



# **Fiscal Year 2021- 2022 Grant Instructions**

## **Listed under “2022”**

Instructions for  
**Colorado Court Security Fund**  
**GRANT APPLICATIONS**

*Revised 04/12/2021*

Established under Section 13-1-201, *et seq.*,  
C.R.S. Effective July 1, 2007

For planning, allocation and reporting of funds distributed by the State Court Administrator from  
Applications Submitted to the Court Security Commission

For questions and/or technical assistance please contact John Putbrese, Administrator of  
Judicial Security at the Colorado State Court Administrator’s Office:

[www.coloradocourthousesecurity.com](http://www.coloradocourthousesecurity.com)

Phone: (720) 625-5816

E-mail: [john.putbrese@judicial.state.co.us](mailto:john.putbrese@judicial.state.co.us)

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**IMPORTANT NEW INFORMATION**

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\*\*\*\*\***2022 Grant will be for existing personnel costs ONLY**\*\*\*\*\*

Award period is from July 01, 2021 through June 30, 2022. Personnel and Equipment can be applied for during this grant cycle listed as “2022” to signify FY 2021-2022. Quarterly reports and reimbursement due dates will be October 15th, January 15th, April 15th, and July 15th – (for final 4th Quarter).

**There will be a change in the quarterly reporting and reimbursement request format. Information on the next grant year’s reimbursement protocol will be forthcoming.**

**The grant website will be closed on July 15th, 2021 at midnight. No new submissions for progress reports or reimbursement requests will be allowed for the preceding year after this time.**

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## **1. SB 07-118 The Colorado Court Security Fund and the Court Security Commission**

In the 2007 legislative session the Colorado General Assembly passed Senate Bill 07-118, codified at Section 13-1-201 et seq., C.R.S. which provides supplemental funding for courthouse security. The bill creates the Court Security Cash Fund (the Fund) and mandates that moneys from the Fund be made available to counties through grants for court security staffing, equipment, and training. Such grants are issued through the State Court Administrator's Office (SCAO) upon recommendation by the Court Security Cash Fund Commission (the Commission). To date, Commission members have been appointed as follows:

- Judge Stan Brinkley, Chair
- District Administrator Amy Waddle
- Pueblo County Commissioner Ortiz
- Saguache County Commissioner Lovato
- Public Member – John Kammerzell
- Summit County Sheriff J FitzSimons
- Custer County Sheriff S Byerly

Sec.13-1-205(2), C.R.S. authorizes the Commission to allocate the Fund in the following areas:

1. Provision of court security staffing at a facility containing a state court or probation office;
2. The purchase of security equipment or related structural improvements for a facility containing a state court or probation office;
3. The provision of court security training; or
4. Miscellaneous funding needs associated with issues of court security or court security equipment.

Additionally, Sec.13-1-205, C.R.S. provides that only local court security teams may apply for funds and that highest priority be given to grant applications from counties that meet at least two of the following four criteria:

1. Counties in which the population is below the state median;
2. Counties in which the per capita income is below the state median;
3. Counties in which property tax revenues are below the state median; or
4. Counties in which the total population living below the federal poverty level is greater than the state median.

Funding under this program is available to County Commissions only. **Moneys from the fund that are distributed to counties shall be used to supplement existing county funding for purposes related to court security and shall not be used to supplant moneys already allocated by the county for such purposes.**

## **2. Spending Authority and FY 2021-2022 Funds Allocated by the Court Security Commission**

The grant cycle will open on **April 19<sup>th</sup>, 2021** and run through **May 21<sup>st</sup>, 2021** to be awarded for **July 1<sup>st</sup> 2021- June 30<sup>th</sup>, 2022**.

In this application please include **all personnel costs for this 12-month period**.

