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## CDRP Grant Application Memo

Last update: 1/26/2022

TO: Community Dispute Resolution Program Administrators  
FROM: Bridget C. Gernander and Jessica Shryack  
RE: Community Dispute Resolution Program Grant Applications

The State Court Administrator's Office (the Court) and the Minnesota Office of Collaboration and Dispute Resolution (OCDR) are jointly administering the FY24 and FY25 two-year [Community Dispute Resolution Program \(CDRP\) grant program](#). Below you will find information about the grant program and a link to the online application in Submittable. Additional information is found in the appendices to this memo.

If you know of other community dispute resolution programs that have not received funds in the past and who may wish to apply, please direct them to [www.mncourts.gov/cdr](http://www.mncourts.gov/cdr) for information on grant eligibility.

### How much funding is available per year?

The total amount of Community Dispute Resolution grant funds available in this grant round is expected to be \$260,000 per year, which is divided among successful grantees. Grants must be used for the costs of operating approved programs. For funds allocated by the Court, a program is eligible to receive a grant equal to one-half of its estimated annual budget and not more than \$25,000 a year. This restriction does not apply to funds allocated by OCDR.

### What is the grant program period?

If received, grant funding must be expended for services provided during each of the two State fiscal years: July 1, 2023, or the effective date of the appropriation, to June 30, 2024 (FY24); and July 1, 2024 to June 30, 2025 (FY25).

### What are the program eligibility requirements?

Program eligibility is based on [Minn. Stat. § 494.05](#). Some Alternative Dispute Resolution (ADR) and mediation services are not allowed and organizations that provide such services cannot be funded by this grant, based on

[Minnesota State 494.03](#). Please review these and other statutes in Appendix 1 before submitting an online application.

**What are the grant program objectives?**

Grant program objectives include:

1. Provide general operating funding to support community dispute resolution programs in Minnesota.
2. Increase access to cost-effective, culturally appropriate dispute resolution for all Minnesota residents by expanding access to community mediation.
3. Enhance CDRP sustainability and quality through a combination of operating and performance-based funding.
4. Increase the quality of dispute resolution services in Minnesota through partnership between funded centers, the Court and OCDR.
5. Deploy CDRP infrastructure to address matters of public interest.

The grant application provides a method for past grantees to confirm they are still meeting Statute 494 requirements. All applicants should be aware of the statutory program guidelines (see Appendix 1).

**What are the grant questions and selection criteria?**

These are the Grant questions and rating criteria used to score applications.

<b>FY24-25 questions</b>	<b>Rating criteria</b>
<p><b>1. Background (1000 words).</b></p> <p>Describe your organization and its major services, 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. Please highlight what you consider to be your biggest service delivery successes of the last two years.</p>	<p><b>Service Delivery - 10 points</b></p> <p>Success is indicated by number of clients served with available resources as reported on the statistical form and demonstrated success in providing services to community.</p>
<p><b>2. Evaluation and quality assurance measures (1000 words).</b></p> <p>How does your organization evaluate services to clients? What quality assurance measures are in place for program volunteers? What does your statistical report data suggest about your organization’s effectiveness over time? Attach samples of any evaluations, protocols, or credentials that support evidence of using quality processes.</p>	<p><b>Program Evaluation and Quality Assurance – 10 points</b></p> <p>Points will be awarded based on the strength of the quality assurance and evaluation measures in place, such as client surveys, periodic observation of volunteers, apprenticeship that exceeds the minimum criteria outlined in the CDRP Operational Guidelines, use of client and co-mediator evaluation forms, amount of training provided, quality of trainers utilized (i.e., level of education, amount of practice and training experience), etc.</p>

### 3. Community responsiveness (1000 words).

How do you define your community to be served - e.g., geography, diverse populations (see definition below)? (It is not required to have data on all of these indicators or on every client to respond to this question.) If you are not serving diverse populations in your community, do you have plans to do so during the grant cycle? What is the demonstrated community interest in and need for your program? How has your organization worked with community partners to serve clients? What kind of community outreach have you done in the past year? Do you have any plans for outreach in the upcoming year?

