



Department of
Job and Family Services

John R. Kasich, Governor
Michael B. Colbert, Director

April 17, 2012

Dear CSEA Director:

This letter is to announce the release of the Ohio Department of Job and Family Services (ODJFS) Request for Grant Application (RFGA) Number: JFS-R-1213-09-8032, for Access and Visitation Services, for the purpose of soliciting proposals from county Child Support Enforcement Agencies (CSEAs) interested in providing a program of Access and Visitation Services. Projects to be funded through this RFGA process must be designed to enhance the emotional and financial well-being of children by supporting visitation of children by their non-custodial parents. Grant applications in response to this RFGA must outline the development and administration of such programs which are designed to achieve the programmatic goals of the federal funding in their respective counties.

If you are interested in submitting a proposal for this important project, please visit the ODJFS web site for procurement opportunities at <http://www.jfs.ohio.gov/rfp/> and follow directions for accessing this RFGA. If you experience problems opening this ODJFS URL, please contact the RFP/RLB Unit at (614) 728-5693.

Responses must be prepared and submitted in strict accordance with the requirements and time frames given in the RFGA. Thank you for your attention to this request.

Sincerely,

Jay Easterling, A.P.O.
Deputy Director

30 East Broad Street
Columbus, Ohio 43215
jfs.ohio.gov

An Equal Opportunity Employer and Service Provider

REQUEST FOR GRANT APPLICATIONS

Access and Visitation Services

RFGA # JFS-R-1213-09-8032

Issued By:

The Ohio Department of Job and Family Services

April 18, 2011

REQUEST FOR GRANT APPLICATIONS (RFGA):
Access and Visitation Services
RFGA #: JFS-R-1213-09-8032

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- B. Local Service Provider Worksheet (*Provided as an example of a reporting document to be used by selected projects – do not return with applications.*)**
- C. Certification of In-Kind Contribution (*To be completed & included in application packet as specified in Sec. 5.2.*)**
- D. Sub-grantee Certification Form (*To be completed & included in application packet for each sub-grantee used as specified in Sec. 4.6*)**
- E. Invoice Template Sheet (*Required use of invoice template that must be submitted to ODJFS with each monthly invoice*)**
- F. Child Access and Visitation Grant State Agency Program Survey**

REQUEST FOR GRANTAPPLICATIONS (RFGA):
Access and Visitation Services
RFGA #: JFS-R-1213-09-8032

SECTION I. GENERAL PURPOSE & GRANTEE INFORMATION

1.1 Purpose

The Ohio Department of Job and Family Services (ODJFS) releases this Request For Grant Applications (RFGA) for the purpose of soliciting applications from county Child Support Enforcement Agencies (CSEAs) for the development and administration of programs, which will achieve the programmatic goals of the federal funding in the respective counties. Under the terms of this funding source, ODJFS will only fund projects, in the scope of this grant, that include at least one of the following four program components:

1. Court-ordered or voluntary mediation, centering on access and visitation disputes arising as a result of divorce or paternity establishment, and should include a parenting plan;
2. Neutral drop-off and pick-up points for visitation which must include security;
3. Supervised visitation which must include security;
4. Parenting class.

CSEAs are required to develop their application to provide one or more of the above four eligible services in partnership with existing community agencies, service organizations, advocacy groups, or Domestic or Juvenile Courts. **However, the CSEA must actually submit the application and be identified as the lead agency through which all grant funding will flow; applications submitted to ODJFS from any organization other than CSEAs will be disqualified.** Applications will be evaluated in part on the applicant's development and use of these partnerships.

1.2 Issuing Office

This RFGA is released by and the subsequent grant award(s) will be with ODJFS. The ODJFS Office of Child Support (OCS), which will administer the grant agreement, is responsible for state level supervision.

1.3 Background

In 1997, Ohio's then-governor, George Voinovich received correspondence from the U.S. Department of Health and Human Services regarding the availability of grants to states for access and visitation programs. Interested states were to designate a single state agency to handle the grant. The Ohio Department of Job and Family Services, Office of Child Support, was designated as the state agency. OCS invited Ohio's eighty-eight (88) County CSEAs to each submit an application for this project. Nineteen applications were received and reviewed, and ten CSEA applications were accepted. The ten CSEAs were Cuyahoga, Erie, Green, Lucas, Marion, Mercer, Stark, Trumbull, Tuscarawas and Washington. The CSEAs received their funding in January 1998. Even though the projects were developed, the actual implementation took several months. When funding became available again in October 1998, a decision was made to continue with the original pilot counties, as these pilot counties did not have enough time to implement the program to indicate any type of results. In the third year of the project, an extensive review was completed by OCS for the ten pilot CSEAs. Some CSEAs were still experiencing difficulties with the scope of their programs, but most CSEAs were showing significant improvements. CSEAs experiencing difficulties or CSEAs that still had a large amount of unspent grant money were not given additional funding for the 1999-2000 grant year, although most of these CSEAs continued

participation in the program. The unexpended money allowed for the addition of four new CSEAs into the program (i.e., Butler, Darke, Defiance, and Pickaway) for the 1999-2000 grant years only.

Each original pilot CSEA partnered with their courts, community non-profit organizations currently providing visitation services and neutral drop-off services, children services, or with other local community organizations involved in helping families. Various services have been provided to families within the local community. The services range from; mediation, supervised visitation, parenting classes, neutral drop-off and pick-up services, or all of the services mentioned. A court order for child support was not mandatory for a family's participation. Some services were provided to grandparents with custody of children, and around conflicts between parents and child or children and unwed parents. While financial support continues to remain a key component of the IV-D Program, all services which advance the objective of enhancing or establishing a parent/child relationship are beneficial.

OCS is issuing this RFGA to invite Ohio's eighty-eight (88) CSEAs to submit an application for federal grant money available for the period of October 1, 2012 through September 30, 2015. Those CSEAs that currently have an Access/Visitation grant effective through September 30, 2012, may respond to this RFGA, and if awarded their new grant period would be effective October 1, 2012. Additionally those CSEAs that currently have an Access/Visitation Grant, must respond to this RFGA if they wish to be eligible to receive grant monies after September 30, 2012.

1.4 Overview of the Project

This grant money consists of 90% federal funding made available under Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA). A non-federal share of 10% funding of cash or in-kind contributions must be made by the CSEA, partners, or a neutral third party. **Grant funding may not be used as match for federal reimbursement of any expenses under Title IV-D. In addition, program income (client fees, etc.) may not be used as match for this grant. Any program income must be deducted from total expenses before invoicing the Office of Child Support (OCS).** CSEAs are advised that the use of any grant money awarded is to be considered as non-critical funding. The grant award should not be considered as vital to the continuation of an existing program and should be used to attract additional financial resources from the local community. Ohio's funding for the Access/Visitation Grant program is contingent upon receipt of approval from the federal Office of Child Support Enforcement (OCSE) for the Access/Visitation Grant for the federal fiscal years beginning October 1, 2012, October 1, 2013, and October 1, 2014. Should the necessary funding for this program become unavailable, or if for any other reason, ODJFS determines that it is not in its best interests to do so, ODJFS is under no obligation to award grants to CSEA grant applicants. CSEAs that have previously applied and were denied and/or CSEAs that are currently participating in the Access/Visitation Grant may apply for this grant.

The grant funds to be awarded by ODJFS to CSEAs will be used for the purpose of establishing programs to support and facilitate non-custodial parent's access to and visitation with their children and to encourage the payment of child support.

OCS will award a minimum of \$45,000 to the selected CSEAs. A balance in statewide geographic representation will be sought as well as a mix of urban and rural communities.

1.5 Objectives of the Project

As previously mentioned the objective of this program is to support and facilitate non-custodial parents' access to and visitation with their children, and to encourage the payment of child support. To achieve this, ODJFS

plans to award grants to CSEAs which submit qualified applications for programs that identify and serve their county's local needs for improved access for all parents, and to support safe and dependable visitation services.

OCS strongly encourages grant applicants to submit applications for mediation services and/or parental education classes to families immediately upon filing for dissolution or divorce, thus emphasizing the rights and obligations of both parents to provide mutual decision-making in their children's lives without judicial intervention. Statistics at the federal level indicate that parents who remain involved with their children are more likely to provide financial and emotional support. Successful mediation, parenting classes, and supervised visitation should go hand-in-hand in strengthening family relationships and financial obligations.

1.6 Anticipated Procurement Timetable

Wednesday April 18, 2012	ODJFS Releases RFGA to prospective Grantees Question & Answer (Q & A) Period opens.
Tuesday May 8, 2012	Q & A Period closes (10 a.m.).
Monday May 14, 2012	ODJFS provides final Grant Applicant Q & A Document.
Thursday June 14, 2012	<i>Deadline for Applicants to Submit Applications to ODJFS (3 p.m.).</i>
Friday June 22, 2012	ODJFS Issues Letter of Intent to Award Grants and Notifies all Grant Applicants. (Estimated)
October 1, 2012	Implementation—estimated (When grantee has been notified that funds have been encumbered and all necessary approvals have been obtained.)

