

## PROPOSAL NARRATIVE

### Justice Assistance Grant (JAG)

Award No. 15PBJA-21-GG-01749-JAGX

---

The Norman Police Department is the lead agency for the 2021 Justice Assistance Grant (JAG) for the Norman (Oklahoma) Police Department and the Cleveland County Sheriff's Office (disparate jurisdictions). The total allocation is \$31,075.

#### A. Description of the Issues:

1. Strategy/Funding Priorities – The Norman Police Department determined funding priorities first by allocating a minimum of 10% of the total award to the Cleveland County Sheriff's Office. With the remaining funds, the department reviewed current departmental needs in relationship with our annual Strategic Plan and previously denied budget requests. Priority for the grant was given to programs that were deemed of high importance related to community outreach and public relations.
2. Process Timeline – The application period does not allow for the Norman Police Department and the Cleveland County Sheriff's Office to fully complete the process due to constraints on public meeting agendas. However, once the grant is awarded, we anticipate at least two weeks to accommodate the public hearings and accept the award and upload the required documentation to complete the full award requirements. We then anticipate another two weeks for the award to be processed and special conditions to be removed. Once all conditions are removed and the final award is generated, we anticipate the project to start immediately and to run through the end of the grant period (September 30, 2022).
3. Description of Programs Funded – The application consists of two **programs**: Norman Police Department Allocation and the Cleveland County Sheriff's Office Allocation. For purposes of organization, we have identified specific **projects** (below) as sub-elements of these two general programs.

#### B. Project Design and Implementation:

1. Strategic Planning Process – The Norman Police Department's Strategic Planning process begins October 1 of each year. Planners review the organization's mission/vision/values, assess crime trends and forecasts, and compare outside sources to develop departmental goals and objectives. The budgeting process follows in January of each year, and planners prioritize personnel, training, equipment, facility, and operational needs in 1, 2, 3-5, and 5-10 year forecasts. JAG funds are used to supplement local, state, and other federal funds for projects that would not be funded otherwise through the budget.
2. Local Engagement/Data Analysis – Planners incorporate local stakeholders while reviewing outside source materials in the planning process. Specifically, we compare internally identified problems and needs, with our Data Driven Approaches to Crime and Traffic Safety (DDACTS) assessments, our Community Oriented Policing Work Plan, our Public Safety Sales Tax ordinance, the President's Task Force on 21<sup>st</sup> Century Policing, all in conjunction with our

## Attachment 1.1

Community Oriented Policing commitment. We use numerous community meetings and data sharing initiatives to provide community input into our plans.

3. Stakeholders/Gaps Identified/Coordinated Funding – Stakeholders include various citizen groups and internal/external advisory boards, civic and non-governmental entities, local governmental agencies, and enforcement/criminal justice partners at various levels of government. We have identified the following specific gaps in funding related to this grant:
  - a. Local activism in response to national policing issues has limited local government willingness to commit resources for necessary supplies, materials, and equipment.
  - b. The department’s Community Outreach Section and Forensic Services Section have never had funding independent from the Patrol and Investigations (respectively) cost centers budgets.
  - c. Higher priority operational needs place community engagement and public relations lower on the funding scale for maintenance and operational funds.

### C. Capabilities and Competencies:

1. Additional planning/coordination – The community engagement and public relations project requires only routine event planning and coordination for each specific event. There are no specific additional planning efforts related to the forensic services project.

### D. Plan for Collecting the Data Required for this Solicitation’s Performance Measures:

#### PROGRAM 1 – Norman Police Department Allocation (\$27,875)

##### Project 1.1 – Community Engagement and Public Relations Event Funding

**Objective 1.1.1** – Purchase targeted materials, food, equipment, and services to host multiple departmental events designed to build trust and strengthen relationships with marginalized communities.

**Performance Measure:** Complete purchases and host a minimum of twelve events during the reporting period.

**Required Data:** Copies of completed purchase requisitions, invoices, purchase orders, and equipment receipts as well as summaries of events to include the intended community, approximate number of attendees, and materials used.

