



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 (September 25, 2020)**

**Question 1:** We have an agency that is creating a joint power’s agreement between two counties, so it isn’t a typical community-based organization. Would they still be eligible to be a partner agency?

**Response 1:** The federal requirement under the Child Access and Visitation Grant Program is that the local service provider (i.e., the court’s subcontractor) must be a nonprofit agency – 501(c)(3).

**Question 2:** On the RFP fillable form, we have three parent education programs we are proposing under the grant program but the fillable form (see Q8 and Q9) appears to only allow you to provide information for one parent education program?

**Response 2:** For Q8, if the applicant is proposing to offer more than one type of parent education program, the applicant can add the following language in the box/es for Q8, simply write the following: “InQ9.” Additionally, under Q9, B, this section (i.e., box B) does not contain any limitation regarding the character length so the applicant can describe and include additional details regarding the different types of parent education programs being proposed.

**Question 3:** On the court/subcontractor budget form, do I add the courts match for our subcontractor positions on lines 26–34 under match if the court will be providing match for some of our subcontractor hourly positions under the Subcontractor Hourly rate category.

**Response 3:** Yes. On the court/subcontractor budget form, it says to use rows 26–34 to show match funds. Information entered on these rows will automatically calculate over to the applicant courts budget form so you can review rows 23 and 94 on the applicant court budget form to make sure the amounts are correct and tabulated over to the court’s budget form.

**Question 4:** It appears I cannot open the RFP fillable form because the author locked the pdf, and so I cannot affix my e-signature as the court representative. Can we obtain an unlocked version of the pdf file?

**Response 4:** The RFP fillable form is **not** locked and protected, and thus, the applicant can affix the signature into the form. In addition, the applicant can add a wet signature and/or an e-signature for the superior court to sign the grant application. Please review the FAQ posted on the AV website relating to wet signatures and e-signatures.

**Question 5:** It appears we submitted the courts RFP grant application and yet, when we sent it, it somehow converted so it is not the fillable form we completed and we are not sure what happened and we are also concerned about the format of the form. When we inserted the signature and submitted the version with the signature, while it is a PDF format, it changes to a non-fillable form which is what we think you want to receive correct? But the non-fillable format does not allow for the entire narrative in each box to be seen, and so we are not sure what to do. My primary question is whether you want to receive a fillable form because right now the narrative is disappearing when it is sent, and we are not sure and don't know how to change it?

Additionally, since we are experiencing challenges with technology, can we submit the fillable form separately so that all of the information in the grant is captured and not lost, and also submit the wet signature of the CEO in pdf form separately?

**Response 5:** First, the applicant must submit the RFP grant application proposal as instructed in the RFP grant application under section 3.0. Next, the applicant should submit (a) the completed RFP fillable form as pdf file and (b) the court/subcontractor budget form—Attachment C. Attachment C does not have to be inserted into the pdf fillable form for submission—submit this separately with the grant application proposal.

Moreover, the RFP fillable form is set up so that on our end we can extract the data information—the narrative in the fillable form. We previously mentioned (see FAQ posted) that when completing the form, it is not easy to see the full data/narrative information, and so the applicant should use the scroll bars to see the full information and/or it was recommended that the applicant may want to type their responses into a Word document and then paste the information into the fillable form. This way the applicant can easily see via the word document all of the information entered into the fillable form. Note that when you add information into the form, save it with your court name, then when you email it, it is still a secured form.

**IMPORTANT:** The applicant should complete entering all information into the RFP fillable form **before entering** the signed signature. Once you enter the signature, the applicant will not be able to add or delete any information in the fillable form once the signature is in place and the document has been saved.