ODJFS reserves the right to revise this schedule in the best interest of the state of Ohio and/or to comply with the state of Ohio procurement procedures and regulations and after providing reasonable notice.

1.7 Internet Q & A Period; RFGA Clarification Opportunity

Grant applicants may ask clarifying questions regarding this RFGA via the Internet during the Q & A Period as outlined in Section 1.6, Anticipated Procurement Timetable. To ask a question, grant applicants must use the following Internet process:

Access the ODJFS Web Page at <http://www.state.oh.us/ODJFS>;
Select “Doing Business with JFS” at the bottom of the JFS home page;
Select “RFP’s” on the right side page menu;
RFGA Number: JFS-R-1213-09-8032;
Select “Ask a Question about this RFGA” function; and
Follow the instructions to send an e-mail question.

Questions to this RFGA must reference the relevant part of this RFGA, the heading for the provision under question, and the page number of the RFGA where the provision can be found. The applicant must also include the name of a representative of the potential applicant, the CSEA name, and agency contact phone number. ODJFS may, at its option, disregard any questions which do not appropriately reference an RFGA provision or location, or which do not include identification for the originator of the question. ODJFS will not respond to any questions submitted after 10:00 a.m. on the date that the Q & A period closes.

ODJFS responses to all questions asked via the Internet will be posted on the Internet web site dedicated to this RFGA, for references by all potential applicants. Grant applicants will not receive personalized or individual e-mail responses. Clarifying questions asked and ODJFS responses to them comprise the “ODJFS Q & A Document” for this RFGA; when possible, ODJFS may post an interim Q & A Document as well as the final version. Applicant applications in response to this RFGA are to take into account any information communicated by ODJFS in the Final Q & A Document for the RFGA. **It is the responsibility of all potential applicant to check this site on a regular basis for responses to questions, as well as for any amendments or other pertinent information regarding any RFGA.**

Accessibility to the ODJFS Q & A Document will be clearly identified on the web site dedicated to this RFGA, once that document is made available.

IMPORTANT: Requests from potential applicants for copies of previous RFGAs, past applicant applications, score sheets or grant agreements for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RFGA. PRRs, submitted in accordance with directions provided in Section 1.8, Communications Prohibition, will be honored. The posted time frames for ODJFS responses to questions for RFGA clarification do not apply to PRRs.

Applicants are to base their RFGA responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in the RFGA for the future contract, NOT on details of a current or past related grant agreement(s). Requirements under a current project may or may not be required by ODJFS under any future grant agreement, and so may not be useful information for applicants who choose to respond to the RFGA. If applicants ask questions about existing or past grant agreements using the Internet Q & A process, ODJFS will use its discretion in deciding whether to provide answers.

There is an established time period for the Internet Q & A process (see Section 1.6, Anticipated Procurement Timetable, above). ODJFS will only answer those questions submitted within the stated time frame for submission of applicant questions, and which pertain to issues of RFGA clarity, and which are not public records requests. ODJFS is under no obligation to acknowledge questions submitted through the Q & A process if those questions are not in accordance with these instructions.

1.8 Communications Prohibition

From the issuance date of this RFGA, until an actual grant is awarded to a grantee, there may not be communications concerning the RFGA between any grantee which expects to submit an application and any employee of ODJFS in the issuing office, or any other ODJFS employee, or any other individual regardless of their employment status, who is in any way involved in the development of the RFGA or the selection of the grantee.

The only exceptions to this prohibition are as follows:

- A. Communications conducted pursuant to Section 1.7, Internet Q & A Period;
- B. As necessary in any pre-existing or on-going business relationship between ODJFS and any grantee which could submit an application in response to this RFGA;
- C. As part of an interview necessary for ODJFS to make a final selection;

D. If it becomes necessary to revise any part of this RFGA, revisions will be sent in writing to all applicants on the original mailing list for the RFGA, as well as anyone participating in the a clarification process conducted pursuant to Section 1.7, Internet Q & A Period; and

E. Any Public Records Request (PRR) made through the ODJFS Office of Legal Services:

Requests from potential applicants for copies of previous RFGAs, past applicant applications, score sheets or grant agreements for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RFGA. PRRs, submitted in accordance with directions provided in this Section 1.8, Communications Prohibition, will be honored. The posted time frames for ODJFS responses to Internet or faxed questions for RFGA clarification do not apply to PRRs. The PRR must comply with the following guidelines:

1. The PRR may be filed by a prospective or actual grantee and must be submitted in writing via mail or fax and shall contain the following information:
 - a. The name, organization (if applicable), address, telephone and fax number of the requester;
 - b. The specific name and/or number of the past RFGA, application or grant agreement being requested;
2. All requests must be filed at the following location:

Chief Legal Counsel
Office of Legal Services
Ohio Department of Job and Family Services
30 East Broad Street, 31st Floor
Columbus, Ohio 43215-3414

ODJFS is not responsible for the accuracy of any information regarding this RFGA that was obtained or gathered through a source different from the Question and Answer process described in this RFGA. Any attempts at prohibited communications by applicants may result in the disqualification of those applicants' applications.

1.9 Time Frames and Funding Available

ODJFS is seeking to enter into an agreement with a maximum of seven (7) grantees commencing October 1, 2012 (or upon notification of all grant and funding approvals), and ending September 30, 2015 with the option to renew the contracts for an additional two years. Those CSEAs that currently have an Access/Visitation Grant, must respond to this RFGA if they wish to be eligible to receive new grant funding after September 30, 2012. There will be no other opportunities, with the exception of this RFGA, for CSEAs to apply for additional funding after the period ending September 30, 2012

ODJFS plans, contingent on the availability of necessary funds, to issue grant awards to those grant applicants whose applications meet the criteria outlined in this RFGA. The Access/Visitation Grant program anticipates that funding will be available for a number of projects, however, that number is dependent upon the number of qualified applications received. **However, applications selected by ODJFS for funding, may or may not,**

receive grant awards equal to their requested budgets (less 10% match). When selected, the sub-recipient activities will be monitored by the OCS Grant Manager to ensure appropriate spending patterns and proper use of grant funding. If grant funds are not being adequately utilized, ODJFS/OCS reserves the right to reduce a grant award.

The actual dollar amounts awarded for selected applications will be based on the amount of federal funding made available to ODJFS, and the number of grant applications which are both qualified and selected for award. Applications are qualified if they are in accordance with the application submission requirements, and earn at least the minimum score requirements for quality and completeness of applications, as specified in this RFGA. Scoring and final selections will be completed by an Application Review Team (ART) selected by ODJFS/OCS. To make its final selection of applications, which will receive awards and to determine the size of those awards, ODJFS may, at its option, take into consideration application quality, reasonableness and appropriateness of the proposed budget, geographic diversity, rural and urban mix, local collaborations and funding available.

ODJFS may, at its option, make selections based in part on geographical and demographic criteria in order to provide a wide range of services around the state, and in both urban and rural areas. Grant applicants are encouraged to prepare and submit applications and budgets which are both practicable and capable of creating significant improvements in the areas of access and visitation for families in their counties.

Applicant CSEAs are strongly encouraged to collaborate with other public and/or private service providers in their counties. Grant awards which may result from this RFGA are to be considered as non-critical funding for building their programs.

Since state law prohibits ODJFS from making financial commitments beyond the fiscal biennium, the grant agreements with the selected grantee(s) will be subject to renewal each biennium. Renewal is contingent upon the availability of funds and satisfactory performance by the grantee.

Grant applicants are to be aware that ODJFS may, at its sole discretion, negotiate with all technically qualifying applicants for a revised project budget if the project budgets of all technically qualifying applicants are in excess of the available funding for this project. Please refer to Section 6.1 C. of this RFGA for further information on ODJFS procedures to be implemented if this occurs.

SECTION II. VENDOR EXPERIENCE AND QUALIFICATIONS

2.1 Mandatory Qualifications

In order to be considered for the grant expected to result from this RFGA, ODJFS requires that interested vendors meet, at minimum, **all** the following qualification requirements:

1. The application must include at least one of the following four program components: Court-ordered or voluntary mediation; Neutral drop-off and pick-up; Supervised visitation; Parenting class.
2. The application must clearly define how the agency will ensure the safety of program participants while services are being provided.
3. The application was submitted to ODJFS by the local CSEA and is identified as the lead agency.

4. The applications must explain any existing or pending county partnerships with private or other public agencies which will be involved in any facet of the proposed program. The roles and responsibilities of the various partners in the proposed activities must be clearly described.
5. The application must be received at the specified location by the deadline as specified in Sections 1.6 Anticipated Procurement Timetable, and 5.1 Application Submission.
6. Vendor's application must include all required affirmative statements and certifications, signed by the vendor's responsible representative, as described in Attachment E to the RFGA.
7. Included in those certifications, the vendor states that it is not excluded from entering into a contract with ODJFS, due to restrictions related to the federal debarment list, unfair labor findings, or R.C. § 9.24.

