



2018 Community Court Grant Program

Competitive Solicitation

Announcement Date: April 18, 2018

Due Date: May 30, 2018

Overview

The U.S. Department of Justice, Bureau of Justice Assistance (“BJA”) and the [Center for Court Innovation](#)¹ (“the Center”) are partnering to support the development and enhancement; mentoring; and evaluation of community courts through BJA’s National Problem-Solving Justice Initiative. The Center is the national training and technical assistance provider of the National Problem-Solving Justice Initiative, working with dozens of jurisdictions over the years to develop and enhance the community court model and other problem-solving justice efforts.

As part of this initiative, in April 2016, ten sites across the U.S. were selected through a competitive request for proposals to receive funding and technical assistance under the [2016 Community Court Grant Program](#) to launch or enhance a community court project. The Center has also identified and supported [mentor community courts](#) through this initiative.

The primary goal of the 2018 Community Court Grant Program is to develop, support, and strengthen community courts around the country. As outlined below in more detail, this program will provide financial and technical assistance to implement or enhance up to five community courts (Category 1); provide financial and technical assistance for an impact evaluation of an established community court (Category 2); and recognize and provide technical assistance to up to five mentor community courts (Category 3). The ultimate goal is to encourage the successful replication of the community court model and the application of community court principles to wider populations.

¹ The Center has more than 20 years of experience with problem-solving justice, including groundbreaking work as a planner/operator. The Center launched the first community court in the United States in 1993 – the Midtown Community Court – and implemented numerous others, including the Red Hook Community Justice Center, as well as New York City’s first drug, mental health, domestic violence and youth courts.

The Community Court Model

For the purpose of this solicitation, a community court is defined as a neighborhood-focused court program that combines the power of both the community and the justice system to address local problems. Community courts are a type of problem-solving court, unique in how they engage the community in planning and operational process. Exemplary community courts also utilize evidence-based practices, including incorporating procedural justice protocols and validated risk/needs screening and assessment tools.

Some of the goals of community courts are to increase public safety by addressing underlying issues that lead to criminal behavior, give justice system officials more meaningful options when handling lower-level offenses, improve public trust and confidence in justice, and reduce unnecessary incarceration. They typically serve those who are high users of health, justice, and other systems, and seek to replace costly “revolving door” outcomes with common sense solutions. Community courts offer court mandates that connect participants to social services and repair the harm done to the community through community service while using judicial monitoring to promote accountability.

All applicants under this solicitation must demonstrate how the proposed community court conforms to the key community court principles listed on the next page. Community courts supported through this solicitation may not use federal funding to serve violent individuals,² and must provide judicially monitored drug treatment as one of their social service sentencing options. For more information on community courts, visit <http://www.courtinnovation.org/topic/community-court>.

² Programs may not use funding under this solicitation to serve violent offenders. As defined in 42 U.S.C. 3797u-2, a “violent offender” means a person who—(1) is charged with or convicted of an offense that is punishable by a term of imprisonment exceeding one year, during the course of which offense or conduct: (A) the person carried, possessed, or used a firearm or dangerous weapon; (B) there occurred the death of or serious bodily injury to any person; or (C) there occurred the use of force against the person of another, without regard to whether any of the circumstances described in subparagraph (A) or (B) is an element of the offense or conduct of which or for which the person is charged or convicted; or (2) has 1 or more prior convictions for a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm. A community court funded under the 2018 Community Court Grant Program may, at its own discretion and after taking a valid assessment of risk into consideration, choose to provide services to an individual who is otherwise excluded from this program if the grantee is using non-federal funding to provide the services. BJA strongly encourages the use of valid risk assessment tools and consideration of public safety needs in this local decision making process.

Community courts can take many forms, but all should employ the following common principles:

1. Enhanced Information

Community courts are dedicated to the idea that better staff training combined with better information (about litigants, victims, and the community context of crime) can help improve the decision making of judges, attorneys, and other justice officials. The goal is to help practitioners make more nuanced and individualized decisions about defendants, ensuring that they receive an appropriate level of supervision and services.

