

Questions and Answers

RFP: Upstate Family Defense (Child Welfare) Quality Improvement & Caseload Reduction Grant

Date Posted: August 27, 2021

- 1) **Question:** Is it acceptable that only one of the County's indigent legal offices (PD, CD, and/or ACP) seeks the full grant or does ILS prefer that all offices split the limited funds to benefit their respective offices? For context, the one office seeking the funds would have the approval of the other two offices.

Answer: Counties may submit proposals in which the funding will be utilized for only one of the county's providers of mandated representation. The RFP requires proposals to be "developed in consultation with representatives of each County Law Article 18-B Family Court mandated representation provider in the applicant's county" (see Section II, Pg. 5 of the RFP), but it does not require that the RFP funding be used for all the county's providers of mandated representation.

- 2) **Question:** Would there be points deducted should a County elect not to seek Title IV-E funding to supplement the current grant funding? How does ILS recommend these efforts complement each other?

Answer: As stated on pg. 2 of the RFP, "because the Office can supplement and increase the funding for this initiative via title IV-E funding... applicants are encouraged to demonstrate the ability to provide the Office the information needed to claim federal title IV-E funding." Points will not be deducted if a county does not include in its proposal the ability to provide ILS with this information.

- 3) **Question:** Will the proposal be graded on its ability to deliver vertical representation for clients?

Answer: The proposal will be graded in accordance with the questions and point values listed in Section VI.

- 4) **Question:** In the Proposal Narrative, under Problem Statement, the first question asks us to describe the issue in providing quality representation that our plan is intended to improve or correct "including, but not limited to, the impact of excessive caseloads in providing quality representation." In Plan implementation, question 4 requires that the plan "specify the particular problem(s) being addressed (e.g., excessive caseloads, insufficient access to specialized services..., insufficient access to expert services...etc.)". Must each Proposal explicitly target excessive caseloads in addition to any other issues being addressed by the Proposal?

Answer: In proposing a plan for improved quality representation, “[a]pplicants should state the bases upon which the determination was made to select the approach or approaches chosen to be included in the proposal... No one specific basis is required to secure an award nor do the bases noted here constitute an exclusive list.” (see Section II, Pg. 6-7 of the RFP).

- 5) **Question:** What font style should be used? Alternatively, will any font style suffice so long as the font size is at least 12 pt.?

Answer: Any font style will be accepted as long as it is legible and no less than 12-point font.

- 6) **Question:** When submitting by email, what is the preferred submission format (pdf, word, multiple files, single combined file, etc.)?

Answer: For proposals submitted electronically, ILS prefers that the proposal is submitted as one single PDF, including the Project Summary, Proposal Narrative, Budget, and any applicable attachments. However, proposals submitted electronically as a Word file or as multiple documents will still be accepted (with no impact on proposal scoring) as long as all other requirements of the RFP are met.