Applications which do not meet all the above qualifications will be disqualified from further consideration for grant award.

2.2 Applicant Qualifications

In order to be considered for a grant award expected to result from this RFGA, applicants' applications must address all the following minimum qualifications as well as *partner* and *key staff* experience and capabilities.

Partner is defined as service provider with which CSEA has entered into an agreement for the access/visitation services.

Key staff is defined as individuals assigned to the project with the appropriate education and experience to meet the proposed objectives of the program.

The application must fully describe the partnership participants' roles and functions (for the applicant CSEA and each individual partner organization). Information must include facts such as the project roles of each organization, which partners will provide services, whether the partner organizations have collaborated with the CSEA on this or similar projects in the past, how project implementation will be staffed, and how those staff members qualify to meet RFGA objectives.

A. Organizational Experience and Capabilities of the Direct Services Provider

1. Describe the organizational background of the Direct Services Provider. Provide such information as the size of the agency, its history in that or other geographic areas, its charter, its length of time providing access/visitation or related services, its administrative structure, etc.
2. Provide a narrative description of the Direct Services Provider's history and credentials in providing access/visitation services or other human services involving supervised intervention, dispute resolution, parenting instruction, or other similar project goals.

B. Key Staff Experience and Capabilities

The applicant must demonstrate significant expertise by assigning staff to key leadership roles for this project. Key positions will require profiles and resume(s) / curriculum vitae (CV). The applicant must, at minimum:

1. Identify, by position and by name, those staff they consider key to the project's success (at minimum, key staff identified must include a project manager at provider' office, an accountant at the provider's office and a grant manager at the CSEA).
2. Include resume(s)/CV of key staff expected to work on the project. Applications lacking demonstration of the appropriate education and experience shall be disqualified from consideration.
3. Staff to teach parenting classes must have a degree in education or a related field, and must demonstrate experience in designing and/or presenting adult educational programs such as parenting classes. Mediators must possess a related certification, license or degree. For the supervised visitation and supervised exchange security must be provided.
4. The staff accountant must have an accounting degree or accounting experience with federal grants.

SECTION III. SCOPE OF WORK & SPECIFICATIONS OF DELIVERABLES

3.1 Scope of Project Work

Applicants for the grant awards must propose programs which will provide services to advance the accomplishment of the objectives of this RFGA (see Sections 1.4 and 1.5) and Scope of Work. The following must be clearly stated in the Access and Visitation Services application submitted by the CSEAs:

- A. **Applications must address one or more of the following four areas of service. Applications focusing on or including mediation or parenting education will receive an extra 10 points to the phase two final score.**
 1. **Court ordered or voluntary mediation.** This service would center on access/visitation disputes. Providing these services to clients immediately upon their filing for divorce or dissolution could resolve future problems in this area.
 2. **Neutral drop-off/pick-up points for visitation.** This service would alleviate problems between residential and non-residential parents. This service is valuable when domestic violence is present or alleged.
 3. **Supervised visitation.** This service could be beneficial in establishing a relationship with a parent/relative previously unavailable to the child or to enhance a relationship between both parents and child.
 4. **Parenting Education Classes.** Provide awareness for parents as to how their actions may affect their children.

- B. Agencies that **provide neutral drop off and pick up and/or supervised visitation** must be able to ensure the personal safety of the program participants. The application must clearly and specifically describe security measures used to provide a safe environment for all participants. **At a minimum, security plans must include written policies and procedures which describe how security equipment will be used to monitor program participants that include, but are not limited to:**
1. Intake and case review;
 2. Collaborating with local law enforcement to facilitate a rapid response;
 3. Reviewing security measures on a regular basis;
 4. Ensuring that the facility meets all state and local fire, building, and health codes;
 5. Establishing written protocols for emergency situations; and
 6. Describing the process that ensures confidentiality and safety for all client documentation and files.
- C. **Additional Security Measures in High-Risk Situations: When there is any risk of violent behavior or highly conflicted interaction by one parent against the other or between parents, providers must have:**
1. Written policies and procedures that describe the layout of the premises or other arrangements that keep parents physically and visually separate;
 2. Client Intake Process Procedures Manual including rules and regulations that describe how contact or interaction between the parents will be prohibited;
 3. Copies of relevant court documents readily available;
 4. A safety response plan for the agency; and
 5. A documented plan for safe arrival and departure and safe use of the service for the client at risk.
- NOTE:** ODJFS will conduct periodic on-site reviews by staff from the Office of Child Support (OCS), for the purpose of monitoring compliance at the facilities and locations where the program participants are receiving services. ODJFS/OCS staff will verify the program participant's safety by monitoring the agency rules, processes, regulations, safety equipment and security measures.
- D. Describe the key goals and objectives of the application as well as provide a comprehensive and detailed description of each outcome to be achieved within each component of the program, indicating the type of change targeted.
- E. Provide a comprehensive and detailed description of each component of the activities that will be furnished to the target population(s). For example, for applications which include face-to-face mediation services; describe who will provide services, who are the partners for neutral drop-

- off/pick-up services, describe who will operate the site, where the site will be located, what type of security will be provided, and for supervised visitation; describe who will operate the site, where the site will be located, what type of security will be provided; for parenting classes, describe who will teach the class, where will the class be located? Will mediation, supervised visitation, and/or parenting classes be court ordered or voluntary? If voluntary, what incentive will there be for participants to attend? If ordered by the court, will fees be charged? And who will pay the fees?
- F. Describe in detail the target population(s). Please include information about the type and number of individuals being served or potentially to be served. Are participants married, separated, divorced, or never married? Describe the geographic location of the participants that are being served; urban or rural? Do most of the participants have a child support order?
- G. Provide a time line for each component of the program displayed by SFY focusing on when individual activities will be performed and/or services provided and their expected duration.
- H. Provide a comprehensive and detailed description of the roles and duties of any partners who will participate in the program. Include a description of the manner in which these partnerships will be established (by contract, cooperative agreement, etc.). Describe in detail the manner of payment, if any, to these partners.
- I. Establish a status-reporting procedure for reporting work completed and resolution of unanticipated problems.
- J. Provide a detailed description on how specific data on each component of the program(s) will be collected, maintained and reported quarterly to ODJFS. This data must include, but is not limited to, the number of participants in each program, Referral Source (self, court, IV-D, etc), Participant Information (father, mother, grandparent, etc), Marital Status, Race/Ethnicity, Income, Services Provided and Outcomes. Outcomes shall measure both increased parenting time with children as well as data on child support payments due and paid by program participants three months before participating in the program and three months after program participation. The sample form on which the information must be captured and reported to ODJFS is Appendix E.
- K. Identify and describe the technical approach and work plan of the proposed programs deliverables/activities that are to be implemented as well as discuss in detail how those deliverables will be accomplished. All deliverables/program activities must be designed to advance the objectives of this RFGA. Additionally, each deliverable/program activity must be explicitly identified as fitting into one of the four areas of service described in Section 3.1, Scope of Project Work, of the RFGA or a thorough justification for anything beyond those areas of service must be provided.
- L. Provide a narrative clearly describing when an access and visitation service is terminated. Describe the procedures that will be taken to terminate a participant from the program who no longer uses any of the access and visitation services.
- M. The applicant must explain and demonstrate how they plan to measure parenting times as it relates to implementing access and visitation services. Applicants for the grant awards must provide a narrative that clearly explains the methods and tools to be used to measure if the non-custodial parenting time has increased.

- N. For the purpose of maintaining the access and visitation services, the use of the grant money awarded is to be considered as non-critical funding. Provide a narrative that details how the applicant will obtain additional financial resources, or already has obtained additional funding from the local community.
- O. Applicants for grant awards must provide a narrative detailing how child support collections will be tracked and recorded for all noncustodial parents who are ordered to pay child support, and participate in the access/visitation program. Explain the process that will be used to obtain the amount of the child support obligation due and the amount collected three months prior to the noncustodial parent beginning the access/visitation program, and the child support obligation due and the amount collected three months after the noncustodial parent leaves the program. (**See Appendix B**).
- P. Prepare a budget summary for the program. OCS will be awarding grants at a minimum of \$45,000 per year. Any budget submitted for less than \$45,000 per year will not be considered. Program budgets must be at a minimum \$45,000.00 per year. (This represents the 90% share, the in kind match must be at least \$4,500) Grant applicants are reminded that grant funds are to be used as non-critical funding for existing programs or to help in developing a new program in the community. Program Budgets must clearly indicate a minimum of 10% cash or in-kind match to qualify for consideration. Applicant CSEAs are strongly encouraged to partner with existing non-profit organizations within the community and to partner with local Domestic and Juvenile Courts if CSEAs have a mediation component or wish to establish one.

