

**CALIFORNIA’S ACCESS TO VISITATION GRANT  
PROGRAM FOR ENHANCING RESPONSIBILITY  
AND OPPORTUNITY  
FOR NONRESIDENTIAL PARENTS**

**REQUEST FOR PROPOSALS  
and GRANT APPLICATION**

**Letters of Intent are due by 5 p.m., on August 22, 2014**  
(See “Letters of Intent Deadline” under section 3.6)

**Grant applications are due by 5 p.m., on September 12, 2014**  
(See “Grant Application Deadline” under section 3.7)

**RFP CFCC—Fiscal Years 2015–2016 through 2017–2018**



**JUDICIAL COUNCIL  
OF CALIFORNIA**

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# REQUEST FOR PROPOSALS (RFP) & GRANT APPLICATION

FISCAL YEARS 2015–2016 through 2017–2018

## Grant Application Checklist

Grant Application Activities and Deliverables	RFP Section
1. Register for grant applicants teleconference (optional)	Section 3.5
2. Submit nonbinding Letter of Intent by deadline date	Section 3.6
3. Submit grant application proposal in required format and order	Section 3.2 (items 1 through 10) and 3.3
4. Submit one signed original copy (stamp as original); email PDF file to <a href="mailto:shelly.labotte@jud.ca.gov">shelly.labotte@jud.ca.gov</a>	Sections 3.0 and 3.4
5. Include Table of Contents with page numbers	Sections 3.0, 3.2, and 3.3
6. Include RFP Grant Application Cover Page (see Appendix B)	Sections 3.0, 7.0, and 8.2
7. Include Grant Application Program Abstract	Sections 3.0 and 7.1
8. Include Grant Application Program Narrative	Sections 3.0, 7.0, and 7.2
9. Include Budget Forms with justification narrative (see Appendix C)	Sections 3.0, 5.0, 7.0, 8.4 and Appendix C

**Grant Applicants' Teleconferences: July 30, 2014 and August 7, 2014**  
(See "Grant Applicants' Teleconferences" schedule under section 3.5)

**Register for the Grant Applicants' Teleconference at**  
<https://www.surveymonkey.com/s/AV2015>

**Letters of Intent are due by 5 p.m., on August 22, 2014**  
(See "Letters of Intent Deadline" under section 3.6)

**Grant applications are due by 5 p.m., on September 12, 2014**  
(See "Grant Application Deadline" under section 3.7)

**The RFP grant application and all forms are available at**  
<http://www.courts.ca.gov/cfcc-accesstovisitation.htm> (click on RFP Information section)

# REQUEST FOR PROPOSALS (RFP) & GRANT APPLICATION

## Important Deadlines and Program Information

<b>LETTER OF INTENT DEADLINE:</b>	Courts are requested to submit a Letter of Intent by e-mail to <a href="mailto:shelly.labotte@jud.ca.gov">shelly.labotte@jud.ca.gov</a> by 5 p.m., Friday, August 22, 2014. Letters of intent are optional and will be nonbinding to the court but will assist staff in allocating resources for the application review.
<b>RFP APPLICATION DEADLINE</b>	Submit signed grant application proposals by 5 p.m., Thursday, September 12, 2014. Email to <a href="mailto:shelly.labotte@jud.ca.gov">shelly.labotte@jud.ca.gov</a> in PDF file format.
<b>APPLICANTS' TELECONFERENCE DEADLINE:</b>	The first applicants' teleconference is scheduled for July 30, 2014, from 10:00–11:30 a.m., and 3:00–4:30 p.m. The second applicants' teleconference is scheduled for August 7, 2014, from 9:00–10:30 a.m., and 3:00–4:30 p.m.
<b>GRANT APPLICATION ELIGIBILITY:</b>	All superior courts are eligible to apply for these open competitive grant funds.
<b>GRANT AWARD PERIOD:</b>	Subject to the availability of federal funding, this RFP grant application will award funding to the superior court for federal fiscal years 2015–2016 through 2017–2018 (three years of funding). The RFP process will open again in federal fiscal year 2018–2019 for another three-year funding period, with a permanent open RFP process repeating every three years and grant funding provided to the selected courts for a three-year period.
<b>GRANT FUNDING AMOUNTS:</b>	Grant funding amounts will be divided into three categories: a maximum of \$45,000, a maximum of \$60,000, and a maximum of \$100,000. Two demographic factors will be used to determine which of the three funding categories apply to a given court.
<b>BONUS POINTS ELIGIBILITY:</b>	A total of 2 points will be awarded to applications that include mutlicourt/mutlicounty collaborative partners or multiagencies.
<b>RFP GRANT APPLICATION NARRATIVE SECTION:</b>	Total possible points for the grant application proposal narrative questions are 176 points.
<b>TOTAL POINTS FOR RFP GRANT APPLICATION</b>	Total points for this RFP grant application are 178 points (this includes the bonus points).

**PROPOSAL:**

**CONTACT  
INFORMATION:**

Shelly La Botte at 415-865-7565 or e-mail to  
[shelly.labotte@jud.ca.gov](mailto:shelly.labotte@jud.ca.gov)

## **Work To Be Performed If You Are a Successful Applicant**

The information below is intended to provide you with additional information regarding grant funding requirements if the applicant court is selected and awarded grant funding for fiscal years 2015–2016 through 2017–2018.

### **Reporting Requirements and Other Deliverables**

- A. **Subcontractor agreements.** Upon execution of the contract agreement or within a reasonable period thereafter, the court will be required to submit copies of memoranda of understanding and contracts between the court and any subcontractors to the Access to Visitation Grant Program Manager.
- B. **Certificates.** Upon execution of the contract agreement or within a reasonable period thereafter, the court will be required to provide the Access to Visitation Grant Program Manager with copies of applicable certificates and assurances using the following forms:
- Federal Certification and Assurances Forms
  - Compliance Statement for Family Code section 3200.5 and Standard 5.20  
*(Uniform Standards of Practice for Providers of Supervised Visitation)*
  - Program Income Questionnaire
  - Letter of No-Supplantation
  - Multicourt/Multiagency Commitment and Reporting Form
  - Parent Education and Group Counseling Form
- C. **Reporting Requirements.** The court will be required to collect data, maintain records, Access to Visitation Grant Program data audit reports, and submit quarterly statistical reports, bi-annual progress reports, and year-end reports. Reporting information must be submitted to CFCC on a timely basis.
- D. **Mid-year Reallocation Report.** The court will be required to complete a mid-year reallocation questionnaire in a format to be provided, and submit it to the Access to Visitation Grant Program Manager by the due date to be provided as outlined under the contract agreement.
- E. **Subcontractor Agency Policies and Procedures.** The courts subcontractor will be required to submit copies of the agency policies and procedures for supervised visitation services to ensure compliance with Standard 5.20.

