



NATIONAL  
CHILDREN'S  
ALLIANCE

National Children's Alliance  
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Washington DC 20002  
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## Cooperative Agreement between Award Recipient and NCA 2017 Award

This form is for National Children's Alliance (NCA) 2017 approved sub-awardees. 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\*, as specified at the bottom of the page, and will follow all requirements: **below, outlined in the Grant Award Notification, NCA Electronic Grantee Handbook, and Request for Proposals.** The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Department of Justice (DOJ) Grants Financial Guide and OMB 2 CFR 200 - Uniform Guidance.

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.
- 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.
- d. Any deviation from the timeline provided in the application or revised grant program implementation plan must receive prior approval from NCA.

The recipient:

- e. The recipient agrees to file one copy of all curriculums, technical assistance materials, and other printed documents developed under this award with NCA.
- f. The recipient agrees to budget and send one staff member to attend the 2017 NCA Leadership Conference.
- g. The recipient agrees to ensure that key grantee staff members complete the webinar and in-person NCA grant trainings.

*\*General Federal Award Information DOJ-NCA*

*Recipient Name: National Children's Alliance ; Recipient DUNS Number: 036770691 ; Federal Award Project Title: Victims of Child Abuse (VOCA) Children's Advocacy Centers National Subgrants Program – Domestic Trafficking Victims Funds; Federal Award Program Title: OJJDP FY16 Youth Development, Prevention and Safety Invited Awards ; Federal Award Identification Number (FAIN): 2016-NZ-NX-K056 ; Federal Award Date: 09/27/2016; Period of Performance Start and End Date: from 10/01/2016 to 09/30/2017 ; Total Amount of Award: \$2,000,000 ; Federal Award Project Description: The VOCA Children's Advocacy Centers National Subgrants Program – 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: \$1,600,000 ; NCA CFDA Number: #: 16.543; Identification of whether the award is R&D: No ; NCA Indirect Cost Rate for the Federal Award: 9.76%.*

h. If the award amount is equal or greater than \$25,000, the recipient is required to report to NCA the information under the Federal Funding Accountability and Transparency Act (FFATA) as specified in Appendix One.

i. All recipients of individual CAC award types (i.e. Program Improvement; Program Development; Program Expansion; Tribal Expansion of CAC Services; National Training and Technical Assistance for Tribal Communities; Improving CAC Response to SBP; Improving CAC Response to Physical Abuse; Improving CAC Response to Child Pornography Cases and Provision of Services to Victims of Child Pornography and Human Trafficking; Training Awards on Technology-Facilitated Child Sexual Exploitation/Child Pornography; CAC Resources for Victims of Child Pornography) with annual actual expenses (as determined by United States generally accepted accounting principles) in excess of \$200,000 are required to submit an electronic copy of their audit no later than 9 months after the recipient's fiscal year end. If there is 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.

j. All recipients of individual CAC award types (i.e. Program Improvement; Program Development; Program Expansion; Tribal Expansion of CAC Services; National Training and Technical Assistance for Tribal Communities; Improving CAC Response to SBP; Improving CAC Response to Physical Abuse; Improving CAC Response to Child Pornography Cases and Provision of Services to Victims of Child Pornography and Human Trafficking; Training Awards on Technology-Facilitated Child Sexual Exploitation/Child Pornography; CAC Resources for Victims of Child Pornography) with annual actual expenses (as determined by United States generally accepted accounting principles) equal to or less than \$200,000 are required to submit an electronic copy of their financial review documents no later than 9 months after the recipient's fiscal year end. The review must be in compliance with SSARS 19. If a management letter is prepared by the independent accountant (CPA), it must be included with the review report

k. All CAC sub-recipients under the Chapter award grants are required to submit any management letters issued from the most current audit cycle as part of the sub-awardee application process. If there is 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.

l. All recipients of Chapter award types (i.e. State Chapter Support to Children's Advocacy Centers for CAC Quality Improvement and Accreditation Advancement) are required to submit an electronic copy of their audit no later than 9 months after the recipient's fiscal year end. If there is 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.

m. 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 with expenditures below the \$200,000 threshold.

n. All recipients that expend \$750,000 or more in their fiscal year must follow the audit requirements in the OMB 2 CFR 200 - Uniform Guidance.

o. 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.

p. If a Chapter recipient, the recipient must submit proposed RFP for sub-awards to individual CACs to NCA for review and approval prior to the planned release or publication.

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

r. If a Chapter recipient, all sub-awardee reimbursements need to be made within 10 days of receiving the check from NCA in order to ensure that the Federal cash on hand is at the minimum needed level.

## ***Award Specifications***

**Grant Award Identification Number (AIN):** [ ]

**Grant Award Type and Purpose:** [ ]

**Grant Award Period: January 1, 2017 - December 31, 2017**

**Catalog of Financial Domestic Assistance (CFDA) #: 16.543**

**Total Awarded Amount:** [ ]

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 January 1, 2017 to December 31, 2017.