3.2 Narrative Description of Proposed Project—Proposed Work Plan

Grant applicants are to include, at minimum, the following narrative structures and technical approach for the proposed work plan. The applicant (i.e., CSEA) shall:

- A. State the key objectives of the proposed project. [NOTE: Applicants are advised to refrain from simply restating the objectives as identified in Section 1.5 and Scope of Work, Section 3.1, of this RFGA.];
- B. Provide a technical approach and work plan to be implemented. This includes a proposed timeline for the project;
- C. Provide a status reporting procedure for reporting work completed, and resolution of unanticipated problems; and
- D. Provide a current organizational chart (including any sub-grantees) and specify the key management and administrative personnel who will be assigned to this project. Providers must have someone with an accounting degree or accounting experience with federal grants devoted to this grant.

3.3 Specifications of Deliverables

The deliverables for each grant awarded through this RFGA will be based upon the application made by the accepted applicant CSEAs. While a number of programs may be funded under this RFGA, each resulting grant

will identify deliverables unique to its program. However, the funded programs will be similar in that they will all focus on some form or combination of the access and/or visitation services outlined in Section 3.1.

Applications must clearly identify the deliverables, or program activities, to be accomplished with the grant funding. Where possible, a description of expected outcomes from those activities, such as rates of improvements, or numbers of parents to be enrolled in program-sponsored parenting classes, should also be included. Applications should display deliverables (program activities), or distinct parts or phases of deliverables by state fiscal year, if possible.

STATE FISCAL YEAR	STATE BIENNIUM
SFY 13 : OCTOBER 1, 2012 - JUNE 30, 2013	JULY 1, 2011 - JUNE 30, 2013
SFY 14 : JULY 1, 2013 - JUNE 30, 2014	Next
SFY 15 : JULY 1, 2014 - JUNE 30, 2015	

All applications must specify a schedule for program reports, and provide summaries of the proposed contents and purpose of each.

SECTION IV. OTHER REQUIREMENTS

4.1 Interview

CSEAs submitting applications may be requested to participate in an in-depth interview as part of the evaluation process. The interview, if necessary, may include participants from the CSEAs &/or the vendor. ODJFS reserves the right to select from responding applicants for interviews and may not interview all applicants submitting applications. The grant applicant shall bear all costs of any scheduled interview.

4.2 Start Work Date

The selected grantee must be able to begin work no later than seven (7) working days after the time funds are encumbered and approved by the Office of Budget & Management. The selected grantee(s) will be notified by the ODJFS Grant Manager when work may begin. Any work begun by the grantee prior to this notification will NOT be reimbursable by ODJFS.

4.3 Application Costs

Costs incurred in the preparation of this application are to be borne by the applicant; ODJFS will not contribute in any way to the costs of the preparation. Any costs associated with any application review interviews (if applicable) will not be ODJFS responsibility.

4.4 Trade Secrets Prohibition; Public Information Disclaimer

Prospective grantees are prohibited from including any trade secret information as defined in ORC 1333.61 in their applications in response to any ODJFS RFGA, Requests for Letterhead Bids (RLB) or other procurement

efforts. ODJFS shall consider all applications voluntarily submitted in response to any ODJFS RFGA to be free of trade secrets and such applications shall, in their entirety, be made a part of the public record.

All applications and any other documents submitted to ODJFS in response to any RFGA, RLB, etc., shall become the property of ODJFS. After the selection of the grantee, any applications submitted in response to an RFGA are deemed to be public records pursuant to ORC 149.43. The term “application” shall mean both the technical and the program budget, if opened, submitted by the prospective grantee, any attachments, addenda, appendices, or sample products.

Any applications submitted in response to any ODJFS RFGA, RLB, etc., which make claims of trade secret information shall be disqualified from consideration immediately upon the discovery of such unallowable claim.

4.5 Grant Agreement Requirements

- A. Any grant agreement resulting from the issuance of this RFGA is subject to the terms and conditions as provided in the grant agreement contract, which is included as Attachment A of this RFGA;
- B. Many of the terms and conditions contained in the grant agreement (See Attachment A) are required by state and federal law; however, the applicant may propose changes to the grant agreement by annotating the model. Any changes are subject to ODJFS review and approval;
- C. Payments for any and all services provided pursuant to the grant agreement are contingent upon the availability of state and federal funds;
- D. All aspects of the grant apply equally to work performed by any and all sub-grantees;
- E. The grantee, and any sub-grantee(s), will not use or disclose any information made available to them for any purpose other than to fulfill the duties specified in the RFGA. The grantee, and any sub-grantee(s), agrees to be bound by the same standards of confidentiality that apply to the employees of ODJFS and the State of Ohio. Any violation of confidentiality will result in an immediate termination of the grant agreement, and may result in legal action;
- F. As a condition of receiving a grant agreement from ODJFS, the grantee, and any sub-grantee(s), shall certify compliance with any court order for the withholding of child support which is issued pursuant to Section 3113.217 of the ORC. The grantee, and any sub-grantee(s), must also agree to cooperate with ODJFS and any Ohio Child Support Enforcement Agency in ensuring that the grantee or employees of the grantee meet child support obligations established under state law;
- G. The grantee, and any sub-grantee(s) that the grantee deems appropriate, agree to be monitored by ODJFS staff on an annual or as needed basis;
- H. By signing a grant agreement with ODJFS, an applicant agrees that all necessary insurance is in effect; and
- I. Each county CSEA selected for participation in this program must agree to collect, maintain and report specific data on each component of their program as requested by ODJFS. Selected grantees will be required to submit quarterly reports in a standardized format, which will be

supplied by ODJFS. Each county CSEA must also agree to participate in any data collection or evaluation required by the federal Office of Child Support Enforcement.

4.6 Sub-grantee(s)

Any grantee proposing to use a sub-grantee(s) for any part of the work described in this RFGA, must clearly identify the sub-grantee(s) in their application. The application must include a sub-grantee agreement from the proposed sub-grantee(s) (see Attachment), signed by a person authorized to legally bind the sub-grantee(s), indicating the following:

- A. The sub-grantee(s) legal status, federal tax ID number, and principle place of a business address;
- B. The name, phone number, and fax number of a person who is authorized to legally bind the sub-grantee(s) to contractual obligations;
- C. A complete description of the work the sub-grantee will do, financial term(s) and a time frame of agreement;
- D. A commitment to do the work, if the grantee is selected; and
- E. A statement that the sub-grantee(s) has read and understands the RFGA, the submitted application, the nature of the work, and the requirements of the RFGA.

4.7 Public Release of Records

Public release of any evaluation or monitoring reports funded under this grant agreement will be made only by ODJFS. Prior to public release of such reports, ODJFS must have at least a 30-day period for review and comment.

4.8 Confidentiality

All grant agreements will require that the grantee maintain the confidentiality of information and records which state and federal laws, rules, and regulations require to be kept confidential.

4.9 Key Personnel

ODJFS may require a clause in the resulting grant agreement regarding key personnel in that any person identified as critical to the success of the project may not be removed without reasonable notice to ODJFS.

The ODJFS Contract Manager must be informed in writing, if the grant manager for the CSEA or the director of the provider and facility changes over the course of the project.

4.10 Ethical and Conflict of Interest Requirements

- A. No grantee or individual, company or organization seeking a grant agreement shall promise or give to any ODJFS employee anything of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties;

- B. No grantee or individual, company or organization seeking a contract shall solicit any ODJFS employee to violate any of the conduct requirements for employees;
- C. Any grantee acting on behalf of ODJFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any grantee or potential grantee that violates the requirements and prohibitions defined here or of Section 102.04 of the ORC is subject to termination of the agreement or refusal by ODJFS to enter into a grant agreement; and
- D. ODJFS employees and grantees who violate Sections 102.03, 102.04 2921.42 or 2921.43 of the ORC may be prosecuted for criminal violations.

4.11 Health Insurance Portability & Accountability Act (HIPAA) Requirements

As a condition of receiving a contract from ODJFS, the grantee, and any sub-grantee(s), will be required to comply with 42 U.S.C. Sections 1320d through 1320d-8, and to implement regulations at 45 C.F.R. Section 164.502 (e) and Sections 164.504 (e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Protected Health Information (PHI) is information received by the grantee from or on behalf of ODJFS that meets the definition of PHI as defined by HIPAA and the regulations promulgated by the United States Department of Health & Human Services, specifically 45 CFR164.501 and any amendments thereto. The selected vendor can reasonably anticipate HIPAA language in the contract that results from this RFGA.

SECTION V. APPLICATION FORMAT & SUBMISSION

5.1 Application Submission

The application must be prepared and submitted in accordance with instructions found in this section. Six (6) copies of the Technical Application must be received by ODJFS, Office of Contracts and Acquisitions, **no later than 3:00 p.m. on Tuesday, June 14, 2012.** Applications received after this date and time will not be reviewed. Material mailed or submitted separately from the application packet will not be accepted or added to the application by staff of ODJFS. Faxed applications will not be accepted. Applications must be addressed to:

Office of Contracts & Acquisitions
Ohio Department of Job and Family Services
30 East Broad Street, 31st Floor
Columbus, OH 43215-3414

For hand delivery on the due date, prospective grantees are to allow sufficient time for downtown delivery (address as stated above) and again on the 31st Floor. All applications on the due date will be accepted at the ODJFS Bid Room which is managed by the Office of Contracts & Acquisitions on the 31st Floor of the Rhodes Tower.

