

REQUEST FOR PROPOSALS AND GRANT APPLICATION

(Revised 8-10-2020)

**California’s Access to Visitation (AV) Grant Program for
Enhancing Responsibility and Opportunity for Nonresidential
Parents for Fiscal Years 2021–2022 through 2023–24**

(Contract funding period is for one year beginning April 1, 2021)

In this RFP grant application proposal, there are questions that require a narrative response and include a word count limit. High maximum word limits are designed to accommodate multi-court collaborations, multiple subcontractors, or courts with multiple services (e.g., supervised visitation and parent education) so applicants may be able to respond fully to narrative questions without reaching the maximum. Scores are based on answer quality, not length.

I. ABSTRACT/COVER PAGE/EXECUTIVE SUMMARY *(Required – all Applicants)*

Q1: Proposed Program Title:

Q2: Identify the lead and any partnering courts, including for each: the county of the court, and the name, address, telephone, and email address of the court contact for the AV grant program.

Role	Superior Court	Contact Name	Title	Address	Telephone	Email Address
Lead Court						
Partner Court						
Partner Court						
Partner Court						

Q3: Identify all subcontractors, including for each: the name of the subcontractor, and the name, address, telephone, and email address of the subcontractor lead contact.

Subcontractor Name	Contact Name	Title	Address	Telephone	Email Address

Q4: Budget Total for AV Program Funding:

Q5: Grant Geographic Service Areas:

Q6: Program Summary. Please provide a one or two paragraph summary of the proposed AV grant program, including a description of each of the AV service areas that the court/subcontractor will be

providing (*The Judicial Council may use this description in reports to the legislature and to the federal funder*). (300 words)

Q7: Please identify all of the AV service areas for which the applicant seeks funding (*check all that apply*):

- Supervised Visitation
- Exchange
- Parent Education
- Group Counseling

Q8: For **each AV service area** for which you are requesting funding in this grant application, provide the following information for the first contract year (e.g., April 1, 2021–March 31, 2022):

- A. Supervised Visitation
 - the days and hours of services (e.g., M–F, 9:00 a.m.–5:30 p.m.)
 - the total number of clients to be served
 - the total number of hours of client services
 - the number of site locations at which services will be provided
- B. Supervised Exchange
 - the days and hours of services (e.g., M–F, 9:00 a.m.–5:30 p.m.)
 - the total number of clients to be served
 - the total number of hours of client services
 - the number of site locations at which services will be provided
- C. Group Counseling
 - the days and hours of services (e.g., M–F, 9:00 a.m.–5:30 p.m.)
 - the number of sessions
 - the total number of clients to be served
 - the total number of hours of each session
- D. Parent Education
 - the length of each workshop
 - the number of participants per workshop
 - the number of workshops that will be offered in the grant period

Q9: Additional Information on Parent Education. (Only for applicants who are providing this service)

A. Type of parent education. Choose all that apply from the list below. (*Choose the category that is the closest match, even if the title is not exactly the same.*) And for each of the classes/workshops identified above, state how frequently the class/workshop is conducted.

- Co-parenting. Frequency: Weekly Monthly As Needed Other:
Parallel Parenting. Frequency: Weekly Monthly As Needed Other:
Kids' Turn. Frequency: Weekly Monthly As Needed Other:
Separation after Divorce. Frequency: Weekly Monthly As Needed Other:
Other: Frequency: Weekly Monthly As Needed Other:

B. Describe the type of parent education included in "Other":

C. State whether the parent education programs are mandatory, voluntary or both by selecting from the list below. (If some of the workshops are mandatory and some of the workshops are voluntary, select "Both.")

- Mandatory
Voluntary
Both

D. Do you offer classes/workshops in languages other than English?

- Yes If Yes, please identify the non-English languages:
No

Q10: Additional Information on Group Counseling. (Only for applicants who are providing this service)

A. Describe applicant's proposed group counseling program, including a description of the types of group counseling programs, if applicant will provide more than one type. (500 words)

B. For each program, describe how non-custodial parents will be referred to counseling services. (300 words)

C. For each group counseling session identified, state the length of the group counseling session (duration) and how frequently the group counseling sessions will be held. (500 words)

Program Services (Required–All Applicants)

Q11: Do you anticipate that AV services will begin on April 1, 2021. If not, please explain *(200 words)*

