

**Award Packet Instructions**

Requested Amount                \$73,834  
Awarded Amount                \$71,489.00

**\*Note:** If there has been a change in Authorized Official, Financial Officer, or Agency Administrator, update the Applicant Information page before completing the Award Packet.

**1. VOCA Award Budget Summary**

- Open this page and carefully review the information.
- Once reviewed, click SAVE and proceed to the Award Notice.

**2. Award Notice**

Review the information. Click SAVE, and go to Certification of Equal Opportunity Plan.

**3. Certification of Equal Opportunity Plan.**

Select the appropriate answers, click SAVE, and go to the EEOP Certification Form.

**4. Certification of Privacy**

Select the appropriate answers, click SAVE, and go to Certification of Confidentiality.

**5. Certification of Confidentiality**

Select the appropriate answer, click SAVE, and go to Certification of Compliance with Open Meeting Act.

**6. Certification of Compliance with the Open Meeting Act**

Select the appropriate answer, click SAVE, and go to Statement of Audit Arrangements.

**7. Statement of Audit Arrangements**

Select the appropriate answer, click SAVE, and go to Certification of Project Income.

**8. Certification of Project Income**

Select the Appropriate Answers, click Save, and go to Disclosure of Lobbying Activities.

**9. Disclosure of Lobbying Activities**

Select the appropriate answer, click SAVE. If "no" is selected, go to Accounting System Review. If "yes" is selected, complete the form, click SAVE, and go to Accounting System Review.

**10. Initial Personnel Form**

Print the Personnel form, complete form and upload using the "Browse" option at the bottom of the page. Save and go to the status to 'Signatures Submitted'

**11. The Authorized Official is the only person authorized to submit the Award Packet**

- This is done in the Change the Status link on the DAC Application Menu page.

**Award Packet Instructions**

12. **Once the Award Packet has been submitted, print each of the award documents for your files.**

## Victims of Crime Act (VOCA) Application 2022

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

## VOCA Award Budget Summary

Awarded Amount: **\$71,489**  
 Required Match: **\$0**

- Your Awarded Amount and Required Match are listed at the top of the screen and in the chart below.
- The Amount Requested/Match Requested columns are the amounts requested in your grant application.
- If the Approved Budget differs from the requested amounts and you need to make adjustments to the budget, you can request a GAN after the award is accepted.
- Once you have reviewed the Approved Budget amounts, you may **SAVE** the form and go to the Award Notice.

	Amount Requested	Match Requested	Approved Budget	Approved Match	Description of Approved Expenses
Personnel	\$47,138	\$0	\$47,138	\$0	
Benefits	\$21,581	\$0	\$21,851	\$0	
Contractors & Consultants	\$0	\$0	\$0	\$0	
Travel	\$2,615	\$0	\$0	\$0	
Equipment	\$0	\$0	\$0	\$0	
Facilities, Equipment	\$0	\$0	\$0	\$0	
Rental and Leases					
Supplies & Operating	\$2,500	\$0	\$2,500	\$0	
Other	\$0	\$0	\$0	\$0	
Indirect Costs	\$0		\$0		
Volunteer Time		\$0		\$0	
<b>TOTALS</b>	<b>\$73,834</b>	<b>\$0</b>	<b>\$71,489</b>	<b>\$0</b>	

## Victims of Crime Act (VOCA) Application 2022

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

**Award Notice****AWARD NOTICE**

District Attorneys Council  
421 N.W. 13th, Suite 290  
Oklahoma City OK 73103

Organization:	Norman Police Department	SUBGRANT NO:	2022-VOCA-Norman PD-199
PHONE:	(405) 321-1444	Project Name:	Victim Advocate - Norman Police Department
FAX:	(405) 217-7717	START DATE:	10/1/2022
Federal ID Number:	73-6005350	END DATE:	9/30/2023
DUNS Number:	009072427	DAC CONTACT:	(405) 264-5006 or VOCAhelp@dac.state.ok.us
CFDA:	16.575	Program Director:	Jamie Shattuck
Grant Amount:	\$71,489.00		
Match Amount:	\$0		
Special Conditions:			

