



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Sorsha Anderson, Staff Associate  
Date: August 30, 2019  
Subject: Grant Request – JFO #2972

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. **The Vermont Judiciary, Department of the Court Administrator's Office has requested expedited review of this item.** Members will be contacted by September 6, 2019 for a decision unless the member has responded prior to that date.

**JFO #2972** – \$35,000 from the National Court Appointed Special Advocate Association (CASA) to the VT Judiciary for the Guardian Ad Litem program. The funding would be used to improve awareness of the Guardian Ad Litem program in Vermont through a State branding campaign. Recruitment of volunteers to the program continues to be a challenge in specific counties and funds will be targeted to address these areas.

*Note: The Judiciary is behind the timeframe for accepting this award. Rob Post, Program Manager for Juvenile Matters has been in steady contact with CASA concerning the delays. Please see his memo attached.*

*[JFO received 8/27/19]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto:ddickerson@leg.state.vt.us)) if you have questions or would like this item held for legislative review.

# 2972

**VERMONT JUDICIARY  
OFFICE OF THE COURT ADMINISTRATOR  
PLANNING AND COURT SERVICES DIVISION**

**TO:** Senator Ann Cummings, Chair, Joint Fiscal Committee  
**FROM:** Rob Post, Program Manager for Juvenile Matters  
**COPY:** Scott Griffith, Chief of Planning and Court Services  
**DATE:** August 28, 2019  
**RE:** Expedited Approval of Grant Award from National CASA Association

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**Introduction**

On June 21, 2019 the Judiciary applied to the National CASA program for \$75,000 in grant funds to support CASA/GAL program branding and marketing activities. On July 5, 2019 the Judiciary was notified that the Vermont GAL program had been awarded \$35,000.

**Award Amount and Timeline**

National CASA had a total of \$1.4 million in grant funds to award. Requests for these funds were submitted to National CASA from 33 states, which in sum exceeded the amount available. Accordingly, National CASA asked applicants to voluntarily submit revised requests. Nineteen states did so. Vermont was one of 14 states that did not. Revised requests still exceeded the amount available to award. This resulted in National CASA awarding reduced amounts to the entities that applied, which is why the Judiciary was awarded less than what was originally requested.

If the award is accepted, grant funds will be spent as follows:

Radio advertising	\$20,000
Upgrades to collateral materials and website	\$10,000
Expansion of social media presence	\$5,000
Total	<u>\$35,000</u>

The period for this award is July 1, 2019 to December 31, 2019. All grant funds must be obligated by December 31, 2019.

**Recommendation**

In a separate memo to the Court, I recommended that we accept the grant funds that have been awarded. The recruitment of volunteers continues to be a challenge in specific counties, namely Franklin, Orleans, and Washington. I have already drafted a targeted plan for how these funds can be used, and the reporting requirements established by National CASA are not burdensome. The grant application and news of the grant award have been shared with necessary parties in the Court Administrator's Office, none of whom have an objection to accepting the award. The Court

Administrator has approved and signed the AA-1 form and authorized me to move this request forward.

### **Request to Expedite**

Due to the short grant period, delayed internal processes, and a learning curve regarding grant applications as a Judiciary employee on my part, the VT GAL program has fallen behind the National CASA timeframe for accepting and obligating these funds. The National CASA reporting requirements have already begun, and funds have already been issued to states that have been timely. We face a danger of losing these funds if the Court does not sign and return the terms and conditions agreement set out by National CASA which requires the approval of the submitted AA-1 form by the Joint Fiscal Committee. Once approved, the GAL program can agree to the terms and receive funding. I have been in steady contact with National CASA regarding these delays and they have been patient thus far. However, if there is any more significant delay, that position may change. These are much needed funds to keep the Guardian ad Litem volunteer pool well-staffed. If we do not receive these funds, the advertising and recruitment campaign that this money affords will have to be abandoned.

### **Conclusion**

Thank you for taking the time to review this request. If there is any additional information needed for consideration, I am happy to provide that to the Committee.

