

Grant Management & Online Application Submission System Software

Request for Proposal: Questions & Responses

October 11, 2013

- 1. What is an estimate of the total number of internal users (staff within the State Bar) who will be actively logged into the system? Of this total, how many are expected to be logged in for more than 40 hours per month and less than 40 hours per month?**

We estimate there to be seven internal users that will be logged into the system. Of the seven users, (averaged over the course of a year) three will likely be logged in for more than 40 hours per month, and four will likely be logged in for less than that.

- 2. Can you please provide workflow diagrams showing the grant review, approval, payment, and monitoring processes you would like to implement in the system?**

Please see the Legal Services Trust Fund Program Grant Cycle Processes section below for an overview of our current workflow.

- 3. Can you please provide samples of commonly used reports, sample post grant outcomes, or evaluation forms; sample application forms or links to them?**

Our current application and reporting processes are under review, however, samples of the applications and budget and evaluation forms can be found at <http://www.calbar.ca.gov/Attorneys/Forms.aspx#6>. Please contact Jennifer Kregear at Jennifer.kregear@calbar.ca.gov to request a sample report.

- 4. The RFP asks for “Copies of business licenses, professional certifications or other credentials, together with evidence that bidder, if a corporation, is in good standing and qualified to conduct business in California.” Would our certificate of incorporation from another state suffice?**

Yes, please provide any documentation from your local city or state regarding your current business status.

- 5. We are asked to submit “The most recent year’s annual reports, or comparable document, including detailed current profit and loss, assets and liabilities, and other relevant financial data.” Would it be acceptable for us to include these financial statements only electronically, so as to avoid printing them?**

Yes, this can be provided electronically, however, the financial information requested on Attachment B must be completed as well.

- 6. Please describe the statutory formula on which you determine the grant allocation amount for each grantee.**

According to the statute, after the total amount for distribution is determined,

- *15% is taken from the distribution amount and allocated evenly between approximately 22 support centers, as defined each year*
- *The remaining 85% is divided between the 58 counties to support Qualified Legal Services Program (QLSP) grantees:*
 - ✓ *The amount of funding allocated for each county is based on the poverty population (125%) according to the most recent American Community Survey data (on a rolling basis), with a .001 minimum allocation to each county.*
 - ✓ *For certain counties in which QLSP grantees qualify for an additional pro bono allocation, 10% of county funding is allocated to one or more grantees that qualify as pro bono programs within those counties*
 - ✓ *Using qualified expenditure numbers for each county that a QLSP grantee serves (which can automatically be drawn from approved QLSP grantee applications), the QLSP grantee’s share of grants distributed within each county is then calculated. Many grantees operate only in one or two counties, but some grantees may operate in all or close to all 58 counties. In each county, a separate calculus must be made with respect to each grantee’s allocated pro rata share depending on their qualified expenditures as compared other grantees’ qualified expenditures in the same county.*
- *Each grantee must submit budget proposals showing proposed expenditure in each county they serve, and quarterly financial reports that also track by-county budget proposals.*
- *Reports are then generated showing these allocations by grantee and by county.*

Allocations should not be easily adjusted once formal grant announcements are made, but there should be a test environment for analyzing impact under distribution scenarios, and ability to make adjustments as necessary for unique circumstances (eg., a grantee closes its doors).

Legal Services Trust Fund Program Grant Cycle Processes

The Legal Services Trust Fund Program distributes three separate grants to programs across California – IOLTA grants (IOLTA), Equal Access Fund grants (EAF), and Partnership Grants (PG). Since the grants operate on staggered grant years, many of the processes described below, at the moment, happen multiple times during the grant year because they are required for more than one type of grant. For example, the Proposed Budget process is performed twice, once at the beginning of the IOLTA grant year, and once at the beginning of the EAF grant year. The LSTFP is in the process of combining the grant year for IOLTA and EAF grants, so that hopefully in the future the process will only occur once.