- 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 budget modifications are granted at NCA's discretion and must be submitted at least 30 days prior to the end of the grant period.
- I understand that grant extensions are rarely granted, 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 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 sub-award 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
- As a chapter grant recipient, I understand that there are no grant extensions available for the chapter grants.
- As a part of the sub-awardee grant process, all Accredited Centers receiving sub-award funds under a chapter award are required to submit an Affidavit of Standards Compliance as part of their final report.
- By my signature I am committing to meet the goals and objectives outlined in the grant and approved by National Children's Alliance.

SAMPLE

## 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 Sub-award Reporting System (FSRS) for awards greater than or equal to \$25,000.

Awardee Required Information:

1. Name of the Entity
2. Amount of the Award
3. Award Title Description and Purpose
4. DUNS Number (Data Universal Numbering System) of the entity receiving the award.

If the awarded entity does not have DUNS #, refer to the PDF file "How to obtain a DUNS Number", explaining the process to obtain the DUNS #.

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 in Federal awards, and \$25,000,000 or more in annual gross revenues from Federal awards; and 2) if the public does not have access to this information about the compensation through periodic reports filed (i.e. IRS tax return 990).

### DUNS Number of the Awardee

(If you are not an independent entity but are under an umbrella organization, please enter the DUNS number of your umbrella agency)

|| \_\_\_\_\_

### Executive Compensation

Answers: (Y/N)

*(If you are not an independent entity but are under an umbrella organization, please answer the questions in regards to your umbrella agency)*

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? || \_\_\_\_\_

2. Does the public **not** have access to information about the compensation through periodic reports filed? (i.e. reports-IRS tax return 990) || \_\_\_\_\_

*If you answer yes to either of the "Executive Compensation" questions above, please fill the required information for the top 5 highly compensated officers of the awarded entity:*

Name	Title	Annual Salary

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### Contact Information and Signature page

All future inquiries regarding your grant will be made to the appropriate designee at your agency. Please carefully consider who should be the appropriate grant designee. The grant designee will receive all updates. Her/his email address would be used for sending notifications. All funding will be disbursed in the agency name only. These funds will not be disbursed to those affiliated with the agency including the programmatic or fiscal contact person listed on this agreement, consultants or multidisciplinary team members. Funding checks will be mailed to the address indicated on this form only. If this information changes at any time during the grant period, promptly notify National Children's Alliance in writing.

*After filling out the form and signing this document, please scan it in a .pdf format and save a copy for your files. Go to [https://www.grantrequest.com/SID\\_1093/?SA=AM](https://www.grantrequest.com/SID_1093/?SA=AM), log in to your account that you have created for your grant application and upload the document no later than **April 10<sup>th</sup>, 2017**.*

Physical Address	Mailing Address (including checks) <i>Fill out only if different from the physical address</i>
Agency name: [ ]	Agency name/Fiscal Agent: [ ]
Address: [ ]	Address: [ ]
City/State/Zip: [ ]	City/State/Zip: [ ]

**Authorized Agency Representative (Executive Director/Chapter State Coordinator)**

Name/Title:

[ ] \_\_\_\_\_

Phone: [ ] \_\_\_\_\_

E-mail Address: [ ] \_\_\_\_\_

**Board President/Supervisor**

Name/Title:

[ ] \_\_\_\_\_

Phone: [ ] \_\_\_\_\_

E-mail Address: [ ] \_\_\_\_\_

**Authorized Fiscal Agent Representative for the Grant (Fill out only if the grantee agency uses a fiscal agent for the award)**

Agency Name:

[ ] \_\_\_\_\_

Name/Title:

|| \_\_\_\_\_

Phone: || \_\_\_\_\_

E-mail Address: || \_\_\_\_\_

SAMPLE

**By my signature I am certifying that the provided information is current and accurate.**

**Authorized Agency Representative/Title (required):**

[ ] \_\_\_\_\_

Signature:

[ ] \_\_\_\_\_

Date:

[ ] \_\_\_\_\_

**Board President/Supervisor (required):**

[ ] \_\_\_\_\_

Signature:

[ ] \_\_\_\_\_

Date:

[ ] \_\_\_\_\_

**If using a fiscal agent for this grant, the section below is required. A signature denotes agreement with all aforementioned conditions.**

**Authorized Fiscal Agent Representative/Title:**

[ ] \_\_\_\_\_

Signature:

[ ] \_\_\_\_\_

Date:

[ ] \_\_\_\_\_

**Sincerely,**

Teresa Huizar  
Executive Director  
National Children's Alliance

Irina V. Hein  
Director of Member Relations & Grants  
National Children's Alliance