



**Safe and Secure Courthouse Initiative Grant Program**  
**Information and Award Guidelines**  
**January 9, 2017**

Chief Justice Lorie S. Gildea established, and the 2016 Legislature funded, a program for the distribution of grants to government entities responsible for providing or maintaining a safe and secure courthouse or other facility where court proceedings are held.

The Chief Justice has established the Secure Courthouse Grant Advisory Panel, responsible for assisting the Chief Justice in the administration of the \$1 million appropriated for this initiative. It is the Advisory Panel’s intent that the allocated funds be distributed to as many projects as possible. Funding priority will be given to counties with the greatest need.

The Advisory Panel is comprised of the following representatives:

<b>Profession</b>	<b>Members</b>
Chair	Chief Justice Lorie S. Gildea
County Administrator	Peg Heglund Yellow Medicine County Administrator
County Attorney	Molly Hicken Cook County Attorney Mark A. Ostrem Olmsted County Attorney
County Commissioner	Commissioner Karla Bigham Washington County Commissioner Will Purvis Blue Earth County
County Sheriff	Sheriff Bill Hutton Washington County Sheriff Ross Litman St. Louis County
Minnesota State Bar Association	Daniel S. Adkins

<b>Profession</b>	<b>Members</b>
	North Star Criminal Defense
Public Defender	Scott Cutcher Chief Public Defender Fifth Judicial District
	Gayle Lovejoy Assistant Public Defender Ninth Judicial District
Judicial Branch	Judge Ann Carrott Assistant Chief Judge Seventh Judicial District
	Judge Jeff Thompson Chief Judge Third Judicial District
	Mark Hoyne Sixth Judicial District Administration
	Jeff Shorba State Court Administrator

The National Center for State Courts, a leading expert on courthouse security, has established best practices for court building security – guidelines describing the security measures that should be in place with respect to a comprehensive set of topics covering court buildings and court operations. Grant award recipients are urged to review this document at the following link: [National Center for State Courts: Steps to Best Practices for Court Building Security](#).

**Award Criteria**

In awarding the funds, priority will be given to projects that demonstrate a strong commitment on the part of leadership in each court building to the fundamentals of courthouse security and a strong desire to put in place effective measures in the pursuit of sound courthouse security. Projects that benefit multiple counties are encouraged.

The project should begin the process of improving courthouse security or implement an essential step to move toward an effective level of security.

Justice partners should have shown a commitment to improve courthouse security.

The applicant should demonstrate an on-going commitment to the improvement of courthouse security.

The project must have a defined, realistic plan to meet the project goals, and ongoing activities. The project must be completed by December 31, 2018.

Applications will be reviewed and scored by the Secure Courthouse Grant Advisory Panel. Questions one – six of the application will be rated from 0 – 20 (See scorecard evaluation

instructions). Questions seven – eleven will provide the Advisory Panel with additional background information needed to make an informed decision on distribution of grant funds.

### **Additional Requirements**

The application must be authorized by a county board and must demonstrate a 50% cash or in-kind match to the amount requested in the application. Cash match is the direct outlay of funds by the grantee to support the project. In-kind match consists of contributions of time and/or services of current staff members or new employees, building structures, land, equipment, materials, space, or supplies provided to the project by the grantee or others on behalf of the grantee working directly on the project. Past in-kind services on a project will not be eligible to be included in the 50% local match requirement. In addition, the project itself must represent a new investment for the requestor; applicants cannot request funding for a project that is already completed. If applicable, the application must show that resources will be available for any on-going personnel, maintenance and operational costs.

Once an award is granted, the recipient must sign an agreement and set up the appropriate budgets for the approved funds. The Minnesota Judicial Branch State Court Administrator's Office will coordinate the payment of funds to the agency.

The recipient will be responsible for submitting a final report to the State Court Administrator showing project details and the amount of actual expenditures. The final report and expenditures must be completed by April 1, 2019.

### **Application Submission and Deadline**

The application should be transmitted electronically to Janet Marshall, State Court Administration at [janet.marshall@courts.state.mn.us](mailto:janet.marshall@courts.state.mn.us). Electronic signatures will be accepted.

The application must be received by Janet Marshall on or before March 31, 2017.

## **Timelines for Award Process and Distribution of Funds**

The award Schedule is:

January 9, 2017	Application and fund details are available through the Judicial Branch website.
March 31, 2017	Application due date to be eligible for an award.
April 2017	Advisory members review applications
May 2017	Advisory panel completes final review and scores all applications.
June 2017	Chief Justice Gildea completes final approval of awards.
June 2017	Agreement signed and awards sent to recipients.

## **Contact Information**

Any questions about the application process can be submitted to Janet Marshall at [janet.marshall@courts.state.mn.us](mailto:janet.marshall@courts.state.mn.us) or (651) 297-7579.