**Austin Community Court is providing $2,500 grants to 10 organizations with case managers and/or outreach staff for populations with outstanding cases and/or warrants with Austin Community Court and Austin Municipal Court. These organizations will receive training to help the people they serve better navigate the court system. Apply by 10:00 a.m. on August 22, 2025.**

**Introduction:**

Austin Community Court is a problem-solving court that seeks to empower people to thrive by providing impartial justice and compassionate community-based services. Toward that end, Austin Community Court is comprised of both a traditional court staff and a staff of licensed clinical case managers.

In an effort to connect more individuals with court services, Austin Community Court is accepting applications from organizations to receive training to help the people they serve navigate the court system. Services provided through this grant are intended to supplement existing case management and/or outreach services, rather than a standalone service.

**Who is eligible to apply?**

Organizations who have case managers and/or outreach staff for individuals experiencing homelessness or other populations who may have outstanding cases and/or warrants with Austin Community Court and Austin Municipal Court (AMC) are encouraged to apply. Applicant must be (or be willing to become) a registered vendor with the City of Austin.

**Funding:**

Ten selected organizations will receive $2,500 each in compensation to participate in the in-person, 3-hour training, share feedback, and track results over a two-month period. This opportunity is meant to expand pathways to access Austin Community Court’s Court Services for members of the Austin community.

**Timeline**:

**Applications must be submitted prior to August 22, 2025 at 10:00 a.m. Central Time**. To apply, please complete this form and upload to <https://cityofaustin.formstack.com/forms/court_navigation_training>.

**Questions & Answers Process:**

The Question-and-Answer period for this process ends on August 15, at 11:00 a.m. Central Time. Please submit your question via email to Laura Martinez at [communitycourtcontracting@austintexas.gov](mailto:communitycourtcontracting@austintexas.gov). If you need any additional information, please contact Laura Martinez, Austin Community Court Business Process Consultant, at 512-974-1233.

Responses to submitted questions will be posted on <https://www.austintexas.gov/article/minigrant-court-navigation-training>.

**Optional Virtual Pre-Application Meeting**

Optional informational virtual pre-bid meeting for agencies will be available via Teams*;* set for August 11, 2025, 10:00am-11:00am Central Time. You may join the meeting by:

* Clicking this link: <https://tinyurl.com/mr3bzbsa>
* Dialing in by phone:
  + **Phone number**: 512-831-7858
  + **Access code**: 646226542#

The presentation provided will be posted online following the meeting at [https://www.austintexas.gov/article/minigrant-court-navigation-training](https://www.austintexas.gov/article/court-navigation-training%20t).

**Program Overview:**

Selected organizations will send case management and/or outreach staff to a training to learn how to help their clients conduct court case checks through an online portal for outstanding cases and warrants with Austin Community Court and AMC, steps to resolve outstanding cases and warrants, and how to connect individuals to Austin Community Court’s case management and resource navigation services.

The Court Navigation Training will:

* Equip service providers, and ultimately clients, with knowledge and tools to:
  + Identify open cases and warrants with Austin Community Court and Austin Municipal Court
  + Learn how to meet case requirements to resolve cases
  + Increase capacity, transparency, and empowerment in court processes
  + Help individuals resolve cases successfully without disrupting services, stability, or their housing journey

This approach builds on the same values as Austin Community Court’s Mobile Court, in that it meets people where they already are and supports trusted relationships between organizations and the people they serve to remove barriers to services and improve equitable service access.

Additionally, this minigrant process will test one approach to partnership with community organizations as part of a response to [Resolution 20240530-112](https://services.austintexas.gov/edims/document.cfm?id=430597) (<https://tinyurl.com/3fsvy6tr>), which, in part, asked to find ways to formally partner with and support local community organizations.

## Funding and Timeline:

$25,000 in funding is available to award up to 10 organizations ($2,500 each) for this Minigrant Pilot. $2,000 will be awarded upon signing a memorandum of understanding at the beginning of the process, with the remaining $500 awarded at the end of the process following submission of performance tracked during a two-month period and attending a virtual debrief meeting.

**Selected organizations will**:

* **Send at least one case manager or outreach staff to an in-person Court Navigation Training** at Austin Community Court, located at 505 Barton Springs Road, during one of the following times:
  + Friday, September 12, 2025 from 9:00am-12:00pm
  + Monday, September 15, 2025 from 1:30pm-4:30pm
* **Help clients check for open cases and warrants with Austin Community Court and AMC** through an online portal from September 17, 2025 through November 17, 2025
  + Organizations are encouraged to provide clients support, in partnership with Austin Community Court, to help resolve those cases through one of the following options:
    - Virtual court, available Wednesday afternoons
    - Accessing Austin Community Court’s in-person, walk-in dockets available Monday through Friday
      * Staff may attend with clients or provide information about how to access court services to clients
    - Attending a Mobile Court event in the community; dates and times vary
* **Track performance** during the two-month service window
* **Attend a 90-minute virtual debrief meeting** scheduled for Wednesday, December 10, 2025 from 10:30am-12:00pm

**Application:**

## SECTION 1: ELIGIBLE APPLICANTS

No points are assigned to this section, but a response is required for each items below.

