APPENDIX A

Judicial Council of California
Judicial and Court Operations Services Division
Center for Families, Children & the Courts

ACCESS TO VISITATION GRANT PROGRAM

LETTER OF INTENT

[Insert Date]

Judicial Council of California
Judicial and Court Operations Services Division
Center for Families, Children & the Courts
Attention: Shelly La Botte
455 Golden Gate Avenue, Sixth Floor
San Francisco, California 94102-3688
E-mail: shelly.labotte@jud.ca.gov

Dear Ms. La Botte: **SUBMIT VIA E-MAIL**

This is to inform you that the Superior Court of California, County of

_____

☐ **Will apply for Access to Visitation Grant Program funding for federal fiscal years 2015–2016 through 2017–2018.**

Will this be a single applicant court with? ☐ single agency ☐ multiple agencies

Will this be a multicourt, multicounty or multiagency collaborative grant? ☐ Yes ☐ No

Please submit the Letter of Intent to the Judicial Council program manager at the above e-mail address by no later than **Friday, August 22, 2014, by 5 p.m**.

Signature: **Presiding Judge or Executive Officer/Administrator**	**Date:**
Print Name:	

APPENDIX B

Judicial Council of California
Judicial and Court Operations Services Division
Center for Families, Children & the Courts

California's Access to Visitation Grant Program—Fiscal Years 2015–2016 through 2017–2018

APPENDIX B: RFP GRANT APPLICATION COVER PAGE

1. Grant Program Name **California Access to Visitation Grant Program**	**3. Multi-court and /or Multi-agency Collaborative Partners (list each partnering court and/or multiagency subcontractors)**
2. Lead Applicant Court (Name of County)	

4. Proposed Program Title: (e.g., Family Access Center for Noncustodial Parents)

5. Name, title, address, telephone number, and e-mail of *lead court contact* for the grant *program*:

6. Name, title, address, telephone number, and e-mail of *lead court contact for fiscal* information:

7. Name, title, address, telephone number, and e-mail of *lead subcontractor* (include information for all subcontractors for multi-county and/or multi-agency partners):

8. Budget for Fiscal Year 2015–2016 only ***(Contract agreement will be made for one year; renewable subject to the availability of federal funding):*** **$_____**	**9 Grant Service Areas:**

10. Program Start and End Dates ***(Note: Subject to the availability of federal funding, the contract period is for one year and subject to change based on federal grant requirements*)**: **For the purpose of this form, the funding period is Fiscal Year 2015–2016**	☐ **Supervised Visitation**	☐ **Parent Education**
	☐ **One to One Visitation** ☐ **Multiple/Group** ☐ **Supportive/Facilitated** ☐ **Therapeutic**	
	☐ **Supervised Exchange**	☐ **Group Counseling**

11. Name of Authorized Signatory (Applicant Court)

12. Title	**13. Phone Number**	**14. E-mail:**
15. Signature		**16. Date Signed**

17. Date and Time RFP Grant Application Received by Access to Visitation Grant Program staff:

APPENDIX C

CALIFORNIA'S ACCESS TO VISITATION GRANT PROGRAM

REQUEST FOR PROPOSALS (RFP) GRANT APPLICATION FOR FISCAL YEARS 2015–2016 through 2017–2018

BUDGET INSTRUCTIONS AND FORMS

Each court and any of its subcontractors need to submit a grant program budget and provide a budget justification narrative with the RFP grant application proposal. The budget narrative should include a detailed description that explains the proposed cost expenditure for each budget line item category. Budget costs and expenditures needs to be reasonable and cost-effective for the services being provided under the grant program.

The budget court and subcontractors budget is the proposed funding allocation plan that shows how the grant funds will be spent during the grant funding period. The court/subcontractor budgets should only include costs and expenditures for federal fiscal year 2015–2016 only. Contract agreements will be made for one year only; renewable subject to the availability of federal funding. Per the instructions under section 5.0 and section 7.2 of the RFP grant application, the budget must include the following:

- Completion of Appendix C (budget forms and budget narrative) by the court and subcontractor.
- 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.
- 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.
- Provides computation for all costs and expenditures.
- A budget for only one year of grant funding (i.e., fiscal year 2015–2016).
- A budget with the required 20 percent (nonfederal) match requirement.
- Allocation of funds for required trainings.
- 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.