All submissions must be received by mail or hand delivery by the above date and time. Materials received after the submission deadline date will not be included in previous submissions nor be considered. No confirmations of mailed applications received will be sent.

Submission of an application indicates acceptance by the applicant of the conditions contained in this RFGA, unless clearly and specifically noted in the application submitted and confirmed in the grant agreement between ODJFS and the applicant selected.

NOTE: Grant applicants are required to submit one additional copy of their complete technical application, including any required or voluntary attachments, and one additional copy of the program budget, including any required or voluntary attachments, each on a separate CD-ROM, in non-rewriteable CD format. The requested CDs would be used for storage/archiving purposes only, and not for purposes of application evaluation. Compliance with this request is a mandatory requirement for all ODJFS RFGAs for grant awards, as the agency lessens its dependence upon paper records.

Application submissions must contain a Technical and Budget Application:

A. Technical application must contain:

1. A description of the key goals and objectives of the proposed program as well as a comprehensive and detailed description of each outcome to be achieved within each component of the program, indicating the type of change targeted. (See Sec. 3.1, D.)
2. A comprehensive and detailed description of each component of the activities that will be provided to the target population(s) that is, for mediation services, a description of who will provide services, define the partnerships, etc.; for neutral drop-off and pick-up services, a description of who will operate the site, where the site will be located, what type of security will be provided, etc.; for supervised visitation services, a description of who will operate the program site, where it will be located, what type of security will be provided, etc.; for parenting classes, a description of who will teach the class, where the classes will be offered, range of topics, etc. (See Sec. 3.1, E.)

Will mediation, supervised visitation or parenting classes be court ordered or voluntary? If voluntary, what incentive will the participants have to attend? If ordered by the court, will fees be charged? Who will pay the fees? (See Sec. 3.1, F.)

3. A detailed description of the target population(s) including information about the type and number of individuals or families to be served, their geographic location, other demographics and whether child support orders exist for those individuals or families. If appropriate, include a description on how and why they have been under served in the past and of how the proposed program will address those needs. (See Sec. 3.1, F.)
4. A time line for each component of the program, displayed by SFY, when deliverables or phases of deliverables will be performed and the duration of each deliverable. (See Sec. 3.1, G.)
5. A comprehensive and detailed description of the roles and duties of any partners who will be participating in this program, such as; the program organization, administration and staffing, including any private or public partners or sub-grantee(s). [A Table of Organization for the project may be included as an efficient way to display such information.] (See Sec. 3.1, H.)

6. A detailed description explaining any existing or pending county partnerships with private or other public agencies which will be involved in any facet of the proposed program as well as the manner of payment, if any, to these partners. The roles and responsibilities of the various partners in the proposed activities must be clearly described (See Sec. 2.1, 4.)
7. A status-reporting procedure for reporting work completed and resolution of unanticipated problems. (See Sec. 3.1, I.)
8. A detailed description on how specific data on each component of the program(s) will be collected, maintained and reported quarterly to ODJFS. (See Sec. 3.1, J)

NOTE: This data must include, at minimum, the number of participants in each program component; data which tracks the program(s) progress toward reaching the outcomes which were specified in their program plan; and data on both the increase in parenting time and child support payments made by program participants three months before, and three months after program participation.

9. A description of the technical approach and work plan of the proposed programs deliverables/activities that are to be implemented and a detailed discussion how those deliverables will be accomplished. (See Sec. 3.1, K)
10. Provide a narrative clearly describing when an access and visitation service is terminated. Describe the procedures that will be taken to terminate a participant from the program who no longer uses any of the access/visitation services. (See Sec. 3.1, L)
11. Demonstrate how the applicant plans to measure parenting times as it relates to implementing access/visitation services. (See Sec 3.1, M)
12. Provide a narrative that details how the applicant will obtain additional financial resources, or already has obtained additional funding from the local community. (See Sec. 3.1, N)
13. Provide a narrative detailing how child support collections will be tracked and recorded for all noncustodial parents who are ordered to pay child support and participate in the access/visitation program. (See Sec. 3.1, O)

B Program Budget must contain:

A budget summary for the access/visitation service proposed. This grant money is for existing programs or to help establish a new program. The budget format is explained in Section 5.2, A. Also include a statement of the amount the applicant is requesting from ODJFS. The actual amount awarded by ODJFS may not equal the amount requested. Partnerships with existing non-profit organizations within the community or with local Domestic and Juvenile Courts are strongly encouraged. (See Sec. 3.1, P.)

5.2 Format for Submission of the Application

To be accepted and forwarded to the RFGA Application Review Team (ART), an application must include Item A. (Technical Application) as described in this section. The Technical Application must contain all the information specified and requested for each of the components listed below. Additionally, the application must meet the requirements of this section (Application Submission) of this RFGA to be accepted. The applicant is required to submit an original signed (in blue ink) and completed Transmittal Form provided as an attachment of this RFGA.

The applicant's Technical Application must contain the following components (organized in 6 primary tabs and divided into sub-tabs) as described below. Any other information thought to be relevant, but not applicable to a specific RFGA section number/letter must be provided as an appendix to the application and so marked as an additional tab. ODJFS reserves the right not to review submitted appendices which includes information/materials that was/were not required in the RFGA. Applicants must limit their Technical Application (excluding Tab 1 and Tab 5) to 50 pages. All pages shall be sequentially numbered.

Grant applicants must organize their application in the following order:

Tab 1 Applicant Qualifications

Sub-Tab 1a. Mandatory Qualifications

Sub-Tab 1b. Applicant Qualifications

Sub-Tab 1c. Organizational Experience and Capabilities

Sub-Tab 1d. Key Staff Experience and Capabilities

Tab 2 Narrative Description of Proposed Project (As defined in Section 3.2)

Tab 3 Scope of Work & Specifications of Deliverables

Sub-Tab 3a.

Sub-Tab 3b.

Sub-Tab 3c.

Etc..... (The number of deliverables and sub-tabs will be defined by the applicants CSEA application.)

Tab 4 Budget

Tab 5 Examples, other

NOTE: Grant applicants are required to submit one additional copy of their complete technical application, including any required or voluntary attachments (with the exception of the Request for Taxpayer Identification, W-9 Form) and one additional copy of the project budget, including any required or voluntary attachments, each on a separate CD-ROM, in non-rewriteable CD format. The requested CDs would be used for storage/archiving purposes only, and not for purposes of application evaluation. Compliance with this request is a mandatory requirement for all ODJFS RFGAs for grant awards, as the agency lessens its dependence upon paper records.

A. Technical Application

The applicant's Technical Application must contain the following components, at minimum. It is mandatory that applicant applications be organized in the following order, and that, wherever appropriate, sections/portions of the applicant application make reference by section number/letter to those RFGA requirements to which they correspond.

IMPORTANT: The Technical Application is defined as any part of the applicant's application (either as required by ODJFS or sent at applicant's discretion) such as work plan, resumes, letters

of recommendation, letters of cooperation from any sub-grantees, etc., which is not specifically identified by ODJFS as a required component.

1 **Applicant Qualifications (Tab 1)**

a. **Mandatory Qualifications (Sub-Tab 1a.)**

The applicant must include information to demonstrate how the vendor meets the mandatory qualifications as described in Section 2.1, of this RFGA.

b. **Applicant Qualifications (Sub-Tab 1b.)**

The applicant must address all the minimum qualifications and fully describe the partnership participant's roles and functions (for the applicant CSEA and each individual partner organizations). Information must include facts such as the project roles of each organization, which partners will provide services, whether the partner organizations have collaborated with the CSEA on this or similar projects in the past, how project implementation will be staffed, and how those staff members qualify to meet the RFGA objectives.

c. **Organizational Experience and Capabilities of the Direct Services Provider (Sub-Tab 1c.)**

Describe the organizational background of the Direct Services Provider. Provide such information as the size of the agency, its history in that or other geographic areas, its charter, its length of time providing access/visitation or related services, its administrative structure, etc.

Provide a narrative description of the Direct Services Provider's history and credentials in providing access/visitation services or other human services involving supervised intervention, dispute resolutions, parenting instruction, or other similar project goals.

d. **Key Staff Experience and Capabilities (Sub-Tab 1d.)**

Under this section the applicant is required to demonstrate significant expertise by assigning staff to key leadership roles for this project. Key positions will require profiles and resume(s) / curriculum vitae (CV) and should specifically list their qualifications and experience in the areas described in Section II (Vendor Experience and Qualifications) of this RFGA. (See Sec. 2.2)

2. **Narrative Description of Proposed Project (Tab 2)**

Provide a narrative describing in detail (in the order as outlined) in Section 3.2, Narrative Description of Proposed Project of this RFGA.