#2972

Colgan, Sierra

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Subject:

FW: National CASA/GAL Grant Award Notification

AUG 27 2019

JOINT FISCAL OFFICE



**The National Court Appointed Special Advocate Association**  
100 West Harrison Street • North Tower, Suite 500 • Seattle, WA 98119  
206 270 0072 • 800 628 3233 • 206 270 0078 F • [CASAforChildren.org](http://CASAforChildren.org)

July 5, 2019

Vermont GAL Program  
Montpelier, VT

Subject: National CASA/GAL Grant Award Notification

Dear Robert,

Congratulations, Vermont GAL Program has been selected to receive a 2019 National CASA/GAL State Branding Campaign Grant in the amount of \$35,000. We look forward to working with you as you build awareness in your state through this branding campaign grant, such that ultimately more children who have experienced abuse or neglect are served in your state.

Budget Adjustments: \$35,000

- 1) Print & Digital Media = \$0
- 2) Social Media Presence = \$5,000
- 3) Radio Ads = \$20,000
- 4) Out of Home = \$0
- 5) Upgrade Collateral Materials and Website = \$10,000\*
- 6) Consultant = \$0

\*Funds may be used from this \$10,000 line item for a vendor to perform the work.

As attested to in your application, the following is applicable:

- 1) Executing the grant in compliance with allowable activities for the new national branding campaign and according to brand standards. (Includes use and treatment of the CASA/GAL logo).
- 2) Collecting and submitting the metrics required by National CASA/GAL to demonstrate the impact/outcome of the campaign.
- 3) Using the recommended tier approach and media channels.
- 4) Executing the new brand awareness campaign statewide/locally.
- 5) Promoting the campaign during the specified time period (Funds must be obligated by December 31, 2019).
- 6) The exclusive adoption of campaign in its entirety running through the full length of the campaign.

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JOINT LEGAL OFFICE

The period for this award is July 1, 2019 to December 31, 2019. You will receive the Grant Terms & Conditions (T&C) Agreement and will need to review, sign and return the agreement to us prior to the first grant disbursement being made. The T&C will provide detailed information about the award, any funding conditions and reporting requirements.

The staff of National CASA/GAL look forward to supporting your state organization as you work to implement the new branding campaign. We are pleased to be a partner in your efforts as you advance the CASA/GAL mission in your state and thank you for your commitment and hard work on behalf of abused and neglected children.

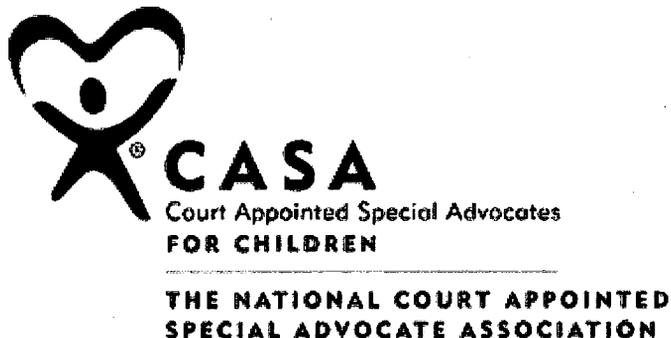
For additional information regarding the branding grant opportunity please use the following link <https://member.casaforchildren.org/funding-a-casa-gal-program/national-casa-grants-program/> which includes the campaign intake form and agreement for those opting to utilize R&R Partners.

Thank you and please contact [grants@casaforchildren.org](mailto:grants@casaforchildren.org) if you have any questions.

