

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



January 5, 2016

Hank Berry, Board Chair
New Vision, Inc.
5213 Linbar Drive, Suite 410
Nashville, TN 37211

Dear Mr. Berry:

Please find attached the monitoring report of New Vision Inc. relating to the contract it had with the Metropolitan Government of Nashville and Davidson County for the fiscal year ending June 30, 2015.

The Office of Financial Accountability is charged with the responsibility of monitoring grant funds, including Community Enhancement Funds, from Metropolitan Nashville Government to any nonprofit organization. Staff from the Office of Financial Accountability conducted the review on September 3, 2015.

We appreciate the assistance provided by your agency during the course of the review. If you have any questions, please call me at 615-862-6712.

Sincerely,

Kevin Brown

Kevin Brown, CMFO, CICA
Finance Administrator

cc: Timothy Malone, Executive Director
Talia Lomax-O'dneal, Director of Finance
Gene Nolan, Deputy Director of Finance

Kim McDoniel, Chief of Accounts

Mark Swann, Internal Audit

Fred Adom, CPA, CGMA, CICA, Director, Office of Financial Accountability

Essie Robertson, CPA, CMFO, CICA, Office of Financial Accountability

Aaron Davis, CICA, Office of Financial Accountability



Metropolitan Government of Nashville and Davidson County

New Vision, Inc.

◆ **Monitoring Report** ◆

Conducted by



Office of Financial Accountability

January 5, 2016

MONITORING REPORT

TABLE OF CONTENTS

INTRODUCTION	5
OBJECTIVES, SCOPE AND METHODOLOGY	6
RESULTS OF REVIEW	7
FINDINGS AND RECOMMENDATIONS.....	10

INTRODUCTION

The Office of Financial Accountability (hereinafter referred to as “OFA”) has completed a monitoring review of New Vision Inc. A monitoring review is substantially less in scope than an audit. The OFA did not audit the financial statements and, accordingly, does not express an opinion or any assurances regarding the financial statements of New Vision Inc. or any of its component units. The OFA is responsible for the internal monitoring of Metropolitan Government of Nashville and Davidson County (hereinafter referred to as “Metro”) agencies that receive federal and state financial assistance, including cooperative agreements and non-profit organizations that receive appropriations and Community Enhancement Funds from Metro government. In summary, any agreement(s) that imposes performance and/or financial requirements on Metro government is subject to review by the OFA.

The purpose of this review was to assess the agency’s compliance with contractual requirements set forth in the following contract with Metro Government:

Contract	Type	Amount	Contact Term	
L-3218	Community Enhancement Funds	\$50,500	July 1, 2014	June 30, 2015

Agency Background

New Vision, Incorporated is a 501 (C)(3) organization that was founded in 2001. The agency's goal is “to provide quality services that reduce the number of children entering state custody in Tennessee.” New Vision specializes in family support services, therapeutic visitation, mentoring, life skills groups, and relative caregiver support services. New Vision seeks to enhance the quality of life for children and families by providing individualized services with a therapeutic foundation. New Vision believes “all children should be raised in a family environment, if at all possible, with their birth family or nearest relatives.” New Vision’s overall goal is to be proactive in helping youth become productive citizens.

OBJECTIVES, SCOPE AND METHODOLOGY

The objectives of our review were:

- 1) To determine whether the agency had the resources and capacity to administer the grant funds.
- 2) To determine if costs and services were allowable and eligible.
- 3) To verify that program objectives were met.
- 4) To test the reliability of the financial and programmatic reporting.
- 5) To verify contractual compliance.

The scope of our review was limited to the contract term July 1, 2014 through June 30, 2015.

The monitoring review procedures included meeting with agency management and staff, reviewing board minutes and obtaining written representations from management. In addition, we examined certain financial records and supporting documentation necessary to ensure compliance with contractual requirements set forth in contract L-3218. Specific procedures included:

- Interviewing the employees responsible for grant management, financial reporting, and accountability.
- Reviewing supporting documentation of expenditures for allowability, necessity and reasonableness.
- Reviewing the agency's general ledger and verifying the accuracy of all invoices submitted to Metro.
- Reviewing documentation to determine that funds were used for intended beneficiaries and expended in accordance with the spending plan of the contract.
- Reviewing documentation to support program activities for consistency with grant requirements.
- Assessing the financial stability of the agency and its ability to continue to administer the grant program funded by Metro.

