**THE SUPREME COURT OF MINNESOTA**

MINNESOTA JUDICIAL CENTER

25 REV. DR. MARTIN LUTHER KING JR. BLVD.

SAINT PAUL, MINNESOTA 55155

**BRIDGET C. GERNANDER** Phone: 651-284-4379

GRANT PROGRAM ADMINISTRATOR Fax: 651-297-5636

Email: bridget.gernander@courts.state.mn.us

April 1, 2013

TO: Community Dispute Resolution Program Administrators

FROM: Bridget C. Gernander

RE: Community Dispute Resolution Program Grant Applications

Enclosed you will find information about and an application for the Community Dispute Resolution grant program administered by the State Court Administrator’s Office. The amount of funding available for the FY14 award is $100,000.

All applicants should be aware of the statutory program guidelines, specified on the reverse. If you know of other community dispute resolution programs, please copy this application form and provide it to eligible service providers.

If your program has not been certified to receive court referrals, please complete the certification questionnaire in addition to the grant application.

***Applications must be submitted in person or postmarked by May 3, 2013 to:***

Bridget C. Gernander

Grant Program Administrator

305 Minnesota Judicial Center

25 Rev. Dr. Martin Luther King Jr. Blvd.

St. Paul, MN 55155

***Community Dispute Resolution Program – Statutory Guidelines***

*Community Dispute Resolution Programs*

M.S. Chapter 494 provides that the State Court Administrator may award grants to community dispute resolution programs, *i.e.*, a process voluntarily entered by parties in disagreement using mediation or arbitration to reconcile the parties’ differences. By statute, the following disputes are excluded from the mediation program:

1. any dispute involving violence against persons, including incidents arising out of situations that would support charges under §§ 609.221 to 609.2231, § 609.365, or any other felony charges;

2. any matter involving a person who has been adjudicated incompetent or relating to guardianship, conservatorship, or civil commitment;

3. any matter involving neglect or dependency, or involving termination of parental rights arising under §§ 260C.301 to 260C.328; and

4. any matter arising under § 626.557 or §§ 144.651 to 144.652, or any dispute subject to chapters 518 and 518B, whether or not an action is pending, except for post dissolution property distribution matters and post dissolution parenting time matters. This shall not restrict the present authority of the court or departments of the court from accepting for resolution a dispute arising under chapters 518 and 518B, or from referring disputes arising under chapters 518 and 518A to for-profit mediation.

*Program Eligibility*

M.S. 494.05 establishes eligibility requirements that grantees must meet. A community dispute resolution program is eligible for a grant if it:

1. complies with M.S. Chapter 494 and the guidelines and rules adopted under this chapter;

2. is certified by the State Court Administrator under § 494.015, subd. 2;

3. demonstrates that at least one-half of its annual budget will be derived from sources other than the state;

4. documents evidence of support within its service area by community organizations, administrative agencies, and judicial and legal system representatives; and

5. is exempt or has applied for exemption from federal taxation under section 501(c)(3) of the Internal Revenue Code, or is administered and funded by a city, county, or court system as a distinct, identifiable unit that has a separate and distinguishable operating budget.

*Funding*

Grants under this section must be used for the costs of operating approved programs. A program is eligible to receive a grant equal to one-half of its estimated annual budget, not more than $25,000 a year.

**Community Dispute Resolution Program**

***Grant Information and Criteria***

*1.0* ***Grant Information***

*1.1 Name of Project*

State Court Administration Community Dispute Resolution Program.

*1.2 Purpose and Description*

To provide partial funding to qualified community dispute resolution programs.

*1.3 Scope of Grantee’s Role*

To create or expand a community dispute resolution program pursuant to guidelines established by the State Court Administrator.

*1.4 Issuing Office*

State Court Administrator’s Office.

*1.5 Project Funding*

This project is funded by an appropriation by the Minnesota Legislature. There is $100,000 available for FY14 grants to all programs. The total amount of the award to each program shall be matched by dollar-for-dollar funds from other sources.

*1.6 Project Period*

Funding must be expended for services provided during the state fiscal year, July 1, 2013, or the effective date of the appropriation, to June 30, 2014.

*1.7 Rejection of Proposals*

The State Court Administrator reserves the right to reject any or all grant proposals received which do not, in the office’s opinion, serve the best interest of the Minnesota Supreme Court or the intent of this project. This grant proposal is made for information or planning purposes only.

*1.8 Grantee Costs*

Neither the Supreme Court nor the State Court Administrator’s Office will be liable for any expenses incurred by any prospective grantee prior to the issuance of the grant.

*1.9 Inquiry*

Questions should be directed to Ms. Bridget C. Gernander, at the address specified in the transmittal letter covering this grant application.

*1.10 Addenda to the Application*

Any changes made in the grant application will be brought to the attention of the parties that have received or requested this grant application.

*1.11 Copies of Proposal, Signature*

One copy of a grantee’s proposal will be required. An official who has authority to bind the organization to the proposed obligations should sign this copy.

*1.12 Rules for Grant Proposal Submission*

All grant proposals must be in writing. All proposals must be delivered by hand or mailed to: Bridget C. Gernander, Grant Program Manager, 305 Minnesota Judicial Center, 25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, Minnesota 55155, on or before 4:30 p.m. on May 3, 2013.

*1.13 Proposals Are Property of Supreme Court*

Upon submission, all proposals become the property of the Supreme Court, which has the right to use any or all ideas presented in any proposal submitted in response to this request for grant proposals, whether or not the proposal is accepted.

*1.14 Equal Employment Opportunity Statement*

Each prospective grantee shall clearly state, in an appendix section of the proposal, their equal employment opportunity policies and practices.