## **1.0 INTRODUCTION**

### **1.1 Judicial Council and the Judicial and Court Operations Services Division, Center for Families, Children & the Courts**

The Judicial Council of California, chaired by the Chief Justice of California, is the policymaking body for the California court system. The Center for Families, Children & the Courts (CFCC), an office of the Judicial Council's Judicial and Court Operations Services Division, assists both the council and its chair and is dedicated to improving the quality of justice and services to meet the diverse needs of children, youth, families, and self-represented litigants in the California courts. The Judicial Council is charged with responsibility for administering California's Access to Visitation Grant Program for Enhancing Responsibility and Opportunity for NonResidential Parents (*hereinafter referred to as the California's Access to Visitation Grant Program*). The Judicial Council's Family and Juvenile Law Advisory Committee makes recommendations to the Judicial Council on the allocation of grant funding. CFCC staff has responsibility for managing the grant program.

### **1.2 Federal Child Access and Visitation Grant Program**

On August 22, 1996, the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 (Pub. L. 104-193 (Aug. 22, 1996) 110 Stat. 2258) was signed into law. Beginning in 1997, Congress authorized \$10 million in block grants, Grants to States for Child Access and Visitation, as part of PRWORA to enable states to establish programs that support and facilitate noncustodial parents' visitation with and access to their children. The Judicial Council is required to annually apply to the U.S. Department of Health and Human Services, Administration of Children and Families, Office of Child Support Enforcement<sup>1</sup>, under section 669B of PRWORA, for federal Child Access and Visitation Grant Program funds<sup>2</sup> and to award this funding to the superior courts throughout California.

The federal Child Access and Visitation Grant Program is a formula grant and funding allocations to the states are based on the number of single-parent households. The grant funder requires each state to provide a 10 percent match in order to be eligible for federal grant funds. The California Access to Visitation Grant Program requires an additional 10 percent match for a total of 20 percent (nonfederal) match.

*California's Access to Visitation Grant Program.* Under state funding, California Access to Visitation Grants for family court cases are awarded to the superior courts through a request-for-proposals (RFP) grant application process. Applicants are strongly encouraged to involve multiple courts and/or multiple agencies in their proposed programs with one court designated as the lead or administering court. While superior courts may contract with local community-based justice partners (i.e., subcontractor agencies) to provide the direct services on behalf of the court, Judicial Council contract

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<sup>1</sup> Fam. Code, § 3204(a).

<sup>2</sup> Fam. Code, § 3204(a).

agreements are made only with the designated superior court. Grant recipient courts subsequently enter into a contract agreement or Memorandum of Understanding with their designated local subcontractor.

Each court's (i.e., the applicant court *and* partnering courts) Access to Visitation Grant Program is a separate individual court-based program under the umbrella of the applicant court. Partnering courts are responsible for the operation and administration of their own local Access to Visitation Grant Program. This means that each partnering court has a separate local Access to Visitation Grant Program that the individual partnering court is responsible for as their Access to Visitation Grant Program. The applicant court acts as the designated lead administering court and is responsible for the administration and coordination of the project and works as the primary liaison with Judicial Council program staff for the Access to Visitation Grant Program. Additionally, while the court does not provide the direct service, the courts subcontractor (i.e., the local community justice partner for the grant program) is in a collaborative partnership relationship with the court to meet and serve the needs of the family court program.

### **1.3 Federal and State Program Goals**

The congressional goal of the Child Access and Visitation Grant Program is to “remove barriers and increase opportunities for biological parents who are not living in the same household as their children to become more involved in their children’s lives.”<sup>3</sup> Under the federal statute, Child Access and Visitation Grant funds may be used to support and facilitate noncustodial parents’ access to and visitation [with] their children by means of activities including mediation (both voluntary and mandatory), counseling, education, development of parenting plans, visitation enforcement (including monitoring, supervision and neutral drop-off and pick-up), and development of guidelines for visitation and alternative custody arrangements.<sup>4</sup>

The use of the funds in California, however, is limited by state statute to three types of programs:<sup>5</sup>

- Supervised visitation and exchange services;
- Education about protecting children during family disruption; and
- Group counseling services for parents and children.

The state goals for California’s Access to Visitation Grant Program are to enable parents and children to participate in supervised visitation, education, and group counseling programs—irrespective of the parents’ marital status and whether the parties are currently living separately—and to promote and encourage healthy relationships between noncustodial parents and their children while ensuring the children’s health, safety, and

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<sup>3</sup> 42 U.S.C. § 669b.

<sup>4</sup> *Ibid.*

<sup>5</sup> Fam. Code, § 3204(b)(1).

welfare.<sup>6</sup> The grant program is intended to ensure accessible and available services statewide for low-income families with children whose custody and visitation issues are now or have been before the family courts.

The Child Access and Visitation Grant Program is a **grant for direct services** and grant-related services must be designed to increase and support noncustodial parents' access to and visitation with their children. Funding is meant to provide access to the noncustodial parent that does not have access to their child. All other goals of the grant must be subordinate or secondary benefits to the goal of the grant program.

#### **1.4 Availability of Funds**

Subject to the availability of federal funding, the Judicial Council of California, Judicial and Court Operations Services Division, Center for Families, Children & the Courts, announces the availability of funding for the Access to Visitation Grant Program for federal fiscal years 2015–2016 through fiscal years 2017–2018 (three years of funding). Subject to the availability of federal funding, the amount of grant funds to be awarded to courts statewide is approximately \$755,000 to \$770,000 each federal fiscal year. All superior courts in California are eligible to apply for these federal funds. See also section 1.6 below.

**IMPORTANT:** The Access to Visitation Grant Program RFP Grant Application for federal Fiscal Years 2015–2016 through 2017–2018 will be for three years of funding. Each court is strongly encouraged to carefully review and determine whether to respond to this RFP grant application because the RFP process will not open up again until federal fiscal year 2018–2019, subject to the availability of federal funds. The funding methodology approved by the Judicial Council is for a permanent open RFP process repeating every three years and grant funding provided to the selected courts for a three-year period.

#### **1.5 Grant Applicant Eligibility**

Family courts throughout California are eligible to apply for and receive the Access to Visitation Grant funds, which are 100 percent federal funds. The family law divisions of the superior courts are required to administer the programs. Program administrators should collaborate with other courts and agencies in other jurisdictions, with one court acting as a lead agency or an administering court. Any other agencies desiring to participate must do so as part of the courts Access to Visitation Grant application.

#### **1.6 Grant Award Period**

The Judicial Council adopted a new funding methodology for California's Access to Visitation Grant Program, effective federal fiscal year 2015–2016. Subject to the availability of federal funding, the superior courts selected by the Judicial Council for grant funding will receive continuation funding for three years (from federal grant fiscal years 2015–2016 through 2017–2018). The contract agreements between the Judicial Council and the superior courts will be written as single year contract agreements

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<sup>6</sup> *Id.* at § 3204(d).

renewable subject to available funds. The grant funding cycle will begin on April 1, 2015, and end on March 31, 2016.

### **1.7 Grant Funding Amounts**

The funding amounts are based on the new funding methodology adopted by the Judicial Council at their April 25, 2014 meeting. Grant funding amounts will be divided into three categories: a maximum of \$45,000, a maximum \$60,000, and a maximum of \$100,000. Two demographic factors will be used to determine which of the three funding categories would apply to a given court: (1) the number of single-parent households in the county, from the U.S. Census data; and (2) the number of individuals with income below the poverty level in the county, per U.S. Census data. To determine the courts grant funding amount to complete Appendixes B and C, please see attachment 1 at <http://www.courts.ca.gov/cfcc-accesstovisitation.htm>.

