



FY 2010 NHTSA/NCDC DWI COURT TRAINING

SCHOLARSHIP GUIDELINES

DESCRIPTION AND PURPOSE

A Bureau of Justice Assistance (BJA) Grant will allow the National Center for DWI Courts (NCDC) to award Scholarships to approved jurisdictions to help defray the cost of airfare, ground transportation, parking, mileage, hotel, and per diem travel expenses associated with attendance at the FY 2010 NHTSA/NCDC DWI Court Training Programs, Planning and Enhancement. Scholarships are not intended to cover **ALL** costs. It is expected that teams identify all existing and potential funding options within their agency's and jurisdiction and with the State Highway Safety Offices.

ELIGIBILITY CRITERIA

To be eligible to receive a FY 2010 DWI Court Training Program Scholarship, candidates must:

- Be an approved jurisdiction attending FY 2010 NHTSA/NCDC DWI Court Training Program
- Each participating team member must commit to attend all days of the training in its entirety, (1 Day for the Enhancement Training, 3 ½ days for the Planning Training) actively participate in all discussions and training breakouts, abide by the [Federal Travel Regulations and NCDC Policies](#), and write and submit an individual Letter of Commitment.
- The DWI Court team must complete all homework assignments and respond to all requests for information.
- The DWI Court team must make their own hotel and travel arrangements and submit a travel reimbursement request along with receipts within sixty days after the conclusion of the training.

SCHOLARSHIP APPLICATION

Applicants must complete the FY 2010 DWI Court Scholarship Application in its entirety, providing complete numbers for the budget and comprehensive answers to the questions. In order to complete the application, those requesting per diem reimbursement will need to know the per diem allotment for their assigned training location. For the 3½ day training program, these programs will be held at 4 locations; the DWI Academy Courts: Athens, Georgia; Newport Beach, California; Springfield, Missouri, and Traverse City, Michigan. Use the closest Academy Court to your location to determine your travel costs and per diem rates. However, due to the number of applications, this does not guarantee that location.

For the 1-Day Enhancement Training Program, the locations will not be determined until the deadline for applications has passed. It will be based on the teams that apply and their locations. Once that has happened, the Scholarship Application will be sent to the approved teams, along with the location and per diem rate.

Below please find the per diem and lodging rates for the 3½ day DWI Court Planning programs:

City	Meals and Incidentals	Lodging (exc. Taxes)
Athens, GA	\$46.00	\$94
Newport Beach, CA	\$71.00	\$135
Springfield, MO	\$56.00	\$78
Traverse City, MI	\$51.00	\$71

Please refer to the [Federal Travel Regulations and NCDC Policies](#) before completing the application for information on how per diem should be calculated. Room rates and per diem rates will be based on the U.S. General Services Administration Domestic Per Diem Rates (2010) for the location where the training program is held, which can be found at the [GSA website](#). Click on "GSA website" and it will take you to that site.)

The deadline for submission of applications for the FY 2010 DWI Court Training Scholarship is **Monday, November 23, 2009**. Submit the application form and other requirements via facsimile to Cliff Jacobs, NCDC Training Coordinator, at (703) 575-9402.

REVIEW OF APPLICATIONS

NCDC, in collaboration with BJA will review, approve, and award scholarships. Selection will be based upon compliance with basic eligibility requirements set forth by NCDC as listed above. When evaluating your budget, it is expected that the proposed expenses be reasonable ones incurred for attendance at the FY 2010 NHTSA/NCDC DWI Court Training Program only. Please prepare your budget to show what you expect to spend.

NOTIFICATION OF SCHOLARSHIP AWARDS

All applicants will be notified of their travel scholarship status by December 31, 2009. Scholarship recipients will be required to sign the award agreement letter in acceptance of the scholarship award and submit it via facsimile to Cliff Jacobs, NCDC Training Coordinator, at (703) 575-9402.

DISBURSEMENT OF SCHOLARSHIP AWARDS

Travel Scholarship Awards are processed as reimbursements after the FY 2010 NHTSA/NCDC DWI Court Training Program. Award checks will only be disbursed to team members of jurisdictions who have signed and returned the award agreement letter. Additionally, receipts will be required in order to receive reimbursement.

The FY 2010 DWI Court Training Program Scholarship is provided by a partner grant from the Bureau of Justice Assistance