## **3. Forming Local Security Teams**

The Commission strongly supports and encourages counties to form local court security teams. These teams represent, at the local level, the partnership necessary to improve court security. Sec. 13-1-202 (3), C.R.S. requires that counties wishing to receive grant funds convene a group of individuals that oversee issues of court security for the county. At a minimum the teams shall include the Chief Judge of the District Court in the county or designee, the Sheriff or designee, and a county commissioner or county manager or designee. Sec. 13-1-205, C.R.S. provides that only local court security teams are eligible to apply for grants, and for a grant application to be considered by the Commission it must be signed by the administrative authority of each entity on the local security team.

## **4. General Grant Information and Program Requirements**

### **Overview**

The Court Security Fund, to be administered by the Colorado State Court Administrator's Office, has been established to make State funds available to counties for the purposes of enhancing the security of facilities containing a state court or probation office. The Court Security Commission was established to review grant applications and upon approval of a grant application, to recommend the award of funds in accordance with applicable state law. This booklet provides program and application guidelines for the Colorado Court Security Fund.

### **Program Funding Areas**

Court Security funds may be used for one or more of the following funding areas to enhance court security:

1. Provision of court security staffing at a facility containing a state court or probation office;
2. The purchase of security equipment or related structural improvements for a facility containing a state court of probation office;
3. The provision of court security training; or
4. Miscellaneous funding needs associated with issues of court security or court security equipment.

**Program Priority Areas – (Counties that meet at least two of the following criteria, shall be given the highest priority for need-based grants. This will be updated at least yearly with the most recent data published by the Department of Local Affairs)**

1. Counties in which the population is below the state median;
2. Counties in which the per capita income is below the state median;
3. Counties in which property tax revenues are below the state median; or
4. Counties in which the total population living below the federal poverty level is greater than the state median.

**Prohibition on Use of Funds**

Grantees may not expend funds provided under the Court Security Fund to purchase, lease, rent, or acquire any of the following:

1. Architectural services;
2. Non-security related construction;
3. Firearms;
4. POST certification training;
5. Computers and computer servers– unless as an integral part of a security system, e.g. surveillance system, access control system;
6. Law enforcement equipment that could not clearly be identified as having a court security purpose;
7. Vehicles;
8. ADA compliance issues that do not concern security; and
9. Emergency lighting already required by a Fire Marshal.

**Goal Statement of the Court Security Commission and State Court Administrator’s Office**

Regarding administering the Court Security Cash Fund the goals of the Court Security Commission and State Court Administrator’s Office are to:

1. Provide assistance to those counties with the greatest need as provided for in Sec.13-1-205, C.R.S.;
2. Provide assistance to as many counties as possible in each grant application period;
3. Support the efforts of local court security teams to the greatest extent possible, including but not limited to providing assistance in the event of court security emergencies;
4. Provide grant funds to those counties whose grant applications focus on making court facilities and probation offices safer for staff and the public; and
5. Provide funds to those counties that are best able to demonstrate existing cooperation among stakeholders.

## Application Process General Requirements

Grant application can only be submitted via the web-based grant application and courthouse security website: [www.coloradocourthousesecurity.com](http://www.coloradocourthousesecurity.com)

The application process consists of the following steps:

1. Each county local security team must register each of the following with the court security specialist:
  - ü Chief Judge;
  - ü Sheriff;
  - ü County Commissioner; and
  - ü County Security Team Contact.
2. The designated county security team contact will draft the grant application and funds request.
3. When the application and funds request are completed, they will automatically be sent to the statutorily authorized signers for their approval
4. Each designated signer must approve the grant request. A grant application cannot be received by the State Court Administrator's Office unless approved by designated signers.
5. When each of the three designated signers has approved the application and funds request that information is automatically sent to the court security specialist. The local security team will receive an e-mail stating that the grant application has been received.
6. The Colorado State Court Administrator's Office will review and rank all applications.
7. The Court Security Commission will assess the merit and overall need of the project, as well as, evaluate how the specific project will satisfy goals and objectives.
8. County Local Security Teams will receive an e-mail informing of the status of their grant request.

