

## **Cooperative Agreement between 2022 Award Recipient and National Children's Alliance**

This form is for National Children's Alliance (NCA) 2022 approved subawardees. This is an official agreement between your agency and NCA acknowledging that your agency accepts the funding awarded by NCA through a cooperative agreement with the United States Department of Justice (DOJ) and will follow all requirements and special conditions: **below, outlined in the Grant Award Notification, NCA Electronic Grantee Handbook and Request for Proposals.** By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts all such assurances or certifications. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Department of Justice Grants Financial Guide and 2 C.F.R. Part 200 Uniform Requirements

The recipient agrees to cooperate with NCA and the Office of Justice Programs (OJP) monitoring of this award pursuant to NCA's and OJP's guidelines, protocols, procedures, and special award conditions, and to cooperate with NCA (including the grant manager for this award and the Office of Chief Financial Officer (OCFO)) requests related to such monitoring, including requests related to desk reviews and/or site visits. The recipient agrees to provide to NCA all documentation necessary for NCA to complete its monitoring tasks. Further, the recipient agrees to abide by the deadlines set by NCA for providing the requested documents. Failure to cooperate with NCA's monitoring activities may result in actions that affect the recipient's NCA awards, including, but not limited to: **imposing additional special conditions on the award, withholdings and/or other restrictions on the recipient's access to award funds; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).**

National Children's Alliance has elected to enter into a Cooperative Agreement rather than a grant with the recipient. This decision reflects the mutual interest of the recipient and NCA in the operation of the project as well as the anticipated level of NCA involvement in this project.

### **NCA's participatory role in the project is as follows:**

- a. Review and approve major work plans, including changes to such plans, and key decisions pertaining to project operations. This will include a quarterly review of stated expenditure of funds from the approved budget. Any deviation to the spending plan will be reported promptly to NCA. NCA will provide guidance on the de-obligation of funds when projected spending of funds does not meet the timelines.
- b. Review and approve major project generated documents and materials used in the provision of project services.
- c. Provide guidance in significant project planning meetings and participate in project sponsored training events or conferences. NCA will provide technical assistance to all entities utilizing funds under the NCA awards including but not limited to responding to direct inquiries, inclusion in customized webinars, conference calls and site visits.
- d. Any deviation from the timeline provided in the application or revised grant program implementation plan must receive prior approval from NCA.

e. NCA will conduct a final review of all recipients' detailed budgets and Budget Modifications requests (BMRs) as part of the annual de-obligation process. This process will take place by October of the current grant cycle. The specific due date for the submission of the final BMR will be established during the first programmatic call for the grant period.

### **Recipient:**

f. All recipients, excluding Equipment grant awardees, agree to appoint a staff member to attend the NCA Leadership Conference.

g. The recipient agrees to ensure that key grantee staff members complete all NCA grantee webinars and trainings specific to the awarded grant type.

h. The recipient agrees to comply with additional Terms and Conditions, as established by DOJ and NCA in the Electronic Grantee Handbook.

i. If the award amount is equal or greater than \$30,000, the recipient is required to report to NCA the information under the Federal Funding Accountability and Transparency Act (FFATA) as specified in Appendix One.

j. All recipients of CAC awards that expend \$750,000 or more in Federal funds (from all sources including pass-through subawards) in their fiscal year are required to arrange for a single organization-wide audit conducted in accordance with the provisions of [Title 2 C.F.R. Subpart F](#). Recipients are required to submit an electronic copy of their audit to NCA no later than 9 months after the recipient's fiscal year end. If there are any audit communications with those charged with governance and/or communicated internal controls identified in the audit, it must be included with the audit report.

k. All Chapter Recipients are required to conduct an annual audit and to submit electronic copies of the subsequent audits no later than 9 months after each recipient's fiscal year end. If there are any audit communications with those charged with governance and/or communicated internal controls identified in the audit, they must be included with the audit report.

l. Based on the grant performance, financial stability of the recipient, and other special circumstances, NCA may require an audit to be submitted/conducted by any of the recipient entities regardless of their budget size.

m. All recipients must permit NCA and auditors to have access to the records and financial statements as part of a scheduled desk review or site visit.

n. If a recipient of a Program Improvement - Meeting Accreditation Standards award with a focus on Mental Health, the recipient agrees to submit de-identified mental health outcome data, utilizing NCAtrak as designated software platform to evaluate the improved outcomes for children.

o. If a Chapter Recipient, the recipient agrees to meet the participation requirements of the annual GAP Analysis and OMS Projects.