FINDINGS AND RECOMMENDATIONS

SUMMARY OF RESULTS

Criteria	Yes	No
Sufficient Resources and Capacity to Administer Funds?	✓	
Costs and Services Allowable and Eligible?	✓	
Program Objectives Met?		✓
Reporting Requirements Met?	✓	
Compliance with Civil Rights Requirements?	✓	

RESULTS OF REVIEW

The overall results of the monitoring review are provided in this section. Results are based on testwork performed and include conclusions regarding specific review objectives and, if applicable, recommendations for improvement and an action plan for implementation. Where applicable, the Findings and Recommendations section of this report provides more insight into any issues identified below.

1. Sufficient Resources and Capacity to Administer Grant Funds

Our review of the agency's accounting system and the qualifications of the individuals assigned to manage the accounting records indicate that the agency possesses the necessary resources and professional expertise to effectively administer the grant funds.

2. Allowable and Eligible Costs and Services

Our review covered all of the core compliance areas identified by 2 CFR Part 200: *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Additionally, the Metro Grants Manual requires separate accounting of the Metropolitan Nashville Government grant funds to prevent co-mingling of Metro Funds with other sources of funding. The agency was in compliance with this requirement. Different revenue classes as well as expenditure classes have been established to separately track the sources and amounts of funding. Also, the agency can easily and accurately report their expenses supported by the Metro grant.

Based on our test work, costs and services during the period were allowable and eligible.

3. Program and Performance Objectives

Quest Vision is a program that New Vision, Inc. uses to serve kids in the CEF program. Quest Vision (VQ) will serve a minimum of 50 at-risk, low-income students, ages 10-13, attending New Vision Academy Public Charter Middle School with the following outcomes:

RESULTS OF REVIEW

- 1) At least 95% (42) students will advance one level in literacy and math at the end of the program as documented by monthly/quarterly review of school records and TCAP test scores.
- 2) 100% of participants will report significant gains in self-reported work habits as evidenced by pre/post surveys.
- 3) All 50 participants will complete at least 30 weeks of VQ as evidenced by weekly attendance records.

Based on our review of program documentation and discussions with staff, program performance objectives #1 and #3 were not met and the agency was not in compliance with the contractual program objectives. See finding #1 in the Findings and Recommendations section for more details.

4. Reliability of Financial and Programmatic Reporting

The contract requires submission of an annual audit report performed by a Certified Public Accountant. The contract also requires the agency to submit to Metro year end reports of the program outcomes and a final expenditures report, no more than 45 days after the close of the contract.

We reviewed all applicable financial and programmatic reports required by the contract, including audited financial statements. Based on our review, the agency complied with all financial and programmatic reporting requirements.

5. Civil Rights Requirements

Our review did not reveal anything to indicate that the agency was noncompliant with civil rights requirements. The agency also has necessary written policies and procedures relating to civil rights. The agency has not received any complaints regarding any form of discrimination. Further, civil rights and ADA postings are publicly displayed.

FINDINGS AND RECOMMENDATIONS

1. Program Performance Goals Not Met

Finding

New Vision Inc. failed to meet two of the agency's contractual program objectives. The stated objectives were as follows:

1. At least 95% (42) students will advance one level in literacy and math at the end of the program as documented by monthly/quarterly review of school records and TCAP test scores.

Based on documentation provided, the OFA determined only 41% of the students served improved in math and literacy.

2. All 50 participants will complete at least 30 weeks of VQ as evidenced by weekly attendance records.

Based on documentation provided, the OFA determined only 21 of the students served completed 30 or more weeks in the program.

Recommendation:

Management should take the necessary steps to ensure that program objectives are met and documentation to support program outcomes are maintained for review. Management should further review their objectives to make sure they are reasonable and obtainable.

Corrective Action Plan Required

Please submit a corrective action plan indicating the actions the agency intends to take to correct the findings identified in this report. The corrective action plan should be submitted within 14 days from the report date to the address below:

Division of Grants Coordination
PO Box 196300
Nashville, TN 37219
ATTN: Vaughn Wilson