3. **Deliverables (Tab 3)**

Each resulting grant will identify deliverables unique to its program. However, the funded programs will be similar in that they will all focus on some form or combination of the access and/or visitation services outlined in Section 3.1. Applications must clearly identify the deliverables, or program activities, to be accomplished with the grant funding. Where possible, a description of expected outcomes from those activities, such as rates of improvements, or numbers of parents to be enrolled in program-sponsored parenting classes, should also be included. Applications should display deliverables (program activities), or distinct parts or phases of deliverables by state fiscal year, if possible.

4. Budget (Tab 4)

The Program Budget must include a State Fiscal Year Budget summary sheet. The total of all deliverables should be included on this sheet and be distributed by SFY. The required 10% cash or in-kind contribution should be indicated as appropriate in the Budget Summary.

Access/Visitation Project Budget Summary

Name of Grantee _____

	SFY12	SFY13	SFY14	SFY15	
	October 1 – June 12	July 12 – June 13	July 13 – June 14	July 14 – December 14	Total
Personnel					
Fringe Benefits					
Travel					
Equipment					
Supplies					
Contractual					
Other (Define)					
10% Cash or In-Kind Contribution					
TOTAL					
Grant Amount Requested					

5. Examples, other (Tab 5 – Other voluntarily submitted attachments, if any, as deemed appropriate by applicant.)

B. IMPORTANT – APPLICANT DISQUALIFIERS FOR APPLICATION ERRORS:

The Technical Application is defined as any part of the applicant's application (either as required by ODJFS or sent at applicant's discretion), such as work plan, resumes, letters of recommendation, letters of cooperation from any sub-grantees, etc., which is not specifically identified by ODJFS.

Any trade secret, proprietary, or confidential information (as defined in Section 4.4 of this RFGA) found anywhere in an applicant's application shall result in immediate disqualification of that applicant's application.

SECTION VI. CRITERIA FOR APPLICATION EVALUATION & SELECTION**6.1 Scoring of Applications**

ODJFS will contract with a grantee(s) that best demonstrates the ability to meet requirements as specified in this RFGA. Grant applicants submitting a response will be evaluated based on the capacity and experience demonstrated in their Technical and Project Budget. All applications will be reviewed and scored by an Application Review Team (ART), comprised of staff from ODJFS, Office of Child Support. ART members will be required to sign disclosure forms to establish that they have no personal or financial interest in the outcome of the application review and grantee selection process. Final selection of the grantee(s) will be based upon the criteria specified in Sections II., III, and IV of this RFGA. Any applications not meeting the requirements contained in Sections II, III, and IV of this RFGA will not be scored or may be held pending receipt of required clarifications. The ART reserves the right to reject any and all applications, in whole or in part, received in response to this request. The ART may waive minor defects that are not material when no prejudice will result to the rights of any grant applicant or to the public. In scoring the applications, ODJFS will score in three phases:

A. Phase I. Review—Initial Qualifying Criteria:

In order to be fully reviewed and scored, applications submitted must pass the following Phase I. Review. **Any “no” for the listed Phase I. criteria will eliminate an application from further consideration.**

B. Phase II. Review—Criteria for Scoring the Technical Application:

The ART will then collectively score those qualifying technical applications, not eliminated in Phase I. Review, by assessing how well the applicant meets the requirements as specified in Sections II, III, and IV of this RFGA. Using the score sheet for Phase II scoring (see Attachment C of this RFGA for specific evaluation criteria), the ART will read, review, discuss and reach consensus on the final technical score for each qualifying technical application.

A maximum of 513 points will be awarded for the Technical Application. A technical application must achieve a total of at least 430 points out of the possible 513 points to qualify for consideration. Any application which does not meet the minimum required technical application points will be disqualified from any further consideration.

All Phase II technical application evaluation criteria will be scored according to the following scale, based on a proposed plan's ability to meet ODJFS needs. The Technical Application Score Sheet (see Attachment) uses the following point values for rating each requirement.

0	6	8	10
Does Not Meet Requirement	Partially Meets Requirement	Meets Requirement	Exceeds Requirement

Technical Performance Scoring Definitions:

“Does Not Meet Requirement”-a particular RFGA requirement was not addressed in the grant applicant's application, **Score: 0**

“Partially Meets Requirement”- grant applicant's application demonstrates some attempt at meeting a particular RFGA requirement, but that attempt falls below acceptable level, **Score: 6**

“Meets Requirement”- grant applicant's application fulfills a particular RFGA requirement in all material respects, potentially with only minor, non-substantial deviation, **Score: 8**

“Exceeds Requirement”- grant applicant's application fulfills a particular RFGA requirement in all material respects, and offers some additional level of quality in excess of ODJFS expectations, **Score: 10**

IMPORTANT: Before submitting an application to ODJFS in response to this RFGA, applicants are strongly encouraged to use the Technical Application Score Sheet (Attachment) and the above technical performance scoring information to review their applications for completeness, compliance and quality.

C. Phase III.—Criteria for Considering the Project Budget

The Project Budget will be reviewed by ODJFS. The grand total of each applicant's Project Budget is divided by that applicant's final Technical Application score. This compares the cost with the quality of the Technical Application, which will provide an average cost-per-quality point earned on the Technical Application

If the project budgets of all technically qualifying applicants (as determined by the scoring process described in this section and by the Technical Application Score Sheet, Attachment C to this RFA) are in excess of the available funding for this project, ODJFS may, at its sole discretion, negotiate with all technically qualifying applicants for a revised project budget. Grant applicants may then submit one last and best offer, or may request that ODJFS view its original project budget as its last and best offer, or may formally withdraw from further consideration, and shall formally indicate its choice according to directions provided by ODJFS at that time. Upon receipt of all last and best offers, and assuming that one or more have submitted a budget that is within ODJFS' project budget, ODJFS will then consider those applicants' revised project budgets which are within the budget according to the cost-point assignment process described in this section, above, and in the Technical Application Score Sheet, Attachment C, for calculation of the winning score. ODJFS reserves the right to negotiate with applicants for adjustments to their applications should ODJFS determine, for any reason, to adjust the scope of the project for which this RFGA is released.

6.2 Final Selection

The ART may recommend for selection as many or as few applicants as budget and successful applications allow. Results from the Interview (if appropriate) will be considered if necessary, to clarify application information.

SECTION VII. PROTEST PROCEDURE

7.1 Protests

Any potential, or actual, grantee objecting to the award of a grant agreement resulting from the issuance of this RFGA may file a protest of the award of the agreement, or any other matter relating to the process of soliciting the applications. Such a protest must comply with the following guidelines:

- A. A protest may be filed by a prospective or actual bidder objecting to the award of a grant agreement resulting from this RFGA. The protest shall be in writing and shall contain the following information:
 1. The name, address, and telephone number of the protestor;
 2. The name and number of the RFGA being protested;
 3. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 4. A request for a ruling by ODJFS;
 5. A statement as to the form of relief requested from ODJFS; and
 6. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
- B. A timely protest shall be considered by ODJFS, if it is received by ODJFS' Office of Legal Services, within the following periods:
 1. A protest based on alleged improprieties in the issuance of the RFGA or any other event preceding the closing date for receipt of applications which are apparent or should be apparent prior to the closing date for receipt of applications shall be filed no later than 3:00 p.m. the closing date for receipt of applications, as specified in Section 1.6, Anticipated Procurement Timetable of this RFGA.
 2. If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 3:00 p.m. of the tenth (10th) business day after the issuance of the Letter of Intent to Award the grant agreement.

- C. An untimely protest may be considered by ODJFS if ODJFS determines that the protest raises issues significant to the department's procurement system. An untimely protest is one received by ODJFS' Office of Legal Services after the time periods set forth in Item B. of this section.
- D. All protests must be filed at the following location:
- Chief Legal Counsel
Office of Legal Services
Ohio Department of Job and Family Services
30 East Broad Street, 31st Floor
Columbus, Ohio 43215-3414
- E. When a timely protest is filed, a grant award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director of ODJFS determines that a delay will severely disadvantage the Department. The grantee(s) who would have been awarded the grant agreement shall be notified of the receipt of the protest.
- F. ODJFS' Office of Legal Services shall issue written decisions on all timely protests and shall notify any grantee who filed an untimely protest as to whether or not the protest will be considered.

7.2 Caveats

ODJFS is under no obligation to issue a contract as a result of this solicitation if, in the opinion of ODJFS and the ART, none of the applications are responsive to the objectives and needs of the Department. ODJFS reserve the right to not select any grant applicant should ODJFS decide not to proceed. Changes in this RFGA of a material nature will be provided via the agency website. All grant applicants are responsible for obtaining any such changes without further notice by ODJFS.