p. All Grantees must establish a Bill.com vendor account with NCA to facilitate disbursement of grant funds. After the initial setup for e-payment within NCA's Bill.com network, any further changes to bank accounts must be made by the grantee themselves in their Bill.com vendor account no later than 15 business days prior to the next established payment/report schedule.

q. All recipients must comply with the DOJ special conditions as found on the NCA website ([www.nationalchildrensalliance.org](http://www.nationalchildrensalliance.org)). Special condition 14 (Determination of suitability to interact with participating minors) and special condition 20 (Employment eligibility verification) are included in the NCA Pre Award Checklist.



r. If NCA funds are to be used for any product or service in excess of \$10,000.00, at least three quotes must be obtained to ensure that the selection process is competitive. The procurement process is outlined in DOJ Guide to Procurement Procedures, which is included as part of the Electronic Grantee Handbook on the NCA website ([www.nationalchildrensalliance.org](http://www.nationalchildrensalliance.org)). Consideration must be given to ensure more economical, cost effective, and efficient ways to obtain or use common or shared goods or services as well as assessment of available resources. Any charges for such expenditures or requests for sole source contracts are subject to prior approval by NCA and review of the procurement documentation to ensure it meets DOJ guidelines. The procurement entity must avoid "splitting" of purchases or transactions to circumvent the dollar threshold limitations.

s. The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000).

t. No recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ. The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

u. If NCA funds are used to support any part of a revenue producing venture, such as a training or conference at which registration fees are charged, revenues shall be considered program income. The award recipient will report any related program income to NCA within 30 days and submit a budget modification request showing how those revenues will be used to further the purpose of the approved NCA grant. Revenues must be expended within the grant year that they were accrued.

v. Copyright; Data rights: The recipient acknowledges that OJP reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward (at any tier); and (2) any rights of copyright to which a recipient or subrecipient (at any tier) purchases ownership with Federal support. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data - General). It is the responsibility of the recipient (and of each subrecipient (at any tier), if applicable) to ensure that the provisions of this condition are included in any subaward (at any tier) under this award and to obtain from subrecipients, contractors, and subcontractors (if any) all rights and data necessary to fulfill the recipient's obligations to the Government under this award.

w. All recipients must disclose, in a timely manner, in writing to NCA all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Per 2 CFR § 200.113, recipients that have received a Federal award including the term and condition for recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures may place the recipient in bad standing with NCA and may result in establishment of special conditions and/or forfeiture of grant funds or other provisions outlined in 2 CFR § 200.339.

x. All Recipients are subject to the Critical Incident Policy at NCA and are required to report any uncovered embezzlement, theft of grant funds and active investigations for such cases in their organization

y. All Recipients of OJP grants and cooperative agreements (and any subrecipients at any tier) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable

provisions that prohibit, under specified circumstances, discrimination against an employee of an OJP recipient by the OJP recipient as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

## Award Specifications

<b>Grant Award Identification Number (AIN):</b>	RENO-NV-4OC2
<b>Grant Award Type and Purpose:</b>	CHAPTER ORGANIZATION CAPACITY
<b>Grant Award Period:</b>	01/07/2022 - 12/31/2022
<b>Catalog of Financial Domestic Assistance (CFDA) #:</b>	16.758
<b>Total Awarded Amount:</b>	\$80,000.00

I, the undersigned, have read and understand the conditions outlined in the award notification, the Request for Proposals, NCA Electronic Grantee Handbook, and the conditions below required for the receipt of grant funding from National Children's Alliance. By signing this statement, I am agreeing to comply with the requirements outlined in the grant award notification, the Request for Proposals, NCA Electronic Grantee Handbook, and herein. I understand the term of this grant is as listed above and that all approved activities must occur within that time period.

- I certify that the recipient agency is a member in good standing with National Children's Alliance. I understand that remaining in good standing is a requirement of receiving these funds. This includes the timely submission of statistical reports as a condition of membership, in January and July.
- I agree to submit, on deadline, all required fiscal and narrative reports as required in NCA Electronic Grantee Handbook. I understand that failure to submit timely reports will result in forfeiture of funds.
- I understand that National Children's Alliance can only reimburse federally allowable expenses that fit within the requirements of the NCA Electronic Grantee Handbook, NCA RFP, and as designated by the U.S. Dept. of Justice and under the OMB 2 CFR 200 - Uniform Guidance. Submissions that fall outside these constraints will be disallowed. NCA may change its requirements regarding allowable expenses at any time to reflect changes in federally allowable costs or policies approved by the NCA Board of Directors. Awardees will be promptly notified of any changes.
- I understand that grant extensions for CAC grants are rarely approved, but that to request one I must submit that request at least 30 days prior to the end of the grant period. These are approved at NCA's sole discretion.
- I understand that failure to show reasonable progress toward meeting the deliverables agreed upon under this Cooperative Agreement and those outlined in the Electronic Handbook for Grantees may result in additional special conditions from NCA and/or termination of the agreement.
- I understand that our organization needs to provide upon request to the National Children's Alliance (NCA) and the Department of Justice (DOJ) additional fiscal documentation demonstrating the expenditures included in the grant reports such as:
  - 1) Bank statements for personnel, fringe benefits, consultant/contractors, travel, equipment, supplies, & other expenditures;
  - 2) ACH transactions for personnel expenditures; &

