

Pre-Application Instructions

GRANT PURPOSE

The purpose of the Victims of Crime Act (VOCA) grant is to provide **direct services** to victims of crime. Services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide the victims of crime with a measure of safety and security.

Allowable and Unallowable Costs

Please click on this link for detailed information on Allowable and Unallowable Costs: [Allowable and Unallowable Costs](#)

[Chart of Accounts\(click here\)](#)

ELIGIBILITY REQUIREMENTS To be eligible for funding from the VOCA grant, an applicant must be one of the following:

A state agency

A unit of local government (i.e., city, county)

A tribal government

A non-profit agency

DUNS NUMBER/Unique Entity Identifier (UEI)

All applicants are required to include a DUNS (Data Universal Numbering System) number in their application. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. Obtaining a DUNS number is free and applications should be made immediately. To obtain a DUNS number or to see if the applicant agency already has a DUNS number, call 1-866-705-5711 or go to <http://fedgov.dnb.com/webform>. **Applications without a DUNS number will not be reviewed.** After April 2022, all DUNS numbers will be replaced with UEI numbers in the SAM system.

SYSTEM FOR AWARD MANAGEMENT

All VOCA grant recipients must be registered in the System for Award Management (SAM) database. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted a VOCA application or applications via Grants.gov are already registered with SAM, however you must keep your registration current. When registering, do not select the opt-out of public search feature.

Updating your registration must be done annually! Information about registration procedures can be accessed at

<https://www.sam.gov>. Registration in SAM must be completed prior to the start of the project period. This process can take time, so

Pre-Application Instructions

start early!

Pre-Application Instructions

PROGRAM PURPOSE AREAS

The nine-member VOCA Board has the authority to award funds to various programs in order to meet the needs of all crime victims ; however at least 40% of VOCA funding must go to the following purpose areas:

Minimum of % of awarded funds	Description
10%	Programs that support Child Abuse victims.
10%	Programs that support Domestic Violence victims.
10%	Programs that support Sexual Assault victims.
10%	Programs that support Under Served victims.

Under served victimization includes, but is not limited to: federal crime victims, homicide survivors, assault victims, robbery victims, gang violence, hate/bias crimes, DUI, bank robbery, economic exploitation/fraud, elder abuse, residents of rural areas or inner cities, non-English speaking individuals, hearing impaired individuals, persons with disabilities, American Indians, and migrant workers.

TIMELINE

The VOCA grant is a yearly, competitive grant. For the 2022 grant year, the award cycle will run for 12 months: October 1, 2022 - September 30, 2023.

FINANCIAL AND PROGRAMMATIC REPORTING

VOCA recipients will be expected to submit the following information:

Monthly expenditure and draw down reports

Quarterly financial reports

Quarterly programmatic reports (population demographics, types of victimization, and services provided)

MATCH REQUIREMENT - *Note: Match requirement has been waived due to the pandemic. The waiver is in effect until 1 year after the pandemic is declared over by the office of the president.

VOCA recipients are required to match the federal award by 25% using cash, in-kind, or a combination. American Indian tribes are not required to match the federal award. If Match is a barrier to applying for VOCA funding, the VOCA Board and the Office for Victims of Crime may elect to waive the Match requirements for certain applicants.

Pre-Application Instructions

DEADLINE FOR SUBMISSION OF AN APPLICATION

VOCA grant applications are due to the District Attorneys Council on March 4, 2022. Late applications will not be accepted nor considered by the VOCA board.

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

Applicant Information

Type of Application	Currently Receiving VOCA Funds Number of Years Funded by VOCA Existing subrecipient requesting new project?	Not Currently Receiving VOCA Funds ✓	
	Have you had a change in: Project Director Finance Officer No		
Program Title	Victim Advocate - Norman Police Department		
Organization Name	Norman Police Department		
Street Address	201-B W. Gray St.		
City	Norman	State Oklahoma	Zip 73069-7108
Mailing Address (if different)			
City		State	Zip
Area Code/Phone Number	(405) 321-1444		
Area Code/Fax Number	(405) 217-7717		
Web Address	https://www.normanok.gov/public-safety/police-depa		

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

Applicant Information

Each person must have a User Profile in OKGrants. The instructions can be found in the DAC Subgrantee User Manual (VOCA) located in "My Training Materials" link above.