Applicants should review the sample budget form and budget justification narratives prior to completing the budget forms. Applicants can also review for guidance 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. 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. Additionally, the Access to Visitation Grant cannot reimburse the court/subcontractor for the following:

1. Reimbursement based on a fee for service (i.e., flat fee rate);
2. Intake and orientation services;
3. Food and/or drink of any kind;
4. Non-Judicial Council sponsored trainings and conferences;
5. Mortgage payment as a room rental expense;
6. Membership dues;
7. Costs for fundraising; and
8. Entertainment costs.

Reimbursement under the grant is based on actual costs. Pursuant to the contract agreement, if the court is awarded grant funding, the court will need to have a written agreement with their subcontractor and a copy of this agreement between the court and its subcontractors need to be submitted to Judicial Council grant accountant staff at the time invoices are submitted for reimbursement.

BUDGET LINE ITEM CATEGORIES

Salaries

Salaries include wages and compensation of individuals/employees for the time devoted and identified specifically to the grant program. Under this budget category, include the salaries for individuals/employees of the court whose work is tied to the administration and operation of the grant program. **List each staff member's job title/position, time commitment to the project (as a percentage of time spent on the project or number of hours), salary or hourly rates, and responsibilities associated with the operation and/or administration of the project.** Do not include the cost of consultants or the personnel costs of delegated agencies or specific projects/business to be financed by the applicant. Please note that if the court/subcontractor uses interns as personnel that the person is required to meet statutory training requirements under Family Code section 3200.5 and Standard 5.20. In addition, this person is unable to serve as the program manager or administrator of the grant program. Grant funds cannot be used for intake and orientation services and the Court and its Subcontractor are not permitted to bill based on a fee for service.

Fringe Benefits

Under this budget category, include only the cost of employer-paid fringe benefits such as health insurance, FICA, unemployment insurance, workers' compensation, etc. for those individuals who are directly involved in the administration and operation of the grant program. Also provide the employee benefits and rates (e.g., health insurance 10 percent, FICA 7.65 percent, unemployment insurance 2 percent, workers' compensation 3 percent, etc.).

Training Expenses and Related Travel Expenses

Under this budget category, include the costs for training and related travel expenses related to transportation, lodging, subsistence, and other-related expenses incurred by employees for the attendance at any conference, training, or meetings sponsored by the Judicial Council's Center for Families, Children & the Courts (CFCC). Travel costs associated with cross-training events or meetings among the multicourt, multisite collaborative can be charged to the Access and Visitation

Program. These costs may be charged on an actual costs basis and must not exceed the State rate. Given budgetary constraints the Access to Visitation Grant Program will not be able to reimburse the court or subcontractors to attend non-Judicial Council sponsored conferences or trainings. When completing the budget forms, indicate the number of travels/trainees, the purpose of the trip, location, and costs of expenses. All travel expenses need to be within the California Department of Personnel Administration guidelines (contact Judicial Council staff for a copy of this), which are as follows:

Meal/Incidental Expenses

Breakfast – actual not to exceed	$8
Lunch – actual not to exceed	$12
Dinner – actual not to exceed	$20
Incidentals – actual not to exceed	$6

Incidentals may only be claimed after 24 hours of travel.

Lodging is allowed at the actual amount up to a maximum rate of $110 plus tax and energy surcharge when applicable. In the counties of Alameda, San Francisco, San Mateo, and San Clara, lodging is allowed at the actual amount up to a maximum rate of $140 plus tax and energy surcharge when applicable. Mileage allowance is 0.56 cents per mile if privately owned vehicle will be used. Parking fee reimbursement is based on the state approved airport parking rate policy.

Other Direct Costs

Under this budget category, include (but is not limited to) the costs of direct expenses or materials such as office supplies, postage, printing and copying materials, rent, liability insurance, equipment rental, and minor equipment related to the administration and operation of the grant program. Specify the direct expense items and provide a justification for the proposed costs. *Please note:* Equipment costs that exceed $500 need prior written approval by the Access to Visitation Grant Program manager as an allowable and reimbursable expense given budgetary constraints. Computer purchases require Access to Visitation Grant Program manager approval.

Intakes. The Access to Visitation Grant Program will not reimburse grant recipients for costs associated with client intake and orientation services. This is considered a separate service delivery component.

