

**NATIONAL COURT APPOINTED SPECIAL ADVOCATE/GUARDIANS AD LITEM  
ASSOCIATION  
2024-2025  
GRANT TERMS AND CONDITIONS AGREEMENT**

**NAME AND ADDRESS OF GRANTOR:**

The National Court Appointed Special Advocate/Guardians ad Litem Association (National CASA/GAL)  
100 West Harrison Street, North Tower, Suite 500  
Seattle, WA 98119

**FEDERAL AWARD IDENTIFICATION NUMBER (FAIN):** # 15PJDP-21-GK-02762-CASA

**NAME AND ADDRESS OF GRANTEE:**

Snohomish County CASA  
3306 Wetmore Avenue  
Everett, WA 98201-1414

**UNIQUE ENTITY ID:** LG89G8JNJD83

**GRANT TYPE:** Volunteer Recruitment

**GRANT CONTRACT NUMBER:** WA10595-22-1024-VR

**FEDERAL AWARD DATE:** October 31, 2024

**AMOUNT OF FEDERAL FUNDS OBLIGATED BY THIS ACTION TO  
SUBRECIPIENT:** \$99,800.00

**TOTAL AMOUNT OF FEDERAL FUNDS OBLIGATED TO SUBRECIPIENT BY PASS-  
THROUGH ENTITY, INCLUDING THIS AWARD:** \$119,800.00

**FEDERAL AWARDDING AGENCY:** Department of Justice (DOJ) – Office of Juvenile Justice  
and Delinquency Prevention (OJJDP)

**CFDA – 16.756 – Court Appointed Special Advocates**

**INDIRECT COST RATE:** Not Applicable

**BUDGET & PERFORMANCE PERIOD:** October 31, 2024 – September 30, 2025

**Minimum Requirement:** # New Volunteers Activated - 60 / # New Children Served 150

**FUNDING CONDITIONS:** Volunteer Recruitment campaign/efforts must utilize existing  
*Change a Child's Story™* campaign/assets and adhere to the *National CASA/GAL Brand Usage  
and Intellectual Property Standards*.

**SPECIAL CONDITIONS:** Please provide information requested on Appendix  
C and complete and sign Appendix D.

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2024-2025 Terms and Conditions Agreement

**APPROVED PROJECT AWARD SUMMARY / PROJECT DESCRIPTION:**

See Attachment A.

**BUDGET INFORMATION:**

Personnel	\$0.00
Taxes and Benefits	\$0.00
Travel	\$0.00
Printing/Copying	\$0.00
Supplies	\$0.00
Equipment	\$1,800.00
Rent/Utilities	\$0.00
Other	\$98,000.00
<b>Total</b>	<b>\$99,800.00</b>

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# 1. GENERAL GRANTEE

## REQUIREMENTS

### MEMBERSHIP/GENERAL

- A. Grantee must be a member of the National CASA/GAL Association throughout the duration of the grant period.
- B. Grantee shall notify National CASA/GAL in writing if the director of the program or the person responsible for oversight of the grant resigns or is removed from their position or when the absence of this individual is expected to exceed a continuous period of one month or longer. In such situations, adequate alternative plans for the conduct of grant activities must be made.
- C. Grantee shall notify National CASA/GAL in writing if an employee paid for by grant funds experiences a change in work status.
- D. Grantee shall notify National CASA/GAL in writing when any person being paid for by the grant is no longer in their position.
- E. Grantee shall notify National CASA/GAL in writing **prior** to a change in governance structure, merger with another program or expansion.

### INTERNAL CONTROLS

- F. Grantee is required to acquire and maintain the technological capacity to access the internet and communicate via email.
- G. If the grantee has applied for and received this grant as an organization exempt from federal income tax under IRS Section 501(c)(3), the grantee will immediately inform National CASA/GAL of any change in or challenge to that status.
- H. Grantee is required to use timesheets for grant-funded positions.
- I. Grantee must establish and maintain a comprehensive plan for mitigating the risk to the program, its employees, volunteers, and board members.
- J. A grantee that will sub grant awards from this grant to local programs, is required to conduct a risk assessment of each local program, and those sub-awardees determined to be high risk, pursuant to 2 CFR 200.331, will need to be monitored with greater attention by grantee.
- K. Grantee is required to send to National CASA/GAL any audit findings or questioned costs from any (private or government) audit report.
- L. All financial records, supporting documents, statistical records, and all other records pertinent to this award must be made available to National CASA/GAL and auditors as necessary and requested and kept for at least 4 years following notification by National CASA/GAL that this grant has been closed. National CASA/GAL will communicate closeout of the grant once the final narrative report and final expenses have been submitted and are deemed satisfactory. These records may be retained in an electronic format.

### PUBLIC RELATIONS

- M. Grantee will acknowledge affiliation with National CASA/GAL on all brochures, newsletters, news releases, stationery and annual reports produced during the grant period by including one of the following: the CASA and/or GAL logo, the words "A

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CASA and/or GAL Program" or the words "A Member of the National CASA/GAL Association."