**IMPORTANT:** Based on the Judicial Council’s approval of the new funding methodology for California’s Access to Visitation Grant Program, applicants should note that if grant funds become available through a grantee court withdrawal from the program or if the court/subcontractor does not spend their full grant award, these “excess funds” will be distributed to those selected courts approved by the Judicial Council that are currently receiving Access to Visitation Grant funds through a mid-year reallocation process based on a needs assessment of all requesting courts, with an opportunity given to courts to submit a justification for why they should receive additional funding.

### **1.8 Grant Topic Areas**

Family Code section 3204(b) (1) provides that the grant funds shall be used to fund the following three types of programs: supervised visitation and exchange services; parent education; and group counseling services.

**“Supervised visitation and exchange”** under California’s Access to Visitation Grant Program is defined as “visitation between the noncustodial party and one or more children in the presence of a **neutral** third person.” “Supervised exchange service” is defined as “the supervision of the transfer of the child from one parent to another for the purpose of visitation.” See section 7.2 (program service delivery) under the grant application proposal narrative for the various types of supervised visitation.

For the purpose of receiving grant funding, “eligible providers” of supervised visitation and exchange services are local public agencies or nonprofit entities that satisfy the Uniform Standards of Practice for Providers of Supervised Visitation.

All supervised visitation and exchange programs funded through California’s Access to Visitation Grant Program must comply with Family Code section 3200.5 and Standard 5.20 of the California Standards of Judicial Administration (Uniform Standards of Practice for Providers of Supervised Visitation). Superior courts selected for grant funding will need to certify compliance by submitting the Compliance Statement for the Uniform Standards of Practice as part of the contract process. This form will include certification by any service providers contracted by the court.

“**Parent education**” for purpose of the federal Child Access and Visitation Grant Program includes, but is not limited to, parent education classes provided by the court or community-based organizations to help parents develop healthy co-parenting relationships, to understand the benefits of shared parenting and parenting time agreements, and to obtain information on court procedures involved in visitation and custody orders. Another goal is to help parents obtain co-parenting skills and to reduce parental conflict.

For the purpose of receiving grant funding, “eligible providers” of education are professionals with a bachelor’s or master’s degree in human behavior, child development, psychology, counseling, family-life education, or a related field—and with specific training in subjects related to child and family development, substance abuse, child abuse and neglect, child sexual abuse, domestic violence, effective parenting, and the impact of divorce and interparental conflict on children—or interns working under the direct supervision of such professionals.

“**Group Counseling**” services for purpose of the federal Child Access and Visitation Grant Program includes, but is not limited to, services provided by mental health professionals, social workers, etc., to help parents work through their inter-personal conflicts by focusing on the best interest of the child and the importance of shared parenting; desired results include reduced parental conflict, increased NCP access to his or her children; and/or an improvement in co-parenting relationships. Counseling services must focus on access and visitation related issues.

For the purpose of receiving grant funding, “eligible providers” of group counseling are professionals licensed to practice psychotherapy in this state—including, but not limited to, licensed psychiatrists, licensed psychologists, licensed clinical social workers, and licensed marriage and family therapists—or mental health interns working under the direct supervision of professionals licensed to practice psychotherapy.

### **1.9 Eligible Grant Recipient of Services (Target Population)**

The recipients of the proposed services should be low-income separated, separating, divorced, or unmarried parents and their children who are involved in custody and visitation proceedings under the Family Code. Grant funds can only be used to serve noncustodial parents (i.e., noncustodial fathers and/or noncustodial mothers).<sup>7</sup> Additionally, funds for this grant may not be used to provide services in dependency cases or as part of any dependency proceedings, or for Tribes or Tribal Courts, or to provide off-site or in-home supervised visitation services.

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<sup>7</sup> Supervised visitation and exchange services are intended to serve the needs of the noncustodial parent and not the child, custodial parents, grandparents, distant relatives, etc. According to the federal goal of the grant program, the Child Access and Visitation Grant Program is intended to increase opportunities for *biological parents who are not living in the same household as their children* to become involved in their children’s lives. The child being in the temporary custody of the grandparent does not mean that the grandparent is the parent—they are seen as temporary custodians. The child still has noncustodial (NCP) parents and the grant is intended to provide services for the NCP and not the grandparent.

### **1.10 Reimbursement-based Funding**

This grant is reimbursement-based funding. Courts must submit monthly invoices for allowable expenses incurred. Grant funds will be disbursed on a monthly basis once staff has determined that the claims comply with all state and federal grant reporting requirements.

### **1.11 Midyear Reallocation**

Under the Child Access and Visitation Grant Program, the federal Office of Child Support Enforcement is required to monitor and track whether states have spent their full grant award allocations. Under federal guidelines, unused funds do not roll over to the next fiscal year but revert back to the federal government. To ensure that all state grant funds will be spent, Judicial Council staff will conduct a midyear reallocation process during the fiscal year and may redistribute funds among other grantees to ensure that all available funds are used.<sup>8</sup>

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<sup>8</sup> Each applicant court will receive a midyear reallocation questionnaire to help the Access to Visitation Grant Program manager evaluate (using established criteria) the court/subcontractor funding needs and to determine whether courts will use their full grant award allocation. The ability of the Judicial Council to redistribute additional funds depends on the return of funds by courts that do not anticipate spending or will not spend their full grant award allocation. Reallocation of grant funds is subject to the approval of the Judicial Council.

### 1.12 RFP Timeline

The following is a tentative timeline of activities related to this grant application.

Dates	Grant Activities
July 21, 2014	Release of RFP and grant application
July 30, 2014	Grant Applicants' Teleconference: July 30, 2014: 10–11:30 a.m., and 3:00–4:30 p.m.  Call-in numbers are: <ul style="list-style-type: none"> <li>▪ 1-877-820-7831 or 1-720-279-0026</li> <li>▪ Participants must enter the guest pass code: 170662 followed by # sign</li> </ul>
August 7, 2014	Grant Applicants' Teleconference: August 7, 2014: 9:00–10:30 a.m., and 3:00–4:30 p.m.  Call-in numbers are: <ul style="list-style-type: none"> <li>▪ 1-877-820-7831 or 1-720-279-0026</li> <li>▪ Participants must enter the guest pass code: 170662 followed by # sign</li> </ul>
<b>August 22, 2014</b>	<b>Letter of Intent due by email by 5 p.m.</b>
<b>September 12, 2014</b>	<b>Proposals/grant applications due by email to Judicial Council staff by 5 p.m.</b>
September, 29, 2014	Grant Review Group meeting to review and evaluate the grant proposals and make recommendations to Judicial Council staff who will subsequently submit these recommendations to the Family and Juvenile Law Advisory Committee for approval
October 8, 2014	Agenda (notice) for open meeting with Family and Juvenile Law Advisory Committee
October 10, 2014	Posting of materials for open meeting with Family and Juvenile Law Advisory Committee
October 16, 2014 (open meeting)	Meeting with the Family and Juvenile Law Advisory Committee regarding grant award recommendations for the Judicial Council's Executive and Planning Committee
October 31, 2014	Draft report pertaining to grant award recommendations due to the Judicial Council's Executive and Planning Committee
November 12, 2014	Executive and Planning Committee meeting to review and propose funding recommendations to the Judicial Council
November 21, 2014	Final report pertaining to grant award recommendations due to the Judicial Council's Executive and Planning Committee
December 11–12, 2014	Judicial Council meeting to approve the final funding decision regarding the number and amounts of grant awards