Fingerprinting. The Access to Visitation Grant Program will reimburse fingerprinting costs for subcontractor staff personnel who work directly on the grant program providing supervised visitation and exchange services. These costs should not exceed $1,000 in total.

Memberships, Subscriptions, and Professional Activity Costs. Please note that while this cost category is listed as an allowable cost area under the OMB Circulars, the Access to Visitation Grant Program cannot reimburse the court and any of its subcontractors for this cost due to the limited amount of funding.

Food. The Access to Visitation Grant Program cannot reimburse grant recipients for costs associated with food and/or drinks of any kind under federal regulations.

Contractual and Consultant Services

This budget category should contain any professional consultant services and associated costs necessary to complete project objectives. This category also includes contracts to subcontracting agencies. For consultant services, list each consultant's name, if known, type of service, hourly or daily rate, and estimated time commitment to the project. For contracts with subcontracting agencies, list the names of the agencies, type of service, and contract amount.

All procurement transactions need to be conducted in accordance with the Judicial Branch Contracting Manual (JBCM).

Note: Whenever the applicant/grantee intends to delegate parts of the program to other agencies, the applicant/grantee need to provide a detailed budget narrative (see sample budget narrative in grant application) for each delegate agency by title, along with the required supporting information referenced in these instructions. This requires approval from the program manager.

Indirect 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. These expenses are prorated to the grant program based on benefit received from their incurrence. The costs of operating and maintain facilities, accounting services, and administrative salaries are examples of indirect costs.

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.** The court must use a state approved, or federal approved, or the courts Indirect Cost Rate Proposal (ICRP) rate to claim indirect costs. Any indirect costs claimed need to be allocated in the court budget. The indirect cost rate is limited to 10% of court employee salaries only, excluding benefits and overtime. The court need to not calculate indirect costs based on the subcontractor's personnel expenses or contractual expenses. Courts are reminded to review the *Trial Court Financial Policies and Procedures Manual, FIN 16.02* for additional guidance.

Match Requirement

There is a 20 percent (nonfederal) matching-funds requirement for the grant. The match can be cash or in-kind. On the budget form, explain the type of match to be used in meeting this requirement. Only allowable costs may be used for the match. Match is in addition to the grant award amount. For example, if the court requests $100,000 in funding from the Access to Visitation Grant, a match of $20,000 is required by the court and/or subcontractor. The match can be from the court, the subcontractor, or both. The court determines how the match requirement will be met—this is not determined by Access to Visitation Grant Program staff. Costs paid with Program Income may not count towards the Matching requirement.

Program Income

Program income is any amount received by the State generated directly from any activity supported by and allocable to the Access to Visitation Program. Program income constitutes a third source of program funding and must be an allowable Access to Visitation Grant expense item. The court and its subcontractor will need to comply with the federal regulations at 45 CFR 92.25(g)(2) for program income reporting. Court and subcontractor will need to certify and complete the program income questionnaire during the funding fiscal year.

Program income will need to be reported to the Judicial Council using the required forms. Grant funds will not be reduced so long as fees collected are used to offset the costs of providing Access to Visitation services. Any fees collected in excess of allowable program expenditures will result in a reduction of grant funds in the amount of the excess fees collected. The Court and its Subcontractors understand that excess program income will result in an immediate reduction in grant funding level as well as suspension of future funds under the grant program. If Program requirements regarding the Federal Program Income collection and reporting provisions change during the fiscal year, Judicial Council staff may need to amend the contract agreement to reflect these required terms and conditions.

The court/subcontractor should carefully review section 45 CFR 92.25 for guidance regarding program income requirements under the grant program *<http://edocket.access.gpo.gov/cfr_2004/octqtr/pdf/45cfr92.25.pdf>*.

