

SECURITY GRANT GUIDELINES

South Dakota Unified Judicial System State Court Administrator's Office

*Effective July 1, 2022

PURPOSE

The South Dakota Unified Judicial System (UJS) recognizes the importance of grant funding as an effective mechanism for supporting the implementation of security measures across the state. Within the UJS, the State Court Administrator's Office administers security grants to counties to assist with the implementation of security measures. The grant program is intended to allow counties to address courthouse security measures to improve the safety and security of the public, litigants, witnesses, attorneys, and courthouse staff. We gratefully acknowledge the executive and legislative branches' support of these objectives.

BACKGROUND

The UJS received \$5 million dollars in one-time funding from the Legislature during the 2022 legislative session to enhance the court security grant program that the UJS has been administering for the last several years. That program was well received by the counties and supported numerous projects across the state. However, it was limited by an appropriation amount of only \$10,000 per year. The UJS now has authority to authorize grants totaling \$1.5 million dollars per year from the court security grant program beginning July 1, 2022. There is no set amount or timeframe to approve the expenditures from this fund. Those funds will be deliberately administered to achieve impactful security measures statewide as security programs in county courthouses continue to develop in coordination with the work of the Statewide Court Security Committee.

MATCHING AMOUNT

The grant will provide a 75% UJS match for approved projects. The maximum award is \$350,000 per fiscal year per county. Counties will be responsible for the remaining 25% of the project costs.

GRANT GUIDELINES

Grant submissions will be reviewed by the Grant Review Committee, a subgroup of the Statewide Court Security Committee. All projects will be reviewed based on overall need and the value of the project with respect to enhancing court security. Grant applications will be divided into two tiers based on the amount requested and on whether the county has an appointed Courthouse Security Committee as delineated below. Priority will be given to grants targeting essential courthouse security measures. All decisions made relating to the award of a grant request are final and not subject to appeal.

FUNDING

Grant requests may be submitted anytime of the year and will be considered on a regular basis by the Grant Review Committee. All grant request approvals will be dependent upon the availability of funds and must be in furtherance of identifiable security objectives. If the proposed project involves structural or other modifications that implicate historic preservation concerns, the Grant Review Committee will consider funding higher expenditures related to such concerns to the extent practicable.

GRANT REQUEST ELIGIBILITY

Any county can apply for a courthouse security grant (Tier One request). However, only counties that have a Courthouse Security Committee (CSC) approved by the Presiding Judge of the judicial circuit are eligible for Tier Two grant requests. Any county may request creation of a multi-disciplinary CSC by contacting their Presiding Judge to begin the process.

TIER ONE GRANT REQUEST

GRANT REQUESTS FOR A UJS MATCH UP TO \$10,000.

Eligibility:

- A county may apply for more than one Tier One request during a fiscal year.
- Supporting cost documentation must accompany the application and include one or more reliable cost estimates.

- An implementation report and certification will be required of grant recipients and all expenditures must be verified after the award is made to ensure the funds are expended in accordance with the application.
- Any request must be endorsed by the Presiding Judge of the judicial circuit.
- Tier One requests will be funded for the following types of improvements:
 - Duress alarm systems
 - Metal detectors
 - Locks and peepholes
 - Ballistic paneling
 - Ballistic glass
 - Security training
 - Lighting
 - Video surveillance equipment
 - See **Appendix A**: *Guidelines for Video Surveillance, Electronic Door Locks and Duress Alarms*
 - Other items demonstrating a clear security improvement with a UJS match up to \$10,000
- Matching funds may not be requested for employee salaries, mileage, per diem, lodging, firearms, ammunition, or vehicles.

TIER TWO GRANT REQUEST

GRANT REQUESTS FOR A UJS MATCH OVER \$10,000

Eligibility:

- A grant application must clearly identify the court security need or needs being addressed and how the project will benefit the security of the courthouse.
- A Courthouse Security Committee must be in place in the requesting county and the CSC must endorse and support the grant application.
- The application must identify those security standards and guidelines for which a grant award would assist in achieving compliance.
- Priority will be given to grant requests supported by a recent security assessment.
- In the absence of a recent security assessment, the need for the project may be supported by security incident reports or information describing

how the project will address and mitigate weaknesses in a courthouse security plan.

- Supporting cost documentation must accompany the application and include one or more reliable cost estimates.
- Matching funds may not be requested for employee salaries, mileage, per diem, lodging, firearms, ammunition, or vehicles.
- An implementation and certification report will be required of grant recipients and all expenditures must be verified, and the final invoice paid before the grant award is made.
- Counties must ensure that any requested grant would comply with applicable laws related to procurement. An application must be endorsed by the Presiding Judge of the judicial Circuit.
- A representative of the county or Court Security Committee must appear before the Grant Review Committee during an online meeting to summarize the county's request and answer any questions posed by committee members.
- The maximum award is \$350,000 per fiscal year per county.
- Awards include a 12-month sunset clause during which the money must be spent within 12 months of the award unless there is a justifiable reason for an extension.

APPLICATION REQUIREMENTS

Grant application forms are available on the UJS website at uj.s.sd.gov and attached to this document as Appendix B and C.

SUBMISSIONS

All submissions should be sent to:
Scott Sheldon
State Court Administrator's Office
500 East Capitol Avenue
Pierre, South Dakota 57501
Scott.Sheldon@uj.s.state.sd.us

GRANT PAYMENT PROCESS

Grant funds will be disbursed to an approved county by the State Court Administrator's Office after submission of an implementation report detailing completion of the project, which must include a paid invoice as well as a certification that the work is completed. Security Grant Implementation and Certification Form is attached as Appendix D.