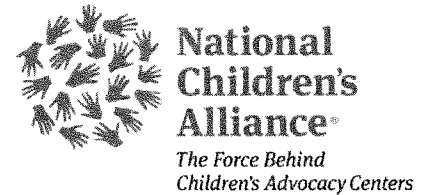


National Children's Alliance Cooperative Agreement Cover Sheet



Section I - Subrecipient Information		
Subrecipient Name Courage Center		Subrecipient DBA: County of Napa
Tax Identification #: 94-6000525	UEI #: YLX2B1GBX891	Subrecipient Place of Performance: 1127 1st St Napa, California 94559
Section II - General Grant Information		
Federal Subaward Amount: \$28,549.00	Subaward Number (Docket #): NAPA-CA-ETS25	Subaward Type: 2025 Equipment & Technology Support
Subaward Period of Performance: May 1, 2025 - August 31, 2025		Subaward Budget Period: May 1, 2025 - August 31, 2025
Section III - Federal Award Information		
Federal Awarding Agency: Office of Justice Programs Office of Juvenile Justice Delinquency Prevention	Federal Award Description: National Subgrants Program	Federal Award Date: September 18, 2023
Federal Awarding Identification #: 15PJDP-21-GK-02759-JJVO	Federal Award Amount: \$25,674,791.00	R&D: No
Pass-through Entity: National Children's Alliance	Pass-through Entity UEI #: KV79V2J2AKF9	NCA Indirect Cost Rate for Federal Award: 16.48%
Statutory Authority: Section 214 of the Victims of Child Abuse Act (34 U.S.C. § 20304)		CFDA Number: 16.758 - Improving the Investigation and Prosecution of Child Abuse and the Regional and Local Children's Advocacy Centers
Contact Information: Jennifer Read, Director of Grants Management Ph: 202-548-0090 x108 Email: jread@nca-online.org		Special Conditions: This project is approved subject to such conditions or limitations as set forth in the attached Cooperative Agreement.

Cooperative Agreement between 2025 Subrecipient and National Children's Alliance

This agreement establishes the terms between your agency and the National Children's Alliance (NCA) regarding federal funding awarded by NCA through a cooperative agreement with the Department of Justice's Office of Juvenile Justice Delinquency Prevention (OJJDP).

Due to the substantial involvement contemplated in completion of this project, NCA has elected to enter into a cooperative agreement rather than a grant. This decision is based on NCA's ongoing responsibility to assist and coordinate projects that relate to the funded activities. NCA will provide input and re-direction to the project, as needed, in consultation with the recipient, and will actively monitor the project by methods including, but not limited to, ongoing contact with the recipient, reviewing major project generated documents and materials used in the provision of project services. In meeting programmatic responsibilities, NCA, and the subrecipient will be guided by the following principles: responsibility for the day-to-day operations of this project rests with the subrecipient in implementation of the subrecipient's approved proposal, the subrecipient's approved budget, and the terms and conditions specified in this award. Responsibility for general oversight and redirection of the project, if necessary, rests with NCA. NCA will also provide guidance in significant project planning meetings and may elect to participate in project sponsored training events or conferences. In addition to its programmatic reporting requirements, the recipient agrees to provide necessary information as requested by NCA. Information requests may include, but are not limited to, specific submissions related to performance, including measurement of project outputs/outcomes; meeting performance specifications; developmental decision points; changes in project scope or personnel; budget modifications; and/or coordination of related projects.

1. Grant Award and Acceptance

- 1.1. **Award Acceptance.** Subrecipient must accept this award within 45 days of the award date. Failure to accept within this timeframe may result in loss of funds.
- 1.2. **Project Implementation.** Subrecipient shall commence use of funds within 90 days of the contract start date, and if they are not, the subrecipient must report to NCA the steps taken to initiate the grant activities, the reasons for the delay, and the expected start of the use of the funds. If meaningful implementation steps have not begun after 90 days of the grant start date, NCA reserves the right to cancel the subaward.