This grant is subject to the terms and conditions set forth in the application which was submitted to the District Attorneys Council. The award is authorized by the District Attorneys Council (DAC). The federal award number(s) used for this award can be found on the document "Federal Funds Used for Subaward" that has been uploaded to the Correspondence section of the grant. The subgrantees shall administer the project for which this subgrant is awarded in accordance with the applicable rules, regulations, and conditions as set forth in the federal guidelines; the Administrative Guide published by DAC, and the effective edition of the Department of Justice (DOJ) Office of Justice Programs, Financial and Administrative Guide for Grants. The subgrantee shall also administer the project in accordance with the Certified Assurances and Special Conditions of the award.

The subgrantee shall maintain separate accounts and accounting records for the subgrant funds, and shall maintain and furnish to DAC and DOJ

Victims of Crime Act (VOCA) Application 2022

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

**Award Notice**

upon request, detailed accounting and supportive records. The subgrantee shall file such reports relating to the subgrant as are required by DAC and DOJ.

Name of Authorizing Official  
Kevin Foster

Date  
9/26/2022

I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority or official, to provide the information requested throughout this contract package on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

## Victims of Crime Act (VOCA) Application 2022

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

**Certification Of Equal Employment Opportunity Plan**

Subgrant Number: 2022-VOCA-Norman PD-199  
 Subgrant Name: Norman Police Department  
 Address: 201-B W. Gray St.  
 Project Director: Jamie Shattuck  
 Award Amount: \$71,489.00

Have you had any Findings of Discrimination with the last 5 years? Yes No

The Office for Civil Rights, Office of Justice Programs (OCR), is now requiring all grant subrecipients go online to do their Equal Employment Opportunity Plan (EEOP) Certification. The questions have been modified by OCR and they are no longer offering the paper version we have historically submitted on your behalf; therefore, each VOCA-funded organization should submit the Certification using these instructions:

\*The EEOP Certification expires after 2 years. Please upload your current certification, if expired follow the directions below.

1. Go to: [https://ocr-eeop.ncjrs.gov/layouts/15/eeopLogin2/customLogin.aspx?ReturnUrl=%2f layouts%2f15%2fAuthenticate.aspx%3fSource%3d%252F&Source=%2F](https://ocr-eeop.ncjrs.gov/layouts/15/eeopLogin2/customLogin.aspx?ReturnUrl=%2flayouts%2f15%2fAuthenticate.aspx%3fSource%3d%252F&Source=%2F)

2. Follow the system's instruction.

3. Select New User and set up your organization and Authorized Users. Be sure to add your Authorizing Official as a user because this person will be required to log in and submit the EEOP Certification. The questions can be answered by the Agency Head, but must be submitted by the Authorizing Official.

4. Project Directors can list whomever they choose as users in the system. The users will receive an e-mail from the system asking them to set a password.

5. After the Authorizing Official logs in and submits the form, click the link under Certification Submissions and save the form to your desktop.

6. Upload the saved certification to the Uploads section of the grant..

Victims of Crime Act (VOCA) Application 2022

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

**Certification of Privacy**

Subgrantee Name:

Norman Police Department

Address:

201-B W. Gray St.

Project Director:

Jamie Shattuck

Award Amount:

\$71,489.00

The

has policies and procedures in place which respond to the requirements of the Privacy Act of 1974, as amended, 5 U.S.C. Section 552a, and ensures that the information collected for the purposes of complying with the Certified Assurances do not contain specific references to any victim receiving services.

9/26/2022

Authorized Official

Date

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## Victims of Crime Act (VOCA) Application 2022

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

**Certification of Confidentiality**

Subgrantee Name:

Norman Police Department

Address:

201-B W. Gray St.