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

Fiscal Year 2015–2016
BUDGET FORM AND BUDGET JUSTIFICATION NARRATIVE

APPLICANT COURT BUDGET SUMMARY FORM

Applicant Court:			
Court Fiscal Contact:		**Phone Number & Email Address:**	
Date:	**September 12, 2014**		

Please note there is a 20% matching funds requirement

Budget Categories	Costs	20% Matching Requirement
Salaries		
Fringe Benefits		
Training Expenses and Related Travel Expenses		
Other Direct Costs		
Contractual & Consultant Services		
Indirect Costs		
TOTAL BUDGET REQUEST	$	$
TOTAL MATCH	$	$
TOTAL ESTIMATED PROGRAM INCOME	$	$

ACCESS TO VISITATION GRANT PROGRAM

APPLICANT COURT BUDGET FORM AND JUSTIFICATION NARRATIVE
Fiscal Year 2015–2016

Applicant Court:	**Superior Court of**		
Court Fiscal Contact:		**Phone Number & Email Address:**	
Date:	**September 12, 2014**		

SALARIES

Instructions: *Under personnel, this budget category should include salaries for individuals/employee of the court whose work is related to the administration and operation of the grant program.*

Position	Annual Salary/Rate	Time Allocated to Grant	Cost
		TOTAL	

BUDGET JUSTIFICATION: Describe the role and responsibilities of each position.

FRINGE BENEFITS

Instructions: *List all components of allowable fringe benefits rate. Note that this budget category should contain only the cost of employer-paid fringe benefits such as health insurance, FICA, unemployment insurance, workers' compensation, etc. for those individuals who are directly involved in the administration/operation of the grant program. You are required to provide the employee benefits and rates.*

Component	Rate	Salary	Cost
FICA/ Medicare			
Workers Compensation			
Unemployment insurance			
Taxes			
		TOTAL	

BUDGET JUSTIFICATION: List and explain applicable fringe benefits for the project.

TRAINING EXPENSES AND RELATED TRAVEL EXPENSES

Instructions: *Training expenses and related travel costs shall not exceed the approved state rate. The Access to Visitation Grant will not be able to reimburse grantees to attend non-Judicial Council sponsored conferences or trainings due budgetary constraints. Include required Family Code Section 3200.5/Standard 5.20 training and data collection training, if applicable.*

Purpose Of Travel	Location	Item	Cost
		TOTAL	

BUDGET JUSTIFICATION: Describe the purpose of the travel, number of attendees, and staff positions.

OTHER DIRECT COSTS

Instructions: *List costs of materials or expenses for the administration and operation of the grant program. For example, office supplies, postage, printing, rent, liability insurance, fingerprinting, and equipment for the administration and operation of the grant program. Do not list any equipment that exceeds $500.00. Computer purchases require Access to Visitation Grant Program manager approval.*

Items	Calculations	Cost
	TOTAL	

BUDGET JUSTIFICATION: Explain rationale for cost items and how costs were estimated. Breakdown costs into cost/unit.

Contractual & Consultant Services

Instructions: *This budget category should contain any professional consultant services and associated costs necessary to complete program objectives. This category also includes contracts to subcontracting agencies and generally includes funds paid to non-employees for services or products.*

Subcontractor Name	Service	Cost
	TOTAL	

BUDGET JUSTIFICATION: Explain the need for each contractual agreement and how the services relate to the grant program.

INDIRECT COSTS

Instructions: *Indirect costs can only be claimed by the court at the state or federal approved rate. Only courts that budget for personnel expenses are allowed to claim indirect costs under this grant program. Any indirect costs claimed must be allocated in the court budget. The indirect cost rate is limited to 10% of court employee salaries only, excluding benefits and overtime. See budget instructions for complete details.*

Item	Rate	Cost
	TOTAL	

BUDGET JUSTIFICATION: Explain the type and rate for indirect cost categories.

Enter Applicant Court Name Here	**TOTAL BUDGET REQUEST**	**$**

MATCH

Instructions: *There is a 20% non-federal matching funds requirement for the grant. The match can be cash or in-kind. Match must meet allowable cost criteria. Describe the source of the match and projected costs to meet the match requirement.*

Match Item	Match Source	Computation	Cost
		COURT MATCH TOTAL	

BUDGET JUSTIFICATION: Explain the type and source of the match that will be used to meet the grant requirement.