2. Community Engagement

Community courts recognize that community members, business owners, and neighborhood groups have an important role to play in helping the justice system identify, prioritize, and solve local problems. By actively engaging citizens in the process, community courts seek to improve public trust in justice.

3. Collaboration

Community courts engage a diverse range of people, government agencies, and community organizations in collaborative efforts to improve public safety. By bringing together justice system players and reaching out to potential partners beyond the courthouse (e.g., drug treatment and other social service providers, victims groups, schools), community courts improve inter-agency communication, encourage greater trust between community members and government, and foster collaborative responses to local problems.

4. Individualized Justice

By using evidence-based risk/needs tools, community courts seek to link participants to tailored community-based services (e.g., drug treatment, job training, mental health counseling) where appropriate. In doing so, community courts can help reduce incarceration and recidivism, improve community safety, and enhance confidence in justice. Linking individuals to services can also aid victims, improving their safety and helping restore their lives.

5. Accountability

Community courts are founded on the idea that all criminal behavior—even low-level “quality-of-life” crime—has an impact on the community. By promoting community restitution and insisting on regular and rigorous compliance monitoring (including by the judge)—and clear consequences for non-

compliance—community courts seek to improve the accountability of individuals.

6. Outcomes

Community courts emphasize the active and ongoing collection and analysis of data—measuring outcomes and process, costs and benefits. Dissemination of this information is a valuable symbol of public accountability.

Medication-Assisted Treatment

Medication-Assisted Treatment (MAT) is an evidence-based substance abuse treatment protocol, and BJA supports the right of individuals to have access to appropriate MAT under the care and prescription of a physician. BJA recognizes that not all communities may have access to MAT due to a lack of physicians who are able to prescribe and oversee clients using antialcohol and anti-opioid medications. This will not preclude the applicant from applying, but where and when available, BJA supports the client's right to access MAT. This right extends to participation as a client in a BJA-funded community court.

Applicants must demonstrate that the community court(s) for which funds are sought will not deny any eligible client for the community court access to the program because of their use of FDA-approved medications for the treatment of substance use disorders (e.g., methadone, buprenorphine products including buprenorphine/naloxone combination formulations and buprenorphine monoproduct formulations, naltrexone products including extended-release and oral formulations, disulfiram, and acamprosate calcium). Specifically, methadone treatment rendered in accordance with current federal and state methadone dispensing regulations from an Opioid Treatment Program and ordered by a physician who has evaluated the client and determined that methadone is an appropriate medication treatment for the individual's opioid use disorder must be permitted. Similarly, medications available by prescription must be permitted unless the judge determines the following conditions have not been met:

- The client is receiving those medications as part of treatment for a diagnosed substance use disorder.
- A licensed clinician, acting within their scope of practice, has examined the client and determined that the medication is an appropriate treatment for their substance use disorder.
- The medication was appropriately authorized through prescription by a licensed prescriber.

In all cases, MAT must be permitted to be continued for as long as the prescriber determines that the medication is clinically beneficial. Grantees must assure that a community court client will not be compelled to no longer use MAT as part of the conditions of the community court if such a mandate is inconsistent with a licensed prescriber's recommendation or valid prescription. Under no circumstances may a community court judge, other judicial official, correctional supervision officer, or any other staff connected to the identified community court deny the use of these medications when made available to the client under the care of a properly authorized physician and pursuant to regulations within an Opioid Treatment Program or through a valid prescription and under the conditions described above. A judge, however, retains judicial discretion to mitigate/reduce the risk of abuse, misuse, or diversion of these medications.

Awards

Up to five awards of up to \$200,000 each will be awarded in Category 1; up to one award of up to \$100,000 will be awarded in Category 2; and up to five awards will be awarded in Category 3.³ The anticipated award period is October 1, 2018 – June 30, 2020.

Please note that in the months following the award selection process, the Center will identify up to ten additional jurisdictions to receive no-cost training and technical assistance. Priority for this assistance will be given to unsuccessful applicants under this solicitation.