**Organization Name**: Click or tap here to enter text.

**Organization Address** (if a registered vendor for the City of Austin, exactly as it appears in vendor profile, searchable here: <https://tinyurl.com/bdd9s4b4>): Click or tap here to enter text.

**Registered Vendor Number** (if applicable, searchable here: <https://tinyurl.com/bdd9s4b4>; if not registered a City vendor yet please put “NA”): Click or tap here to enter text.

**Authorized Representative Name**: Click or tap here to enter text.

**Authorized Representative Role/Title**: Click or tap here to enter text.

**Authorized Representative Email**: Click or tap here to enter text.

**Authorized Representative Phone**: Click or tap here to enter text.

## Applicants must meet all of the following criteria to be eligible for a grant award through this solicitation process.

1. Organizations must be currently registered as a vendor with the City of Austin, or be willing to become a registered vendor with the City of Austin if selected for funding. Information regarding how to register as a vendor is available at <https://www.austintexas.gov/services/doing-business-city>. **Please acknowledge this requirement here:**

Yes, our organization is currently a City vendor, or will become a City vendor if selected for funding through this minigrant process

**2a.** A requirement of this funding is to participate in an in-person, 3-hour training at the Austin Community Court office, located at 505 Barton Springs Road. Organizations are only required to attend one training. **Please select which of the following days and times your organization is available to attend the training.**

Monday, September 8th from 9:00am-12:00pm

Friday, September 12th from 9:00am-12:00pm

Both options could work for staff from my organization

**2b**. Organizations are required to have at least one staff member attend and are welcome—and encouraged—to bring multiple staff members to maximize participation. **Please list the name and role of all members of your team who will be attending the training if selected.**

**Response to 2b:**

**3**. Organizations are required to have at least one staff attend a 90-minute virtual debrief meeting scheduled for Wednesday, December 10, 2025 from 10:30am-12:00pm. The feedback collected during this meeting will help us understand the benefits, challenges, and opportunities for enhancements for the overall minigrant process and Austin Community Court’s Court Navigation Training. **Please acknowledge this requirement by selecting the box below.**

**Yes**, we will commit to virtual attendance on December 10, 2025 from 10:30am-12:00pm

**4.** Selected organizations will be asked to assist clients in checking for open cases and warrants, and when possible, work toward resolving anything outstanding with Austin Community Court and AMC, and track the following data points for a two-month period from September 17, 2025 through November 17, 2025.

* Number of court case checks conducted
* Total number of open cases identified through court case checks
* Total number of warrants identified through court case checks
* Total number of clients connected to Austin Community Court to resolve their case(s)

A spreadsheet and support will be provided to agencies to ensure collecting this data is not administratively burdensome **Please acknowledge this requirement by selecting the box below.**

Yes, we will collect these performance measures above from Sept. 17, 2025 - Nov. 17, 2025.

## SECTION 2: ORGANIZATIONAL BACKGROUND

No points are assigned to this section, but a response is required for each items below.

**5**. Please provide a brief description of your organization (agency submitting this application). (*250 word limit*)

☐

**Response to 5:**

**6**. Have you formally partnered with or received funding from the City of Austin in the last 5 years?

Yes

No

**7.** Select which of the following best describes your service model (*select all that apply*):

Light Touch Outreach

Resource Navigation

Intensive Case Management

Other (please describe): Click or tap here to enter text.

## SECTION 3: SCORED QUESTIONS Total points: 100

Please provide a response in the boxes provided for each item below. **It is preferable to be repetitive rather than to leave an item incomplete as evaluation preference can only be awarded based on the response to the item being evaluated.**

## Service Approach Question points: 20

## 8. Please describe your approach to providing outreach, engagement, and/or case management services, and include the area(s) of Austin where you provide services (office location, areas where you engage in outreach, etc.). (*300 word limit*)

**Response to 8:**

## Capacity for Client Assistance Question points: 20

**9a**. Which of the following will you do to help individuals navigate Austin Community Court’s processes after receiving the training? (*Please check all that apply.*)

Provide written information about the court navigation process

Explain the court navigation process and check for understanding

Accompany individuals as they navigate the court process {virtually}

Accompany individuals as they navigate the court process {in person}

Verify and track the outcome for individuals who have received your support in navigating the court process

**9b.** Please provide any additional details about the support your staff will provide your clients with open cases and/or warrants with Austin Community Court and AMC.

(*200 word limit)*

**Response to 9b:**

**Identifying Service Barriers. Question points: 30**

**10.** Please describe the barriers or challenges faced by the people you serve when engaging with court services to resolve outstanding cases and warrants. This may include barriers identified directly through client feedback, as well as relevant data or findings from studies related to populations who experience difficulties accessing court services. Please share any insights that help us better understand the unique needs of your clients. (*200 word limit*)

**Response to 10:**

**Addressing Service Barriers. Question points: 30**

**11.** Describe how you propose to overcome those challenges/barriers with the support of the training and funding provided through this mini grant. (*200 word limit*)

**Response to 11:**