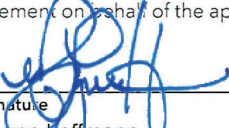


- 3) Proof of payment for credit card transactions and all requested documentation will be submitted to NCA within five business days.
- All backup fiscal documentation will be kept on file for five years after the closeout of the subaward grant year.
  - I understand that any resource material developed under this grant, such as training materials, bibliographies, etc., submitted through this agreement will become property of NCA and will display the logo of NCA and DOJ. There are co-branding and attribution requirements for resource materials. The grant recipient must coordinate with NCA at the beginning of the grant period to determine what will be included in those materials.
  - I am committing to meet the goals and objectives outlined in the grant and approved by National Children's Alliance.

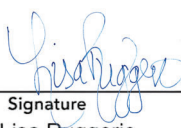
**By my signature I am certifying that I have read and understand the information presented in this Cooperative Agreement and reviewed all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications**

**Authorized Agency Representative\*:**


I certify that I have the legal authority to enter into this agreement on behalf of the applicant.

  
 \_\_\_\_\_  
 Signature  
 M. Lynn Hoffmann  
 \_\_\_\_\_  
 Printed Name  
 2/25/22  
 \_\_\_\_\_  
 Date

**Board President/Supervisor\*:**

  
 \_\_\_\_\_  
 Signature  
 Lisa Ruggerio  
 \_\_\_\_\_  
 Printed Name  
 2/25/22  
 \_\_\_\_\_  
 Date

**Authorized Fiscal Agent Representative:**

  
 \_\_\_\_\_  
 Signature  
 Victoria Jakubowski  
 \_\_\_\_\_  
 Printed Name  
 2/25/22  
 \_\_\_\_\_  
 Date

Sincerely,

  
 \_\_\_\_\_  
 Teresa Huizar  
 CEO  
 National Children's Alliance

  
 \_\_\_\_\_  
 Irina V. Hein  
 Director of Grants Management  
 National Children's Alliance

## Organization Contact Information

Please fill out the information below. If any of the information differs from what was included in the original application please update the organization contact information in the grantee portal.

### Organization

Children Advocacy Centers of Nevada  
Name  
c/o Washoe County DA  
Street Address  
1 S Sierra Street  
City, State Zip  
Reno NV 89501  
Mailing Address (if different)

### Legal Entity (Umbrella Organization)

Washoe County  
Name  
1001 9th Street  
Street Address  
Reno NV 89512  
City, State Zip  
Mailing Address (if different)

### Authorized Agency Representative (ED, CEO, Chapter Coordinator)

M. Lynn Hoffman, Law Office Manager  
Name/Title  
mlhoffman@da.washoecounty.gov  
Email Address  
775-328-3218  
Phone

### Board President

Lisa Ruggerio, Chapter Coordinator  
Name  
lisa@childrensadvocacycentersnv.org  
Email Address  
775-527-0199  
Phone

### Board Treasurer

Victoria Jakubowski, FCO  
Name  
vjakubowski@da.washoecounty.gov  
Email Address  
775-325-671  
Phone

### Fiscal Agent Representative

Washoe County District Attorney  
Agency Name  
Victoria Jakubowski, FCO  
Name/Title  
775-325-3710  
Phone  
vjakubowski@da.washoecounty.gov  
Email Address



# Appendix One

## Required Federal Funding Accountability and Transparency Act (FFATA) Supplemental Information

NCA is required to report all awardees information listed below into the FFATA Subaward Reporting System (FSRS) for awards greater than or equal to \$30,000.