Project Director:

Jamie Shattuck

Award Amount:

\$71,489.00

Pursuant to 42 U.S.C. 10603, 10603c, 10604(a), and 10605 which provides the authority for Part 94.115(a) of the VOCA Victim Assistance Program Rule found in the Federal Register, Vol. 81, No. 131, Page 44532 and 28 CFR 94.115, subrecipients of VOCA funds shall, to the extent permitted by law:

Reasonably protect the confidentiality and privacy of persons receiving services under this VOCA-funded program and shall not disclose, reveal, or release, except pursuant to paragraphs (b) and (c) of this section -

(1) Any personally identifying information or individual information collected in connection with VOCA-funded services requested, utilized, or denied, regardless of whether such information has been encoded, encrypted, hashed, or otherwise protected; or

(2) Individual client information, without the informed, written, reasonably time-limited consent of the person about whom information is sought, except that consent for release may not be given by the abuser of a minor, incapacitated person, or the abuser of the other parent of the minor. If a minor or a person with a legally appointed guardian is permitted by law to receive services without a parent's (or the guardian's) consent, the minor or person with a guardian may consent to release of information without additional consent from the parent or guardian.

(b) *Release.* If release of information described in paragraph (a)(2) of this section is compelled by statutory or court mandate, subrecipients of VOCA funds shall make reasonable attempts to provide notice to victims affected by the disclosure of the information, and take reasonable steps necessary to protect the privacy and safety of the persons affected by the release of the information.

(c) *Information sharing.* Subrecipients may share -

(1) Non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying



Victims of Crime Act (VOCA) Application 2022

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

**Certification of Confidentiality**

demographic information in order to comply with reporting, evaluation, or data collection requirements;

(2) Court-generated information and law-enforcement-generated information contained in secure governmental registries for protection order enforcement purposes; and

(3) Law enforcement- and prosecution-generated information necessary for law enforcement and prosecution purposes.

(d) *Personally identifying information.* In no circumstances may -

(1) A crime victim be required to provide a consent to release personally identifying information as a condition of eligibility for VOCA-funded services;

(2) Any personally identifying information be shared in order to comply with reporting, evaluation, or data-collection requirements of any program;

(e) *Mandatory reporting.* Nothing in this section prohibits compliance with legally mandated reporting of abuse or neglect.

Authorized Official

9/26/2022  
Date

I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority or official, to provide the information requested throughout this contract package on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

Victims of Crime Act (VOCA) Application 2022

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

**Statement of Audit Arrangements**

Subgrantee Name and Address: Norman Police Department  
201-B W. Gray St.  
Norman, Oklahoma 73069-7108  
Telephone Number: (405) 321-1444  
Fiscal Year: 7/1/2022 to 6/30/2023

2022-VOCA-Norman PD-199

**Does your organization receive:**

Name of CPA (or State Auditor):  
Address:  
City: State: Zip:  
Contact person in CPA's Office:  
Telephone:  
Anticipated date A-133 audit report will be sent to District Attorneys Council:  
Provide date for financial statements:

Kevin Foster  
**Name of Authorizing Official**

Chief of Police  
**Title**

9/26/2022  
**Date**

## Victims of Crime Act (VOCA) Application 2022

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

## Certification of Project Income

Subgrant Number: 2022-VOCA-Norman  
PD-199  
Subgrant Name: Norman Police Department  
Address: 201-B W. Gray St.  
City: Norman State: Oklahoma Zip: 73069-7108  
Project Director: Jamie Shattuck

&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt; DO NOT SAVE THIS PAGE BEFORE READING THIS SECTION &lt;&lt;&lt;&lt;&lt;&lt;&lt;&lt;

**Project Income** - is defined as any gross income earned as a direct result of grant supported activities or earned only as a result of the grant during the grant funding period.

**Direct Result** - is defined as a specific act or set of activities that are directly attributable to grant funds and which are directly related to the goals and objectives of the project.