Q12: Describe the AV grant program, including how the services will promote the goals of the grant by increasing noncustodial parents' access to and visitation with their children. Include specific detailed information regarding the proposed AV service activities that will support and facilitate increasing noncustodial parents' access to and visitation with their children. *(750 words)*

Q13a: Describe the particular need for AV services within the noncustodial population to be served (the target population): *(100 words)*

Q13b Describe any unique characteristics of the target population and any innovative approaches to serving the population. (200 words)

Q14: Describe how the proposed AV services will remove barriers to visitation for families, including the following areas: (1000 words)

- A. *Location*. Identify the sites for the AV services (type of site, e.g., local church, or availability of technology for remote services, etc.) and rationale for sites chosen, including specifically how the site(s) meet the needs of the target population and are accessible by public transportation.
- B. *Eligibility*. Describe how eligibility, including income eligibility, is determined for serving noncustodial parents.
- C. *Outreach*. Describe outreach efforts that the program will take to ensure the target population of noncustodial parents is aware of and effectively reached with the AV services.
- D. *Cultural competency or responsiveness*. Describe how program will ensure that the AV services are culturally competent, free from bias, and will meet the diverse needs of noncustodial parents. Include the language capacity of staff, and how the program will serve non-English and Limited English Proficient (LEP) clients.

Q15: Describe the planned safety and security policies and procedures, in compliance with Standard 5.20, that safeguard the health and welfare of the child and adults during visitation. *(no word limit)*

Q16: Describe the safety screening measures and other protocols that identify and protect victims of domestic violence, including: 1) steps the program will take to ensure the safety of domestic violence victims and their children; 2) screening process for identifying domestic violence; and, 3) protocols for responding to domestic violence when it is disclosed, discovered, or suspected. *(no word limit)*

II. PARTNERS (Required–All Applicants)

Q17: Describe how the proposed AV services complement existing court-based programs and services. (300 words)

Q18: Describe any existing partnerships (or partnerships the program is exploring) with other government agencies, or community-based or domestic violence organizations, that serve as referrals or resources for clients participating in the AV services, including Department of Child Support Services and the court’s family law facilitator, self-help center, or family court services. (500 words)

Q19: Describe all identified subcontractors with which court will be subcontracting, including the fiscal, management and programmatic qualifications and experience of the organization. *(300 words)*

Q20: Describe the experience and training of the key staff who will be providing the AV services for which you are applying. Describe the plan for onboarding, continuing education, and training for staff. *(500 words)*

III. PROGRAM EVALUATION (*Required–All Applicants*)

Q21a: For each of the AV service areas for which you seek funding, describe your program evaluation plan, including the steps the program will use to determine client satisfaction and how the program will measure for effectiveness and efficiency of services. *(500 words)*

Q21b. If the applicant is a returning AV grant program, has the court or subcontractor made any changes in the delivery of program services as a result of recent evaluation of the program? If so, what were those changes and how did those changes increase efficiency and effectiveness? *(250 words)*

Q22: How will the court and subcontractor monitor the AV funded services to ensure grant funds are spent properly? *(500 words)*

Q23: Describe your sustainability plan including: 1) other funding sources that currently support the court's Access to Visitation Grant Program, and 2) whether other potential sources of short or long-term funding have been identified. *(500 words)*

IV. PROJECT BUDGET FORM (Required–All Applicants)

This grant is reimbursement-based. Courts must submit monthly invoices for approved 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. **The applicant must complete sections B1 through B3 as part of the project budget for this RFP proposal.**

B1: Program Budget: The applicant must include a budget and written budget narrative regarding projected program costs and expenditures. **Complete Attachment C–Budget Form for the court and subcontractor program budget.** The budget is the funding allocation plan that shows how the grant funds will be spent during the grant-funding period. **The budget request under this application is for the first contract year only (April 1, 2021–March 31, 2022).** The applicant must submit a new budget form each fiscal year for purposes of the contract agreement covering the three-year funding cycle.

B2: Summary of Client Services. Please complete the chart below.

AV Program Service Areas	Name of Applicant Court	Subcontractor 1	Subcontractor 2	Subcontractor 3	Total Number of Clients to be Served	Total Number of Hours of Client Services
Supervised visitation						
Supervised exchange						
Parent education						
Group counseling						
TOTAL						

B3: Summary of Court and Subcontractor Program Budget

Complete the chart below for the court and subcontractor program budget costs and expenditures based on Attachment C.