Any award resulting from the issuance of this application is subject to the terms and condition as provided in the Subgrant Agreement esp. (but not only) Article VIII, paragraph C. The Subgrant Agreement is Attachment E to this application packet. Two copies must be completed, signed and be part of the applicant's original submission. The applicant must properly complete ONLY the first page of the Subgrant Agreement by including the applicant's full legal name (as it appears on the certification form, provided as Attachment I. to this RFGA) AND the past page of the Agreement with the applicant's full legal name, address, FTI, and sign TWO (2) copies in **BLUE INK. (do not fill in dollar amounts)**

Those applicants who are selected for an award will receive award letters and their Subgrant Agreement will be completed by ODJFS and counter-signed by the Director of ODJFS. Once a State of Ohio, Office of Budget and Management (OBM) purchase order is issued for the Subgrant Agreement, work on the project may begin. An original with your **BLUE INK signature will be returned with the OBM purchase order.**

SECTION VIII. ATTACHMENTS AND THEIR USES

- A. **Required Vendor Information and Certifications (*Not used for this RFGA*)**
 B. **ODJFS Model Grant Agreement (*For vendor reference purposes*)**

- C. **Technical Proposal Score Sheet** (*For vendor self-evaluation purposes...do not submit*)
- D. **Project Budget Form** (*To be completed & included in cost proposal packet as specified in Sec. 5.2, C.*)

NOTE: Attachment A – This attachment is not required for this Access and Visitation RFGA. Should any references to Attachment A be found within this RFGA, those references should be disregarded.

SECTION IX. APPENDICES

- A. **Letter from CSEA Director authorizing the grant application** (*To be completed on County CSEA letterhead & included in application packet as specified in Sec. 5.2, A.*)
- B. **Local Service Provider Worksheet** (*Provided as an example of a reporting document to be used by selected projects – do not return with applications.*)
- C. **Certification of In-Kind Contribution** (*To be completed & included in application packet as specified in Sec. 5.2.*)
- D. **Sub-grantee Certification Form** (*To be completed & included in application packet for each sub-grantee used as specified in Sec. 4.6*)
- E. **Invoice Template Sheet** (**Required use of invoice template that must be submitted to ODJFS with each monthly invoice**)
- F. **Child Access and Visitation Grant State Agency Program Survey**

Thank you for your interest in this project.

ATTACHMENT C
RFGA#: JFS-R-1213-09-8032
Grant Application Score Sheet

Applicant: _____

PHASE I: Initial Qualifying Criteria

The application must meet all of the following Phase I application acceptance criteria in order to be considered for further evaluation. Any application receiving a “no” response to any of the following qualifying criteria **shall be disqualified from consideration.**

ITEM	APPLICATION ACCEPTANCE CRITERIA	RFGA Section Reference	YES	NO
1.	The applicant included at least one of the four program components: Court-ordered or voluntary mediation; Neutral drop-off and pick-up; Supervised visitation; Parenting class.	Sec., 2.1, 1		
2.	The applicant clearly defined how the agency will ensure the safety of program participants while services are being provided.	2.1, 2		
3	The application was submitted to ODJFS by the local CSEA and is identified as the lead agency.	Sec., 2.1, 3		
4	The applicant has included written policies and procedures for the required minimum security measures.	Sec., 3.1		
5	Was the application received at the specified location by the deadline as specified in the RFP?	1.6 2.1, 4 5.1		
6	The applications must explain any existing or pending county partnerships with private or other public agencies which will be involved in any facet of the proposed program. The roles and responsibilities of the various partners in the proposed activities must be clearly described.	2.1		

PHASE II: Criteria for Scoring of Technical Application

Qualifying technical applications will be collectively scored by an Application Review Team (ART) appointed by ODJFS, Office of Child Support. For each of the evaluation criteria given in the following score sheet, reviewers will collectively judge whether the technical application exceeds, meets, partially meets or does not meet the requirements expressed in the RFGA, and assign the appropriate point value, as follows:

0	6	8	10
Does Not Meet Requirement	Partially Meets Requirement	Meets Requirement	Exceeds Requirements

A technical application total PHASE II score will be the sum of the point value for all the evaluation criteria. The review team will collectively score each individual qualifying application. Technical applications which do not meet or exceed a total score of at least **432 points** (indicating an application that demonstrates adequate ability to perform contractual duties) out of a maximum of **513 points** will be disqualified from further consideration. Only those applicants whose technical applications meet or exceed the minimum required technical points will advance for consideration for the award of the grant.

ITEM #	EVALUATION CRITERIA	Weight	RFGA SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
APPLICANT QUALIFICATIONS							
1	The applicant has described the partnerships' roles and functions (for the CSEA and each individual partner organization), which includes facts such as the project roles of each organization, which partner will provide services, whether the partner organizations have collaborated with the CSEA on this or similar projects in the past, how project implementation will be staffed, and how those staff members qualify to meet the RFGA objectives	3	Sec. 2.2				

ITEM #	EVALUATION CRITERIA	Weight	RFGA SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
ORGANIZATIONAL EXPERIENCE AND CAPABILITIES							
2	The applicant has described the organizational background of the Direct Services Provider. Provide such information as the size of the agency, its history in that or other geographic areas, its charter, its length of time providing access/visitation or related services, its administrative structure, etc.	1	Sec. 2.2, A., 1.				
3	The applicant has provided a narrative description of the Direct Services Provider's history and credential in providing access/visitation services or other human services involving supervised intervention, dispute resolution, parenting instruction, or other similar project goals.	1	Sec. 2.2, A., 2.				
4	The applicant has provided a organizational chart (including any sub-grantees) and specify the key management and administrative personnel who will be assigned to this project. NOTE: Applicant must have someone with an accounting degree or accounting experience with federal grants devoted to this project.	3	Sec., 3.2, D				
KEY STAFF EXPERIENCE AND CAPABILITIES							
5	The applicant has identified, by position and by name, those staff they consider key to the project's success (at minimum, key staff identified must include the direct service provider's project manager and/or a project lead/program manager at the CSEA).	3	Sec. 2.2, B., 1.				
6	The applicant has included resume(s)/CV of key staff expected to work on the project.	1	Sec. 2.2, B., 2.				
7	The applicant has assigned staff to teach parenting classes must be degreed in education or a related field, and must demonstrate experience in designing and/or presenting adult educational programs such as parenting classes. Mediators must possess a related certification, license or degree.	1	Sec. 2.2, B., 3.				
8	The staff accountant must have an accounting degree or accounting experience with federal grants.	1	Sec. 2.2, B., 4				
OBJECTIVES OF PROJECT WORK							
9	The applicant has provided a security plan with written policies and procedures which describe how security equipment will be used to monitor program participants.	3	Sec. 3.1, A, B and C				
10	The applicant has described the key goals and objectives of the project activity providing a comprehensive and detailed description of each outcome to be achieved within each component of the program indicating the type of change targeted.	3	Sec. 3.1, D				
11	The applicant provided a comprehensive and detailed description of each component of the activities that will be furnished to the target population(s) that is, for mediation services, a description of who will provide services, defines the partnerships, etc.: for neutral drop-off and pick-up services, a description of who will operate the site. Where the site will be located, what type of security will be provided, etc.: for supervised visitation services, a description of who will operate the program site, where it will be located, what type of security will be provided etc.: for parenting classes, a description of who will teach the class, where classes will be offered, range of topics, etc.	3	Sec., 3.1, E				
12	The applicant has described in detail the target populations that include: information about the type and number of individuals being served or potentially to be served. Are the participants married, separated, divorced, or never married?	2	Sec., 3.1 F				
13	The applicant describes the geographic location of the participants that are being served; urban or rural and does the participant have a child support order.	2	Sec., 3.1, F				

ITEM #	EVALUATION CRITERIA	Weight	RFGA SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
14	The applicant provided a time line for each component of the program displayed by SFY focusing on which individual activities will be performed and/or services provided and their expected duration.	2	Sec., 3.1, G				
15	The applicant provided a comprehensive and detailed description of the roles and duties of any partners who will participate in the program, including; a description of the manner in which these partnerships will be established (by contract, cooperative agreement, etc.).	2	Sec., 3.1, H				
16	The applicant described in detail the manner of payment, if any, to the listed partners.	2	Sec., 3.1, H				
17	The applicant has established a status-reporting procedure for reporting work completed and resolution of unanticipated problems.	2	Sec., 3.1, I				
18	The applicant has provided a detailed description on how specific data on each component of the program(s) will be collected, maintained and reported quarterly to ODJFS.	2	Sec., 3.1, J				
19	The applicant has identified and described the technical approach and work plan of the proposed programs deliverables/activities that are to be implemented and discussed in detail how those deliverables will be accomplished.	3	Sec., 3.1, K				
20	The applicant has provided a narrative clearly describing when an access and visitation service is terminated and described the procedures that will be taken to terminate a participant from the program who no longer uses any of the access/visitation services.	1	Sec., 3.1, L				
21	The applicant has provided a narrative describing how they plan to measure parenting times as it relates to implementing access and visitation services that include methods and tools to be used to measure if the non-custodial parenting time has increased.	3	Sec., 3.1, M				
22	The applicant provided a narrative that describes in detail how the applicant will obtain additional financial resources, or already has obtained additional funding from the local community.	3	Sec., 3.1, N				
23	The applicant has provided a narrative detailing how child support collections will be tracked and recorded for all noncustodial parents who are ordered to pay child support, and participate in the access/visitation program.	2	Sec., 3.1, O				
24	The applicant has provided an explanation for the process that will be used to obtain the amount of child support obligation due and the amount collected three months prior to the noncustodial parent beginning the access/visitation program, and the child support obligation due and the amount collected three months after the noncustodial parent leaves the program.	2	Sec., 3.1, O				
25	The applicant has provided a budget summary for the access/visitation services proposed, which is for a minimum of \$45,000 per year and clearly indicates a minimum of 10% cash or in-kind match.	3	Sec., 3.1, P				
Column Subtotal of "Does Not Meet" points							
Column Subtotal of "Partially Meets" points							
Column Subtotal of "Meets" points							
Column Subtotal of "Exceeds" points							
GRAND TOTAL SCORE							

Based upon the Grand Total Technical Score earned, does the application proceed for consideration for award of the grant? (Applicant's Grand Total Technical Score must be at least 432 points.)