Sincerely,

*Denice Hairston*

E. Denice Hairston  
National Network Development, Quality and Accountability Officer



**STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)**

<b>BASIC GRANT INFORMATION</b>				
<b>1. Agency:</b>	The Vermont Judiciary			
<b>2. Department:</b>	Court Administrator's Office			
<b>3. Program:</b>	Guardian Ad Litem (GAL)			
<b>4. Legal Title of Grant:</b>	National CASA/GAL State Branding Grant			
<b>5. Federal Catalog #:</b>	N/A			
<b>6. Grant/Donor Name and Address:</b>				
The National Court Appointed Special Advocate Association. 100 West Harrison Street, North Tower, Suite 500, Seattle Washington 98119				
<b>7. Grant Period:</b>	<b>From:</b>	7/1/2019	<b>To:</b>	12/31/2019
<b>8. Purpose of Grant:</b>				
The funding will generally support the following work activities:				
(A) Establish and bolster name recognition for the Vermont Guardian ad Litem program by advertising on various platforms including print and associated digital media, radio as well as upgrades to our GAL website page and social media presence.				
(B) Recruit volunteers (specifically in geographic areas of low volunteer enrollment)				
<b>9. Impact on existing program if grant is not Accepted:</b>				
The GAL programs volunteer base is inadequate to serve the amount of children that are assigned a guardian. We currently have 314 active volunteers and about 2500 children currently being served. The individual caseloads of many of our guardians well exceeds the amount of children they represent. If we do not begin to aggressively recruit and train volunteers this problem will persist. This grant award is designed to specifically help with this issue that the GAL program is facing. Without it, we will have a fraction of the amount offered in this reward to embark on this much needed branding campaign.				
<b>10. BUDGET INFORMATION</b>				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Comments</b>
<b>Expenditures:</b>	<b>FY 19</b>	<b>FY 18</b>	<b>FY 17</b>	
Personal Services	\$183,150	\$212,514	\$212,299	
Operating Expenses	\$288,825	\$268,674	\$215,591	
Grants	\$	\$	\$	
<b>Total</b>	<b>\$471,975</b>	<b>\$481,188</b>	<b>\$427,890</b>	
<b>Revenues:</b>				
State Funds:	\$471,975	\$481,188	\$427,890	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source )	\$	\$	\$	
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	

**STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)**

<b>Appropriation No:</b>		<b>Amount:</b>	\$
			\$
			\$
			\$
			\$
			\$
			\$
		<b>Total</b>	\$

**PERSONAL SERVICE INFORMATION**

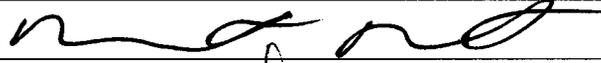
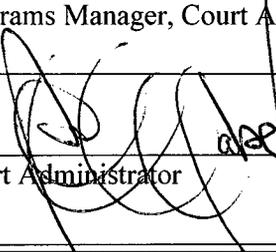
**11. Will monies from this grant be used to fund one or more Personal Service Contracts?**  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.  
 Appointing Authority Name: Pat Gabel Agreed by: \_\_\_\_\_ (initial)

<b>12. Limited Service Position Information:</b>	<b># Positions</b>	<b>Title</b>
	0	
<b>Total Positions</b>		

**12a. Equipment and space for these positions:**  Is presently available.  Can be obtained with available funds.

**13. AUTHORIZATION AGENCY/DEPARTMENT**

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):

Signature: 	Date: 8/27/19
Title: Programs Manager, Court Administrators Office	
Signature: 	Date: 8/26/19
Title: Court Administrator	

**14. SECRETARY OF ADMINISTRATION**

<input type="checkbox"/> Approved:	(Secretary or designee signature)	Date:
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**15. ACTION BY GOVERNOR**

<input type="checkbox"/> Accepted	(Governor's signature)	Date:
<input type="checkbox"/> Rejected		

**16. DOCUMENTATION REQUIRED**

**Required GRANT Documentation**

<input type="checkbox"/> Request Memo	<input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Dept. project approval (if applicable)	<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input type="checkbox"/> Notice of Award	<input type="checkbox"/> Request for Extension (if applicable)

**STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)**

<input type="checkbox"/> Grant Agreement	<input type="checkbox"/> Form AA-1PN attached (if applicable)
<input type="checkbox"/> Grant Budget	

**End Form AA-1**

(\*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).