Authorizing Official	Kevin Foster		
Title	Chief of Police		
Address	201-B W. Gray St.		
City	Norman	State Oklahoma	Zip 73069-7108
Area Code/Phone Number	(405) 366-5201		
Area Code/Fax Number	(405) 366-5246		
E-mail Address	PDChief@NormanOK.gov		

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

Applicant Information

Project Director	Jamie Shattuck		
Title	Major of Police		
Address	201-B W. Gray St.		
City	Norman	State Oklahoma	Zip 73069-7108
Area Code/Phone Number	(405) 217-7770		
Area Code/Fax Number	(405) 366-5202		
E-mail Address	jamie.shattuck@NormanOK.gov		

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

Applicant Information

Finance Officer	John Stege		
Title	Standards Administrator		
Address	201-B W. Gray St.		
City	Norman	State Oklahoma	Zip 73069-7108
Area Code/Phone Number	(405) 366-5218		
Area Code/Fax Number	(405) 217-1066		
E-mail Address	john.stege@NormanOK.gov		

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

Applicant Information

Type of Organization	Public Agency Tribal Non-Profit	State ✓ Local Gov't Faith-Based	CASA Child Advocacy Center DA's Office Law Enforcement
Federal Employer I.D. #	73-6005350		
Current Service Area (Counties Served)	City of Norman, Cleveland County	Population 128,026	
Proposed Service Area (Counties Served)	City of Norman, Cleveland County	Population 128,026	
How long has the organization served crime victims? 99 years			

Program Narrative

State the Problem

Please provide a written statement that comprehensively describes the problem to be addressed with the requested crime victims assistance funds. Supportive statistical information, such as existing and projected caseloads, incidences of crimes, etc., should be provided whenever possible. If more than one problem exists that you wish to address, please set priorities. If project focuses on meeting the needs of previously underserved victims of violent crime, please provide an assessment of how you identified this group as "underserved."

The Norman Police Department has pursued funding to establish an advocacy program for victims of crime. While the department continues to maintain partnerships with other advocacy services – specifically the Women’s Resource Center, the Mary Abbott Children’s House, and the District Attorney’s Office – we struggle to ensure victims of crime receive help. It is our desire to continue developing an advocacy program, by hiring a Licensed Clinical Social Worker, to ensure that all victims of crime have the opportunity to grow so that their experiences do not define their humanity.

The biggest issue for our department regarding advocacy is timing. Generally, victims need support and assistance at the time of the incident. Delays in reporting, whether it is minutes or years, can rarely be controlled. While our agency can make reporting victim-focused, we are always too late. The incident has already happened. It is imperative, therefore, that we initiate advocacy processes. Except for the rare circumstance where the initial reporting is done through an advocacy partner, we are the only entity at the time of the report (outside of those involved) with knowledge of the incident. Instead of relying upon the victim to understand what services are available, where they can be found, and what processes need to be followed, we have an obligation to facilitate service coordination.

Facilitating advocacy services does not mean the department wants to be the sole provider. That model would be unsustainable, and it would interfere with the ability for victims to receive the specialized services that our partners provide. Instead, we want to close the gaps in service delivery. Instead of relying upon victims to reach out on their own for services, we want to ensure that our victims are directed to appropriate partners for direct services. The ultimate goal is to ensure victims have access to the help they want and need.

Access does not stop, however, with facilitating services from our partners. Between 2017 and 2021, we had more than 36,000 victims of crime. Of those, just over 2,900 were for incidents where services by the Women’s Resource Center or the Mary Abbott Children’s House may have been appropriate. That means that at least 31,000 victims of crime in Norman did not receive any services by those two partners. Of the more than 36,000 incidents mentioned above, just over 7,400 had charges filed (cleared by an arrest or a warrant). That means that at least 28,600 victims of crime did not receive services from the District Attorney’s Office. This is our underserved population.