Based on the definitions above, select the item below that applies to this grant award and only that section will show.

Select the item that applies to this grant

## Section to Sign

The subgrantee **will** be receiving income as a direct result of program activities.

If button is checked, **ONLY** complete Section 1.

The subgrantee **will not** be receiving income as a direct result of program activities.

If button is checked, **ONLY** complete Section 2.

**Important:** Only sign those sections which apply to the subgrantee agency.  
All other sections should be left unsigned.

## Victims of Crime Act (VOCA) Application 2022

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

**Certification of Project Income****Section 1: Assurance Statement**

I, , (Authorizing Official) assure that the funded entity will comply with the provisions on project income as set forth in the Financial and Administrative Guide. **Selection of this section requires the submission of Certification of Project Income reports.**

Name of Authorizing Official

Date

Project Director

Date

**Section 2: Assurance and Certification Statement**

I, Kevin Foster, (Authorizing Official) assure that the funded entity will not be receiving any income as a direct result of the program activity. I further certify that if the entity begins to receive income as a direct result of the program activities, I will notify the Federal Grants Division Director, in writing, within 30 days of the receipt of the income.

Kevin Foster

Name of Authorizing Official

Date

Jamie Shattuck

Project Director

Date

## Victims of Crime Act (VOCA) Application 2022

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

## Disclosure Of Lobbying Activities Form

## Do you conduct Lobbying Activities?

Subgrant Name: Norman Police Department

Subgrant Number: 2022-VOCA-Norman PD-199

1. Type of Federal Action:

2. Status of Federal Action

3. Report Type

For Material Change Only:

Year:

Quarter:

Date of last report:

4. Name and Address of Reporting Entity:

Prime  
 Subawardee Tier, if known:  
 Congressional District, if known:

5. If Reporting Entity in No. 4 is Subawardee,  
 enter Name and Address of Prime:  
 Congressional District, if known:

6. Federal Department /Agency:

7. Federal Program Name/Description:  
 CFDA Number, if applicable:

8. Federal Action Number, if known:

9. Award Amount, if known:

10a. Name and Address of Lobbying Registrant  
 (If individual, last name, first name, MI):

10b. Individuals Performing Services  
 (including address if different from No. 10a.)  
 (last name, first name, MI)

11. Information requested through this form is authorized by Sec. 319, Pub. L. 101-121, 103 Stat. 750, as amended by sec. 10; Pub. L. 104-65, Stat. 700 (31 U.S.C.1352). This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil

Victims of Crime Act (VOCA) Application 2022

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

**Disclosure Of Lobbying Activities Form**

penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority or official, to provide the information requested throughout this contract package on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review

## Victims of Crime Act (VOCA) Application 2022

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

**Disclosure Of Lobbying Activities Form****Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, A Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient, include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the

## Victims of Crime Act (VOCA) Application 2022

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

**Disclosure Of Lobbying Activities Form**

application proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
- (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.



Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

**Initial Personnel Form**

**Subgrantee Name:** Norman Police Department  
**Address:** 201-B W. Gray St.  
Norman, Oklahoma 73069-7108  
**Project Director:** Jamie Shattuck  
**Award Amount:** \$71,489.00

**Instructions:**

An initial personnel Form upload is required upon receipt of the award. The initial Personnel Form will inform the VOCA Staff of your intended VOCA paid employees and their percentage of VOCA funding.

Please complete and upload a Personnel Form by selecting the "Browse" button below.

**\*Important Notes:**

- A change in VOCA paid employees during the grant period requires that a revised Personnel Form be uploaded to OKGrants within 30 days of the change.
- A change in personnel may trigger a need for other forms or policies to be updated. Contact VOCA staff for questions.
- The Uploads link can be found on the DAC Application Menu - Forms under the Grant Correspondence section.

**Authorized Official****Date**

[ ] I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority or official, to provide the information requested throughout this contract package on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.