- N. If Grantee is a state organization, the state organization must use the name CASA and/or GAL or identify itself as a member of National CASA/GAL on all promotional materials.
- O. When using the National CASA/GAL trademarks (including word marks, slogans, and logos), Grantee must adhere to National CASA/GAL graphic standards.
- P. Grantee hereby grants National CASA/GAL a non-exclusive license to use of photos or other materials that may be generated in connection with a grant. Such materials may be used by National CASA/GAL and its partners in newsletter articles, event materials, etc.
- Q. Grantee will acknowledge the grant via a minimum of one public relations outlet (press release, website, Facebook post or print publication) to help generate awareness of National CASA/GAL and its public and private partnerships. Grant cannot be publicized, and funds will not be disbursed until National CASA/GAL receives this Grant Terms and Conditions agreement signed by the Executive/Program Director and Board President/ Governing Body Administrator.
- R. Grantee will cooperate with National CASA/GAL efforts to strengthen its funding partnerships by sharing local success stories and, where applicable, work with National CASA/GAL in identifying speakers for local partner functions and/or events.
- S. Grantee shall credit and acknowledge the National CASA/GAL Association as a funder for its program/organization on its website and/or promotional materials for the project being funded.
- T. Grantee shall ensure there is a direct link to the National CASA/GAL Association home URL (<https://www.nationalcasagal.org>) from the grantee's website.

**2. REPORTING REQUIREMENTS**

Type	Description
Grantee Expense Reports	Grantee must report its grant expenses monthly using the Grantee Budget Information System (GBIS). Monthly expense reports must contain the actual expenditures as incurred for the reporting period.
Expense Period Financial Supporting Documents	Grantees must submit periodic general ledger or other financial reports or documentation to substantiate and reconcile with expenses reported in GBIS to date for the grant by approved budget line item.  Grantee is required to submit the requisite documentation by the 15 <sup>th</sup> or next business day of the month after the close of each quarter for the grant period.
Grantee Narrative Reports	A narrative report detailing the progress of grant activities is required of grantee midway into the grant cycle. A final narrative report is required at the end of the grant period and must detail the overall progress towards achievement of Grant goals. The report template will be provided by National CASA/GAL one month prior to the reporting deadline.

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Grantee Quarterly Data Reports	Grantee must report its grant volunteer and children numbers on a quarterly basis using the Grantee Budget Information System (GBIS). Grantee is required to file the first quarter report by the 15 <sup>th</sup> of the month after the quarter ends. Applicable for all Volunteer Recruitment grants as indicated on Page 1 under <b>Minimum Requirement.</b>
Accountability Calls	Grantee will commit to working in close partnership with National CASA/GAL designated staff to ensure activities and goals outlined in the grant are progressing. This may include participating in periodic accountability calls.
OJJDP-required Program Six-Month Report	The grantee must report, among other information, the number of children served by the program, and the number of volunteers trained and assigned, on a six-month basis, as applicable. The grantee is responsible for confirming actual due dates online. The six-month reporting periods occur during January (reporting for July through December of the previous calendar year) and July (reporting for January through June of the current calendar year).
Annual Program Survey	The grantee must complete and submit the Annual Program Survey distributed by National CASA/GAL. Annual surveys are due during the first quarter of the calendar year.

**Failure to submit accurate monthly expense reports and any of the reports listed above by the required due dates will be considered a violation of this agreement and may result in the withholding of grant payments until corrective action as specified by National CASA/GAL has been completed. Failure to meet corrective action conditions in a timely manner may result in suspension or termination of grant funds, and/or future funding.**

### 3. DISBURSEMENT OF GRANT FUNDS

Grant funds will be disbursed by Electronic Funds Transfer (EFT). Following the receipt of funding from OJJDP, National CASA/GAL will transmit the initial EFT disbursement based upon monthly expense reports submitted by the grantee that contain the actual expenditures incurred during the reporting period(s). Grant disbursements will be made each month thereafter upon receipt and approval of monthly expense reports, subject to the availability of OJJDP funds. The amount of grant disbursements is calculated by dividing the grant award amount by the months in the grant period and is rounded up or down. If the amount of grantee cash on hand (the amount of funds disbursed to the program minus the expenses) is more than double a monthly disbursement, the next disbursement may not be processed until your program's spending increases. **Please note that this will not affect your grant award amount.** If you anticipate a larger expense that is non-recurring, you may request a larger disbursement for that month.

Grant funds may be kept in an interest-bearing account. However, interest earned in excess of \$250 per year must be remitted to the National CASA/GAL Association.

### 4. GRANT BUDGET ADJUSTMENTS

Any grant budget adjustment over **\$500.00** in any one grant category requires National CASA/GAL approval prior to incurring the expense. Grantee must explain the basis for the

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proposed grant budget adjustment in GBIS. Grant budget adjustments request can be submitted throughout the grant period and up to **45 days** prior to the original grant period end date. Regardless of the values, adjustments under or over \$500.00 may only be made in approved budget line items unless prior approval is received by National CASA/GAL.

## **5. GRANT GOAL ADJUSTMENTS**

Grantees are allowed to submit grant goal adjustments when absolutely needed throughout the grant period. Grant goals adjustments must be reasonable and be supported by circumstances to substantiate the request. Grant goals adjustments request should be submitted **45 days** prior to the original grant period end date and approved by National CASA/GAL before officially adjusted.

## **6. ACCOUNTING SYSTEM**

Grantee must establish and maintain an adequate system of accounting and internal controls. An acceptable system is one that accounts for receipt of funds under each funding source and by category of expenditure; assures that expended funds are applied to the appropriate budget category; presents and classifies historical costs of the grant as required for budgetary and evaluation purposes; provides adequate cost controls to assure optimal use of grant funds; is integrated with a system of internal controls adequate to safeguard the funds and assets of the program; meets the prescribed requirements for periodic financial reporting of operations and provides financial data for planning and evaluation of costs and budget projections.

Equipment and materials purchased with grant funds must be used by the grantee in the program or project activity for which it was acquired for as long as needed, whether the project or program continues to be supported by grant funds. Title to equipment acquired under the grant will vest in the grantee.

## **7. EXTENSIONS**

Extensions to the grant period will not be permitted by National CASA/GAL. However, on certain occasions, grant extensions may be initiated by National CASA/GAL as deemed necessary on a case-by-case basis. Extensions initiated by National CASA/GAL require a spend down plan from the grantee.

In rare instances grant extensions may be considered to allow more time for a grantee to spend down grant balances, meet grant goals and/or otherwise increase the success of the project. For a grant extension to be eligible for approval, it must be an extenuating circumstance resulting in an unavoidable delay in spending the grant funds during the grant period. Grantees requesting an extension, must do so at least **45 days** prior to the original grant period end date. The extension request must be reasonable, explained and include a spend down plan.

## **8. REPAYMENT OF FUNDS/FUTURE FUNDING**

Grantee must repay funds for expenditures that are found to be unallowable. Upon completion of the grant period or termination of this grant for any reason, the grantee will repay to National CASA/GAL any remaining unexpended grant funds.

The grantee acknowledges that National CASA/GAL has made no actual or implied promise of funding except for the amounts specified by this agreement based on available funding. If any of the grant funds are returned or if the grant is rescinded, the grantee acknowledges that

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National CASA/GAL will have no further obligations to the grantee in connection with this grant because of such return or rescission.

## **9. NATIONAL CASA/GAL GRANT MONITORING POLICY**

National CASA/GAL may conduct accountability calls, desk audits and/or onsite/virtual monitoring to selected grantees to assess the progress in implementing the grant activities, ensure that accurate financial records are being maintained and adequate controls are in place. The grantee will be notified by designated National CASA/GAL staff when selected to participate in any grant monitoring activity. The grantee agrees to cooperate by making the requested personnel and/or documentation available. When an onsite/virtual monitoring is complete, a report will be issued to the director and governing body of the grantee program, the presiding juvenile court judge and to the state organization if the grantee is a local program.

## **10. USE OF GRANT FUNDS**

The grantee may use the grant funds solely for approved project activities and in accordance with the approved project budget. Staff positions funded by the grant may not serve on cases. This funding is provided under the OJJDP FY2021 VOCA Children's Advocacy National Subgrant Program (CFDA #16.756) to manage a national grant awards program on behalf of the U.S. Department of Justice's Office of Juvenile Justice and Delinquency Prevention (OJJDP) primarily for the purpose of increasing the number of Court Appointed Special Advocate (CASA)/Guardian ad Litem (GAL) volunteers to advocate for the best interest of children who have experienced abuse or neglect and are the subject of civil court child abuse and neglect proceedings. National CASA/GAL administers the grants program under a cooperative agreement with OJJDP which is authorized pursuant to the Victims of Child Abuse Act, 34 USC §20323. All funding is contingent on an annual appropriation by the U.S. Congress and subsequent funding approval by OJJDP. The grantee shall adhere to cost principles established by the Office of Management and Budget in the Code of Federal Regulations – A point in time eCFR system ([eCFR — Code of Federal Regulations](#)). The grantee shall comply with the attached policy on hiring contractors (Appendix A), the attached travel policy as required by Federal Per Diem regulations (Appendix B) and attached Fingerprinting and Written Determination of Suitability Requirements of OJJDP Grantees and Awards (Appendix D).

## **11. LOBBYING & POLITICAL ACTIVITIES**

Grant funds shall not be used to conduct activities directed at legislative or executive agencies, or to influence, directly or indirectly, legislation, executive orders or similar promulgations by federal, state or local agencies. No grantee shall contribute or make available grant funds, personnel or equipment to any political party or association, or the campaign of any candidate for public or party office.

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a

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Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure of Lobby Activities,” in accordance with its instructions (<https://www.gsa.gov/forms-library/disclosure-lobbying-activities>).

More information regarding lobbying and grant restrictions can be found in the Office of Justice Programs, Financial Guide 2017, Part 3.13: Unallowable Costs (<https://www.ojp.gov/funding/financialguidedojo/overview>). National CASA/GAL grantees must adhere to these restrictions.

## **12. FUNDRAISING**

Grant funds shall not be used for costs of organized fundraising including financial campaigns, endowment drives, gift solicitation and similar expenses incurred to raise capital or obtain contributions. Salaries including payroll taxes, for the purpose of fundraising cannot be charged to this federal award.

## **13. CONFLICT OF INTEREST**

No official, board member, volunteer or employee of a grantee organization shall participate personally through decisions, approval, disapproval, contract, or other particular matter in which award funds are used, where his/her immediate family has a financial or personal interest. Any official, board member, volunteer or employee of a grantee shall avoid any action which might result in or create the appearance of using an official position for private gain or affecting adversely the confidence of the public in the integrity of the CASA/GAL program or National CASA/GAL.

## **14. NONDISCRIMINATION**

Neither the grantee nor any party with whom the grantee enters a subcontract shall discriminate based on race, color, sex, religion, national origin, marital status, sexual orientation, age, gender identity or disability, whether actual or perceived, in the employment or application for employment or in the administration or delivery of services under this grant. The grantee shall comply fully with all applicable federal, state, and local laws, ordinances, executive orders, and regulations that prohibit such discrimination. Failure to comply shall be grounds for termination of the grant.

## **15. DEBARMENT OR SUSPENSION**

The grantee assures that neither the program nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court or voluntarily excluded from covered transactions by any federal department or agency.

## **16. COMPLIANCE WITH STANDARDS**

The grantee assures that the program is in compliance with National CASA/GAL's *Standards for State CASA/GAL Organizations* (Highly Effective Standards Review Process (HERSP)) and/or *Standards for Local CASA/GAL Programs* (2022 Self-Assessment).

OJJDP has enhanced requirements for the determination of suitability required, in advance, for certain individuals who may interact with participating minors (<https://www.ojp.gov/funding/explore/interact-minors>). For each individual at least 18 years of

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age who is covered under this award a **fingerprint search**— encompassing at least the time period beginning seven (7)\* calendar years preceding the date of the search request — of pertinent state (and, if applicable, local and tribal) criminal history registries or similar repositories must be completed no earlier than six months before the determination regarding suitability. *The cost of fingerprinting is an allowable expense in the grant budget.*

If the recipient or sub-recipient documents that a fingerprint search is not legally available, a name-based search, using current and, if applicable, previous names and aliases is required.

\*Note the seven (7) calendar year requirement is consistent with the National CASA/GAL standards although the OJJDP condition requires five (5) years.

**Please complete Appendix D:** Fingerprinting and Written Determination of Suitability Requirements of OJJDP Grantees and Awards.

## **17. AUDIT REQUIREMENTS**

Grantees may be subject to audit requirements as set forth in the National CASA/GAL Standards and/or by the Federal Government under Office of Management and Budget Code of Federal Regulations Subpart F (Audit Requirements). (<https://www.ecfr.gov/current/title-2/part-200>). Under these requirements, a non-federal entity expending \$750,000 or more in federal financial assistance in any fiscal year are required to conduct a Single Audit in accordance with §200.514 for that fiscal year.

Grantees with audit findings are required to provide National CASA/GAL with a written corrective action plan for addressing any unresolved audit findings from the prior year end, as well as addressing any current findings. The plan should provide the name of the contact person responsible for the corrections and the projected completion date. Failure of the grantee organization to resolve audit questions may result in suspension or termination of grant funds.

## **18. CONSEQUENCES OF NON-COMPLIANCE WITH TERMS AND CONDITIONS AGREEMENT**

In the case of any violation of the terms and conditions of the grant, or in the event of the loss of federal funds from which this grant is made, the National CASA/GAL Association reserves the right in its absolute discretion to terminate the grant. If the termination results from acts or omissions of the grantee, including but not limited to misappropriation, nonperformance of required activities, or fiscal mismanagement, the grantee shall return to National CASA/GAL immediately any funds, whether misappropriated or unexpended, which have been paid to the grantee by National CASA/GAL. National CASA/GAL will review both the quality of the work completed and progress toward achieving the goals of the grant. If at any time National CASA/GAL determines the grantee is incapable of satisfactorily completing the work of the grant, National CASA/GAL may, at its discretion, declare the grant reduced and/or terminated. The determination as to the quality of work being performed, the progress being made toward the goals of the grant and the grantee's ability to satisfactorily complete the work of the grant will be final and will be binding and conclusive.

## **19. DISCLOSURE**

The grantee shall promptly refer to National CASA/GAL any credible evidence that a principal employee, agent, contractor, sub-grantee, subcontractor, or other persons has

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submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertinent to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving these funds. The grantee is prohibited from requiring an employee, consultant or contractor paid from grant funds to sign a non-disclosure or confidentiality agreement that limits disclosure of criminal or civil violations pertinent to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

**20. APPLICABLE LAW**



The grantee will operate in accordance with all applicable federal, state, and local laws and ordinances. This agreement shall be interpreted in accordance with the laws of the State of Washington.



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**THE NATIONAL COURT APPOINTED SPECIAL ADVOCATE ASSOCIATION  
2024-2025 GRANT TERMS AND CONDITIONS**

The Executive Director of grantee organization and Board President or Governing Body Administrator must sign the Terms and Conditions Agreement for the grant. If the local CASA/GAL program operates as a part of an umbrella organization, the Executive Director of the umbrella program must sign the agreement. **This signed agreement is requested to be emailed to [grants@nationalcasagal.org](mailto:grants@nationalcasagal.org) no later than **October 30, 2024**.**

<b>GRANTOR:</b>	The National CASA/GAL Association
Chief Financial Officer:	Thomas Hoover
Phone Number:	800.628.3233
Date:	
Signature:	
<b>GRANTEE:</b>	
CASA/GAL Program:	Snohomish County Office of the CASA
Program Unique Entity ID *	LG89G8JNJD83
Umbrella Organization (if applicable):	Snohomish County
National CASA/GAL Program Number:	10595
Mailing Address:	3306 Wetmore Avenue
City, State and Zip:	Everett, WA 98201
Phone Number:	425-388-7200
Email Address:	lacey.harper@snoco.org
Executive Director:	Lacey Harper, Executive Director
Date:	
Signature:	 <small>Digitally signed by Harper, Lacey Date: 2024.12.18 11:09:39 -08'00'</small>
<b>Board President/Governing Body Administrator:</b>	
Name and Title:	Nate Nehring, Snohomish County Council Vice-Chair
**Mailing Address:	3000 Rockefeller M/S 609
**City, State and Zip:	Everett, WA 98201
**Phone Number:	(425) 388 3494
**Email Address:	contact.council@snoco.org
Date:	12/17/2024
Signature:	

\*Requirement: **Unique Entity ID (System for Award Management (SAM))**: If you have an active or inactive registration in SAM.gov today, you already have been assigned a Unique Entity ID. It is viewable on your entity registration record in SAM.gov. [Learn how to view your Unique Entity ID \(SAM\) here](#). If your entity is not registered in SAM.gov and you only want a Unique Entity ID instructions [can be accessed here](#).

**\*\*Must provide an address and phone number that is different from the program information listed above.**

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## **APPENDIX A**

**This is an excerpt from the IRS tax code to help you determine when it is appropriate to hire a person as an independent contractor or an employee. Grantees are expected to review and adhere to all IRS regulations beyond this summary.**

### **INDEPENDENT CONTRACTOR VS. EMPLOYEE**

To determine whether a worker is an independent contractor or an employee, you must examine the relationship between the worker and the business. All evidence of control and independence in this relationship should be considered. The facts that provide this evidence fall into three categories—**Behavioral Control, Financial Control, and the Type of Relationship** itself.

Behavioral Control covers facts that show whether the business has a right to direct and control how the work is done, through instructions, training, or other means.

Financial Control covers facts that show whether the employer or business has a right to control the business aspects of the worker's job. This includes: The extent to which the worker has unreimbursed business expenses, the extent of the worker's investment in the business, the extent to which the worker makes services available to the relevant market, how the business pays the worker and the extent to which the worker can realize a profit or incur a loss.

Facts covered by Type of Relationship include written contracts describing the relationship the parties intended to create; the extent to which the worker is available to perform services for other, similar businesses; whether the business provides the worker with employee-type benefits, such as insurance, a pension plan, vacation pay or sick pay; and the permanency of the relationship.

#### **National CASA/GAL Association Policy:**

To coincide with the Federal tax code, National CASA/GAL places the following requirements on hiring people in CASA/GAL programs with National CASA/GAL grant funds.

All individuals hired for programmatic positions must be employees, and the taxes and benefits for these positions must be paid with National CASA/GAL funds in equal proportion to the associated salary. Programmatic positions would be Program Director, Volunteer Coordinator/Supervisor/Recruiter, and Community Outreach.

The use of contractors is allowable only for non-central or short-term functions such as data entry, public relations, systems consultants, or other project-specific work.

Independent service agreements, whose daily rates exceed \$650 per day (\$81.25 per hour) need to go through a competitive bidding process. Bids must be kept on file and submitted to the National CASA/GAL grants department upon request. Pay for consultants must be reasonable and consistent with that paid for similar services in the marketplace.

Please note that the qualifications and expertise of all consultants/contractors must be reviewed by National CASA/GAL Association prior to contracting.

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## **APPENDIX B**

### **TRAVEL AND FEDERAL PER DIEM POLICY**

Requirements for individuals traveling on CASA/GAL grant related business:

- Lodging bills must be itemized, and a receipt for payment attached if applicable. These are to be remitted to the CASA/GAL program and retained on file.
- Federal per diem rates for lodging apply. Please review the federal per diem website for a complete description of federal per diem policies ([www.gsa.gov](http://www.gsa.gov)) See the *Per Diem* rates section under the *Travel* category.
- All travelers must remit the passenger boarding pass(es) for air transportation to the CASA/GAL program.
- The maximum federal reimbursement rate for mileage is the current IRS rate.
- No food & beverages for planned events (meetings, conferences, and/or trainings) can be charged to federal funding (National CASA/GAL grants). This includes breakfasts, lunches, dinners, or snacks for breaks purchased for groups. It **also** applies to individual *Meals & Incidental* (M&IE) per diem rates for those traveling on grant related business. See [www.gsa.gov](http://www.gsa.gov) for more information on allowable rates.

#### **Special Condition:**

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and sub-recipients ("sub-grantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

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## APPENDIX C

### FINANCIAL MANAGEMENT AND INTERNAL CONTROLS

Please check corresponding box for the following questions.  
(Left Click on box to select "checked")

1. Do you have internal financial/accounting controls for your organization?  
Yes                       No
  
2. Are the internal financial/accounting controls board approved?  
Yes                       No                       N/A
  
3. Do you have an annual audit or financial review?  
Yes                       No
  
4. Is the auditor selected and approved by the board?  
Yes                       No                       N/A
  
5. Do you go out to bid/competition at least every 5 years for audit/review services?  
Yes                       No                       N/A
  
6. Does the organization provide financial reporting to the board at least quarterly?  
Yes                       No
  
7. Does your board have a finance committee responsible for audit and financial review?  
Yes                       No
  
8. If you answered no to any of the above listed questions, please explain. Please use additional pages if required.

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## **APPENDIX D**



### **Fingerprinting and Written Determination of Suitability Requirements of OJJDP Grantees and Awards (February 2023)**

National CASA/GAL Standards require state organizations and local programs to conduct a criminal background screening and three reference checks from non-relatives of all staff, volunteers, and members of the governing board. In addition, state organizations and local programs that seek National CASA/GAL for grant awards and utilize funds from the U.S. Department of Justice, Office of Justice Programs, or Office of Juvenile Justice and Delinquency Prevention must conduct fingerprinting and provide a written determination of suitability, in advance, for each person at least 18 years of age who is likely to interact with any participating minor as a result of the award. If it is documented that fingerprinting is not legally available, a search using the person's name and legal aliases must be conducted.

The written determination of suitability must include at least (a) the name of the person who will interact with any participating minor, (b) an acknowledgement that a criminal background screening consistent with National CASA/GAL Standards was completed, (c) the background screening included fingerprinting or, if fingerprinting is not legally available, a search using the person's name and legal aliases, (d) the date the screening was completed, and (e) an acknowledgement that the screening was completed within six months of the determination. The screening must encompass state and county (and if applicable, tribal) criminal history registries for each state and county (and if applicable, tribe) in which the person lives, works or goes to school, or has lived, worked or gone to school at any time during the past seven years, and for each state and county (and if applicable, tribe) in which the person is expected to, or likely to, interact with a participating minor in the course of activities under the award.

All screenings must be updated every four years unless Rap Back services are utilized for criminal background checks. With respect to either an initial screening or a reexamination, the person may be determined not suitable to interact with any participating minor if he or she:

- (a) Withholds consent to a criminal history screening
- (b) Knowingly makes (or made) a false statement that affects, or intends to affect any screening required by this condition
- (c) Is listed as a registered sex offender on the Dru Sjojin National Sex Offender Public Website
- (d) To the knowledge of the state organization or local program, has been convicted of a felony or misdemeanor of any of the following crimes:
  - 1. Sexual or physical abuse, neglect, or endangerment of an individual under the age of 18
  - 2. Rape/sexual assault, including conspiracy to commit rape/sexual assault
  - 3. Sexual exploitation
  - 4. Kidnapping
  - 5. Voyeurism
- (e) Is determined not suitable by a federal, state, county, or tribal government

If a reexamination suggests that the person is not suitable, the initial determination of suitability must be modified or withdrawn.

Please **check** the appropriate box indicating which statement is true:

Our organization certifies that we DO conduct three reference checks from non-relatives, fingerprinting and provide a written determination of suitability of all staff, volunteers, and members of the governing board who will interact with any participating minor. The determination of suitability includes, at a minimum (a) the name of the person who will interact with any participating minor, (b) an acknowledgement that a criminal background screening consistent with National CASA/GAL Standards was completed, (c) the background screening included fingerprinting or, if fingerprinting is not legally available, a search using the person's name and legal aliases, (d) the date the screening was completed, and (e) an acknowledgement that the screening was completed within six months of the determination. Initial criminal background screenings cover the applicable state and county (and if applicable, tribe) during the past seven years and are updated every four years.

We further ensure that no person will interact with any participating minor under the award until all screening requirements are complete.

Our organization **DOES NOT** conduct three reference checks from non-relatives and fingerprinting of all staff, volunteers and members of the governing board who will interact with any participating minor. Further, we do not provide a written determination of suitability that includes (a) the name of the person who will interact with any participating minor (b) an acknowledgement that a National CASA/GAL Standards criminal background screening, including fingerprinting, was completed (c) the date the screening was completed, and (d) an acknowledgement that the screening was completed within six months of the determination.

**Note:** A state organization or local program that **DOES NOT** conduct the required screenings may be at risk of having any current grants suspended or being ineligible to apply for future grant opportunities.

Please **check** the criminal background screening(s) your organization performs of all staff, volunteers and members of the governing board who will interact with any participating minor under the award:

- Court Jurisdiction (where applicant resides, works)       State Criminal Records       FBI or National Criminal Database
- National Sex Offender Registry       Child Abuse, Child Protective Registry       Social Security Number Check

What **source(s)** does your organization use to perform the criminal background screenings and/or fingerprinting? (e.g., First Advantage, Verified Volunteers, local police department, County Sheriff's Office, other):

**Source(s)** \_\_\_\_\_

WA10595-22-1024-VR

Grant ID # (located on T&C pg. 1)

Snohomish County Office of the CASA

Organization or Program Name

\_\_\_\_\_  
Signature, Chief Executive Officer/State Director/ or Executive Director

\_\_\_\_\_  
Date

N. Nelson  
\_\_\_\_\_  
Signature, Governing Body Lead/Chair

12/17/2024  
\_\_\_\_\_  
Date



# Attachment A

## Grantee Approved Project Award Summary

## 2024-2025 Grantee Project Award Summary

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### Program Information

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**Program Name** Snohomish County CASA

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**Program ID** 10595

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**Grant ID** WA10595-22-1024-VR

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**Grant Award Amount - Please enter the amount awarded without commas or cents to prevent submission error (e.g., 30000 vs. 30,000.00)** 99800

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### Project Summary

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**Based on the award notice received, describe the project that will be implemented with the approved funding.**

Currently, there are approximately 154 children in Snohomish County without a CASA or guardian ad litem due to a shortage of volunteer advocates. When abused and neglected children of Snohomish County do not have a CASA volunteer to amplify their voice in the courtroom, it means their best interests are not brought to the attention of our judges and recommendations cannot be made on the children's behalf. Given that we still have a shortage of volunteers to meet the need of children waiting to have an advocate, we have assessed the need to continue bolstering our efforts on recruitment.

Our approach for targeted volunteer recruitment includes tracking demographics of current volunteers compared with children being served and children waiting to be served. Our goal is to have a diversified volunteer pool to reflect the populations being served. We are currently targeting male, BIPOC, LGBTQ+, and all persons with lived experiences related the children and families we serve. Coupled with tracking stats through

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### Goals

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**Description Area** State the overarching project goals based upon the approved funding.

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**Goal #1** Eliminate children waiting to have a CASA. Increase net number of volunteers by 40% equating to 60 new volunteers.

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**Goal #2**

Diversify volunteer pool to better reflect demographics of children and families being served. Participate in 50 community outreach/recruitment events during grant funding period, focusing on diverse events hosted and attended by our target audiences.

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**Goal #3**

Expand and maintain CASA presence and relationships in the community, building brand awareness and the need for CASA volunteers. Increase understanding of CASA volunteer role and best interest advocacy through Change a Child's Story assets.

Participate in 50 community outreach/recruitment events during grant funding period.

Increase prospective volunteer attendance at Information Sessions by 5%.

Increase applications received by 10%.

Increase completion of pre-service training and appointment to first case by 5%.

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**Anticipated Increase in Volunteers and Children Served**

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**Description Area**

Growth Grants awarded to established direct service state organizations and local programs specifically for expansion efforts require a net increase in number of volunteers activated and new children served beyond prior years' numbers according to the grant award amount and the associated minimums in the table below. Please enter the anticipated net increase in activated volunteers and children served. Volunteer Recruitment - State Organizations and local programs must show a direct increase in number of volunteers activated and new children served according to the grant award amount and the associated minimums in the table below. Please enter the anticipated increase in activated volunteers and children served. Strategic Planning Demonstration Project - Given the varied focal areas of the SPD grants, the table of goals below, does not apply in the same manner for this category. While all three grant categories are meant to yield more children served, the expectations below are associated with each of the six focal areas of the SPD grants: Diversity, Equity and Inclusion Initiatives - depending on the approved activity(ies), grantee should indicate the anticipated # of new volunteers and children; if not applicable, indicate '0' for the volunteer fields and the field for new children. Paid Staff Advocacy - grantee should indicate the anticipated # of new children to be served; indicate '0' for the volunteer fields unless applicable based on the funded activity(ies). Older Youth Initiatives - grantee should indicate the anticipated # of new children to be served; indicate '0' for the volunteer fields unless applicable based on the funded activity(ies). Programs for Cross-over/Dual Jacketed Case Youth - grantee should indicate the anticipated # of new children to be served; indicate '0' for the volunteer fields unless applicable based on the funded activity(ies). Children in In-home Placement - grantee should indicate the anticipated # of new children to be served; indicate '0' for the volunteer fields unless applicable based on the funded activity(ies). Family Finding Activities - depending on the approved activity(ies), applicants should indicate the anticipated # of new volunteers and children; if not applicable, indicate '0' for the volunteer fields and the field for new children. When applicable, National CASA/GAL may increase the required number of new volunteers activated and new children served based on approved funding amounts consistent with the table below.