In the past year, we have been extremely fortunate to develop a partnership with the University of Oklahoma’s Anne and Henry Zarrow School of Social Work. They currently provide a practicum student to ensure victims are connected to supportive resources in the community. They fully

Program Narrative

support the department's efforts to obtain funding for a full-time licensed Clinical Social Worker to enhance our capacity for a more formalized, trauma-informed victim services program. Additionally, the enhanced capacity would support training and consultation for members of the department and allow for the supervision of additional practicum students.

The department is dedicated to further development of our advocacy program. We are also committed to our partnerships, and we are specifically enjoying the many positive experiences we have had with the new practicum program. Funding would allow us to learn more about how we can best support victims of crime and increase the benefits and opportunities for all members of our community.

Upload supporting files. If additional pages are needed, upload supporting files. A new upload box will appear when SAVE is clicked after a file is uploaded.

Program Summary (A brief description of the project)

Example: Domestic Violence and Sexual Assault Program providing crisis intervention, counseling, emergency shelter, transportation to court, case management, advocacy and transitional living. Serving ***** and ***** Counties.

Enhancement of an existing Victim Advocate program, in partnership with the University of Oklahoma's Anne and Henry Zarrow School of Social Work, providing individualized advocacy throughout the investigative process; telephonic, written, and face-to-face crisis intervention and coordination; notice and clarification of victim's rights; resource information; safety planning, case management; and collaboration with other advocacy agencies throughout Cleveland County.

Goals, Objectives, and Activities: 01

Please state in MEASURABLE terms what you want to achieve with the requested VOCA funds. The goals and objectives must be realistic and MEASURABLE for the VOCA project period.

Were all goals and objectives listed in your previous VOCA grant application met?

N/A (new programs)

If No, please explain:

Goals, Objectives, and Activities

Goal *	To improve initial departmental notification services to victims of violent crime .
Measurable Objective *	<ul style="list-style-type: none"> • Update and consolidate victim/witness handout packets within first quarter of the grant period. • Distribute at least 500 victim/witness handouts within the grant year. • Train all commissioned personnel on their duties to make victim/witness notification and the use of the handout packets within grant year.
Activities *	<p>Day-to-Day Tasks</p> <ul style="list-style-type: none"> • We will research legal mandates related to crime victims and or witnesses . <p>Short-Term Projects</p> <ul style="list-style-type: none"> • We will update and simplify all handouts regarding notice and assistance required for victims of violent crime , domestic abuse, rape or forcible sodomy, and domestic violence involving intimate partner violence. • We will develop procedures to ensure information and assistance are provided for orders of protection regarding domestic abuse, stalking, harassment, rape, forcible sodomy, a sex offense, kidnapping, assault and battery with a deadly weapon, or an immediate family member of a first-degree murder victim. <p>Long-Term Projects</p> <ul style="list-style-type: none"> • We will ensure that all commissioned supervisors receive sufficient training to understand their requirements to ensure that line-level personnel comply with legal mandates related to crime victims and witnesses. • We will ensure that all line-level commissioned officers receive sufficient training to understand and comply

Goals, Objectives, and Activities: 01

with the legal mandates related to crime victims and witnesses.

Purchases

- We will prepare at least 1500 victim/witness handout packets for distribution.

Goals, Objectives, and Activities: 02

Please state in MEASURABLE terms what you want to achieve with the requested VOCA funds. The goals and objectives must be realistic and MEASURABLE for the VOCA project period.

Were all goals and objectives listed in your previous VOCA grant application met?

N/A (new programs)

If No, please explain:

Goals, Objectives, and Activities

Goal * To improve coordination of victim services during the course of an investigation .

Measurable Objective *

- Develop Memoranda of Understanding with the Women's Resource Center , the Mary Abbott Children's House, and the District Attorney's Office to define relationships and rolls between advocacy services within the first 2 quarters of the program period.
- Review all crime reports to determine whether or not the offense meets the standards for a violent crime or the victims meet the standards for underserved population as described in VOCA grant description .
- Conduct 500 documented follow up contacts with victims and/or witnesses of violent crimes within the grant year.