AV PROGRAM EXPENSES	AV Funds to Court	AV Funds to Sub 1	AV Funds to Sub 2	AV Funds to Sub 3	Match Court	Match Sub 1	Match Sub 2	Match Sub 3	Totals
Court Salaries		N/A	N/A	N/A		N/A	N/A	N/A	
Court Fringe Benefits		N/A	N/A	N/A					
Subcontract or Hourly Costs (<i>total amount for all positions including fringe benefits</i>)	N/A								
Indirect Costs (<i>total amount for all items</i>)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Other Direct Costs (<i>total</i>)									
Travel and Training									
TOTAL EXPENSES									
TOTAL PROGRAM INCOME	N/A								

This grant application is submitted by:

Name of Authorized Signatory (Lead Applicant Court Presiding Judge or Court Executive Officer)	Title	Phone Number and Email
Signature		Date Signed

ATTACHMENT A

**ACCESS TO VISITATION GRANT PROGRAM
RFP GRANT APPLICATION REVIEWER RATING AND SCORING SHEET FOR
FISCAL YEARS 2021–22 THROUGH 2023–24**

Date of Review:

Lead Applicant Court: Superior Court of California, County of

Funds Requested:

GRG Group Number:

GRG Reviewer Number:

SUMMARY OF POSSIBLE SCORES

CATEGORY	Total Possible Score
A. Strength of Program Services	50 points
B. Strength of Partnerships	20 points
C. Evaluation	20 points
D. Budget	10 points
E. Bonus	5 points
	TOTAL: 105 points

Each of the above categories contain questions that are assigned a point value. Grant funding recommendations will not be based on numeric scores alone. The Judicial Council will also consider geographic diversity including population and court size. The Judicial Council makes the final decisions regarding the number and amounts of grant funding.

PROJECT NARRATIVE		POINTS
Strength of Program Services (Question 6B)	A. Will the program start on time? If not, does the applicant provide a reasonable explanation regarding why?	5 points
<i>Need for Proposed Services</i> (Questions 12, 13)	B. Does the proposal support the goals of the grant program by increasing noncustodial parents' access to and visitation with their children? C. Does the proposal describe a particular need for AV services for the target population? D. Does the proposal describe any innovative or unique aspects of their program?	20 points
<i>Program Service Delivery</i> (Question 14)	E. Does the proposal describe how AV services will remove barriers to visitation for families, including: location, eligibility, outreach, and cultural competency?	15 points
<i>Safety and Security Policies/Procedures</i> (Questions 15, 16)	F. Does the proposal describe safety and security policies and procedures for compliance with Standard 5.20 that ensures safeguards are in place for serving clients? G. Does the proposal describe safety screening measures and other protocols that identify and protect victims of domestic violence in detail?	10 points
Strength of Partnerships (Questions 17, 18)	A. Does the proposed AV services appear to complement existing court-based programs and services? B. Does the proposal describe the applicant's planned coordination and partnership with other existing government, community-based, or domestic violence services?	10 points
<i>Experience</i> (Questions 19, 20)	C. Does the proposal describe the applicant's background, experience, and training of staff to provide the AV services? If the applicant does not have that expertise, does the applicant describe a plan to obtain the necessary experience and expertise? D. Does the proposal describe the subcontractor agency's experience and expertise in providing AV services? If a subcontractor agency does not have that expertise, how does the applicant describe a plan to obtain the necessary experience and expertise?	10 points
Evaluation (Questions 21,22)	A. Does the proposal describe how the applicant will evaluate the AV services to determine client satisfaction and how program effectiveness and efficiency will be measured? B. If the applicant has received an AV grant in the past, does the proposal describe how the applicant has made changes in service delivery?	15 points

<i>Sustainability</i> (Question 23)	C. Does the proposal describe a sustainability plan that includes the applicant's other sources of support, and whether the applicant has sought additional sources of funding?	5 points
Budget (B1-B3)	A. Does the proposal's budget show funds allocated to minimize administrative costs and support direct services to clients as an efficient use of funds? B. Does the proposal describe how the applicant court and subcontractor plan to monitor compliance with statutory and grant requirements?	10 points
Bonus Points <i>(multi-court and multi-agency collaborations only)</i>		5 points
Total Points		105 points

END ATTACHMENT A