Judicial Council of California
Center for Families, Children & the Courts / Operations and Programs Division

ACCESS TO VISITATION GRANT PROGRAM

RFP Grant Application Questions and Responses

The questions and answers are from **August 12, 2014, through August 20, 2014** regarding the Access to Visitation Grant Program RFP Grant Application for Fiscal Years 2015–2016 through 2017–2018 funding. The *RFP Grant Application Questions and Responses* are set forth in categories to help facilitate the applicants review and completion of the grant application proposal.

To ensure a fair process, applicants are reminded that communications regarding the RFP grant application after closure of the applicant's teleconference calls must be submitted by e-mail to shelly.labotte@jud.ca.gov. Telephone assistance cannot be provided. Additionally, Access to Visitation Grant Program staff will post applicant questions (and staff responses) every Thursday through August 28, 2014. Please visit the CFCC website to download other RFP Grant Application Questions and Answers previously submitted: *http://www.courts.ca.gov/cfcc-accesstovisitation.htm (click on RFP Information section).*

INSTRUCTIONS FOR SUBMISSION OF APPLICATION & FORMATTING QUESTIONS

1. Question: We are putting together the Letter of Intent with our court and we are wondering if we would be considered to have a multi-agency collaborative grant since it will be the XXX Superior Court in partnership with XXX subcontractor. Can you please provide some clarification?

   Response: Based on the information above, the courts application with one designated single subcontractor agency would be considered a *single applicant court with a single agency* and not a multiagency or multicounty collaboration. Under the RFP grant application eligibility for bonus points, the superior court would not be eligible to receive the additional bonus points (i.e., 2 points total).

2. Question: There is one response that has the line spacing at 1.5 instead of 1. Was that intentional or accidental? Please see Question 1 of Statement of Need.

   Response: The line spacing of 1.5 would be an error. The line spacing should be at 1 (single space) and not 1.5. Yes, it is acceptable to make this change in the template.

3. Question: Is the chart on Question 10 page 24 supposed to be incomplete? Additionally, what is the heading for the fifth column in the table under Question 1?

Response:

(A) Yes the chart is incomplete in the template so that the applicant can complete it. Yes, complete the chart in the template for Question 10 (see Question 1 here—complete the chart).

(B) Under Question 10, in the area that says "Question 10 Response", the applicant should write their response to Question number 2 under Question 10 in the table template.

(C) The last column on Question 10, Question 1 via the chart is N/A. The applicant can open the abridged version of the word document and expand the side to view the column.

GENERAL QUESTIONS

4. Question: Our court is currently working on the RFP grant application and we are finding it difficult to complete the application, in particular the budget portion, because we will not have our competitive procurement process completed until after the application deadline has passed. Do you have any suggestions for both our narrative and budget data on how we should craft our application with so many unknowns? We have a current provider, but for 15/16 we could have multiple providers, or the costs could change from this year to next. We know you are looking for specific details for the application. Should we use our current vendor as a model for the application, or should we be more generic since we don't have a vendor/vendors selected yet? Any guidance you can provide?

   Response:

   (A) Yes, the grant application proposal should be very clear, concise, and contain specific details regarding the proposed plan of service delivery. If the court is currently undertaking their [own] Procurement process and this process has not yet been completed, the court should still be able to adequately address the proposal narrative questions given that the court would know what they want the program to look like (i.e., need for the project/program; proposed AV grant program service delivery design; evaluation and monitoring and implementation plan).

   (B) The budget requires completion regarding proposed costs and expenditures. The RFP grant application budget forms and narrative justification and cost-effectiveness are part of the evaluation criteria. Applicants should be as detailed as possible to ensure appropriate scoring and evaluation. The proposed budget forms from those courts approved by the Judicial Council for funding award allocation will have an opportunity to revise their budgets prior to execution of the contract agreement.

BUDGET QUESTIONS

5. Question: If an Access to Visitation parent education program is to offer parents child care for a fee while attending the program, would that be considered program income? And would it be acceptable for a lunch to be provided for parents at the parent's expense? There would be no expenses billed to the grant in either of these options.

Response:

(A) Under the federal terms and conditions, program income is any amount received by the State generated directly from any activity supported by and allocable to the Access and Visitation Program. All program income must be reported to the federal funder. If any income (e.g., fees) is being generated as result of a Access to Visitation Grant Program activity, then these fees are considered program income and must be reported and expended during the grant funding period. Court/subcontractors should carefully review section 45 CFR 92.25 (g) (2) for additional guidance <*http://edocket.access.gpo.gov/cfr_2004/octqtr/pdf/45cfr92.25.pdf*> and see the budget instructions under Appendix C for additional program income requirements.

(B) If the parent education class is an Access to Visitation Grant Program parent education class and income is generated directly from the activity supported by and allocable to the Access to Visitation Grant Program, then any fees/income resulting from the grant activity more than likely would be considered program income. Because childcare service are not part of the Access to Visitation Grant Program and not billed to the grant, if the subcontractor provides childcare at a fee for those parents who need the service, the fees collected under this circumstance e would not be reported as program income. But, if no childcare services are provided and the parent has to pay a fee to attend the parent education class which is part of the Access to Visitation Grant Program, then the fees collected under this circumstance must be reported as program income.

(C) The court/subcontractor cannot use the grant funds to pay for food or meals. If the provider wants to pay for the food (lunch) and then ask the parents for reimbursement this would be acceptable so long as the court/subcontractor or the noncustodial parent (custodial parents are not eligible under the grant) does not seek reimbursement from the grant for the food (lunch). class.

6. Question: My question pertains to the Lead Court payment to subcontractors and invoicing the Judicial Council. In the lead court invoice for grant funding they produce any and all subcontractor invoices. Must the court also produce proof of lead court payment to each subcontractor or is the proof of expenditure for Access services by each subcontractor sufficient when requesting reimbursement?

Response:

(A) The Access to Visitation Grant is a reimbursable grant. This means that court/subcontractor will be reimbursed for actual costs. The subcontractor is required to submit billing to the lead applicant court and the lead applicant court will reimburse the subcontractors based on the contract agreement approved budget form/s and proof of payment. The lead applicant court will subsequently submit billing (as outlined in the contract agreement) to the Judicial Council program staff for reimbursement. The Judicial Council will then reimburse the lead applicant court for costs and expenditures based on the approved court/subcontractor budget form/s with supporting backup documentation of expenditures.

(B) Yes, the court must provide proof of payment for each subcontractor.

7. Question: We are working on the budget forms and we were wondering whether the items listed under "Component" below are the only ones to be included (see Instructions under Fringe benefits). Under the instructions, it looks like other items could be included, such as retirement and health coverage. However, I notice that there is a line for "taxes", which I am not sure what it is for other than listing how much each person pays in taxes to the state or federal government, which is not a benefit. Can you please clarity?

   Response:

   (A) No, the components listed are only examples and not an exhaustive list of allowable fringe benefits. Each court and its subcontractor should review the federal Office of Management and Budget (OMB) Circulars A-87, "Cost Principles for State, Local, and Indian Tribal Governments at *http://www.whitehouse.gov/omb/circulars_a087_2004/* and Circulars A-122, "Cost Principles for Non-Profit Organizations" at *http://www.whitehouse.gov/omb/circulars/a122/a122.html* to determine allowable and unallowable costs.

   (B) Taxes mean payroll taxes that the employer pays social security and Medicare on behalf of the employee. Payroll taxes are the same as FICA and Medicare is part of FICA.