2. Monitoring, Compliance, and Oversight

- 2.1. **Federal Requirements.** Subrecipient shall comply with: (a) 2 C.F.R. Part 200 Uniform Requirements (b) DOJ Grants Financial Guide (c) All applicable federal statutes, regulations, and requirements (d) Special conditions listed in Attachment A (e) Requirements specified in the Grant Award Notification (f) NCA Engage Grantee Resource Page requirements (g) Terms of the original Request for Proposals.
 - 2.1.1. For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards, see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements>.
- 2.2. **Attend Mandatory On-Demand Trainings.** Programmatic and fiscal representatives of each subrecipients program must attend all NCA Mandatory OnDemand Trainings. Failure to meet this requirement may result in additional reporting requirements. Dates for all required trainings can be found on the Grantee Resource Page.
- 2.3. **Eligible Use of Funds.** Subrecipient's use of the Grant funds is limited to those expenditures necessary to implement the project. All expenses must be eligible under applicable federal law, and as described in the NCA Grantee Guidelines and DOJ Grant Financial Guide fit within the requirements of the NCA Engage Grantee

Resource Page, NCA RFP, and as designated by the U.S. Dept. of Justice and under the OMB 2 CFR 200 - Uniform Guidance. Furthermore, subrecipient's expenditure of grant funds must be in accordance with the approved project budget.

- 2.4. **Ineligible Uses of Grant Funds.** Subrecipient shall not use the Grant funds for costs that don't meet the requirements of 2.3 Eligible Uses of Grant or unallowable costs as listed in 2 CFR Part 200 for any purpose prohibited by any provision of this Agreement. A detailed list of unallowable costs can be found on the NCA Grantee Resource Page. NCA may change its requirements regarding allowable expenses at any time to reflect changes in federally allowable costs or necessary updates to policies. Changes will be published on the NCA Engage Grantee Resource Page.
- 2.5. **Prior Approval for Modifications.** Subrecipient shall obtain prior approval from NCA for budgetary changes that result in: (i) a redirection of funds, in or out of a cost category that is greater than 10% (ii) changes affecting project scope (iii) the addition/removal of budget categories. Additionally, prior approval from NCA is required for any deviation from the approved timeline or revised grant program implementation plan.
- 2.6. **Monitoring.** Subrecipient shall cooperate with all monitoring activities conducted by NCA and the Office of Justice Programs ("OJP"), including but not limited to: (a) Desk reviews; (b) Site visits; (c) Documentation requests; and (d) Compliance evaluations.
- 2.7. **OJP Training Guiding Principles.** Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.
- 2.8. **Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events.** The subrecipient must comply with all applicable laws, regulations, policies, and official NCA and DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences. Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").
- 2.9. **Record retention and access.** Records pertinent to the award that the subrecipient must retain -- typically for a period of 3 years from the date of submission of the pass-through entity's final expenditure report -- and to which the subrecipient must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.
- 2.10. **Access to Records.** The subrecipient must permit NCA authorized representatives and auditors to have access to all such books, records, documents, accounting practices and procedures, and other information for inspection, audit, and coping to fulfill its monitoring requirement and to meet the requirements of 2 C.F.R. Part 200. The Subrecipient will provide proper facilities for such access and inspection.

3. Financial Management and Reporting

- 3.1. **Financial Systems.** Subrecipient shall maintain accounting systems that: (a) Accurately track receipt and expenditure of Award Funds (b) Maintain separate accounting for each federal award (c) Support required financial reporting (d) Meet federal standards for fund management.
- 3.2. **Reporting Requirements.** Subrecipient shall provide NCA with financial reports as soon as possible after purchase, but no later than 10 days after the end of the end of the performance period, or September 10, 2025.