## **2.0 GRANT TERMS AND CONDITIONS**

### **2.1 Grant Compliance Requirements**

Applicants awarded grant funding must meet all federal and state grant requirements and adhere to the terms and conditions of the standard contract agreement to receive Access to Visitation Grant funds. Each applicant court and each subcontractor agency must comply with their proposed plan (i.e., the applicant courts response to this RFP grant application) to the extent that, if originally submitted, the application would not have been selected for funding. **The Judicial Council will not award grant funding to programs that do not meet grant compliance requirements**

### **2.2 Program Income Requirement**

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. Program income constitutes a third source of program funding. The court and its subcontractor will need to comply with the federal regulations at 45 CFR 92.25(g)(2). Courts selected by the Judicial Council for grant funding must certify compliance by submitting a program income questionnaire as part of the contract process. This form will include certification by any service providers contracted by the court. 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](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.

The reporting requirement promulgated by the federal funder requires that all program reimbursement requests include program income information, if applicable. This information will be used for reporting California's yearly financial report to OCSE. The Judicial Council may suspend funding in whole or part, terminate funding, or impose sanctions on any grant recipient court/subcontractor, including partnering courts, for failure to comply with the requirements or other statutory provisions of state and federal law.

**IMPORTANT:** Applicants should note that if federal or state requirements related to program income change during the fiscal year, the court and any of its subcontractors will be required to adhere to the new federal and state terms and conditions, including the Judicial Council policy on whether court/subcontractors can or cannot collect program income.

### **2.3 Reporting Requirements**

The court and subcontractor will be required to provide quarterly statistical data collection reports and bi-annual progress summary reports to the Access to Visitation program manager. The program manager will provide guidelines and requirements for these reports. Additionally, see the "*Work to be Performed if you are a Successful Applicant*" information for additional grant reporting requirements. Reporting information must be submitted to the Judicial Council on a timely basis. Failure to provide these reports will be considered a default. If this default is not corrected, the state shall have the right to terminate the contract and distribute the funds to other courts.

## **2.4 Standards of Practice for Providers of Supervised Visitation**

All supervised visitation and exchange programs funded under this grant program must comply with Family Code section 3200.5 and all requirements of the Uniform Standards of Practice for Providers of Supervised Visitation as set forth in Standard 5.20 of the California Standards of Judicial Administration.<sup>9</sup> These standards can be downloaded at: [http://www.courts.ca.gov/cms/rules/index.cfm?title=standards&linkid=standard5\\_20](http://www.courts.ca.gov/cms/rules/index.cfm?title=standards&linkid=standard5_20)

## **3.0 GRANT APPLICATION SUBMISSION INSTRUCTIONS**

### **3.1 How to Apply**

This section is intended to provide the applicant with instructions for what the grant application proposal should include. Applicants should note that submission of an application that does not contain all of the requested information may negatively impact the review of the application (see section 3.2). It is the responsibility of the applicant to ensure that the application is complete and contain the specified format and materials, signed by the appropriate authorized court representative, and submitted by the deadline date.

### **3.2 Application Format Requirements**

The grant application proposal must follow the requirements below. One point for each item will be deducted for applications not submitted according to the application format requirements:

1. The grant application proposal must be submitted electronically by email in pdf file format.
2. The grant application proposal must be stamped as “original”.
3. Use 8½ x 11 inch paper and do not include any page color.
4. Page margins must be at least 1 inch and line spacing must be single type no smaller than 12 point, Times New Roman font.
5. Headings in the Appendixes and in the grant application proposal narrative template tables (including the program abstract) cannot be changed. Applicants must not change any of the formatting text.
6. A table of contents (with page numbers) must identify the major sections of the grant application proposal as outlined under section 3.3. Applicants should also review the grant application checklist.
7. Pages must be consecutively numbered, including required Appendixes.
8. The name of the applicant court must be placed in the footer on all pages of the grant application proposal.
9. Do not exceed more than two pages for the grant application program abstract.
10. Do not exceed more than 29 pages for the proposal narrative section (*this does not include Appendix B (RFP Cover Page) and Appendix C (budget forms)*).

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<sup>9</sup> Family Code § 3202(a).

### **3.3 Grant Application Checklist (required order of materials)**

The signed and completed stamped “original” pdf grant application proposal must be submitted in the required format and in the following order:

1. Table of Contents(this is page 1)
2. RFP Grant Application Cover Page (Appendix B)
3. RFP Grant Application Program Abstract (two page limit)
4. RFP Grant Application Program Narrative (29 page limit)
5. Court and Subcontractor Budget Forms with budget narrative (Appendix C)

Electronic copies of this RFP and application forms are available at the State of California Serranus Website (this site serves California judges and judicial branch employees only) at <http://serranus.courtinfo.ca.gov/programs/grants/current.htm> and posted on the CFCC Website at <http://www.courts.ca.gov/cfcc-accessstovisitation.htm> (click on RFP Information section).

### **3.4 Instructions for Submission of Grant Application Proposals**

The grant application proposal must be received in the CFCC office electronically by email by **5 p.m., on Friday, September 12, 2014**. E-mail the complete “original” stamped pdf file version to [shelly.labotte@jud.ca.gov](mailto:shelly.labotte@jud.ca.gov) by the deadline date and time. **Proposals will not be accepted by fax or postal mail.**

### **3.5 Grant Applicants’ Teleconference**

Access to Visitation Grant Program staff will provide two applicants’ teleconferences for superior courts interested in applying for federal grant funding for fiscal year 2015–2016. The purpose of the applicants’ teleconferences is to provide an opportunity for courts to ask specific questions regarding the RFP grant application, grant program requirements and terms and conditions for funding.

The applicants’ teleconferences are scheduled for:

- Wednesday, July 30, 2014, from 10–11:30 a.m., and 3:00–4:30 p.m.
- Thursday, August 7, 2014, from 9:00–10:30 a.m., and 3:00–4:30 p.m.

Participants should dial the following call-in numbers for both dates and times: 1-877-820-7831 or 1-720-279-0026. Participants should enter the following guest pass code: 170662 followed by # sign.

To ensure a fair process, applicants (including interested subcontractors) are requested to submit their questions in advance through the Survey Monkey registration link below. **Questions must be received by the deadline date of July 29, by 5 p.m., and August 6, by 5 p.m.** Requests for clarification or guidance should state the RFP page number and section and state clearly the question. Access to Visitation Grant Program staff will consolidate or paraphrase questions for efficiency and clarity.