Application Deadline & Other Key Dates

Completed applications must be emailed by **Wednesday, May 30, 2018 5pm EDT** to the email address designated for each category.

CCGPCategory1@courtinnovation.org for Category 1 proposals

CCGPCategory2@courtinnovation.org for Category 2 proposals

CCGPCategory3@courtinnovation.org for Category 3 proposals

Please allow plenty of time for submission, as some agencies may experience technical difficulties when submitting large files.

The Center will host an informational webinar for all interested parties on **Wednesday, April 25, 2018 at 3:30pm EDT**. Registration for the webinar is recommended; please RSVP by emailing the email address corresponding to the category to which you plan to apply, as noted above. Please use the subject line: "CCGP Solicitation Webinar RSVP" and include the email

³ The Center for Court Innovation reserves the right to modify the amount for which applicants are eligible to apply and receive if grant award amounts received by the Center are different than anticipated.

addresses of anyone who plans to attend. Registration instructions will be sent to those who register and will also be posted online at <https://www.courtinnovation.org/community-court-grant-program> by April 24, 2018. The webinar will aim to address questions applicable to all three award categories. Questions may be emailed to the email addresses above throughout the open solicitation period, including in the days leading up to the webinar.

Final decisions about the awards are expected to be announced in August 2018.

Eligibility

Eligible applicants for Category 1 and Category 3 are limited to states, state and local courts, counties, units of local government, and federally recognized Indian tribal governments (as determined by the Secretary of the Interior). Eligible applications for Category 2 are state and local public and private entities, including non-profit and for-profit organizations, and units of state and local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior). For-profit organizations must agree to forego any profit or management fee. All applicants must be eligible to receive grant funds from the Office of Justice Programs of the U.S. Department of Justice; funds under this program will be awarded through a subcontract with the Center. Please see additional eligibility criteria and application instructions for each grant category below.

Applicants are welcome to submit applications under more than one category, assuming all eligibility criteria are met for each and a separate application is submitted for each per the instructions.

General Application Instructions

A completed application must include all of the items outlined in the Application Checklist for each category. All application forms and samples are available for download at <https://www.courtinnovation.org/community-court-grant-program>. Please be sure to download and save all documents before you begin entering content to ensure that the content saves properly. Below are additional instructions that pertain to more than one category.

Application Packet: Cover Sheet and Program Narrative

All applicants must complete the Application Packet for the appropriate category. The packet must be completed electronically and saved as a PDF for email submission.

Time/Task Plan (Categories 1 & 2 only)

All Category 1 and Category 2 applications must include a Time/Task Plan. A sample Time/Task Plan is available for download at <https://www.courtinnovation.org/community-court-grant-program>.

Budget Detail Worksheet and Budget Narrative (Categories 1 & 2 only)

All Category 1 and Category 2 applications must include a Budget Detail Worksheet and a Budget Narrative. A Budget Detail Worksheet template is available for download at <https://www.courtinnovation.org/community-court-grant-program>. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet and organize it by year, with Year 1 (12 months) defined as October 1, 2018 to September 30, 2019 and Year 2 (nine months) defined as October 1, 2019 to June 30, 2020. For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm. In addition to the items identified in the Financial Guide, award funds may not be used for prizes, rewards, entertainment, trinkets (or any type of monetary incentive), client stipends, gift cards, vehicles, food and beverage, and/or any costs that do not support approved project activities.

The Budget Detail Worksheet should show how the funds will be used to meet the project goals and activities listed above. For Category 1 proposals, this must include budgeting for a required peer-to-peer site visit (assume a two-night trip to New York City for key project staff/partners) and attending a national community courts and public safety conference (assume a three-night trip to a TBD location for key project staff/partners).

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets should be complete, cost effective, allowable, reasonable, allocable, and necessary for project activities. Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail how technology or collaboration with outside organizations might be used to reduce costs without compromising quality.

The Budget Narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the project. The narrative may include tables for clarification purposes but need not be in a

spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year as defined above.

Letters of Support

All applicants should include Letters of Support from or Memoranda of Understanding among key stakeholders in the jurisdiction per the instructions in each category.