The approval of the three designated signers demonstrates that the Chief Judge, Sheriff, and a county commissioner **were advised of and agree to** the intention to submit a court security grant application and were given the opportunity to include the needs of offices within the courthouse or another building containing a state court or probation office.

Applications for grant funds by local court security teams are may only be initiated by completing a grant application and submitting it to the Colorado State Court Administrator's Office as set forth above. Applications for funds under this program can be accepted only when submitted by a local court security team with all required contents.

**Applicants should note that authority to make grant awards is vested only with the State Court Administrator**

**Each Court Security application shall include:**

1. Indicate if the request is from a county with statutory priority (meets at least two of the four criteria)
2. A prioritized list of the items requested including staffing requests;
3. Any steps that the local court security team has already taken to improve court security;
4. The objectives, anticipated results and timeline for implementation should your grant request be approved;
5. The names and positions of the local court security team; and

Upon review and approval of a county's court security plan/application, the Court Security Commission may recommend that the State Court Administrator;

1. Award grant funds to provide funds for court security staffing, purchase equipment, or make other expenditures in accordance with the approved plan;
2. Award grant funds contingent on clarifying certain questions that the Commission might have; and
3. Decline to award grant funds during the current grant cycle.

A grant award or decision not to award these funds shall not relieve any county, person, or office of their duty or obligation to provide security services to courts in their respective counties.

**6. Court Security Fund Financial Requirements**

**Audit**

Grantees shall maintain records of any and all expenditures made with grant funds. Such records shall be made available to the Judicial Department for inspection, audit, and evaluation in such form as the Department in its discretion may require. Grantees shall retain such records a period of three (3) years following the termination of the grant award.



## **Suspension or Termination of Funding**

The State Court Administrator's Office and The Court Security Commission may, in whole or in part, suspend or terminate funding for or impose another sanction on a grantee for any of the following reasons:

1. Failure to comply substantially with the requirements and objectives of the Court Security Fund, guidelines issued thereunder, or other provisions of Federal, State or local law.
2. Failure to adhere to the requirements, standard conditions, or special conditions.
3. Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding.
4. Failure to submit reports.
5. Filing a false certification in this application or other report or document.
6. Other good cause shown.

## **Awareness of Historical Considerations**

Local Court Security Teams should be aware that older courthouses may be on the Registry of Historic Buildings. For this reason, projects that involve physical changes to the exterior or interior of the courthouse must involve the State Historical Fund in their process. Failure to show involvement of the State Historical Fund will affect the applicant's ability to obtain court security cash funds.

## **7. Awarding the Funds**

Section 13-1-204(2) and (3) C.R.S. notes that moneys from the Fund are to be distributed to counties to supplement existing county funding for purposes related to court security and shall not be used to supplant moneys already allocated by the counties for that purpose. Moneys credited to the fund shall be available for grant awards by the State Court Administrator, based on the recommendations of the Commission. Absent a showing of undue hardship all grant funds shall be awarded on a reimbursement basis.

## **Award Criteria**

The following system will be used to rank grant applications:

1. Application is from a county that meets at least two of the four requirements for priority funding – **Application is qualified for priority funding.**
2. The request will allow the local court security team to achieve a basic level of court security.
3. Application supports the efforts of the local court security team, makes the court facility/probation office safer for staff and the public, and demonstrates existing cooperation among stakeholders.
4. Likelihood that the plan submitted by the local court security will achieve its objective(s)
5. Proposed budget and timeline for implementation are reasonable.

## **Types of Award and Announcement Dates**

There are three types of award announcements. Those are: (1) grant applications for personnel, equipment, and /or training; (2) for court security emergency grant funds; and (3) amended grant award applications

For grant applications requesting funds for personnel, equipment, and/or training local court security teams will typically be notified immediately by e-mail upon approval by the State Court Administrator. For court security emergency grant applications amended grant awards local court security teams may expect to be notified within two weeks of application submission.