Yes _____ No _____ (If "No," the application will **not** be considered for award of the grant.)

If yes, has the applicant provided evidence of focusing on or including mediation or parenting education? If there is not this focus, the application advances for consideration but the final technical score remains unchanged. If there is a focus on mediation or parenting education, the applicant's technical score is increased by ten (10) points for consideration.

PHASE II B.—Additional Consideration for focusing on or including mediation or parenting education?	Sec. 3.1	NO – Phase II A technical score unchanged	YES - Phase II A technical score plus 10 pts.
Has the applicant provided evidence of focusing on or including mediation or parenting education?			
GRAND TOTAL SCORE [Phase II A. + Phase II B. score]:			

ATTACHMENT D

JFS-R-1213-09-8032

Access/Visitation Project Budget Summary

Name of Grantee _____

	SFY12	SFY13	SFY14	SFY15	
	October 1 – June 12	July 12 – June 13	July 13 – June 14	July 14 – December 14	Total
Personnel					
Fringe Benefits					
Travel					
Equipment					
Supplies					
Contractual					
Other (Define)					
10% Cash or In-Kind Contribution					
TOTAL					
Grant Amount Requested					

(County Letterhead)

ODJFS
Office of Child Support
P.O. Box 182709
Columbus, Ohio 43218-2709

Date:

Dear Mr. Aldridge,

This letter indicates that I have granted approval for the _____ Child Support Enforcement Agency to submit an application to apply for federal grant monies for the Access & Visitation program. I understand the monies are not available until ODJFS indicates they are available, pending the selection of our CSEA as a recipient.

If you have any questions about my approval or need further information about our agency, do not hesitate to contact me at the following e-mail address: _____ or call me at _____.

Sincerely,

APPENDIX C
JFS-R-1213-09-8032
Certification of In-Kind Requirement

Date: _____
Submitted By: _____
CSEA: _____

The _____ CSEA has reviewed the attached section of OMB circular **A-110 (A87)** that defines third party in-kind contribution. Since our agency is submitting an application in response to ODJFS' RFGA for access/ visitation, we are certifying that the in-kind contribution meets the necessary criteria as demonstrated in **A-110 (A87)**.

The in-kind contribution, which must be at least a 10% match is categorized as:

- _____ Cash
- _____ Real property
- _____ Equipment supplied
- _____ Expendable property
- _____ Goods and services

The total value of the in-kind contribution during EACH YEAR of the project is \$_____. A description of the in-kind contribution is _____

ACCESS & VISITATION GRANT INVOICE

CSEA Name: _____

Purchase Order No.: _____

CSEA Address: _____

Subgrant Agreement No: _____

Federal Tax ID: _____

Month/Year of Service: _____

CATEGORIES	BUDGET AMOUNT	MONTHLY EXPENSE	YEAR TO DATE	REMAINING BALANCE
Personnel				
Fringe Benefits				
Rent				
Travel				
Equipment				
Supplies				
Contractual				
Utilities				
Misc Expense				
Other				
Other				
TOTAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
In-Kind Contribution	\$0.00	\$0.00	\$0.00	\$0.00
Grant Amount	\$0.00	\$0.00	\$0.00	\$0.00

Amount of Invoice: \$0.00

Submitted by: _____

Date: _____

Approved by: _____

Date: _____

Child Access and Visitation Grant State Agency Program Survey

Name of State: Ohio

Federal Grant Amount: \$351,620

Services Provided in Federal Fiscal Year

FFY 2009 (10/01/2008 – 09/30/2009)

FFY 2010 (10/1/2009 – 09/30/2010)

X

PART I: BACKGROUND INFORMATION

A. Administrative Information

- Athena Riley
- ODJFS, Office of Child Support
- 50 W. Town Street, 5th floor, Suite A526
- Columbus, Ohio 43215
- (614) 752-2649
- Athena.Riley@JFS>Ohio.Gov
- (614) 752-2649

B. Household Profile of Children and Families

(To be completed by the Federal OCSE, based on latest Census Report.)

	<u>Census Count</u>	<u>Percent of Total Households in State</u>	<u>Percent of Total Households in Nation</u>
<ul style="list-style-type: none"> • Number of single parent households with children under age 18 	_____	_____	_____

C. Access and Visitation Grant Funds and Funds from Other Sources

- In the boxes below, indicate if the access and visitation activities in your state are funded only with funds from the Child Access and Visitation Grant Program, or if your grant funds are combined with funds from sources other than the Child Access and Visitation Grant Program.

Child Access and Visitation Grant Program Only [Skip to D]

Combined with funds from other sources [Please Respond to Next Item]

- Name each additional funding source used to increase and support your state's child access and visitation program. Name the source and provide the dollar amount and percentage of the total funds.

<u>Source</u>	<u>\$Amount of Funds</u>	<u>Percent of Total Funds</u>
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %

D. Listing of Local Service Providers Funded via the Child Access and Visitation Grant

- List each service provider by its agency name, street address, and phone number.
- Check the type of service provider represented by the agency, the amount of the grant, and the type of service area covered by each agency.

Provider Name, Project Title, Address, and Phone Number	Type of Service Provider (Check all that Apply)				Service Area (Check all that Apply)		
	Non-Profit Amount of Entity	Court	Local Public Agency	Dollar Grant	Urban	Suburban	Rural
Hope Visitation & Exchange Center 1132 W. Market Street Lima, Ohio 45805 419-221-2118	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____		X	X
Beech Acres Parenting Center 6881 Beechmont Avenue Cincinnati, Ohio 45230 513-231-6630	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____			X
Family PACT Family Connections Center 324 Chestnut Street Coshocton, Ohio 43812 740-502-6072	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____			
Visitation House 519 Sycamore Street Granville, Ohio 45331 937-548-5125	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____		X	
O.U.R. Home Family Resource Center 117 W. Fayette St. Celina, Ohio 45822 419-586-4663 x 230	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____			
Joyful Connections 8200 W. SR. 163 Oak Harbor, Ohio 43449 567-262-3181	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____			
Patch Works House 42 Madison Street Tiffin, Ohio 44883 419-448-0080	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____			

E. Summary of State Funded Local AV Programs

- Complete Attached Data Sheet (in Excel Format):

State Agency – Page 3

**Child Access and Visitation Grant
Local Service Provider Survey**

Name of State: Ohio

Grant Amount from State: \$

**Services Provided
in
Federal Fiscal Year**

FFY 2006 (10/01/2005 – 09/30/2006)	<input type="checkbox"/>
FFY 2007 (10/01/2006 – 09/30/2007)	<input type="checkbox"/>
FFY 2008 (10/01/2007 – 09/30/2008)	<input checked="" type="checkbox"/>

A. Service Provider

- Name of state program contact
- Name of designated state agency
- Street address
- City, state, & zip code
- Telephone number
- E-mail address
- Fax number

B. Project Activities

<p><i>Identify the activities below undertaken by your service agency with funds from the child Access and Visitation Grant Program. Indicate which activities are mandatory, voluntary, or both.</i></p> <p>Access and Visitation Program Activities</p>	Participation		
	Mandatory	Voluntary	Both
Mediation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Visitation Enforcement</u>			
Monitored Visitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervised Visitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Therapeutic Visitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neutral Drop-off/Pickup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please explain below)			
Development of Parenting Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development of Parenting Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other			

<hr/>

C. Access and Visitation Grant Funds and Awards from Other Sources

- In the boxes below indicate if your access and visitation activities are funded only with funds from the Child Access and Visitation Grant Program, or if your grant funds are combined with funds amounts from other sources.

Child Access and Visitation grant funds only \$_____

Combined with funds from other sources [Please, Respond to Next Item]

- If you received funds from other sources, name the source and provide the dollar amount and percentage of the total program funds.

<u>Source</u>	<u>\$Amount of Funds</u>	<u>Percent of Total Funding</u>
_____	\$_____	_____ %
_____	\$_____	_____ %
_____	\$_____	_____ %

Complete Attached Data Sheet (in Excel Format):

D. Local Service Provider Work Sheet