- 3.3. **Payment Method.** Payments will be made as a reimbursement subject to: (a) Submission of required reports (b) compliance with agreement terms (c) Adequate documentation of expenditures as detailed in the NCA Grantee Resource Page.
- 3.4. **Payment Processing.** Subrecipient must establish a Bill.com vendor account (b) Bank account changes must be made by subrecipient in their Bill.com vendor account and require updating 15 business days' prior to the next established payment/report schedule.
- 3.5. **Audit Requirements.** Subrecipients 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. A copy of the audit must be sent to NCA no later than 9 months after the subrecipient's fiscal year end. NCA may require additional audits based on performance.
- 3.5.1. **Audit Costs.** Audit costs for audits not required in accordance with 2 CFR Part 200, subpart F are unallowable. If Subrecipient did not expend \$750,000 or more in federal funds in its fiscal year but contracted with a certified public accountant to perform an audit, costs for performance of that audit shall not be charged to this Grant.
- 3.5.2. **Effect of failure to address audit issues.** The subrecipient understands and agrees that NCA may withhold award funds, or may impose other related requirements, if (as determined by NCA) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.
- 3.5.3. **Payment of Amounts Found Due to Audit.** In the event an audit or inspection by a certified or registered public accountant or an authorized agent of the NCA reveals that monies are due and owing to the NCA from the Subrecipient, for whatever reasons, then the Subrecipient shall pay such sums to NCA within thirty (30) days of written notification of the findings of such audit or inspection.
- 3.6. **Procurement.** 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 Grantee Resource Page on the NCA Engage website (<https://engage.nationalchildrensalliance.org/grantee-resource-page>). 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.

No subrecipient 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.

Specific post-award approval is required to use a noncompetitive approach in any procurement contract that would exceed \$250,000. The subrecipient 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).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

4. Compliance and Enforcement

- 4.1. **Determination of suitability to interact with participating minors.** All subrecipients must make determinations of suitability before certain individuals may interact with any participating minors. It is the responsibility of the subrecipient agency to review the full details of this award condition found on OJP's website.

To meet this requirement, subrecipient agencies must (i) Establish written policies and procedures that ensure determination of suitability to interact with minors is assessed (ii) Assess suitability to interact with minors and create written determination of the individual's suitability to interact with minors (iii) Document that specific public sex offender and child abuse websites/registries were checked (iv) Document that specific background checks were completed (v) Document that the written determination of suitability is reviewed and updated every five years.

Additional guidance on how to meet the requirements of this Federal Special Condition can be found on NCA's Grantee Resource Pages. (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

- 4.2. **Requirement to report actual or imminent breach of personally identifiable information (PII).** The subrecipient must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to NCA no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.
- 4.3. **Reporting potential fraud, waste, and abuse, and similar misconduct.** The subrecipients must promptly refer to NCA and the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.
- 4.4. **Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ.** If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

- 4.6. **Potential imposition of additional requirements.** The recipient agrees to comply with any additional requirements that may be imposed by NCA during the period of performance for this award, if the recipient is designated as "high- risk" for purposes of the DOJ high-risk grantee list.
- 4.7. **NCA Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements.** Subrecipients must follow all requirements outlined on the NCA General Conditions page regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements. See the [Award Conditions for NCA Awards](#) page for additional information.
- 4.8. **Avoid Conflicts of Interest.** Subrecipients must comply with federal and state rules which prohibit the use of public funds for personal gain. Subrecipients must avoid any actions which might result in, or create the appearance of, using public funds or publicly funded positions for private gain, for giving preferential treatment to any person, or adversely affecting the confidence of the public in the integrity of the government or the subrecipients program.
- 4.9. **Mandatory Disclosure.** 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.
- 4.10. **NCA Critical Incident Policy.** All Subrecipients 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.
- 4.11. **Good Standing with NCA.** Subrecipients who are NCA Accredited, Associate/Developing, Affiliate, or Chapter Members must maintain their membership status and remain in good standing for the duration of the performance period. This includes staying current with reporting requirements - including timely submission of statistical reports (due in January and July) and/or grant reports), having a signed license and NCA accreditation materials and annual affidavit of accreditation standards compliance (as appropriate), and remaining current with annual dues. Chapter recipients must also meet the participation requirements of the annual GAP Analysis and OMS Projects.
- 4.12. **Closeout.** The subrecipient's obligation to NCA shall not end until all closeout requirements are completed. Activities undertaken during this closeout period shall include, but are not limited to: submission of semi-annual performance measures reports; submitting final expenditure requests and detailed general ledger reports; closing out program income balances.
- 4.13. **Remedies for Noncompliance.** Failure to comply with federal statutes, regulations, or award terms and conditions, may result in additional specific award conditions, as described in 2 CFR § 200.339. These additional conditions may be applied if the subrecipient has a history of non-compliance with general or specific terms and conditions of a federal award; if the subrecipient fails to meet the goals of the award; or if the subrecipient is not otherwise responsible.

