

American Bar Association  
Racial Justice Improvement Project  
BJA Reporting Requirement  
February 2011 REPORT

**Instructions**

Twice each year during the two-year period of the Racial Justice Improvement Project, grant recipients are required to file a report with the ABA that will be incorporated into a report required to be filed with the Bureau of Justice Assistance (BJA), the grantor. This report must contain detailed information that will justify the continued funding of this project and explain the productivity of the grant recipient. Please prepare an electronic (typewritten) response to each of the questions below. Please be as detailed as possible. The content of the report should be distributed to other task force members prior to submission to the ABA to ensure thorough and accurate reporting of information. ***The final report must be received on or before February 15, 2011.*** The report should be submitted in a WORD document (not a PDF) to Salma Safiedine of the ABA at [salma.safiedine@americanbar.org](mailto:salma.safiedine@americanbar.org). The second report for 2011 will be due on July 1, 2011.

**Questions for the Task Force Report**

1. What are the accomplishments of your Task Force thus far in the project?  
*(the answer here can include, but need not be limited to, any of the following areas: new members added to the group, decisions made regarding racial disparities to address, degree of collaboration among criminal justice agencies, locating needed criminal justice information, overall group dynamics, obtaining data, consultants)*
2. What are the goals for your Task Force in the next 6 months?  
*(the answer here can include, but need not be limited to, any of the following: planned programs, guest speakers at task force, future meetings scheduled, new members to be added, identifying and obtaining additional data, obtaining reports from consultants, plans for training programs, proposed site visits)*
3. What obstacles have your Task Force encountered? What obstacles, if any, do you foresee in the next six months? What are your plans to address these obstacles? *(the answer here can include, but need not be limited to, any of the following: scheduling meetings, securing meeting space, reaching agreement on what racial disparities exist, obtaining cooperation from all relevant agencies, obtaining relevant data)*
4. At this point, are you requesting supplemental funds or other technical assistance funds? If so, explain in detail the purpose of the request, the amount requested, and why this expenditure cannot be covered by your remaining grant funds. *(the answer here can include, but need not be limited to, any of the following: hiring an outside consultant, bringing experts to our jurisdiction to give a presentation on the proposed racial justice reform, presenting a training program for the components of our criminal justice system on the proposed reform, arranging for members of the task force to go on a site visit, technology-related assistance)*
5. Provide the full name, business address, job title, business phone number, and email for each member of your task force. Also, if the task force member represents an agency or organization, please provide a link or web address to that entity's website. *(note: it might be helpful to prepare a chart and attach this information)*