##### Project 1.2 – Maintenance and Upgrade of Forensic Services

**Objective 1.2.1** – Purchase replacement/new forensic supplies, fund specialized forensic training, and pay for membership/certification expenses for the department’s Forensic Services Section.

**Performance Measure:** Complete purchases of supplies, and fulfill the training and other requirements necessary for forensic certification.

**Required Data:** Copies of completed purchase requisitions, invoices, purchase orders, and applicable training attendance records and certificates.

**PROGRAM 2** – Cleveland County Sheriff’s Office Allocation (\$3,200)

**Project 2.1** – In-Car Computers.

**Objective 2.1.1** – Purchase 6 Ruggedized/Re-built Computers.

**Performance Measure:** Complete Purchase

**Required Data:** Copies of completed purchase requisitions, invoices, purchase orders, and equipment receipts.

# Budget Detail Worksheet

OMB Approval NO.: 1121-0329

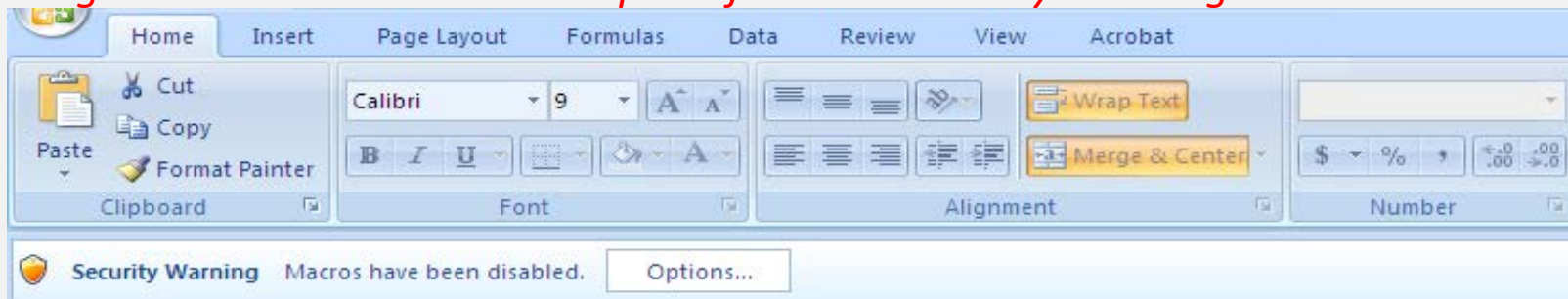
Expires 11/30/2020

For a 508 compliant, accessible version of the Budget Detail Worksheet, use the following link:

<https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet/BDW508.pdf>


## Worksheet Instructions

*Note: This document requires macros be enabled to work properly. Please ensure that macros are enabled before entering any data. You may be able to enable macros by choosing the "Enable this content" option from the Security Warning Ribbon above.*



*If the ribbon is not visible you may have been prompted to enable macros when you opened the document as pictured here. If you elected to disable macros,*

Microsoft Office Excel Security Notice



**Microsoft Office has identified a potential security concern.**

**Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.**

File Path: CtasBudgetWorksheet

Macros have been disabled. Macros might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file.

[More information](#)

**please close the document and reopen it with macros enabled.**

**Purpose:**

The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any non-federal (match) amount in the appropriate category, if applicable.

**How to use this Workbook:**

The workbook includes several different worksheets. The first worksheet (this one) is an instruction sheet; the next worksheet includes the budget detail worksheet and narrative for year 1. There are duplicates of this worksheet for years 2-5 that can be completed as necessary. The last worksheet is a Budget Summary. It compiles all of the relevant budget information into a single location and should be reviewed for correctness before the workbook is uploaded to the GMS application.

**Step by Step Usage:**

1. Please read and print this instruction page. It can be used as a reference while completing the rest of the document.
2. For each budget category, you can see a sample by viewing the 'Budget Detail Example Sheet'.
3. The 'Definitions' tab explains terms used in the instructions for the various budget categories.
4. **Record Retention:** In accordance with the requirements set forth in 2 CFR Part 200.333, all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
5. The information disclosed in this form is subject to the Freedom of Information Act under U.S.C. 55.2.

**Budget Point of Contact Information:**

<b>Contact Name:</b>	<b>Last:</b>		<b>First:</b>		<b>Middle:</b>	
<b>Contact Phone:</b>		<b>Contact Fax:</b>		<b>Contact Email:</b>		

**Worksheet Index:**

<b>Tab</b>
<a href="#">Budget Detail - Year 1</a>
<a href="#">Budget Detail - Year 2</a>
<a href="#">Budget Detail - Year 3</a>
<a href="#">Budget Detail - Year 4</a>

<a href="#">Budget Detail - Year 5</a>	
<a href="#">Budget Summary</a>	
<a href="#">Example - Budget Detail Sheet</a>	
<a href="#">Definitions</a>	
<b>Budget Category Descriptions:</b>	
<i>Personnel</i>	List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the budget narrative, include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Fringe Benefits</i>	Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Travel</i>	Itemize travel expenses of staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate whether applicant's formal written travel policy or the Federal Travel Regulations are followed. <b>Note: Travel expenses for consultants should be included in the "Consultant Travel" data fields under the "Subawards (Subgrants)/Procurement Contracts" category.</b>
<i>Equipment</i>	List non-expendable items that are to be purchased ( <b>Note:</b> Organization's own capitalization policy for classification of equipment should be used). <u>Expendable</u> items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. <b>Rented or leased equipment costs should be listed in the "Contracts" data fields under the "Subawards (Subgrants)/Procurement Contracts" category.</b> In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Supplies</i>	List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project. All requested information must be included in the budget detail worksheet and budget narrative.
<i>Construction</i>	<b>Provide a description of the construction project and an estimate of the costs. Minor repairs or renovations may be allowable and should be classified in the "Other" category. OJP does not currently fund construction programs. Consult with the program office before budgeting funds in this category. All requested information must be included in the budget detail worksheet and budget narrative.</b>

<p><i>Subawards (Subgrants), Procurement Contracts, &amp; Consultant Fees</i></p>	<p><b>Subawards (see “Subaward” definition at 2 CFR 200.92):</b> Provide a description of the Federal award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to application submission). For each subrecipient, enter the subrecipient entity name, if known. Please indicate any subaward information included under budget category G. Subawards (Subgrants)/Procurement Contracts by including the label “(subaward)” with each subaward entry.</p> <p><b>Procurement contracts (see “Contract” definition at 2 CFR 200.22):</b> Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant’s formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$150,000).</p> <p><b>Consultant Fees:</b> For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of the DOJ grant-making component’s maximum rate for an 8-hour day (currently \$650) require additional justification and prior approval from the respective DOJ grant-making component. All requested information must be included in the budget detail worksheet and budget narrative.</p>
<p><i>Other Costs</i></p>	<p>List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. All requested information must be included in the budget detail worksheet and budget narrative.</p>
<p><i>Indirect Costs</i></p>	<p>Indirect costs are allowed only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in 2 C.F.R. 200.414(f). (See paragraph D.1.b. in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals for a description of entities that may not elect to use the “de minimis” rate.) An applicant with a current, federally approved indirect cost rate must attach a copy of the rate approval, (a fully-executed, negotiated agreement. If the applicant does not have an approved rate, one can be requested by contacting the applicant’s cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant’s accounting system permits, costs may be allocated in the direct costs categories. (Applicant Indian tribal governments, in particular, should review Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) Narrative for any indirect costs should clearly state which direct costs the indirect cost agreement is being applied to. All requested information must be included in the budget detail worksheet and budget narrative.</p> <p>In order to use the “de minimis” indirect rate an applicant would need to attach written documentation to the application that advises DOJ of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the de minimis method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as the applicant entity chooses to negotiate a federally approved indirect cost rate.</p>

# Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N  
[\(DOJ Financial Guide, Section 3.10\)](#)

## A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
<b>Total(s)</b>						<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Narrative

## B. Fringe Benefits

Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request

			\$0		\$0
<b>Total(s)</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Narrative**

**C. Travel**

Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Lodging, Meals, Etc.</i>	Basis <i>Per day, mile, trip, Etc.</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
IAI Certification Prep/Cert	Vero Beach, FL	Local Travel	N/A	\$74.00	1	1	1	\$74	\$0	\$74
IAI Certification Prep/Cert	Vero Beach, FL	Transportation	Round-trip	\$606.00	1	1	1	\$606	\$0	\$606
IAI Certification Prep/Cert	Vero Beach, FL	Meals	Day	\$69.00	5.5	1	1	\$380	\$380	\$0

IAI Certification Prep/Cert	Vero Beach, FL	Lodging	Night	\$188.00	5	1	1	\$940	\$0	\$940
IAI Certification Prep/Cert	Riviera Beach, FL	Local Travel	N/A	\$50.00	1	1	1	\$50	\$0	\$50
IAI Certification Prep/Cert	Riviera Beach, FL	Transportation	Round-trip	\$397.00	1	1	1	\$397	\$0	\$397
IAI Certification Prep/Cert	Riviera Beach, FL	Meals	Day	\$69.00	5.5	1	1	\$380	\$380	\$0
IAI Certification Prep/Cert	Riviera Beach, FL	Lodging	Night	\$205.00	5	1	1	\$1,025	\$0	\$1,025
<b>Total(s)</b>								<b>\$3,852</b>	<b>\$760</b>	<b>\$3,092</b>

**Narrative**

IAI Certification Preparation/Certification is for both of our Forensic Technicians. We cannot have them both out of state at the same time. The Preparation is 4 days (M-Th) with the Certification test on the 5th day (F).

1 Forensic Technician will attend IAI IAI Certification course in Riviera Beach, FL.

We are following the City's travel policies. Lodging is for 5 nights (S-Th). Transportation is for round trip airfare. Local travel is for taxi/rideshare from/to the airport.

Meals will be funded by the City at 5.5 with the two travel days computed at .75 days. Other fees (e.g., baggage, additional local travel, etc.) will be funded by the City.

**D. Equipment**

Item	Computation				
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request

Master Evidence Kit	2	\$970.00	\$1,940	\$0	\$1,940
Cordless Tool Kit	1	\$952.00	\$952	\$0	\$952
Excavation and Dig Kit	2	\$331.00	\$662	\$0	\$662
Laser Trajectory Kit	1	\$740.00	\$740	\$0	\$740
Inspection Camera	1	\$1,300.00	\$1,300	\$0	\$1,300
Metal Detector	1	\$552.00	\$552	\$0	\$552
Large Outdoor Gas Grill	1	\$500.00	\$500	\$0	\$500
<b>Total(s)</b>			<b>\$6,646</b>	<b>\$0</b>	<b>\$6,646</b>

**Narrative**

Forensic technicians will use the Master Evidence Kit, Cordless Tool Kit, Excavation and Dig Kit, Laser Trajectory Kit, Inspection Camera, and Metal Detector to enhance their major crime scene processing capabilities.

The Large Outdoor Gas Grill will be used to prepare food for the departmental outreach events focused on marginalized communities.

We are following the City's capitalization policies.

**E. Supplies**

<b>Supply Items</b> <i>Provide a list of the types of items to be purchased with grant funds.</i>	<b>Computation</b> <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
	<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Casting Kit and Accessories	1	\$506.00	\$506	\$0	\$506
Static Lift Pack	1	\$175.00	\$175	\$0	\$175
Master Gel Lifter Kit	2	\$120.00	\$240	\$0	\$240
Master Finger Print Kit	2	\$289.00	\$578	\$0	\$578
Trace Evidence Kit	2	\$254.00	\$508	\$0	\$508
Food	12	\$500.00	\$6,000	\$0	\$6,000
Promotional Materials	12	\$500.00	\$6,000	\$0	\$6,000
<b>Total(s)</b>			<b>\$14,007</b>	<b>\$0</b>	<b>\$14,007</b>

**Narrative**

Forensic technicians will use the Casting Kit and Accessoris, Static Lift Pack, Master Gel Lifter Kits, Master Finger Print Kits, and trace evidence kits to restock and resupply materials and expendible equipment used in processing major crime scenes. Food includes both prepared and non-prepared foods and supplies to be used at departmental outreach events focused on marginalized communities.

Promotional materials include branded office supplies, toys, clothing items, bags, and other items to be given out at departmental outreach events focused on margnialized communities. Both the Food and Promotional Materials are basded on a minimum of 12 events being held during the program period at a cost of \$500 each per event. This amount is based on previous events we have hosted in the past.

**F. Construction**

Purpose	Description of Work	Computation
---------	---------------------	-------------

Provide the purpose of the construction	Describe the construction project(s)	Compute the costs (e.g., the number of each item to be purchased X the cost per item)				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Narrative**

**G. Subawards (Subgrants)**

Description	Purpose	Consultant?	Total Cost	Non-Federal Contribution	Federal Request
<i>Provide a description of the activities to be carried out by subrecipients.</i>	<i>Describe the purpose of the subaward (subgrant)</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>			
In-Car Computer Program	Purchasing ruggedized/re-built computers for patrol use	No	\$3,200	\$0	\$3,200
<b>Total(s)</b>			<b>\$3,200</b>	<b>\$0</b>	<b>\$3,200</b>

**Consultant Travel (if necessary)**

Purpose of Travel	Location	Type of Expense	Computation
-------------------	----------	-----------------	-------------

Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Hotel, airfare, per diem	Compute the cost of each type of expense X the number of people traveling.					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0

**Narrative**

**H. Procurement Contracts**

Description	Purpose	Consultant?			
Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).	Describe the purpose of the contract	Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.			
			<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
					\$0

<b>Total(s)</b>						<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			
<b>Consultant Travel (if necessary)</b>											
<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<b>Location</b> <i>Indicate the travel destination.</i>		<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>		<b>Computation</b> <i>Compute the cost of each type of expense X the number of people traveling.</i>					
						<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
									\$0		\$0
						<b>Total</b>			\$0	\$0	\$0

**Narrative**

**I. Other Costs**

<b>Description</b> <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>		<b>Computation</b> <i>Show the basis for computation</i>					
	<b>Quantity</b>	<b>Basis</b>	<b>Cost</b>	<b>Length of Time</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
IAI Certification Test Preparation Tuition	2	Annually	\$435.00	1	\$870	\$0	\$870
IAI Certification	2	Annually	\$300.00	1	\$600	\$0	\$600
IAI Membership	2	Annually	\$80.00	1	\$160	\$0	\$160

ID Card Services	50	Quarterly	\$12.50	4	\$2,500	\$0	\$2,500
<b>Total(s)</b>					<b>\$4,130</b>	<b>\$0</b>	<b>\$4,130</b>

**Narrative**

IAI Certification Test Preparation Tuition is for the 4-day, (32 hr) training course preparing our 2 Forensic Technicians for Certification.

IAI Certification is for testing and certification of our 2 Forensic Technicians.

IAI Membership is the annual certification authority's memberships fee for our 2 Forensic Technicians. I

ID services for 4 events estimating 50 homeless community members each at \$12.50 mber member.

**J. Indirect Costs**

Description <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
	<i>Base</i>	<i>Indirect Cost Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
			\$0		\$0
<b>Total(s)</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Narrative**



<b>Budget Summary</b>											
<i>Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.</i>											
Budget Category	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		Total(s)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Travel	\$3,092	\$760	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,852
D. Equipment	\$6,646	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,646
E. Supplies	\$14,007	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,007
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$3,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,200
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$4,130	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,130
<b>Total Direct Costs</b>	<b>\$31,075</b>	<b>\$760</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$31,835</b>
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Costs</b>	<b>\$31,075</b>	<b>\$760</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$31,835</b>
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N											No

Attachment 3

**INDIRECT COST RATE AGREEMENT**

**Justice Assistance Grant (JAG)**

Application Case ID: A-394004

Application Group Case ID: AG-117002

---

N/A.





