation title for the intended purpose area of your application.
6. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
7. **Submit an Application Consistent with this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

Note: OJP's Grants Management System (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."

Experiencing Unforeseen GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact BJA staff (see cover page) **within 24 hours after the deadline** and request approval to submit your application. At that time, BJA staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

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 GMS instructions on how to register and apply as posted on its Web site; (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.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget, and budget narrative will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," and "Timelines," "Memoranda of Understanding") for all required attachments.

Standard Form 424

Please see www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF 424.

Program Narrative (Attachment 1)

The program narrative must respond to the solicitation and Selection Criteria 1, 2 (except the timeline), 3 (except the position descriptions), and 5 listed below in the order given. The program narrative must be **double**-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and must not exceed 20 pages. Please number pages "1 of 20," "2 of 20," etc. The first page of the program narrative must be a brief project abstract. The project abstract page does not count toward the 20-page limit for the program narrative and should identify the category under which the applicant is applying.

Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions.

Budget and Budget Narrative (Attachment 2)

Applicants must submit the budget worksheets 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. Applicants should allocate funds to cover travel/costs to attend at least one BJA-sponsored training per year.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Project Timeline and Position Descriptions (Attachment 3)

Attach a project timeline that details each activity, expected completion date, and responsible person or organization. Activities should include, but are not limited to, the deliverables outlined in the category-specific section. This attachment should also include position descriptions for key positions.

Selection Criteria

1. Statement of the Problem (10 percent of 100)

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

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

Describe how the project will address the category-specific description listed on pages 2–3. Provide its design and proposed implementation that will result in the category-specific deliverables. Tie project activities/deliverables to goals and objectives in the program design. Discuss the national significance of the project to improve the functioning of the criminal justice system. In addition, the required timeline should identify each project activity (all category-specific deliverables must be included), expected completion date, and responsible person or organization (as Attachment 3).

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. Category 1 applicants should demonstrate sound knowledge of adult education techniques and curricula development and thorough understanding of effective leadership theory. Category 3 applicants must demonstrate sound knowledge of brokering and developing technical assistance for reform efforts and have a strong, functioning relationship with the defense community. Category 3 applicants should demonstrate extensive knowledge in research interpretation and experience piloting demonstration projects. Include position descriptions for key positions (as Attachment 3).

4. Budget (10 percent of 100)

Provide a comprehensive budget and budget narrative that are complete, allowable, and justified based on the proposed project (as Attachment 2). Applicants are strongly encouraged to avoid unsubstantiated equipment purchases.

5. Impact/Outcomes, Evaluation, and Plan for Collecting Data for Performance Measures (20 percent of 100)

Explain how the program's effectiveness will be demonstrated. For each performance measure selected, describe: 1) what data will be collected and how, 2) how it will be assessed/analyzed, and 3) the process for reporting the findings and outcomes.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Assistance reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. The Bureau of Justice Assistance may use either internal peer reviewers, external peer reviewers or a combination 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 a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications 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 for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the Bureau of Justice Assistance, conducts a financial review of applications for 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.

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, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information 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.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or 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
- Awards in excess of \$5,000,000 – federal taxes certification requirement

Application Checklist National Initiatives: Improving Criminal Courts

The application checklist has been created to aid you in developing your application.

Eligibility

- Meets application eligibility requirements
- National in scope

The Federal Request is within Allowable Limits and not to exceed:

- \$600,000 for Category 1: Leader Judge Training
- \$448,000 for Category 2: Improving Court Communications

The Application Components:

- Abstract that indentifies the category
- Program Narrative:
 - Statement of the Problem
 - Project Design and Implementation
 - Capabilities/Competencies
 - Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures
- Budget Narrative and Budget Detail Worksheet
- Project Timeline
- Position Descriptions

Program Narrative Format:

- Double-spaced
- 12-point standard font
- Not less than 1" margins
- Abstract is 1 page or less
- Narrative is 20 pages or less

Other:

- Standard 424 form
- DUNS number
- Central Contractor Registration (CCR)