Activities *

Day-to-Day Tasks

- We will maintain relationships with shelters , medical providers, other governmental agencies, non-profits, and other community partners to identify resources available for victims of violent crimes.
- We will review all reports of violent crime to identify witnesses and victims and establish a case management system for all who may require assistance.
- We will conduct telephonic, or face-to-face, follow-up with all witnesses and victims of violent crime to ensure legal mandates regarding initial notification and assistance have been met and to identify what other assistance may be necessary.
- We will coordinate between investigators, other department personnel, and victims and witnesses of violent

Goals, Objectives, and Activities: 02

crimes to explain investigative procedures and to facilitate conflict resolution.

Short-Term Projects

- We will establish formal relationships between the Victim Advocate and the Women's Resource Center, the Mary Abbott Children's House, and the District Attorney's Office, as well as other community partners, to identify resources available for victims of violent crimes.
- We will establish procedures for reviewing all reports of violent crime to identify witnesses and victims who may require assistance.
- We will establish procedures for follow-up with all witnesses and victims of violent crime to ensure legal mandates regarding initial notification and assistance have been met and to identify what other assistance may be necessary.
- During this grant period we will create procedures for establishing liaison between investigators, other department personnel, and victims and witnesses of violent crimes to explain investigative procedures and to facilitate conflict resolution.

Long-Term Projects

N/A

Purchases

N/A

Goals, Objectives, and Activities: 03

Please state in MEASURABLE terms what you want to achieve with the requested VOCA funds. The goals and objectives must be realistic and MEASURABLE for the VOCA project period.

Were all goals and objectives listed in your previous VOCA grant application met?

N/A (new programs)

If No, please explain:

Goals, Objectives, and Activities

Goal * To improve coordination for follow-up services after an investigation.

Measurable Objective *

- Conduct 100 telephonic or face-to-face follow up contacts with victims and/or witnesses of violent crimes during grant year.
- Conduct telephonic or face-to-face follow-up contacts with all victims or witnesses of unsolved homicides.
- Will attend at least one conference with advocates from Women's Resource Center , Mary Abbott Children's House, or the District Attorney's Office.

Activities *

Day-to-Day Tasks

- We will conduct telephonic, or face-to-face, follow-up with all witnesses and victims of homicide upon case closure providing the final status of the case and identifying follow-up steps where requested.
- We will establish a process for evaluating Victim Advocacy services with department personnel , other community partners, and victims and witnesses of violent crimes.

Short-Term Projects

- We will establish a relationship with the District Attorney's office to ensure victims have access to compensation and restitution when charges have not been referred to the District Attorney's Office .
- We will establish procedures to facilitate the return of victim and witness property when permitted by law and where charges have not been referred to the District Attorney's Office .

Long-Term Projects

Goals, Objectives, and Activities: 03

- We will establish procedures for continued liaison investigators and victims , family members, and witnesses of homicides that are closed as inactive (“Cold Cases”).
- We will seek joint training with Women’s Resource Center, Mary Abbott Children’s House, and District Attorney’s Office (Victim Services staff), as well as other community partners, to share information with peers and associates regarding advocacy trends.

Purchases

N/A

Goals, Objectives, and Activities: 04

Please state in MEASURABLE terms what you want to achieve with the requested VOCA funds. The goals and objectives must be realistic and MEASURABLE for the VOCA project period.

Were all goals and objectives listed in your previous VOCA grant application met?