Additional Requirements

Applicable Federal Laws and Regulations

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization; or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If the Department of Justice is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <https://ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from

each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Accounting System and Financial Capability Questionnaire (if applicable)

Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this form: <http://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf>.

Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements, likely do not constitute “research.” Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 (“Protection of Human Subjects”).

“Research,” for purposes of human subjects protection for OJP-funded programs, is defined as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. 46.102(d).

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects protection, applicants should consult the decision tree in the “Research and the protection of human subjects” section of the [“Requirements related to Research”](#) webpage of the [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards,”](#) available through the OJP Funding Resource Center at <https://ojp.gov/funding/Explore/SolicitationRequirements/index.htm>. Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that webpage.

Selection Process

The Center and BJA are committed to ensuring a fair and open process for awarding funds, technical assistance, and mentor court status. Applications that meet basic minimum

requirements will be reviewed by staff from the Center and scored by peer reviewers, with final review and approval by BJA.

Category 1 Applicants will be evaluated based on the following criteria:

1. Statement of the Problem (20%)
2. Project Design (40%)
3. Capabilities and Competencies (20%)
4. Letters of Support/MOUs from Key Stakeholders (10%)
5. Budget (10%)

Category 2 Applicants will be evaluated based on the following criteria:

1. Community Court Model (20%)
2. Research Design (40%)
3. Capabilities and Competencies (20%)
4. Letters of Support/MOUs from Key Stakeholders (10%)
5. Budget (10%)

Category 3 Applicants will be evaluated based on the following criteria:

1. Community Court Model (40%)
2. Capabilities and Competencies (40%)
3. Letters of Support/MOUs from Key Stakeholders (20%)

In addition to these criteria, considerations for award recommendations and selection may include, but are not limited to, the need of the jurisdiction, targeting of historically underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

Questions & Contact Information

For assistance with any requirement of this solicitation, please email the appropriate email contact for the category to which you are applying: CCGPCategory1@courtinnovation.org for Category 1; CCGPCategory2@courtinnovation.org for Category 2; and CCGPCategory3@courtinnovation.org for Category 3. General inquiries may be directed to any of the three email addresses.

As noted above, there will be an informational webinar on Wednesday, April 25, 2018 at 3:30pm EDT. Answers to frequently asked questions and other updates that arise during the open solicitation period will be posted periodically on the 2018 Community Court Grant Program website at www.courtinnovation.org/community-court-grant-program.

Category-Specific Application Instructions

Category 1: Implementation or Enhancement of a Community Court

Program Description:

A) IMPLEMENTATION GRANTS

Implementation grants are available to jurisdictions that have initiated the preliminary stages of planning a community court and have obtained the support of key stakeholders, demonstrated by letters of support and MOUs described in more detail below.

Applicants for Category 1(A) grants may propose to use funding for court operations, project management, resource coordination, supervision, case management, and social services such as drug treatment, individual and group counseling, job training and placement, housing placement assistance, and primary and mental health care.

B) ENHANCEMENT GRANTS

Enhancement grants are available to jurisdictions with a fully operational community court that has been operating for at least one year as of May 30, 2018. Applicants for Category 1(B) grants must have the support of key stakeholders for the enhancement project, as demonstrated by letters of support and MOUs described in more detail below.

Applicants for Category 1(B) grants may propose to use funding to achieve one or more of the following objectives: 1) substantially expand the number of participants served by expanding of the geographic catchment area (for example, expanding participant eligibility to new zip codes or districts in the jurisdiction); 2) substantially expand the number of participants served by focused outreach to a particularly vulnerable population (for example, homeless individuals, individuals with opioid use disorders, young adults – e.g., 18-24 year olds - and/or veterans) ; 3) substantially increase the number of participants by expanding charge eligibility or changing other eligibility criteria; and/or 4) substantially expand the services provided by the court through the expansion of community service and/or social service options. Note that establishing an additional community court project in a different neighborhood or community within the same jurisdiction is considered an implementation project eligible under Category 1(A), not an enhancement.

