

West Virginia Child Advocacy Network Monitoring Membership and Internally- Administered Grant Requirements



I. Philosophy

West Virginia Child Advocacy Network (WVCAN) strives to apply a positive, proactive approach in addressing deficiencies and compliance issues related to membership and funding requirements of member child advocacy centers (CACs). However, this approach must be balanced with a firm commitment to the (1) WVCAN's responsibility for protecting the integrity of the CAC model for the benefit of all CACs; and (2) Its commitment to responsible stewardship of any and all funding awards dedicated to CACs in our state. In support of this philosophy, WVCAN has developed these procedures to be implemented consistently in the event a member CAC demonstrates that it is not in compliance with membership and/or funding contract requirements and an inability and/or unwillingness to make good faith, timely efforts to correct the deficiencies. These procedures are also intended to provide clarity to member programs as to the relevant CAC requirements, the factors that will be considered in determining compliance and the process that will be followed by WVCAN in addressing the compliance issues.

II. Compliance and Membership in WVCAN

To protect the integrity of the child advocacy center model in our state, WVCAN bears responsibility for monitoring member organizations and programs to ensure compliance with membership and funding contract requirements. WVCAN is committed to balancing this monitoring responsibility with its equally important role in the provision of membership support services.

III. General WVCAN Process for Addressing Compliance Failures

The general approach implemented by WVCAN in addressing typical issues of non-compliance with membership, data reporting, and funding contract obligations is outlined below. In regard to certain requirements, there may be additional procedures/policies employed and these exceptions are delineated in subsequent sections of this policy.

1. In the event that a center is out of compliance with a contractual, membership, statutory, and/or reporting requirement, WVCAN will make reasonable attempts to contact the CAC director for up to five business days. WVCAN reserves the right to proceed to step 2 if the issue's time sensitivity merits a shorter timeline.

2. In the event of nonresponse, WVCAN will send written correspondence (notice of delinquency) to the CAC director notifying them of the original issue and a timeline that follows with the intent to contact the board president or the CAC program director's supervisor if a response isn't received.
3. If the compliance issue is still unresolved within the timeline indicated in the notice of delinquency correspondence, WVCAN will contact the CAC director and carbon copy their board president about the original issue.
4. In the event of further noncompliance, WVCAN will contact the CAC's board president or CAC director's supervisor stating the original requirement and drawing attention to the unresolved compliance issue and prior correspondence. WVCAN may attach prior communication on the issue to the communication with the board president.
5. WVCAN Executive Director may advise, make recommendations, and request authority from WVCAN Board Executive Committee and/or Granting Agency/Organization regarding further action pertinent to the status of the CAC current and future membership and funding eligibility.

IV. Funding Applications, Requests for Reimbursements and Related Reports

A. CAC Requirements related to WVCAN-administered Funding Contract/Agreement(s)

- All funded CACs are required to submit Funding Applications, Requests for Reimbursements (RFRs) and related amendments to funding agreements, and Grant Reports to WVCAN according to the schedule outlined in the award letter, contract, or cooperative agreement for grants administered by WVCAN.

B. Factors Assessed in Monitoring Process

- Submission of accurate Funding Applications, Requests for Reimbursement (RFR) and related amendments to funding agreements, and Grant Reports with all requisite supporting documentation and/or timely rectification of errors.
- Submission of timely Funding Applications, Requests for Reimbursement (RFR) and related amendments to funding agreements, and Grant Reports with all requisite supporting documentation.
- Adherence to any and all funding guidelines provided with funding contract/agreement.

C. WVCAN Process for Addressing Compliance Failures

- Failure to submit accurate, timely Funding Applications, Requests for Reimbursement and related amendments to funding agreements, and/or Grant Reports will be addressed by WVCAN staff with the CAC Program Director/Executive Director.

- Failure to resolve problems with submission of Funding Applications, Requests for Reimbursement and related amendments to funding agreements, and/or Grant Reports will result in WVCAN following the process identified above in III.
- Additional monitoring measures may be enacted, as deemed appropriate by WVCAN staff/board and or funding agent (NCA, DJCS).
- WVCAN staff may, as deemed necessary, notify and seek direction for future actions from WVCAN Board Executive Committee and/or Funding Agency/Organization regarding chronic unresolved compliance concerns pertinent to submission of Funding Applications, Requests for Reimbursement and related amendments to Funding agreements, and Grant Reports.
- Failure to resolve ongoing/repeated problems with accurate and timely submission of Funding Applications, Requests for Reimbursement and related amendments to Funding agreement, and Grant Reports may jeopardize a CAC current and/or future funding and/or membership eligibility, as determined by the governing Board of WVCAN or by the Funding Agency/Organization.

V. Disclaimer

WVCAN reserves the right and authority to impose additional requirements, or require action not specifically detailed in this policy, of centers in order to ensure and/or document compliance with funding contract and membership requirements. In the event additional requirements are to be imposed in an effort to ensure and/or document compliance, WVCAN will advise the CAC in writing of the specific nature of these additional requirements and any relevant timelines for implementation. Factors assessed in the WVCAN monitoring process and the WVCAN process for addressing compliance failures and/or deficiencies may include, but are not limited, to those outlined in this policy.

VI. Member Grievances

Member CACs may protest any decisions made by WVCAN staff in regard to the monitoring policy by notifying WVCAN in writing. The WVCAN Executive Director and the Executive Committee of the WVCAN Board will review the grievance and determine appropriate actions to be taken. CAC Executive Director/ Program Director and Board President or governing agency point person will be notified in writing of WVCAN'S official decision/action regarding any and all grievances filed.

VII. Waiver or Extension Requests

WVCAN may waive membership and/or funding contract requirements if it determines that the waiver will not adversely affect:

- The requesting CAC ability to carry out its duties and/or the CAC ability to achieve the core intent of the provision, as defined by the Chapter Board/Staff.
- The WVCAN's ability to maintain compliance with its own contractual requirements, as set out by the funding entity, and/or its own Bylaws.
- The integrity of the CAC/MDT model overall in the State and/or any other member CACs that maintains membership with the WVCAN.

Any requests for waivers or extensions must be submitted in writing and include a detailed narrative outlining the need for the waiver/extension and documenting how the proposed alternative approach fulfills the core intent of the relevant membership or funding contract provision. If the request is for an extension the request must also include a proposed timeline for achieving compliance. Any waiver that is granted must be identified in writing issued to the CAC, and a copy will be attached to the CAC funding contract and/or membership records.

VIII. Third Party Grievances

From time to time, third parties such as community members, parents, and government agencies contact WVCAN stating that a specific CAC is not operating in a satisfactory manner. WVCAN will follow the National Children's Alliance Investigation of Third Party Claims procedure in these events.