N/A (new programs)

If No, please explain:

Goals, Objectives, and Activities

Goal *	To identify currently untracked under-served populations.
Measurable Objective *	<ul style="list-style-type: none"> • Produce quarterly VOCA grant crime and victim statistical reports starting within first quarter of the grant year . • Produce quarterly Victim Advocate satisfaction reports . • Identify under-served victims and crime statistics as identified in VOCA grant instructions .
Activities *	<p>Day-to-Day Tasks</p> <p>N/A</p> <p>Short-Term Projects</p> <ul style="list-style-type: none"> • We will develop quarterly reports on specific VOCA grant crime statistics and victim services provided . • We will develop quarterly reports on departmental , community, and victim and witness satisfaction with Victim Advocacy services. <p>Long-Term Projects</p> <ul style="list-style-type: none"> • We will identify how our Records Management System identifies violent crimes and ensure that we can correlate statistics to specific VOCA grant offenses . • We will identify how our Records Management System identifies victims of violent crime and ensure that we can capture specific VOCA grant underserved populations . • We will identify how to pull specific VOCA grant crime and victim statistics to identify effectiveness of grant goals regarding services for underserved victims and witnesses of violent crime.

Goals, Objectives, and Activities: 04

Purchases

N/A

Program Work Plan

List major activities to address each goal and objective provided in Tab "Goals and Objectives." Prepare a complete work plan that lists the steps and tasks to be undertaken over the project period. This should include day-to-day tasks, short or long term projects, purchases, and all activities and services to be completed during the funding period.

Day-to-Day Tasks

- We will research legal mandates related to crime victims and or witnesses .
- We will maintain relationships with shelters, medical providers, other governmental agencies, non-profits, and other community partners to identify resources available for victims of violent crimes.
- We will review all reports of violent crime to identify witnesses and victims and establish a case management system for all who may require assistance.
- We will conduct telephonic, or face-to-face, follow-up with all witnesses and victims of violent crime to ensure legal mandates regarding initial notification and assistance have been met and to identify what other assistance may be necessary.
- We will coordinate between investigators, other department personnel, and victims and witnesses of violent crimes to explain investigative procedures and to facilitate conflict resolution.
- We will conduct telephonic, or face-to-face, follow-up with all witnesses and victims of homicide upon case closure providing the final status of the case and identifying follow-up steps where requested.
- We will establish a process for evaluating Victim Advocacy services with department personnel , other community partners, and victims and witnesses of violent crimes.

Short-Term Projects

- We will update and simplify all handouts regarding notice and assistance required for victims of violent crime , domestic abuse, rape or forcible sodomy, and domestic violence involving intimate partner violence.
- We will develop procedures to ensure information and assistance are provided for orders of protection regarding domestic abuse , stalking, harassment, rape, forcible sodomy, a sex offense, kidnapping, assault and battery with a deadly weapon, or an immediate family member of a first-degree murder victim.
- We will establish formal relationships between the Victim Advocate and the Women's Resource Center , the Mary Abbott Children's House, and the District Attorney's Office, as well as other community partners, to identify resources available for victims of violent crimes.
- We will establish procedures for reviewing all reports of violent crime to identify witnesses and victims who may require assistance .
- We will establish procedures for follow-up with all witnesses and victims of violent crime to ensure legal mandates regarding initial notification and assistance have been met and to identify what other assistance may be necessary.
- During this grant period we will create procedures for establishing liaison between investigators, other department personnel, and victims and

Program Work Plan

witnesses of violent crimes to explain investigative procedures and to facilitate conflict resolution.

- We will establish a relationship with the District Attorney's office to ensure victims have access to compensation and restitution when charges have not been referred to the District Attorney's Office.
- We will establish procedures to facilitate the return of victim and witness property when permitted by law and where charges have not been referred to the District Attorney's Office.
- We will develop quarterly reports on specific VOCA grant crime statistics and victim services provided.
- We will develop quarterly reports on departmental, community, and victim and witness satisfaction with Victim Advocacy services.

Long-Term Projects

- We will ensure that all commissioned supervisors receive sufficient training to understand their requirements to ensure that line-level personnel comply with legal mandates related to crime victims and witnesses.
- We will ensure that all line-level commissioned officers receive sufficient training to understand and comply with the legal mandates related to crime victims and witnesses.
- We will establish procedures for continued liaison investigators and victims, family members, and witnesses of homicides that are closed as inactive ("Cold Cases").
- We will seek joint training with Women's Resource Center, Mary Abbott Children's House, and District Attorney's Office (Victim Services staff), as well as other community partners, to share information with peers and associates regarding advocacy trends.
- We will identify how our Records Management System identifies violent crimes and ensure that we can correlate statistics to specific VOCA grant offenses.
- We will identify how our Records Management System identifies victims of violent crime and ensure that we can capture specific VOCA grant underserved populations.
- We will identify how to pull specific VOCA grant crime and victim statistics to identify effectiveness of grant goals regarding services for underserved victims and witnesses of violent crime.