NCA will notify subrecipients on the nature of the noncompliance; the reason for their imposition; the nature of the action needed to remove the additional requirement; the nature of the action needed, and the time allowed for completing the actions, if applicable.

If it is determined that noncompliance cannot be remedied by imposing additional conditions, NCA may take one or more of the following actions: temporarily withhold cash payments pending correction of the deficiency, disallow all or part of the cost of activities or actions not in compliance, fully or partly suspend or terminate the award, designate the award recipient as a high-risk recipient, withhold future awards, or take other remedies.

NCA may terminate in whole or in part an award for failure to comply with the statutes, regulations, or award terms and conditions. NCA will provide subrecipients with a notice of termination.

award, designate the award recipient as a high-risk recipient, withhold future awards, or take other remedies.

NCA may terminate in whole or in part an award for failure to comply with the statutes, regulations, or award terms and conditions. NCA will provide subrecipients with a notice of termination.

By executing this Agreement, Subrecipient's authorized official accepts all material requirements, assurances, and certifications associated with this federal award. Subrecipient shall comply with all financial and administrative requirements set forth in: (a) the Grant Award Notification; (b) Department of Justice Special Conditions on National Children's Alliance Awards; (c) the Cooperative Agreement Cover Sheet; (d) NCA Engage Grantee Resource Page; (e) Request for Proposals; (f) Department of Justice Grants Financial Guide; (g) 2 C.F.R. Part 200 Uniform Requirements; and (h) Any applicable federal statutes, rules, Executive Orders, guidance, and requirements, whether existing as of the date hereof or implemented during the period of performance.

Subrecipient Authorized Agency Representative*:

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

Allison Haley

Signature

Allison Haley

Printed Name

allison.haley@countyofnapa.org

Email Address

May 9, 2025

Date

Pass-through Entity Awarding Officials:

Jennifer M. Read

Jennifer M. Read
Director of Grants Management
National Children's Alliance

Teresa Huizar

Teresa Huizar
CEO
National Children's Alliance

Additional Contact Information

Only for Chapters/Centers who are independent non-profit agencies (if govt./umbrella enter n/a and answer below)

Board President Name:

n/a

Board President Email:

n/a

Only for Centers who are part of a government-based or umbrella/parent agency

Center Director Name:

Paul Gero

Center Director Email:

pgero@countyofnapa.org

If you are a new NCA grantee, please enter the email address of the person who is authorized to set up your ACH payment information.

Bill Email Contact for ACH Payment Set-up

NOTE: If you are a current or returning grantee and already have an established NCA Bill.com account, entering a new email address here will not update your account. Please log-in to your current account to make updates.

Designate Signing Authority for Reporting

2 C.F.R. §200.415 requires certification by an official who is authorized to legally bind the non-federal entity in order to ensure that expenditures are proper and in accordance with the terms and conditions of the federal award and approved project budgets. **If you, the Authorized Agency Representative, wish to designate the signing authority to another party for subrecipient reporting, please enter their information below.**

Signing Authority for Reporting

Designee Name:

Designee Email: