

NATIONAL CASA ASSOCIATION

Grant Monitoring Policy

Grant monitoring is required by the National CASA Association to assess the progress of grantee programs in implementing grant activities, and to assure that accurate financial records are being maintained and adequate financial controls are in place. Methods of monitoring include grantee submission of monthly expense reports and semi-annual narrative reports; telephone audits; along with on-site visits and monitoring. Programs are selected for monitoring at random and when concerns exist.

National CASA monitors a minimum of 10% of its grantee programs each year. Timing of these monitorings depends on the grant type and the immediate need for technical assistance. Notification to selected programs is done in advance by National CASA staff. When selected for monitoring, the grantee is required to cooperate by making the requested personnel and documentation available.

Monthly Expense Reports

Monthly expense reports that detail actual expenditures for a given period are required of all grantee programs. Grantees must submit these reports by means of the Grantee Budget Information System (GBIS) Website. GBIS is an online service that provides a secure method for individual grantee programs to electronically submit expense reports and access records containing real time financial and program information. Reports are reviewed in detail by the National CASA grants management staff. Report discrepancies and errors may delay or suspend disbursements if inaccuracies are not corrected within a timely manner.

Narrative Reports

Narrative reports detailing the progress of grant activities are required of all grantees at 6 and 12 months. In addition to detailing progress towards grant goals, grantees are also required to provide statistics on the number of new children and new volunteers trained during the grant period. Report forms are provided by National CASA prior to the reporting deadline. Completed narrative reports are reviewed by a National CASA regional program officers to observe grant progress. Problems or concerns requiring follow-up action by National CASA are addressed with the grantee immediately.

Desk Audits

Desk audits are scheduled with selected grantee programs for the purpose of reviewing grant project activities and fiscal operations. Desk audits are conducted by grants management staff. A grantee can be selected for a desk audit when problems or concerns arise from the review of expense reports. Desk audits may also be scheduled prior to an on-site visit of National CASA program services staff. At the time of the review, a grantee may be asked to submit accounting documentation for grant expenditures to National CASA. If significant problems or concerns are identified during the conference calls, on-site visits may be scheduled by grants management staff for the purpose of reviewing fiscal operations.

On-site Visits

The purpose of on-site visits is to assess the progress of grantee programs in implementing grant activities and to verify that program and financial activities are occurring as reported. When problems are identified as a result of an on-site visit, a corrective action plan will be required. Follow-up contact will assure that appropriate changes have occurred. On-site monitoring visits will include a review of financial records; and review of program policies, procedures, and activities as well as in-person meetings with the regional program officers, presiding judge, and representatives of the board of directors, and volunteer corps. When applicable, any specific concerns that led to the on site review will be addressed, including possible strategies for addressing the problem.

Following the monitoring visit, a report will be issued to the director with copies to the president of the governing body, presiding juvenile court judge, OJJDP program officer, NCASAA grants program manager, and state organization, if the grantee is a local program. The report includes findings of the fiscal and programmatic review, and identifies concerns or issues. If there are findings that require corrective action by the grantee, the necessary activities and timeframes are specified as a part of the written monitoring report. Technical assistance from National CASA and/or the state organization as appropriate will be offered to assist the program in addressing the problems.

Grantee programs are required to adhere to the grant monitoring policies and procedures of the National CASA Association. Non-compliance may result in sanctions, suspension or grant termination. If a monitoring activity reveals that a program is in violation of any of the provisions of the Terms and Conditions agreement, the grant may be terminated immediately. If there are findings of a serious nature, grant funds may be suspended until deficiencies are corrected.