U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

Approved: OMB No. 1121-0329  
Expires 12/31/2023

### Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

#### 1. Name of Organization and Address:

Organization Name: **City of Norman (Oklahoma)**

Street1: **201 W. Gray St., Ste. B**

Street2:

City: **Norman**

State: **OKLAHOMA**

Zip Code: **73069**

#### 2. Authorized Representative's Name and Title:

Prefix: **Hon** First Name: **Breea**

Middle Name:

Last Name: **Clark**

Suffix:

Title: **Mayor**

3. Phone: **(405) 366-5402**

4. Fax:

5. Email: **mayor@NormanOK.gov**

6. Year Established:

**1891**

7. Employer Identification Number (EIN):

**736005350**

8. DUNS Number:

**90724270000**

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)?  Yes  No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

Approved: OMB No. 1121-0329  
Expires 12/31/2023

**AUDIT INFORMATION**

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

Yes  No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

Yes  No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s)(Please check all that apply):

- "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200
- Financial Statement Audit
- Defense Contract Agency Audit (DCAA)
- Other Audit & Agency (list type of audit):

None (if none, skip to question 13)

11. Most Recent Audit Report Issued:  Within the last 12 months  Within the last 2 years  Over 2 years ago  N/A

Name of Audit Agency/Firm: **BKD CPAs & Advisors, Llp.**

**AUDITOR'S OPINION**

12. On the most recent audit, what was the auditor's opinion?

Unqualified Opinion  Qualified Opinion  Disclaimer, Going Concern or Adverse Opinions  N/A: No audits as described above

Enter the number of findings (if none, enter "0"): **0**

Enter the dollar amount of questioned costs (if none, enter "\$0"): **0**

Were material weaknesses noted in the report or opinion?  Yes  No

13. Which of the following best describes the applicant entity's accounting system:

Manual  Automated  Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

Yes  No  Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?

Yes  No  Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?

Yes  No  Not Sure



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

Approved: OMB No. 1121-0329  
Expires 12/31/2023

<p>17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<b>PROPERTY STANDARDS AND PROCUREMENT STANDARDS</b>	
<p>20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (<a href="http://www.sam.gov">www.sam.gov</a>) for suspended or debarred sub-grantees and contractors, prior to award?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<b>TRAVEL POLICY</b>	
<p>24. Does the applicant entity:</p> <p>(a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(b) adhere to the Federal Travel Regulation (FTR)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<b>SUBRECIPIENT MANAGEMENT AND MONITORING</b>	
<p>25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p><input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

Approved: OMB No. 1121-0329  
Expires 12/31/2023

<p>26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?</p>	<p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>
<p>27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?</p>	<p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>

**DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES**

<p>28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)</p> <p>If "Yes", provide the following:</p> <p>(a) Name(s) of the federal awarding agency: [Redacted]</p> <p>(b) Date(s) the agency notified the applicant entity of the "high risk" designation: [Redacted]</p> <p>(c) Contact information for the "high risk" point of contact at the federal agency: Name: [Redacted] Phone: [Redacted] Email: [Redacted]</p> <p>(d) Reason for "high risk" status, as set out by the federal agency: [Redacted]</p>	<p><input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No   <input type="checkbox"/> Not Sure</p>
---	--

**CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY**

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: **Clint Mercer**      Date: **2021-08-16**

Title:    Executive Director    Chief Financial Officer    Chairman  
 Other: **Chief Accountant**

Phone: **(405) 217-7720**

Attachment 5

**RESEARCH AND EVALUATION INDEPENDENCE AND INTEGRITY**

**Justice Assistance Grant (JAG)**

Application Case ID: A-394004

Application Group Case ID: AG-117002

---

N/A.