Assistance Available:

Up to five awards will be made for up to \$200,000 each for a 21-month project period.

The Center will provide targeted technical assistance to the selected jurisdictions as follows:

- Guiding the development of a needs assessment process that supports and informs the operations of the community court;
- Helping to develop an implementation plan that is realistic and achievable;
- Assisting with the development of written policies and procedures that describe the court's operations, including the use of evidence-based practices; and
- Providing on-going remote and on-site intensive technical assistance throughout the planning and implementation process, including hosting a site visit to a model community court and referral to relevant trainings and subject matter experts.

Key project milestones to be completed by the selected sites may include:

- Identify/hire a lead planner who will be responsible for overseeing all activities for the project and serving as the primary liaison with Center staff;
- Identify and convene members of the core planning/implementation team who will guide the needs assessment and implementation planning processes and document the program's policies and procedures;
- Convene a community advisory board that includes representatives from the neighborhood(s) served, which may include but is not limited to neighborhood council members, faith-based leaders, and other community leaders;
- Conduct a needs assessment by soliciting and reviewing quantitative and qualitative data from a variety of government and community sources and engaging the community in the development of the program design. Needs assessment activities include: stakeholder interviews; focus groups; data review of population, demographics, poverty, unemployment, and crime statistics; and a final written report;
- Create an implementation plan that outlines key steps and timelines;
- Develop a policies and procedures manual for community court operations, including key functions such as judicially monitored drug treatment.
- Implement an evidence-based risk/needs tool;
- Host at least one site visit from Center staff to the jurisdiction;
- Participate in a peer-to-peer site visit to New York City and/or another exemplary community court location to be selected in partnership with the Center;
- Attend a national community courts training hosted by the Center and BJA;
- Participate in planning meetings, telephone conversations, and emails with Center staff on a periodic basis (*e.g.*, monthly calls);
- Collect data and other information that is required by the Center and BJA and report that information to the Center on a quarterly basis; and

- Produce a final program description and data summary highlighting the program model and its impact.

Application Instructions:

To apply under Category 1, please complete the “Category 1 Application: Implementation or Enhancement of a Community Court” and all required attachments itemized in the application checklist. Completed applications for Category 1 should be saved in PDF format (preferably as one document) and emailed to CCGPCategory1@courtinnovation.org before the deadline. Please use the subject line [Proposed Project Name]: [City/County, State]. For example, an application from the community court in Red Hook would have the subject line “Red Hook Community Justice Center: Brooklyn, NY.”

For Category 1, letters of support must be submitted from the following individuals:

- Chief judge of the court where the project is/will be located
- Chief public defender or equivalent (unless the defense bar is not involved in the proposed project)
- Chief prosecutor
- Leadership from the Department of Probation, Community Supervision, Pre-trial Services, and any other agency whose support is required for community service, drug treatment, or social service mandates

Letters from other stakeholders (*e.g.*, mayor’s office, business district leaders, neighborhood councils) are encouraged but not required.

Each letter should clearly demonstrate a commitment to support the project and to work as part of a collaborative team in these efforts, including membership on the core planning team and steering committee. When appropriate, the letter should also note any data sharing agreements.

Category-Specific Application Instructions

Category 2: Impact Evaluation of a Community Court

Program Description:

The Center for Court Innovation seeks proposals for an impact evaluation of an established community court. For the purposes of this category of the solicitation, the community court must adhere to the community court principles outlined above and have been in operation for at least four years as of May 30, 2018, and have a sufficient sample of historic data to be able to demonstrate impact with a minimum of a two-year follow-up period. The evaluation should, at a minimum, address whether and how the community court model is effective at changing disposition and sentencing practice, improving compliance, reducing use of jail, and reducing recidivism.

Applicants for Category 2 must demonstrate through a Memorandum of Understanding (MOU) the requisite support from both the research partner and from the community court to be studied. The court must also agree to share identifiable data with the evaluator, which the evaluator will agree to keep confidential. The evaluator must be an external individual or organization that operates independently from the community court. The selected jurisdiction will be required to identify a lead evaluator who will be responsible for overseeing all research activities for the project and serve as a primary liaison with Center staff.