Questions from the grant applicants' teleconference will be made available beginning August 6, 2014, at <http://www.courts.ca.gov/cfcc-accesstovisitation.htm> (click on RFP Information section). Communications regarding the RFP grant application after closure of the applicant's workshop must be submitted by email to [shelly.labotte@jud.ca.gov](mailto:shelly.labotte@jud.ca.gov) telephone assistance cannot be provided. Access to Visitation Grant Program staff will post applicants questions every Thursday (after 5 p.m.), beginning August 12, 2014, through August 28, 2014.

The court and interested collaborative partners, including potential local subcontractors must register for the applicants' workshop at <https://www.surveymonkey.com/s/AV2015>

### **3.6 Letter of Intent Deadline**

Each court, whether as the applicant court or county collaborative court, interested in submitting a grant application for fiscal years 2015–2016 through 2017–2018 funding is strongly encouraged to submit a Letter of Intent. This process will assist staff in allocating resources for the application review. Letters of Intent are optional and will be nonbinding to the court. Courts who do not submit a Letter of Intent by the deadline date are still eligible to apply for grant funding. Letters of Intent (see Appendix A) should be emailed to [shelly.labotte@jud.ca.gov](mailto:shelly.labotte@jud.ca.gov) by 5 p.m., **Friday, August 22, 2014**.

### **3.7 Grant Application Deadline**

All applications must be received in the CFCC office by e-mail by **5 p.m., Friday, September 12, 2014**. Applications must be submitted electronically by email in pdf file format to [shelly.labotte@jud.ca.gov](mailto:shelly.labotte@jud.ca.gov). Proposals will not be accepted by fax or postal mail. Please allow sufficient time to address any technical issues.

### **3.8 Contact Information**

Questions regarding the grant application process or the grant application must be submitted by e-mail to: Shelly La Botte, Access to Visitation Grant Program Manager, at [shelly.labotte@jud.ca.gov](mailto:shelly.labotte@jud.ca.gov).

## **4.0 EVALUATION OF THE GRANT APPLICATION PROPOSALS**

### **4.1 Grant Review Process**

The grant funds will be awarded with the intent to approve as many requests as possible while assuring that each proposal would provide beneficial services and satisfy the overall goals of the program.<sup>10</sup> To ensure a fair and unbiased selection process, Judicial Council staff will convene the establishment of a Grant Review Group (GRG) that will include, but is not limited to, representatives of the grantee programs (previous or currently funded) from both northern and southern regions and subject matter experts on the field of practice for supervised visitation and exchange services.

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<sup>10</sup> Fam. Code, § 3204(b)(2).

The role of the GRG grant reviewers will be to read, score, and evaluate each grant application proposal using the scoring evaluation criteria outlined under section 4.2. and section 4.2.1. Judicial Council program staff will submit the ranking results to the Family and Juvenile Law Advisory Committee. The Family and Juvenile Law Advisory Committee will make grant funding recommendations to the Judicial Council. **The Judicial Council makes the final decision regarding the amounts and numbers of grant awards.**<sup>11</sup>

## **4.2 Grant Application Evaluation Criteria**

All of the grant application proposals will be subject to a review process that is fair and equitable and based on the criteria outlined in this RFP grant application. The GRG reviewers will be responsible for evaluating and scoring the court's response to the RFP grant application proposals. The reviewers will generate an average (consensus) score, rank, and recommendation for each proposal.

GRG grant reviewers will review and evaluate the grant application proposals based on the following:

1. Grant application format requirements;
2. Evaluation criteria in Family Code section 3204(b)(2) as set forth under the grant proposal narrative questions;
3. Evaluation criteria in Family Code section 3204(d) as set forth under the grant proposal narrative questions;
4. Evaluation of compliance with Standard 5.20 (Uniform Standards of Practice for Providers of Supervised Visitation) as set forth under the proposal grant narrative questions; and
5. Grant applicant rank and score. The application proposals will be scored on a scale of points using a screening system based on a maximum point value (see section 4.2.1) according to a reviewer rating sheet and reviewer rating scale. Applications will be scored based on the degree to which the applicant responds to each section and addresses each question contained within the corresponding section. Applications will be scored based upon the quality of the response and the level of detail provided. Each question must be answered in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed separately as its own section and will be scored as such.

### **4.2.1 Grant Application Proposal Scoring**

The information below is a summary of the scoring system for evaluation of the grant application proposals. A total of 178 (this includes bonus points) will be scored under this RFP grant application as follows:

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<sup>11</sup> *Ibid.*

1. Grant application format requirements: Applications must follow the required instructions outlined under sections 3.2. (10 points)
2. Grant application proposal narrative section (total of 166 points)
  - A. RFP Grant Application Cover Page (16 points)
  - B. Program Abstract (10 points)
  - C. Program Description (*Total of 140 points*)
    - Statement of Need (15 points)
    - Program Service Delivery (75 points)
    - Program Evaluation (10 points)
    - Program Monitoring (10 points)
    - Program Sustainability (10 points)
    - Budget (20 points)
3. RFP Grant Application Bonus points (2 points)

#### **BONUS POINTS**

An applicant will be eligible to receive an additional 2 points if it is a multicourt and/or multiagency collaboration. Multicourt collaboration is defined as a lead applicant court in collaboration with multiple courts from other jurisdictions. Multiagency collaboration is defined as a single applicant court in collaboration with several (at least two or more agencies) local service providers as the court's subcontractors for the Access to Visitation Grant Program. Multiagency collaboration does not mean multiple site locations.

#### **4.3 Role of Judicial Council Staff**

The Judicial Council's Center for Families, Children & the Courts staff will prepare a written report of the results of application review to the Judicial Council's Family and Juvenile Law Advisory Committee. In addition, the Access to Visitation Grant Program staff will conduct an initial review of the courts grant application proposals to determine the following:

- Application submitted by deadline date in electronic format;
- Application contains allowable grant-related service activities;
- Application includes the following required documents for further review to the GRG:
  1. RFP Grant Application cover page;
  2. RFP Grant Application program abstract;
  3. RFP Grant Application proposal narrative; and
  4. RFP Grant Application budget forms and narrative.

Access to Visitation Grant Program staff will not review or score any of the grant application proposals. The role of Access to Visitation Grant staff is to provide programmatic subject matter expertise regarding the operation and administration of the

grant program, federal and state grant reporting requirements and terms and conditions for grant funding, and compliance questions regarding Standard 5.20 and Family Code section 3200.5.

#### **4.4 Notification of Grant Awards**

The Judicial Council determines the final number and amount of grants to be awarded to the superior courts. All courts responding to this RFP will be officially notified in writing as soon as grant application proposals and funding allocations are approved. Courts awarded funding will have the option of accepting or declining their grant award. If awards are declined, these funds will be distributed to courts that are currently approved to receive Access to Visitation Grant funds through a midyear reallocation based on a needs assessment of all requesting courts, with an opportunity given to courts to submit a justification for why they should receive additional funding.