*1.15 Contract Conditions*

The selected grantee agrees to the following conditions which shall be included as part of the final grant:

*a. Inspection and Audit*

The office and representatives of the Supreme Court and the Minnesota Legislative Auditor, or any of their duly authorized representatives, shall have access for purposes of audit and examination to any books, documents, papers, and records of the grantee.

*b. Certification of Non-profit Status*

The grantee must certify that it is exempt from federal taxation under section 501(c)(3) of the Internal Revenue Code or that the program is funded by a city, county, or court system as a distinct, identifiable unit that has a separate and distinguishable operating budget.

*1.16 Statistical Data*

The grantee must agree to collect and report statistical data as requested by the State Court Administrator. Semi-annual progress reports shall be provided. The grantee must agree to make available to the State Court Administrator, upon request, any other pertinent information required for research, evaluation, or other purposes.

*1.17 Evaluation and Notification*

Proposals shall be evaluated within two weeks of application deadline, on which date the successful grantee will be notified. Unsuccessful grantees shall also be notified.

*1.18 Contract Terms*

If, during the performance of the project, the grantee deviates from the grant application program description or budget, the grant may, at the discretion of the Supreme Court, be

terminated at any time. If a dispute arises in the performance of the grant which cannot be settled between the parties, the dispute shall be submitted to arbitration pursuant to M.S. Chapter 572.

***2.0 Criteria for Selection***

All applications received will be evaluated by the office of the State Court Administrator for the purpose of selecting the grantees to whom the grants will be awarded. The following factors will be considered in making this selection:

1. The extent to which the application responds to the requirements of this program description.

2. Demonstrated need for such a program.

3. Fiscal and organizational viability of entities delivering or proposing to deliver the service.

4. Demonstrated success in providing services to clients.

**Community Dispute Resolution Program**

***FY14 Grant Application***

***July 1, 2013 - June 30, 2014***

Name & Address of Program:

Telephone (with Area Code):

Fax:

Email:

Director:

Amount of Request:

1. Attach a general description of your program, including but not limited to the types of disputes handled, the referral sources for disputes, the procedures used to process cases, the service area served by your program, a list of other known dispute resolution programs operating within the service area, and a description of any potential duplication of services. The application must indicate compliance with statutory eligibility criteria.

2. Complete the attached Operating Budget Form. Attach a financial statement for each of the prior two years of operation and a copy of the program’s year-end budget for each year.

3. Attach documented evidence of support within your service area by community organizations, administrative agencies, and judicial and legal system representatives.

4. Attach proof of your exemption or application for exemption from federal taxation under section 501(c)(3) of the Internal Revenue Code o*r* proof that your program is funded by a city, county, or court system as a distinct, identifiable unit that has a separate and distinguishable operating budget.

5. Complete the attached Statistical Form.

**Community Dispute Resolution Program**

***Operating Budget Form***

1. Project Budget for Current Fiscal Year:

|  |  |  |
| --- | --- | --- |
| Period Covered by Budget: |  | |
| **Committed Revenues** *(list)***:** |  | |
|  | $ | |
|  | $ | |
|  | $ | |
|  | $ | |
|  | $ | |
|  | $ | |
|  | $ | |
|  | $ | |
|  | $ | |
| **Total Revenue:** | $ | |
| **Expenses:** | **Total Operating Budget** | **Amount Requested**  **From SCAO** |
| Staff Positions *(list)*: | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
| Fringes for Staff: | $ | $ |
| Rent: | $ | $ |
| Utilities: | $ | $ |
| Telephone: | $ | $ |
| Equipment *(rental or lease)*: | $ | $ |
|  | $ | $ |
|  | $ | $ |
| Purchase: | $ | $ |
| Office Supplies: | $ | $ |
| Other *(specify)*: | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
| **Total Expenses:** | $ | $ |

***Operating Budget Form*** *(continued)*

2. List sources to which applications for future funding for this project have been made. Indicate with an asterisk those sources from which commitments have been received for the period July 1, 2013 to June 30, 2014.

3. Describe future funding plans:

4. Please describe any major changes in revenues or expenses anticipated during the grant period:

**Community Dispute Resolution Program**

***Statistical Form***

Time period for which information is being submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Submit information for the last complete calendar or fiscal year for which information is available.) ***Do not include cases tallied for the victim offender program in this compilation.***

**1. NUMBER OF REFERRALS TO PROGRAM TOTAL**

Source of Referrals

Law Enforcement

Court System

Conciliation

Housing

Harassment

Juvenile

Family

Local Government

Community Agency

Parties themselves

Other (Specify):

\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_

**2. TYPES OF CASES HANDLED TOTAL**

Victim-Offender

Neighborhood Dispute

Landlord/Tenant

Business/Consumer

Juvenile

Family

City

Other (Specify):

\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_

**3. CASE ACTIVITY** *(count only cases actually requesting mediation)*

Cases pending at beginning of period

Cases opened during the period

Cases pending at end of period

Number of mediation sessions held

**4. NUMBER OF PARTIES SERVED**

Information only and/or referral elsewhere \_\_\_\_\_\_\_\_\_ **TOTAL \_\_\_\_\_\_\_**\_\_

Number clients served through casework

***Statistical Form*** *(continued)*

**5. DISPOSITION OF CASES**

Mediated/written agreement

Mediated/no written agreement

Mediated/consensus

Conciliation prior to mediation

Party refused to participate

Case referred elsewhere

Mediation resulted in parties going elsewhere \_\_\_\_\_\_\_\_\_

Unable to contact crucial party

Other (Specify):

\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_

Attach any surveys or evaluations done on your program.