Applications

- Pre-application process – respond to eligibility inquiries, revise applications as appropriate, release notice of application availability (*staff*)
- Application submissions (*~100 applicants*)
- Application review – check-in applications, staff assignments for review, analysis, and follow-up (*staff*)

Eligibility Review

- Committee review and meeting – prepare and distribute materials for analysis and discussion, Committee makes recommendation to full Commission (*staff, 10 committee members*)
- Commission review and meeting – Commission approval of applicant eligibility (*staff, 27 commission members*)
- Deeming process, in which existing grantees vote on the need for services from certain organization – mail deeming ballots, log receipt of ballots, and tally results (*staff*)

Proposed Budgets (IOLTA, EAF)

- Grant allocations calculated (see answer to #4 above...) – amount available for distribution is calculated and approved, necessary data compiled, county allocations calculated based on statutory formula, grant award notifications sent to grantees (*staff*)
- Prior year carry-over budget request submission (*~10 grantees*)
- Carry-over budget review – check-in carryover budgets, discussion, analysis, and follow-up (*staff*)
- Proposed budget submission (*95 grantees*)
- Proposed budget review – check-in budgets, staff assignments for review, analysis, follow-up (*staff*)
- Committee review and meeting –prepare and distribute material for analysis and discussion, Committee makes recommendation to Commission (*staff, 10 committee members*)

- Commission review and meeting – Commission approval of budgets (*staff, 27 commission members*)
- Judicial Council approval (EAF only) (*staff*)
- Budget revision submissions (over the course of the year) (*10 grantees*)
- Budget revision review – check-in budget revisions, discussion, analysis, and follow-up (*staff*)

Grant Agreements (IOLTA, EAF)

- Prepare grant agreements – revise document for approval by General Counsel, verify all requirements met by grantees, mail documents (*staff, Office of General Counsel*)
- Grant agreement submission (*95 grantees*)
- Grant agreements finalized – check grant agreements for completeness and follow-up if necessary, obtain required internal signatures, file and return 2nd copy to grantees (*staff, Finance, ED*)

Funds Distribution (IOLTA, EAF, PG)

- Prepare checks – verify all requirements met by grantees, prepare check request for Finance (*staff, Finance*)
- Distribute checks (*Finance*) - *disbursement of funds is handled through Finance department's accounting systems and is not a part of this RFP*

Quarterly Financial Reports (IOLTA, EAF)

- Pre-quarterly report process – make any necessary revisions to form, remind grantees of due date (*staff*)
- Quarterly report submission (once a quarter) (*95 grantees*)
- Quarterly report review (once a quarter) – check-in quarterly reports, enter that quarter's figures in database, review for compliance and follow-up if necessary, file (*staff*)

Monitoring Visits

- Prepare for monitoring visit – schedule visits and staff interviews, obtain and prepare necessary background documents for analysis (*staff, 32 grantees*)
- Monitoring visit follow-up – compile summary report and follow-up as necessary, submit recommendations (*staff*)

Evaluations (EAF)

- Pre-evaluation process – revise forms as appropriate, notify grantees of form availability (*staff*)
- Evaluation submission (*95 grantees*)
- Evaluation review – check-in evaluations, staff assignments for analysis and follow-up (*staff*)

Partnership Grant RFP

- Pre-RFP process – respond to eligibility inquiries, revise RFP as appropriate, notify grantees of RFP availability (*staff*) (*only organizations that receive IOLTA and EAF funding are eligible*)
- RFP submission (~40 applicants)
- RFP review – check-in RFPs, enter data from RFPs, staff assignments for analysis, follow-up, and discussion, committee assignments (*staff*)

Partnership Grant Selection

- Sub-committee review and meetings – prepare and distribute material for analysis, discussion and follow-up (three staff-led teams review 1/3 of the applications each) (*staff, 9 committee members*)
- Committee review and meeting – prepare and distribute material for review and discussion, Committee tentatively selects grantees for recommendation to the Commission (*staff, 9 committee members*)
- Commission review and meeting – Commission acts on recommendations from Committee (*staff, 27 commission members*)
- Judicial Council approval (*staff*)

Partnership Grant Agreements

- Prepare grant agreements – revise document for approval by General Counsel, verify all requirements met by grantees and follow-up, mail documents (*staff, OGC*)
- Grant agreement and court MOU submission (*35 grantees*)
- Grant agreements finalized – check grant agreements for completeness and follow-up if necessary, obtain required internal signatures, file and return 2nd copy to grantees (*staff, Finance, ED*)

Partnership Grant Evaluations

- Pre-evaluation process – revise forms as appropriate, notify grantees of form availability (*staff*)
- Mid-year status report submission (*35 grantees*)
- Mid-year status report review – check-in status reports, staff assignments for analysis and follow-up (*staff*)
- Year-end evaluation submission (*35 grantees*)
- Year-end evaluation review – check-in status reports, staff assignments for analysis and follow-up (*staff*)