### **5.0 BUDGET INFORMATION**

Applicants are required to must submit a program budget that includes a detailed budget justification narrative that is reasonable and cost-effective. Applicants should review the budget instructions under Appendix C to determine appropriate budget item expenditures and allowable reimbursable costs. **The budget instructions, required budget forms, and a sample budget and narrative are available at:** <http://www.courts.ca.gov/cfcc-accesstovisitation.htm> (click on RFP Information section)

#### **5.1 Match Requirement**

Court/subcontractors will be required to provide 20 percent (nonfederal) matching funds. See the budget instructions (Appendix C) for additional information regarding match.

#### **5.2 Allowable and Unallowable Costs and Expenditures**

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/](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. However, please note that the Access to Visitation Grant Program may not reimburse for certain allowable cost categories outlined under the OMB Circulars A-87 and A-133 costs principles because of funding limitations. Reimbursement under the grant is based on actual costs. See the budget instructions (Appendix C) for additional information regarding allowable and unallowable cost expenditures.

#### **5.3 Indirect Costs/Overhead Costs**

Indirect costs are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the organization and the performance of the project. Only courts that budget for personnel expenses are allowed to claim indirect costs under this grant program. Subcontractors and contractors are not allowed to charge indirect costs. Applicants should review the budget instructions (Appendix C) for additional information.

#### **5.4 Program Income Requirement**

Applicants should carefully review section 2.2 above and Appendix C (budget instructions and form) for required federal and state program income grant terms and conditions and reporting requirements.

#### **6.0 DISPOSITION OF PROPOSALS**

All materials submitted in response to this RFP will become the property of the Judicial Council, and any information therein may be utilized by the council and returned only at the option of the council. All proposals received may become part of the public record and may be made available to other programs and to interested parties and organizations.

#### **7.0 RFP GRANT APPLICATION PROPOSAL NARRATIVE**

The RFP grant application narrative constitutes the most comprehensive component of the application proposal since it represents the courts (and subcontractor) proposed Access to Visitation Grant Program design and implementation plan. The grant application proposal narrative should contain clear, concise, complete, detailed information for each specified section/s of the application. Applicants should thoroughly review this section to ensure that proposed program administration and operations comply with all federal and state requirements, service delivery is within the scope of the grant program including federal and state program goals, Standard 5.20 and Family Code section 3200.5, and costs for service delivery are cost-effective and uses the maximum amount of grant funds for direct services for noncustodial parents.

**IMPORTANT:** Applicants must not change any of the formatting text in the designated template tables. Applicants are to write their responses to the proposal narrative questions, including the program abstract under the appropriate area that says “Response” for each question asked in the appropriate sections.

**The total possible points for the grant application narrative section are 166 points.<sup>12</sup>**

The total page limitation for the application narrative section should not exceed 29 pages. The 29 page limitation does not include the grant application cover page and the budget forms. .

Applicants must complete the required information below for purpose of completion and scoring this section of the RFP grant application:<sup>13</sup>

1. RFP Grant Application Cover Page (16 points)

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<sup>12</sup> There is a maximum total of 176 points under this RFP application that includes 10 possible points for complying with the formatting requirements and 166 possible points for the grant application narrative section. The total possible points of 176 does not include 2 bonus points possible for mulit-court/multi-agency collaborations. These points will be added to the courts grant application proposal after the GRG reviewers have completed their final scoring of the application.

<sup>13</sup> *Ibid.*

2. RFP Grant Application Program Abstract (10 points)
3. RFP Grant Application Program Description (*total of 140 points*)
  - Statement of Need (15 points)
  - Program Service Delivery (75 points)
  - Program Evaluation (10 points)
  - Program Monitoring (10 points)
  - Program Sustainability (10 points)
  - Budget (20 points)

**7.1 Program Abstract Not to exceed two pages) (10 points)**

The program abstract is designed to serve as a separate stand-alone summary of the proposed courts/subcontractors Access to Visitation Grant Program that can be used to provide quick at-a-glance information about the particular program. The abstract should not be a detailed explanation about how services will be provided.

**Instructions:** The program abstract should not exceed two pages. Applicants must not change the formatting text. Please write your responses in the table below under “Response” for each question asked in the table for this section.

<b>Applicants must complete the following in this section:</b>	<b>Total Points</b>
Q 1: State the name of the lead applicant court and partnering courts.	1 point
<b>Q 1 RESPONSE:</b>	
Q 2: State budget request. If the application includes multicourt and/or multiagency collaborations, list the summary amount of grant funds to be awarded to each partnering court and each subcontractor.	1 point
<b>Q 2 RESPONSE:</b>	
Q 3: State the proposed program title.	1 point
<b>Q 3 RESPONSE:</b>	
Q 4: State grant-related services to be provided.	1 point
<b>Q 4 RESPONSE:</b>	
Q 5: State model of service delivery (e.g., single-court, multicourt, faith-based, domestic violence agency, CASA, etc.)	1 point
<b>Q 5 RESPONSE:</b>	

Q 6: Provide a clear, concise brief summary description of the court/subcontractor Access to Visitation Grant Program. The description should not exceed 500 words.	1 point
<b>Q 6 RESPONSE:</b>	
Q 7: State program goals and objectives.	2 points
<b>Q 7 RESPONSE:</b>	
Q 8: State the number of counties or regions or agencies participating in the program.	1 point
<b>Q 8 RESPONSE:</b>	
Q 9: State geographical service areas, number of site locations for service delivery, and whether the service delivery site locations are accessible by public transportation.	1 point
<b>Q 9 RESPONSE:</b>	
	<b>Total maximum points: 10</b>

## **7.2 Program Description (total of 140 points)**

The program description should clearly detail the court/subcontractors Access to Visitation Grant program design, implementation, monitoring, and evaluation plan for program service delivery. The information should also include comprehensive information regarding proposed policies and procedures and processes that demonstrate compliance with Standard 5.20 of the California Standards of Judicial Administration (Uniform Standards of Practice for Providers of Supervised Visitation) and Family Code section 3200.5 and best practices for professional supervised visitation and/or exchange services under the grant program.

**IMPORTANT:** Applications will be scored based on the degree to which the applicant responds to each section and addresses each question contained within the corresponding section. Applications will be scored based upon the quality of the response and the level of detail provided. Each question must be answered in the section in which it is requested. Points may be deducted if the applicant does not include the information in the appropriate section even if it is included elsewhere within the application. Each section will be reviewed separately as its own section and will be scored as such.

Applicants must complete the following in the program description section:

1. Statement of Need (15 points)
2. Program service delivery (75 points)
3. Program evaluation (10 points)
4. Program monitoring (10 points)
5. Program sustainability (10 points)
6. Budget and budget narrative (20 points)

**1. Statement of Need (Not to exceed three pages) (15 points)**

This section is intended to capture information about the court and community and your plan to serve the targeted population, including how the proposed program (with support of federal funding) will meet the overall needs of the court, the community, and families to be served through supervised visitation and/or exchange services only. The identified need and problem should link directly to the target population and federal and state grant program goals.

**Instructions:** Please write your responses in the table below under “Response” for each question asked in the table in this section. Applicants must not change the formatting text.