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**New Volunteer Advocates Activated**

60

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**Additional Children to be Served**

150

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**Budget**

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**Description Area**

Describe in detail how the grant funds for this award will be spent. Show the computation for your approved costs and provide a total amount of costs by Item Description. &nbsp;The overall Total Budget will be auto populated and should be consistent with the Grant Award Amount prefilled at the top of the form.&nbsp;For examples of budget computations, please click&nbsp;here.

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**Personnel Salaries**

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**Description Area**

List each approved position by title and name of the employee, for filled positions. Show the gross annual salary rate and the percentage of the employee's time approved to be devoted to the grant project.&nbsp;

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**Total - Personnel**0.00

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**Taxes and Benefits**

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**Description Area**

Taxes and benefits (employer's share only) should be based on actual known costs or an established formula. Benefits are for the approved personnel as indicated in the award notice.

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**Total - Taxes and Benefits**0.00

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**Travel**

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**Description Area**

Itemize approved travel expenses of project by purpose. Travel expenses cannot exceed federal per diem.

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**Total Travel**0.00

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**Printing and Copying**

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**Description Area**

Approved costs include printing of training materials, newsletters, stationery and general office copying expenses.&nbsp;

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**Total - Printing and Copying**0.00

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**Supplies**

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**Description Area**

Approved costs include office supplies, postage and paper. Generally, supplies include any materials that are expendable during the course of the project.

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**Total - Supplies**0.00

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**Equipment**

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<b>Description Area</b>	Approved equipment expenses include computers or tablets, software, printers and LCD projectors. If purchasing these items, the combined purchase price cannot exceed \$4,000. Grant funds may not be used to purchase copy machines. Expendable items are included in the supplies category (see above).
<b>Item #1</b>	Tablet for use at outreach events
<b>Computation</b>	1 tablet at \$1800 for 1 Marketing Specialist
<b>Amount</b>	1800.00
<b>Total - Equipment</b>	1800.00

### Rent and Utilities

<b>Description Area</b>	List each item by type. Approved costs include rent, telephone service and internet service.
<b>Total - Rent and Utilities</b>	0.00

### Other

<b>Description Area</b>	Other costs include pass-through funds for a local program(s) when the state organization is the fiscal sponsor for a new CASA/GAL local program, consultant/contractor fees, recruitment costs, business insurance, training-facility rentals, and a documented federal indirect rate.&nbsp;
<b>Item #1</b>	Spotlight Advertising
<b>Computation</b>	Snohomish County Billboards 3 mo @ 6k Bus Tail Signage, 5 mo, 5 buses @ \$10k
<b>Amount</b>	16000.00
<b>Item #2</b>	Community Partners, Outreach Events, Local Media & Direct Mail Campaign
<b>Computation</b>	Event sponsorships & registration fees @ \$20k Local sports team sponsorships @ \$16k Peachjar @ \$2k Local Media (print & digital) @ \$2k Engaging outreach booth @ \$600 Advertising at local youth programs @ \$4k Chamber of Commerce memberships @ \$1800 Coffee Sleeves 800 @ \$500 3 direct mailing campaigns @ \$4,500
<b>Amount</b>	51400.00

**Local sports team sponsorship may not be allowable - National CASA/GAL to confirm and if the sponsorship is deemed unallowable the program is permitted to propose alternative marketing efforts.**

<b>Item #3</b>	Social Media Ads/Boosting
<b>Computation</b>	<p>Paid Meta ads, boosting, and promoting YouTube Videos @ \$3600 (\$300 per month)</p> <p>Professional marketing assets specific to Snohomish County CASA (videos, ad spots, radio spots) @ \$22k</p> <p>Geofencing @ \$5k</p>

<b>Amount</b>	30600.00
<b>Total - Other</b>	98000.00

<b>Total Budget</b>	
<b>Total Budget</b>	99800.00

**Financial Documentation Upload**

<b>File</b>	<a href="https://www.formstack.com/admin/download/file/17041119283">https://www.formstack.com/admin/download/file/17041119283</a>
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**Signature** Harper, Lacey Digitally signed by Harper, Lacey  
Date: 2024.12.18 11:10:16 -08'00'

<b>Name of Executive Director/Program Director</b>	Joelle Kelly
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<b>Title</b>	Division Manager, Snohomish County Office of the Court Appointed Special Advocate
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**Signature**



<b>Description Area</b>	Please click 'Submit Form' below.
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