Assistance Available:

A maximum of one award will be made for up to \$100,000 for a 21-month project period. The anticipated award timeline is October 1, 2018 – June 30, 2020. Some targeted research technical assistance such as advice on quasi-experimental design, comparison group construction, and data analysis plans will be offered to the court and research partners to ensure that the study is well planned and implemented.

Key project milestones to be completed by the selected sites include:

- Work with the Center and local partners to finalize the evaluation plan;
- Collect and analyze data regarding offenses charged, convictions, arrest from [time frame that pre-dates the existence of community court] and [time frame during community court's existence], recidivism; and

- Create a final evaluation report at the end of the grant period that includes an executive summary or fact sheet outlining the key findings for a practitioner audience.

Application Instructions:

To apply under Category 2, please complete the “Category 2 Application: Impact Evaluation of a Community Court” and all required attachments itemized in the application checklist.

Completed applications for Category 2 should be saved in PDF format (preferably as one document) and emailed to CCGPCategory2@courtinnovation.org before the deadline. Please use the subject line [Project Name]: [City/County, State]. For example, an application to evaluate the community court in Red Hook would have the subject line “Red Hook Community Justice Center: Brooklyn, NY.”

Category-Specific Application Instructions

Category 3: Community Court Mentor Court Status

Program Description:

To expand the reach of assistance to community courts nationally, the Center for Court Innovation and the U.S. Department of Justice's Bureau of Justice Assistance will select up to five U.S. community court mentor sites to serve as national models for the field.

For the purposes of this category of the solicitation, community courts must adhere to the community court principles outlined above and have been in operation for at least two years as of May 30, 2018.

Community courts that receive mentor court status will serve as leaders to the field. This will include providing samples of their practices, hosting site visits, participating in conferences and workshops, and providing guidance to practitioners around the country seeking either to launch their own community court projects or to replicate community court practices. The mentor sites will also model how justice system players can develop new skills, utilize new tools, and embrace new strategies. The Center will help these courts to build capacity through regular webinars, resource sharing, and in-person site visits. This initiative will replace previous Community Court Mentor Court designations.

Assistance Available:

Up to five sites will be selected as Mentor Court sites. They will receive technical assistance from the Center for Court Innovation for a 21-month period. These sites will not receive funding as part the award. It is expected that the Mentor Courts will continue to provide assistance to the field beyond the award period.

The Center for Court Innovation will offer technical assistance to the mentor court sites as follows:

- Guidance on hosting site visits and providing on-site and remote assistance to the field;
- Assistance with collecting appropriate performance data and reporting out key findings to interested parties, including the community; and
- Advising on evidence-based practices.

Key project milestones to be completed by the selected sites include:

- Host and document site visits for individuals, jurisdictions, and organizations interested in learning about the community court model;
- Conduct at least one training or webinar on an area of expertise and participate in conferences, roundtables, and other events as faculty presenters, as needed;
- Serve as subject matter experts for direct training and technical assistance requests; and
- Maintain exemplary community court practices.

Application Instructions:

To apply under Category 3, please complete the “Category 3 Application: Community Court Mentor Court Status” and all required attachments itemized in the application checklist. Completed applications for Category 3 should be saved in PDF format (preferably as one document) and emailed to CCGPCategory3@courtinnovation.org before the deadline. Please use the subject line [Project Name]: [City/County, State]. For example, an application from the community court in Red Hook would have the subject line “Red Hook Community Justice Center: Brooklyn, NY.”

For Category 3, letters of support must be submitted from the following individuals:

- Chief judge of the court where the project is/will be located
- Lead planner, program coordinator, or presiding judge of the community court (if different from above)

Letters from other stakeholders (e.g. prosecutors, defenders, probation, business district, neighborhood councils) are encouraged but not required.

Each letter should clearly demonstrate a commitment to support the project and to work as part of a collaborative team in these efforts. When appropriate, the letter should also note any data sharing agreements.