<b>Applicants must complete the following in this section:</b>	<b>Total Points</b>
Q 1: Provide a description of the geographical area and the target population to be served, including location, population, and demographic information. Use current demographic information and be specific and detailed as possible when describing the population to be served.	5 points
<b>Q 1 RESPONSE:</b>	
Q 2: Description of the problem and how funding will alleviate it. Include any characteristics unique to the community service area, including coordination with other community services and explain possible barriers to service delivery or client access to services.	5 points
<b>Q 2 RESPONSE:</b>	
Q 3: Description of how the community identified the need for supervised visitation and/or exchange services and how the need links directly to the goals of the grant program and the target population to be served.	5 points
<b>Q 3 RESPONSE:</b>	
	<b>Total maximum points: 15</b>

## **2. Program Service Delivery (Not to exceed 15 pages) (75 points)**

The applicant under this section should include information about the court/subcontractor Access to Visitation Grant Program regarding supervised visitation and/or exchange services. See section 1.8 in the RFP grant application for the definition of supervised visitation and supervised exchange. In addition, the following definitions below apply to the various types of supervised visitation for program service delivery under the grant program.

**One-to-one supervised visitation** (sometimes called monitored visitation) is the observation and supervision of the parent-child contact by the professional provider during the scheduled visitation session.

**Therapeutic supervised visitation**<sup>14</sup> is the observation and supervision of the parent-child contact by a licensed mental health professional. Therapeutic supervised visitation is basically one-to-one supervision by a professional provider that is a licensed mental health professional. Therapeutic supervised visitation is not therapy and the therapeutic provider cannot make any recommendations about the parent-child contact or behavior.

**Group or multiple supervised visitation** is the observation and supervision of multiple families or a group of families all at one time in a group setting during the scheduled visitation session.

**Facilitated or supportive visitation** is viewed as the supervision of the parent and child with an educational skills-based approach or goal-directed intervention designed to help strengthen the parent-child relationship during the supervised visitation session. This type of supervised visitation allows for more hands-on guidance and instruction through direct, in the moment feedback or support to assist the parent during the visitation session with their child. This type of visitation is not encouraged under the grant unless the provider can demonstrate how the provision of service is delivered in a neutral way. The role of the professional provider under Standard 5.20 requires that the provider be neutral.

**On-site supervised visitation** is supervised visitation that occurs directly on the premises (on-site) of the supervised visitation center facility. The parent and child are not allowed to leave the supervised visitation facility for purpose of the parent-child contact during the scheduled visitation session.

**Off-site visitation** is supervised visitation between the parent-child that occurs in the community or off the premises of the supervised visitation center facility; while in-home supervised visitation is visitation that occurs in one of the parents, relative, or in an

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<sup>14</sup> Please note that revisions to Standard 5.20 (if approved, effective January 1, 2015) are currently under consideration for review and approval by the Judicial Council and includes the elimination of reference to therapeutic supervised visitation providers as one of the proposed changes. This change is being proposed to ensure consistency with Family Code section 3200.5, which identifies only two types of providers: professional and nonprofessional providers of supervised visitation.

agreed upon other person's place of residence. Off-site and in-home visitation is not permitted under the grant.

**Instructions:** Please write your responses in the table below under "Response" for each question asked in the table in this section. Applicants must not change the formatting text.

<b>Applicants must complete the following under this section:</b>
Q 1: Explain in detail how the court/subcontractor Access to Visitation Grant Program promotes and encourages healthy parent and child relationships between noncustodial parents and their children, while ensuring the health, safety, and welfare of the children. (5 points)
Q1 RESPONSE:
Q 2: Explain how cultural competency is ensured for parents seeking Access to Visitation Grant Program services. Include how you define cultural competency and what does cultural competency look like for supervised visitation and/or exchange? (5 points)
Q2 RESPONSE:
Q 3: Describe the referral process for court ordered supervised visitation and/or exchange. (5 points).
Q3 RESPONSE:
Q 4: Describe in detail the intake process for court ordered supervised visitation and/or exchange services. The <b>purpose of the intake</b> process is to conduct a safety screening to determine the nature and degree of risk in each case for case acceptance and/or case denial. (10 points)
Q4 RESPONSE:
Q 5: Explain in detail what step, policies, and procedures are in place that reasonably Ensure the safety of parents and children during supervised visitation and/or exchange. Include a definition for safety and risk. <b>IMPORTANT:</b> The court/subcontractor should not merely cite or reiterate the specific provisions under Standard 5.20 and Family Code section 3200.5 or agency policies and procedures but clearly describe what the program policy, procedure, and process looks like for

purpose of supervised visitation service delivery. Program policies and procedures should clearly explain <u>how</u> the policy and procedure (and/or process) operates in delivering services to the target population. <sup>15</sup> (20 points)
Q5 RESPONSE:
Q 6: Describe minimum security procedures for supervised visitation and/or exchange and the process for informing the parents of these procedures before the commencement of supervised visitation/exchange services. (5 points)
Q6 RESPONSE:
Q 7: Describe how service delivery is suspended or terminated based on the supervised visitation providers determination that the safety of the child or the provider is at risk. How does the program assure the safety and welfare of the child, adults, and provider when services are terminated or suspended? (5 points)
Q7 RESPONSE:
Q 8: Does the program adhere to any specific family violence or domestic violence protocol for supervised visitation and/or exchange services? If so, please describe the protocols. (5 points).
Q8 RESPONSE:

<sup>15</sup> An example of how an applicant may respond regarding how the subcontractor agency policy and procedure operates may be described as such. One of the “safety” policies (or “our safety policy”) at the supervised visitation agency is that there is to be no contact between the parents at any time to help ensure the safety and welfare of the child, adults, and providers of supervised visitation. The purpose of the policy is to make every reasonable effort to provide a safe visit for the child and the noncustodial parent and monitor conditions that help assure the safety of everyone involved in the court-ordered supervised visitation service. The procedure/s for this policy is that each parent arrives separately, at staggered times based on the agreed upon designated time and location outlined in the parents signed program service agreement. No contact between the parents also includes separate designated waiting and parking and restroom areas for the scheduled visitation session. In addition, each parent is required to contact the agency staff if they anticipate they will be late, or need to cancel the visit, or if they will miss the scheduled visitation session. The supervised visitation agency safety policy on “no contact between the parties at any time” is discussed with each parent during their separate interview and orientation session with the agency prior to the commencement of supervised visitation. This is done to help ensure everyone understands the rules and guidelines for service delivery. **NOTE:** *The example provides details on how the various provisions within Standard 5.20 are implemented for service delivery using the agency policy and procedures and process and does not merely cite or reiterate the Standard 5.20 provision/s.*

Q 9: Describe what steps the program will take to ensure the safety and protection of domestic violence victims and their children during supervised visitation and/or exchange? (10 points)				
Q9 RESPONSE:				
Q 10: Hours of Operation: Complete the information below. (5 points)				
1. Complete the chart (2 points) 2. How will the proposed hours of service delivery meet the level of service needed by the target population? (3 points)				
<b>HOURS OF OPERATION (FOR VISITS OR EXCHANGES)</b>	<b>WEEK-ENDS (YES OR NO)</b>	<b>EVENINGS (YES OR NO)</b>	<b>OTHER</b>	<b>N/A</b>
<b>SUPERVISED VISITATION</b>				
<b>SUPERVISED EXCHANGE</b>				
Q10 RESPONSE:				
<b>Total maximum points for this section: 75</b>				

**3. Program Evaluation (Not to exceed three pages) (10 points)**

Under the federal statute and program regulations governing the grant program, states are responsible for monitoring grant recipients to ensure that programs are providing authorized services, are being conducted in an effective and efficient manner, and contain safeguards to ensure the safety of parents and children receiving Access to Visitation Grant program, services. Consistent with the federal intent of the grant program, the following definitions apply for this section.