Definition: Diverse populations include racial and ethnic [minority] communities including American Indians, immigrant communities, LGBTQI communities, people with disabilities, veterans, and those representing the geographic diversity within and across Minnesota – including greater MN, urban/metro.

### Community Responsiveness - 10 points

Points will be awarded based on demonstrated community responsiveness, including describing requests for services from community members and partner organizations, conducting outreach to educate the community about your services and ensuring that your services are not duplicative with other organizations in your service area. Successful programs will have a plan in place to serve diverse populations in their service area.

### 4. Organizational viability (1000 words).

Describe the strengths of your organization, addressing fiscal and organizational viability. Include engagement of the Board of Directors and their process for financial review. Reference compliance with Minn. Stat. § 494 and its Operating Procedures, as applicable. If your organization has experienced staff turnover in the past year, please provide context for the turnover. Describe your organization's experience with volunteer mediator retention. OCDR and MJB grants are used for general operating funding. Please describe the importance of this funding for your organization. For example, how does this funding fit within your organizational goals and plans?

### Fiscal and Organizational Viability – 10 points

Points will be awarded based on compliance with Statute 494 and its Operating Procedures, as well as other measures of good governance including but not limited to quality and retention of staff, engagement of the Board of Directors, and audits. Fiscal viability can be demonstrated by diversity of funding sources, in-kind support, sustainable growth, and other factors. Diversity of funding is a key indicator because it leverages the grant funds to maximize mediation services.

## What are the grant reporting requirements?

CDRPs awarded funding have the following reporting requirements:

- Financial reporting including invoices and supporting P&L statements at least quarterly
- Semi-annual progress reports
- Annual statistical reporting

See Appendix 2 for more details.

## When are the grant open and close dates? What are other key dates?

The grant will be announced, and the Submittable grant application will be open, starting on February 3, 2023. The application deadline is 4:30 pm on May 1, 2023. A grant application webinar will be held on February 10, 2023 at 12pm and FAQs will be available to potential applicants via email by February 24, 2023.

CDRP Grant Application Memo and Appendices

## What else do I need to know about the CDRP Grant?

**Scope of Grantee's Role.** To create or expand a community dispute resolution program pursuant to guidelines established by the State Court Administrator.

**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.

**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.

**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.

**Rules for Grant Proposal Submission.** All grant proposals must be received through the Submittable system by May 1, 2023. Late applications will not be accepted.

**Proposals Are Property of Supreme Court and the Office of Collaboration and Dispute Resolution.** Upon submission, all proposals become the property of the Supreme Court and the Office of Collaboration and Dispute Resolution, which has the right to use any or all ideas presented in any proposal submitted in response to this request for grant proposals, whether the proposal is accepted. All application materials are public data and may be made available to other interested organizations and individuals.

**Equal Employment Opportunity Statement.** Each prospective grantee shall certify their equal employment opportunity policies and practices.

**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, OCDR, 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.

**Statistical Data.** The grantee must agree to collect and report statistical data as requested by the State Court Administrator and OCDR. The grantee must agree to make available to the State Court Administrator and OCDR, upon request, any other pertinent information required for research, evaluation, or other purposes.

**Evaluation and Notification.** Proposals shall be evaluated within six weeks of application deadline, on which date the successful grantee will be notified. Unsuccessful grantees shall also be notified.

**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 and OCDR, 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 Minn. Stat. § Chapter 572.

**Whom do I contact if I have questions?**

You may contact either Ms. Bridget Gernander or Ms. Jessica Shryack using the contact information below.