Awardee Required Information:

- 1) Name of the Entity (Legal Name) Washoe County
- 2) Amount of the Award \$80,000.00
- 3) Award Title Description and Purpose CHAPTER ORGANIZATION CAPACITY
- 4) Entity Identification Number:
  - a) DUNS Number - for awards issued before April 4, 2022
  - b) Unique Entity ID (UEI) (SAM) - for awards issued on/after April 4, 2022

NCA is required to report Executive Compensation of the awardee if the entity in the preceding fiscal year:

- 1) received 80 percent or more of its annual gross revenues from federal financial assistance, and
- 2) \$25,000,000 or more in annual gross revenues from federal financial assistance; and
- 3) the public does not have access to information about the compensation of the executives through periodic reports filed (i.e. IRS tax return 990).

**Entity Identification Number** – (if under an umbrella organization, please list their information)

DUNS Number for Awards issued <u>before April 4, 2022</u> <small>(ex. DUNS # - 036770691)</small>		Unique Entity ID (SAM) for Awards issued <u>on/after April 4, 2022</u> <small>(ex. UEI - KV79V2J2AKF9)</small>	
DUNS #	073786998	UEI (SAM)	

**Executive Compensation** – (if under an umbrella organization, please list their information)

1. Did you receive 80 percent or more of your annual gross revenues in Federal awards and \$25,000,000 or more in annual gross revenues from Federal awards?  
 Yes  No *If "yes" proceed to 2. If "no" you are not required to supply executive compensation.*
2. Does the public have access to information about the compensation of the senior executives through periodic reports filed (i.e., IRS Tax Return 990)?  Yes  No  
*If "yes" you are not required to supply executive compensation. If "no" provide the executive compensation information below*

**Names and annual compensation amount of five most highly compensated executives:**

Name	Title	Annual Salary

## Appendix Two

### General Grantee Award Information

#### **National Subaward Program for Expanding Access to Children's Advocacy Centers' Resources and Services for Victims of Child Pornography and Human Trafficking (DTVF)**

*Recipient Name: National Children's Alliance; Recipient DUNS Number: 036770691; Federal Award Project Title: OJJDP FY2021 Victims of Child Abuse (VOCA): National Subgrants Program for Victims of Child Pornography- Domestic Trafficking Victims Funds; Federal Award Identification Number (FAIN): 15PJDP-21-GK-02760-DTVF; Federal Award Date: 10/19/2021; Period of Performance Start and End Date: from 10/01/2021 to 03/31/2023; Total Amount of Award: \$2,000,000; Federal Award Project Description: The VOCA Children's Advocacy Centers National Subgrants Program for Victims of Child Pornography Domestic Trafficking Victims Funds will provide funding for a national grant awards program for expanding access to Children's Advocacy Centers' resources and services for victims of child pornography and human trafficking; Name of Federal awarding agency: Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention; Total amount of Federal Funds in the NCA RFP: \$1,420,000; CFDA Number: 16.834; Identification of whether the award is R&D: No; NCA Indirect Cost Rate for the Federal Award: 17.18%.*

#### **National Military and CAC Partnership Program Award**

*Recipient Name: National Children's Alliance; Recipient DUNS Number: 036770691; Federal Award Project Title: National Military and CAC Partnership Program; Federal Award Identification Number (FAIN): 15PJDP-21-GK-02761-JJVO; Federal Award Date: 10/19/2021; Period of Performance Start and End Date: from 10/01/2021 to 03/31/2023; Total Amount of Award: \$1,000,000; Federal Award Project Description: The project will support a national program for CAC and military collaborations that provide a coordinated response to child abuse. Name of Federal awarding agency: Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention; Total amount of Federal Funds in the NCA RFP: \$470,000; CFDA Number: 16.758; Identification of whether the award is R&D: No; NCA Indirect Cost Rate for the Federal Award: 17.18%.*

#### **OJJDP Victims of Child Abuse (VOCA) Children's Advocacy Centers National Subgrants Program Award**

*Recipient Name: National Children's Alliance; Recipient DUNS Number: 036770691; Federal Award Project Title: OJJDP Victims of Child Abuse (VOCA) Children's Advocacy Centers National Subgrants Program; Federal Award Identification Number (FAIN): 15PJDP-21-GK-02759-JJVO; Federal Award Date: 10/19/2021; Period of Performance Start and End Date: from 10/01/2021 to 03/31/2023; Total Amount of Award: \$18,317,104; Federal Award Project Description: The VOCA Children's Advocacy Centers National Subgrants Program will provide funding for a national grant awards program for local children's advocacy center programs, state chapters, and multidisciplinary teams that provide a coordinated investigation and response to child abuse; Name of Federal awarding agency: Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention; Total amount of Federal Funds in the NCA RFP: \$14,937,000; CFDA Number: 16.758; Identification of whether the award is R&D: No; NCA Indirect Cost Rate for the Federal Award: 17.18%.*