*Effective* means whether the programs are actually doing what they are intended to do.

*Efficient* means that the programs are accomplishing their mission (goals) using a reasonable amount of resources.

**Instructions:** Please write your responses in the table below under “Response” for each question asked in the table in this section. Applicants must not change the formatting text.

<b>Applicants must complete the following in this section:</b>	<b>Total Points</b>
Q 1: Program evaluation plan: What steps will be taken to evaluate how the court/subcontractor Access to Visitation Grant Program is being conducted in an effective and efficient manner? Be specific about the nature and scope of methods that will be used (e.g., testimonials, letters of support, questionnaires, etc.)	5 points
<b>Q 1 RESPONSE:</b>	
Q 2: Client feedback plan: What steps (be specific) will be taken to obtain client feedback about the grant-related services?	5 points
<b>Q 2 RESPONSE:</b>	
	<b>Total maximum points: 10</b>

**4. Program Monitoring (Not to exceed two pages) (10 points)**

Under the federal statute and program regulations governing the grant program, states are responsible for monitoring grant recipients to ensure that programs are providing authorized services, are being conducted in an effective and efficient manner, and contain safeguards to ensure the safety of parents and children receiving Access to Visitation Grant program, services.

**Instructions:** Please write your response in the table below under “Response” for the question asked in the table in this section. Applicants must not change the formatting text.

<b>Applicants must complete the following in this section:</b>	<b>Total Points</b>
Q 1: Based on federal program regulations governing the Access to Visitation Grant Program, states are responsible for monitoring grantees. Explain how <u>both</u> the court and the subcontractor intend to meet this requirement.	10 points
<b>Q 1 RESPONSE:</b>	
	<b>Total maximum points: 10</b>

**5. Program Sustainability (Not to exceed two pages) (10 points)**

Because of severe funding limitations, it is important that the court and subcontractor have a plan for how to continue to provide the grant-related services assuming that funding may be discontinued.

**Instructions:** Please write your responses in the table below under “Response” for each question asked in the table in this section. Applicants must not change the formatting text.

<b>Applicants must complete the following in this section:</b>	<b>Total Points</b>
Q 1: Description of committed sources of funding, or the process for identifying and securing both short and long-term funding.	5 points
<b>Q 1 RESPONSE:</b>	
Q 2: Absent increased funding, explain what resources are needed to address the obstacles or barriers to overall program sustainability, including the ability to expand existing services.	5 points
<b>Q 2 RESPONSE:</b>	
	<b>Total maximum points: 10</b>

**6. Budget Forms and Narrative (Not to exceed two pages for Question 2) (20 points)**

The court and the subcontractor must include a budget and budget narrative regarding projected Access to Visitation Grant program costs and expenditures. The budget is the funding allocation plan that shows how the grant funds will be spent during the grant funding period for federal fiscal year 2015–2016 for the applicable grant-related service/s.

**Instructions:** Under this section, Question 1 requires completion of Appendix C (budget forms and narrative). Question 2 should not exceed two pages and please write your response in the table below under “Response” for question 2 asked in this section. Applicants must not change the formatting text.

<b>Applicants must complete the following in this section:</b>	<b>Total Points</b>
<p>Q 1: Completion of Appendix C (budget forms and budget narrative) by the court and subcontractor. See section 5.20 and Appendix C for detailed information and instructions. The court and subcontractor budget should include:</p> <ul style="list-style-type: none"> <li>▪ A budget narrative that supports and justifies all proposed costs and expenditures and clearly links to the grant service activity for the budgeted line item;</li> <li>▪ A budget that reflects allowable expenditures under the grant and within the scope of the grant and includes calculations for all costs under each budget line item category;</li> <li>▪ Provides computation for all costs and expenditures;</li> <li>▪ A budget for only one year of grant funding (i.e., fiscal year 2015–2016);</li> <li>▪ A budget with the required 20 percent (nonfederal) match requirement;</li> <li>▪ Allocation of funds for required trainings, if applicable; and</li> <li>▪ A budget that appears reasonable and cost-effective and uses grant funds to provide direct services. While administrative costs are allowable under the grant, the court/subcontractor should dedicate the maximum amount of the grant funds to serve the target population.</li> </ul>	15 points
<b>Q 1 RESPONSE: Complete Appendix C.</b>	
Q 2: Provide a description on how the court/subcontractor Access to Visitation Grant Program will deliver services in a cost-effective manner.	5 points
<b>Q 2 RESPONSE:</b>	

	<b>Total maximum points: 20</b>

## **8.0 APPENDIXES: RFP GRANT APPLICATION FORMS**

All of the Appendixes to this RFP grant application can be downloaded at <http://www.courts.ca.gov/cfcc-accesstovisitation.htm>

### **8.1 Letter of Intent (Appendix A)**

*Application Instructions:* The Letter of Intent (LOI) should be submitted by any court anticipating responding to the RFP grant application, including any partnering court. The LOI must be received in CFCC office by email no later than August 22, 2014. The LOI is optional and will be nonbinding on the court but will assist staff in allocating resources for the application review. The LOI requires the signature of the presiding judge or the court executive officer. The court should keep the original signed copy of the LOI. If the applicant is awarded grant funding, Access to Visitation Grant Program staff will follow up with the superior court post the grant award process. See also section 3.6 in this application.

### **8.2 RFP Grant Application Cover Page (Appendix B)**

*Application Instructions:* The applicant court must complete and submit Appendix B as part of the required materials for the RFP grant application proposal narrative section. Applicants must not change any of the formatting text on the form. **The budget request should include a request for one year funding only (i.e., fiscal year 2105–2016)** although the grant funding period under this RFP grant application will be for three years. Required authorized signatory on the RFP application cover page must be the presiding judge or court executive officer.

### **8.3 RFP Budget Instructions and Forms (Appendix C)**

*Application Instructions:* The applicant court and each subcontractor must complete Appendix C as part of the required materials for the RFP grant application proposal narrative section. The budget should include projected costs and expenditures for federal fiscal year 2015–2016 only since the contract agreement between the grant recipient court and the Judicial Council will be for one year. However, funding under this RFP grant application will be awarded for a three years, (i.e., federal fiscal years 2015–2016 through 2017–2018) subject to the availability of federal funding. The contract agreements between the Judicial Council and the superior courts will be written as single year contract agreements renewable subject to the availability of federal funding. **Do not include the budget instructions and sample narrative budget form included in Appendix C with the court and subcontractor final budget forms.**

Budget instructions and required budget forms, and a sample budget and budget justification narrative are available at <http://www.courts.ca.gov/cfcc-accesstovisitation.htm> (click on RFP Information section). See also section 5.0 in this application.