Purchases

- We will prepare at least 1500 victim/witness handout packets for distribution.

Upload supporting files. A new upload box will appear when SAVE is clicked after a file is uploaded.

VOCA Guideline Requirements**Crime Victims Compensation Requirement**

It is a federal requirement that subrecipients help victims apply for crime victims compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status. Aiding victims in applying for victims compensation is a VOCA requirement.

- a) How many clients were assisted during the past
fiscal year ✓ or calendar year 0
- b) What method is used to assist victims of the availability of crime victims compensation benefits?

The Norman Police Department is fortunate to have a long-standing working relationship with the local District Attorney's Office. The DA's Victim-Witness office carries the responsibility for inform victims of the compensation program and provides this information through impact letters that are sent out to all victims of violent crime. An application form is included with the impact letters in those cases that where the DA's office believes a victim will qualify for the program. Additional information is provided to victims during phone calls and also through brochures that are available in their office and distributed to other entities throughout the county .

Additional notice is routinely available to victims of domestic abuse, sexual assault and stalking through the Women's Resource Center. Their advocates assist with petitions for Victim Protective Orders and ensure that each victim is given information about crime victim compensation during their initial screening and subsequent follow-up contacts. The Women's Resource Center and the Victim-Witness office work closely with each other to ensure that victims receive all the information regarding compensation and are able to process their claims easily.

Unfortunately, victims of violent crime who do not meet the criteria for referral to the Women's Resource Center or do not have charges forwarded to the DA's Office, are often lost in the process. While our agency routinely hands out required information, and we have developed a practicum student partnership with the University of Oklahoma's Anne and Henry Zarrow School of Social Work for follow-up with the victims. If funding is granted, our department would be in a position hire a full-time Licensed Clinical Social Worker both to remind victims of crime victim compensation availability through mandatory Victim Advocate follow-up, and to oversee practicum students in providing services. The Victim Advocate will also be in a position to assist victims with establishing contact with not only the DA's office for compensation, but also any other relevant community partner, e.g., Central Oklahoma Community Mental Health, Center for Families and Children, Inc., Adult Protective Services, and Thunderbird Clubhouse to name just a few.

VOCA Guideline Requirements**Community Coordination**

Applicants must promote within the community served and help victims apply for compensation benefits.

Clearly describe how you will coordinate victim services with local courts, law enforcement agencies, criminal justice officials, crime victims compensation, and other victim service providers. A demonstration of coordinated public and private efforts is essential to receiving VOCA funding.

Memorandums of Understanding and/or Letters of Support for the project should be included with this application (on the Required Grant Enclosures page) only if this is a first time application or an application for a new project not previously funded by VOCA.

Our department's long-standing relationships with the District Attorney's Office, Women's Resource Center, and Mary Abbott Children's House demonstrates not only our commitment to a coordinated effort regarding victim services, but also the commitment of our community partners as well. Our newly established practicum student partnership with the University of Oklahoma's Anne and Henry Zarrow School of Social Work is a product of both the department's and the university's desire to serve the needs of the victims of crime.

Daily communication between the department and the District Attorney's Victim-Witness office ensures that officers are informed of the cases that have been referred to the DA's office for prosecution. Similarly, compensation requests are regularly forwarded to our agency for information and support as they are processed through the Victim-Witness office. During major cases, our agency establishes a liaison to coordinate victim and family services with the DA's Office (and other partners). Unfortunately, since this is currently a fledgling practicum program, and the duties are sometimes fulfilled by an investigator or a student supervised by a University advisor. The result is incomplete advocacy - much better than nothing and a good start - but still lacking institutional knowledge regarding existing advocacy processes and partnerships. Additionally, this requires significant input from line-level investigators who would be of more use either assisting with developing case information.

