

**Questions Regarding Judiciary Civil Legal Services RFP #003**

**May 23, 2014**

1. Our agency applied last year and was not funded. I have been trying to get a de-brief from our submission, but have not heard back. Before I prepare an application for this year, I would very much like to know the issues for which we were denied funding. It would help me prepare this years.

A. During the application process, we are not able to provide feedback on prior year applications.

2. Can we submit an application for the 2014-2015 year if our Judiciary Civil Legal Services grant was already renewed for 2014-2015?

A. Yes.

3. For current grantees, is there any process for requesting a modification or increase or would we need to submit a brand new RFP?

A. There is no process for requesting a modification or increase. Any additional funding in 2014-15 to new applicants or currently funded providers of Judiciary Civil Legal Services will be awarded via the RFP.

4. For current grantees...do we need to submit an RFP again to continue our current funding amount?

A. No. Currently funded Judiciary Civil Legal Services providers' contracts are in the process of being renewed at the same level as funded in 2013-14.

5. May I assume that my existing SharePoint user ID and password can be used for the electronic filing of the new grant application if we decide to submit in that format?

A. To submit an application electronically, applicants must contact Amelia Hershberger at [ahershbe@nycourts.gov](mailto:ahershbe@nycourts.gov) to request access to the SharePoint site that will receive applications. The URL and instructions for accessing the site, which is NOT the same as the providers' site, will only be sent to those organizations that request access to the site for the purposes of submitting an application.

Currently funded Judiciary Civil Legal Services providers will be able to use their existing login credentials (user ID and password) to log into SharePoint but still must request access to the site set up to receive Judiciary Civil Legal Services applications.

6. I just want to confirm that the site in which we are to submit the application is the same as the site where we have been submitting our reports.

A. No, it is not. See response to Question 5.

7. I also want to confirm that we may submit our application either electronically or on paper, but not both? That's how I read it.

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A. Yes. An application should be submitted either electronically or on paper. Duplicate applications should not be filed.

8. May JCLS funds be used to support a Court sponsored pro bono program for pro se litigants at a local Family Court where the litigants are not screened by income or assets? The cases involve the essentials of life (custody, visitation, child support, etc).

A. Judiciary Civil Legal Services funds can be used only to provide services to eligible clients (those clients living at or below 200% of the federal poverty level). Applicants are required to submit Client Financial Eligibility Guidelines in order for their proposal to receive consideration.

9. Question 8 of Program Description: What are the dates of your fiscal year?

A. April 1 – March 31.

10. Question 3 of County-Specific: Do you mean “accessible” in terms of ADA accessibility guidelines, or are you asking for something else?

A. As stated in section I(C) of the RFP (see pps 5 - 6), accessibility of the proposed services to eligible clients in the catchment area is demonstrated by

- Maintenance of physical offices in the catchment area
- Linkage agreements with other departments of the applicant’s organization or other organizations in the community that provide social services to the target population and that might result in greater client access to civil legal services.
- Capacity to provide accessible services to a specific sub-catchment area (i.e. a particular municipality or neighborhood within a given county)

11. I'm finding it difficult to know whether the responses to the narrative & org questions are supposed to discuss our overall existing program or ONLY the new funds work.

A. As stated in section IV of the RFP, the answers to the questions in the organizational capacity section should describe current programs and activities and demonstrate the existing capacity of the organization to provide civil legal services and to effectively and efficiently manage government-funded programming while the answers to the questions in the program description section should describe the new, enhanced or expanded programming to be provided if funding is awarded under this RFP.

12. Are we able to submit more than one grant application? We are submitting on behalf of our [existing program], which was funded last year, as well as for a new [program].

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A. Yes. An organization may submit more than one application. Each application must be submitted separately and must be complete. Please note, however, that an application for an existing program must be for new, enhanced or expanded programming.

13. Can money from this RFP be used for a one time request to cover a systems or IT upgrade such as a new client database?

A. Applicants must submit a budget and budget narrative as part of the application package. The budget prepared is at the discretion of the applicant and we cannot advise applicants on what to include in the application budget. An award of funds does not guarantee that the budget submitted with the application is approved in its entirety as a contract budget, and successful applicants will be notified after awards are made if the application budget requires modification.

14. Under "Submissions via Electronic Format" it states, "Applications must be submitted in PDF." Are we allowed to submit multiple PDF files, such as separate attachments, or must the whole RFP and the attachments be submitted as only one document?

A. Electronic application instructions will be sent to applicants requesting login credentials separately. Applications must be uploaded as a single PDF file.

15. The RFP states that we can submit via either electronic format or paper format. Does this mean we are not required to mail the original signed hard copy?

A. If the application is submitted electronically, a original signed hard copy (paper submission) is not required. See the answer to Question 7 above.

16. In "Award Selection Criteria and Method of Award", the section C of the instructions, the RFP provides more details on the factors the reviewers will consider. Can we include an attachment to the budget that would provide an explanation of the reasonableness of cost?

A. A budget narrative that explains the non-personal service items is a required submission. Do not include additional, unrequested attachments.

17. If the project is a collaborative utilizing local providers, bar associations and statewide organizations does every group need to submit the documentation as described on p 7?

A. These documents are only required from the lead applicant to which a contract would be awarded if the application is successful.

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18. Is there an opportunity to apply for funding outside of the county by county rubric because the program will service the least populated counties in rural settings with remote access from NYC and surrounding more populated counties?

A. Regardless of program model, applications for funding must be made on a county by county basis.