



JUDICIAL COUNCIL OF CALIFORNIA

OPERATIONS AND PROGRAMS DIVISION
CENTER FOR FAMILIES, CHILDREN & THE COURTS

ACCESS TO VISITATION GRANT PROGRAM

REQUEST-FOR-PROPOSALS GRANT APPLICATION

WEBINAR SESSIONS FOR FISCAL YEARS 2021–2022 THROUGH 2023–2024

APPLICANT QUESTIONS (August 13 and August 26, 2020)

Question 1: Under Section D, it describes the maximum for which each court may apply. When courts partner under a lead court is the maximum based on the lead court maximum or may the partnering court amounts be added in. For example: The lead court maximum is \$60,000 and the partner courts maximum is \$45,000, so what is the maximum this collaboration may request for funding?

Response 1: The Access to Visitation (AV) Grant Program eligibility amounts (i.e., \$45,000, \$60,000, and/or \$100,000) is determined based on the total population of the applicant courts. In the above example, the grant amount eligibility would be based on the total population of both the lead court (\$60,000) and any partnering courts (\$45,000). To determine the maximum eligible grant amount, the lead court eligibility amount is added to the partnering court's eligibility amount, but the combined total cannot exceed the maximum eligibility amount for the grant (\$100,000). In this example, the total combined grant eligibility amounts of the lead court and partnering court ($\$60,000 + \$45,000 = \$105,000$) exceeds the total maximum grant amount, so the highest level of funding that can be requested is \$100,000.

Question 2: I don't see a box on the Letter of Intent (LOI) for the following category—multiple courts with single subcontractor agency.

Response 2: You are correct that the category is not listed on the Letter of Intent. The applicant may either (1) leave this section blank and/or (2) the applicant may check the box that says, “applicant court with [one] partnering court and single or multiple subcontractor agency/agencies.” The LOI is intended to serve as part of a prescreening tool for Judicial Council program staff to determine the applicant's eligibility, ensure the grant-related services are within the scope of the grant, and provide initial review of grant requirements prior to submission of the grant application proposal.

Question 3: Can the funding be used to cover salary & benefits of court staff who administer the grant?

Response 3: Yes, this is permissible; however, please review and ensure there is no supplantation issue.

Question 4: Can funding be used to outsource visitation program administration (i.e., provider referrals and/or list administration) to an outside agency?

Response 4: We are not able to respond to the question here without additional information. Program administration responsibilities under the grant program is part of the responsibilities of lead applicant court and the subcontractor agency program manager for the Access to Visitation Grant Program. The court and the subcontractor may include costs for staff to manage the grant program—this is an allowable expense. The applicant court may include costs under the consultant / contractual budget line item category; however, the subcontractor is required to use existing agency staff. The subcontractor cannot contract out this administrative responsibility to another person and/or contractual source.

Additionally, clients served by the AV Grant Program must be referred through use of the mandatory Judicial Council FL-341(A) and/or DV-150 form [Supervised Visitation Order] for family law cases.

Question 5: Can the court/provider match be "in-kind"?

Response 5: Yes. The match can be cash and/or in-kind. Additionally, the match may come from either the court, or the subcontractor, or both the court and subcontractor.

Question 6: The RFP fillable form does not allow me to write in it? Can you provide some guidance?

Response 6: The applicant should first download the RFP grant application fillable form from the AV website page. Once the form is downloaded, you need to save the form. Once you save the form, it is recommended that you close your web browser. When you are ready to begin using the form, pull up the version you saved, and you should be able to write into the form.

IMPORTANT: Applicants should use the most updated versions of the forms (e.g., the RFP fillable form and the budget form) posted on the Access to Visitation Grant Program [website](#)—this helps to ensure you are using the most updated version.

Question 7: Can the court use partner agencies in neighboring counties where the litigants (e.g., the NCP parent) live/reside that are outside of the Sacramento area; and can grant funds be used for these NCP parents?

Response 7: Based on the above question and example, the NCP parent/clients to be served must be referred to the AV grant program through use of the mandatory Judicial Council forms either the FL-341(A) and/or DV-150 [Supervised Visitation Order], and so the litigants / NCP parents that reside outside of the Sacramento region must be referred and court-ordered for the AV

funded service/s from the Superior Court of Sacramento County. The NCP may live in the neighboring counties but the court order for SV must be from the Sacramento court family law division. In addition, the two Judicial Council forms (i.e., the FL-341(A) and/or DV-150 form) are required to be used for client referrals under the Access to Visitation Grant Program.

Question 8: Do we need to write the grant application assuming COVID-19 is still happening and providing virtual supervised visitation services and not on-site services?

Response 8: The applicant should write the grant application based on the required AV grant program terms and conditions for the funded services. This means for supervised visitation and exchange services; the requirement is that services must be on-site in a supervised visitation center and/or agency. However, the applicant may review Question 14 in the RFP grant application proposal and address the availability of remote technology services (e.g., virtual services).

Question 9: Can a partnership agency apply for funding? What are the eligibility requirements?

Response 9: The RFP grant application proposal must be submitted by and come from the superior court. The lead applicant court may partner under the application proposal with another county court (see Family Code section 3204). The subcontractor agency may not apply directly to the Judicial Council as the requirement under the AV Grant Program is that the family law court may only apply to the Judicial Council for funding consideration and approval. Additionally, grant funding eligibility requirements for the superior court and grant recipient eligibility are set forth in the RFP grant application proposal.

Question 10: Could you provide a list of large courts (20 or more judges) who already receive the access to visitation funding?

Response 10: Yes, we can provide a list of counties that have received AV Grant Program (current and previously funded) within the last five years based on Attachment D in the RFP grant application. This will be posted on the AV website by September 4, 2020. Please note that the grant program is required to keep records for only five years.

Question 11: We are considering adding a new provider (subcontractor) but this provider is not sure and may need a few weeks to run it by their board. If I add this agency on the letter of intent, is this binding since this agency may decline? Would it be better to wait until we submit the RFP to add the agency?

Response 11: No. The Letter of Intent is not binding to the superior courts. You may choose to add the agency—the subcontractor provider on the Letter of Intent and include or not include the agency—subcontractor provider on the RFP grant application that the court submits to the Judicial Council/CFCC.

Question 12: Regarding the required signature for the Letter of Intent, is it required that we submit a wet signature, or may we submit an image of the signed signature?

Response 12: The applicant may submit a wet signature and/or an image of the signatory on the Letter of Intent. A **wet signature** generally means the person physically signed the document. **Electronic signature** is intended to mean a document signed in a digital form as an electronically transmitted document.

Question 13: Regarding the required signature for the RFP grant application proposal form—the fillable form, is the signature required to be a wet signature or may we submit an image of the signature?

Response 13: No, the signature does not have to be a wet signature. The AV grant program will accept an electronic signature (e-signature) on the forms required for the RFP grant application. An electronic-signature or e-signature is an image of the signature overlaid on [a] pdf document. Adobe Acrobat provides a variety of electronic signature processes. Furthermore, applicants may scan a wet signature to a pdf document—the scanned version is an electronic signature. See response number 12 above for general intent regarding what is a wet signature and an electronic signature. The below is additional information:

- Various court judges are signing court forms using e-signature so this may already be set up as an e-signature;
- The applicant can create an e-signature when they click on the signature panel; and/or
- You can register with Adobe and set up an e-signature—Adobe will guide you through the process.

Question 14: Regarding the Letter of Intent, the date on the form says September 1, 2020. Does the signature date have to say September 1, 2020, or should the date be when the letter is signed?

Response 14: The date may be when the Letter of Intent is signed by the superior court.