PROGRAM INCOME

Instructions: *Provide an estimate of how much program income will be collected during the fiscal year if court/subcontractor intends to collect program income (e.g., client fees) under the Access to Visitation Grant Program.*

Subcontracting Agencies	Source of Program Income	Total Estimated Program Income to be Collected

ACCESS TO VISITATION GRANT PROGRAM

SUBCONTRACTOR AGENCY BUDGET SUMMARY FORM
Fiscal Year 2014–2015

Applicant Court:	**Superior Court of**		
Court Fiscal Contact:		**Phone Number & E-Mail Address:**	
Date:	**September 12, 2014**		

Summary of Subcontractors & Consultants' Budget by Categories

Name of Subcontractor Agency	**Agency A**	**Agency B**	**Agency C**	**Agency D**	**Agency E**	
Budget Categories	**Enter Agency Name Here**					**Totals**
Salaries						
Fringe Benefits						
Training Expenses and Related Travel Expenses						
Other Direct Costs						
Contractual & Consultant Services						
TOTAL AGENCY BUDGET REQUEST	**$**					
TOTAL MATCH	**$**					
TOTAL ESTIMATED PROGRAM INCOME	**$**					

ACCESS TO VISITATION GRANT PROGRAM

SUBCONTRACTOR AGENCY BUDGET FORM AND JUSTIFICATION NARRATIVE
Fiscal Year 2015–2016

Applicant Court:	**Superior Court of**		
Court Fiscal Contact:		**Phone Number & E-Mail Address:**	
Subcontractor Agency Name:			
Subcontractor Contact		**Phone Number & E-Mail Address:**	
Date:	**September 12, 2014**		

SALARIES

Instructions: *Under personnel, include salaries for individuals/employees whose work is related to the administration and operation of the grant program. Intake and orientation cannot be reimbursed under the grant. The grant will not reimburse costs based on a fee for service.*

Position	Monthly Salary/Rate	Time Allocated to Grant	Cost
		TOTAL	

BUDGET JUSTIFICATION: Describe the role and responsibilities of each position.

FRINGE BENEFITS

Instructions: *List all the fringe benefits paid by the employer such as health insurance, FICA, unemployment insurance, workers' compensation, etc. for those individuals who are directly involved in the operation of the Access to Visitation Grant program. Provide employee benefits and rates below.*

Component	Rate	Salary	Cost
FICA/ Medicare			
Workers Compensation			
Unemployment insurance			
Taxes			
		TOTAL	

BUDGET JUSTIFICATION: List and explain applicable fringe benefits for the project.

TRAINING EXPENSES AND RELATED TRAVEL EXPENSES

Instructions: *Training expenses and related travel costs shall not exceed the approved state rate. The Access to Visitation Grant will not be able to reimburse grantees to attend non-Judicial Council sponsored conferences or trainings due to budgetary constraints. Include required Family Code Section 3200.5/Standard 5.20 training and data collection training, if applicable.*

Purpose Of Travel	Location	Item	Cost
		TOTAL	

BUDGET JUSTIFICATION: Describe the purpose of the travel, number of attendees and staff positions.

OTHER DIRECT COSTS

Instructions: *List costs of materials or expenses for the administration and operation of the grant program. For example, office supplies, postage, printing, rent, liability insurance, fingerprinting, and equipment for the administration and operation of the grant program. Do not list any equipment that exceeds $500.00. Computer purchases require Access to Visitation Grant Program manager approval.*

Items	Rate	Cost
	TOTAL	

BUDGET JUSTIFICATION: Explain rationale for cost items and how costs were estimated. Breakdown costs into cost/unit.

Contractual & Consultant Services

Instructions: *This budget category should contain any professional consultant services and associated costs necessary to complete program objectives. This should also include any contracts to any non-employees for services or products.*

Subcontractor Name	Service	Rate	Cost
		TOTAL	

BUDGET JUSTIFICATION: Explain the need for each contractual agreement and how the services relate to the overall project.

Enter Name of Subcontracting Agency Here	**SUBCONTRACTOR AGENCY BUDGET REQUEST TOTAL**	**$**

MATCH

Instructions: *There is a 20% non-federal matching funds requirement for the grant. The match can be cash or in-kind. Match must meet allowable cost criteria. Describe the source of the match and projected costs to meet the match requirement.*

Match Item	Match Source	Computation	Cost
		SUBCONTRACTOR MATCH TOTAL	

BUDGET JUSTIFICATION: Explain the type and source of the match that will be used to meet the grant requirement.

PROGRAM INCOME

Instructions: *Provide an estimate of how much program income will be collected during the fiscal year if court/subcontractor intends to collect program income (e.g., client fees) under the Access to Visitation Grant Program.*

Source of Program Income	Total Estimated Program Income to be Collected