<b>Minnesota Judicial Branch/Court Administrator</b>	<b>Office of Collaboration and Dispute Resolution</b>
Bridget C. Gernander Court Grant Program Administrator Phone: 651-284-4379 Fax: 651-297-5636 Email: <a href="mailto:bridget.gernander@courts.state.mn.us">bridget.gernander@courts.state.mn.us</a>	Jessica Shryack OCDR Grant Program Administrator Phone: 651-201-2464 Email: <a href="mailto:Jessica.Shryack1@state.mn.us">Jessica.Shryack1@state.mn.us</a>

## Appendix 1: Links to Statute 494 and Other Relevant Information

Source	Link	Description
Minnesota Judicial Branch CDRP grant program page	Community Dispute Resolution Program landing page <a href="https://www.mncourts.gov/Community-Dispute-Resolution-Grants.aspx">https://www.mncourts.gov/Community-Dispute-Resolution-Grants.aspx</a>	Describes Statute 494 and related statutes, links to CDRP operating guidelines, the grant application, narrative report form template and invoice template
Minnesota Judicial Branch	CDRP Operating Guidelines  <a href="https://www.mncourts.gov/Community-Dispute-Resolution-Programs">Community Dispute Resolution Programs (mncourts.gov)</a>	Includes definitions, general provisions and information on certifications, data, exclusions, etc.
Office of the Revisor of Statutes	Office of Collaboration and Dispute Resolution. <a href="#">Sec. 179.90 MN Statutes</a>	Establishes the Office of Collaboration and Dispute Resolution and defines its responsibilities
Office of the Revisor of Statutes	Grants. <a href="#">Sec. 179.91 MN Statutes</a>	
Office of the Revisor of Statutes	Community Dispute Resolution Program <a href="#">Sec. 494.01 MN Statutes</a> Program and Training Guidelines and Certification <a href="#">Sec. 494.015 MN Statutes</a> Confidentiality of Communications <a href="#">Sec. 494.02 MN Statutes</a> Exclusions <a href="#">Sec. 494.03 MN Statutes</a> Grant Programs <a href="#">Sec. 494.04 MN Statutes</a> Grants <a href="#">Sec. 494.05 MN Statutes</a>	Establishes, defines, and creates guidelines for the operation of CDRPs and describes CDRP grant eligibility and funding
Minnesota Court General Rules of Practice	Rule 114. Alternative Dispute Resolution <a href="#">MN Court Rules</a>	Relates to all civil cases being subject to Alternative Dispute Resolution (ADR) processes, outlined below.
Office of the Revisor of Statutes	Alternative Dispute Resolution Programs <a href="#">Sec. 484.76 MN Statutes</a>	Establishes the use of ADR including mediation as an alternative for the resolution of civil matters filed with the court.
Minnesota Court General Rules of Practice	Rule 310. Alternative Dispute Resolution <a href="#">MN Court Rules</a>	This rule describes when ADR processes are and are not required.
Minnesota Court General Rules of Practice	Rule 111. Scheduling of cases <a href="#">MN Court Rules</a>	Describes scheduling of cases and exceptions.

## **Appendix 2: Reporting requirements**

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Grantees will provide the following reports during the grant cycle. Each report has a template that is provided to successful grantees with their award letter.

### **Invoices and Financial Reports, due at least quarterly**

- Grant recipients shall invoice at least quarterly to be reimbursed for expenses under the grant agreement. The invoice template will be included as a separate attachment when grants are awarded. For both Court and OCDR invoicing, the invoice shall be accompanied by financial reports documenting the expenses for which reimbursement is requested.

### **Narrative Progress Reports, due semiannually**

- Grant recipients shall submit joint narrative grant progress reports twice per year to both the Court and OCDR staff via email. Narrative grant progress reports covering July 1 – December 31 of each year are due February 1; reports covering January 1 to June 30 of each year are due August 1. The Narrative Progress Report template will be included as a separate attachment when grants are awarded.

### **Statistical Reports, due annually**

- Grant recipients shall report statistics on the Statistical Report Form template once per year. The template will be included as a separate attachment when grants are awarded. The statistics will be due with the grant application in odd years and by March 15<sup>th</sup> in even years.

## Appendix 3: Attachments Checklist

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Download, complete and upload the following templates with application in Submittable:

- Statistical Report for Calendar Year 2022
- Most recent Form 990 (if you have a fiscal sponsor, use the fiscal sponsor's Form 990)
- List of current board members
- Attach samples of forms and tools used in evaluating your programming and services as described in your application narrative