If funding is provided, our goal would be to push these principles even further - to reach beyond these victims already served. We believe that a Victim Advocate with our agency would serve those victims of crime that are forgotten, overlooked, or lost in the investigative process.

If additional pages are needed, upload supporting files. A new upload box will appear when SAVE is clicked after a file is uploaded.

VOCA Guideline Requirements**Volunteers**

Do you currently have a volunteer waiver from the District Attorneys Council? Yes ☒ No

Volunteer Requirement

Please note that utilizing volunteers is a VOCA requirement. Federal VOCA Guidelines state: Subrecipient organizations must use volunteers unless the state grantee determines there is a compelling reason to waive this requirement. A "compelling reason" may be a statutory or contractual provision liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort.

Volunteer hours may be used as match when required toward the grant if the volunteers are performing duties allowed under the grant .

Describe how volunteers are recruited and utilized in your organization. In addition, please identify your most successful recruiting methods.

The Norman Police Department uses volunteers for three general purposes. The first is to help with our Animal Welfare facility. The second is for our more traditional policing services. The vast majority of our volunteers are recruited and utilized in Animal Welfare . The third is our newly developed victim advocate practicum partnership.

Animal Welfare volunteers are recruited mostly through personal contacts . We do not actively solicit volunteers, but still manage to maintain a list of approximately 400 people ready to help. Of course only about 10% of those are active at any one time. Many have a history of activism and are wanting to make a difference in how stray animals are cared for. The bulk of their duties, therefore, revolve around cleaning, walking, and general caring of animals in police custody. A significant amount of their activities also involve assisting with pet adoptions , coordinating community events, assisting with customers, and miscellaneous tasks that arise periodically.

Our more traditional police services volunteers are recruited almost entirely through our Citizen' s Police Academy. Again, of the approximately 250 alumnus only 10% are available at any one time as volunteers. However, they often provide valuable assistance with community relations, crime prevention, and other outreach activities. We have a small number of more long-term volunteers who help with our records, payroll, and crime analysis functions. These positions, however, require significant background checks due to the confidential information that they come across.

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

VOCA Guideline Requirements

We have one practicum student (unpaid) in our victim advocate program. We are hoping to have more students in the future but funding is required to adequately supervise, monitor, train, and evaluate students.

In short, volunteers provide tremendous assistance to the Norman Police Department when used to expand existing services. Unfortunately, without funding, our victim advocacy services are minimal. We expect our partnership with the University of Oklahoma to grow and develop and the number of practicum students participating to increase.

a) Please list the number of volunteers used in your entire organization during the past

✓ fiscal year ☐ 50

b) Please list the number of volunteers used specifically in your VOCA funded project (can include volunteers from one-time special events such as candlelight vigils etc.) during the past

✓ fiscal year ☐ calendar year 1

c) Do you anticipate an increase or decrease in the number of volunteers beginning this grant period?

Increase ✓ Decrease ☐ Same as previous year

Please Explain:

Currently, we have developed a part-time position for one faculty member of the University of Oklahoma's Anne and Henry Zarrow School of Social Work to oversee a single practicum student. This student works with investigators to ensure victims of crime have access to services. If funding is available, we intend to hire a Licensed Clinical Social Worker who can oversee a more robust practicum program with more than one student.

Project Classification and Evaluation**Proposed VOCA Project Classification by Crime Type**

Federal Priority Categories (check all that apply)

✓ Sexual Assault 10%

Percentage of Grant and Match Funds that will be focused on this crime type:

✓ Spousal Abuse, Intimate Partner Violence, or Dating Violence 10%

Percentage of Grant and Match Funds that will be focused on this crime type:

✓ Child Abuse 10%

Percentage of Grant and Match Funds that will be focused on this crime type:

Underserved Categories (check all that apply)

- | | |
|-----------------------|---------------------------------|
| ✓ DUI / DWI | ✓ Survivors of Homicide Victims |
| ✓ Assault | ✓ Adults Molested |
| ✓ Elder Abuse | ✓ Robbery |
| ✓ Other Violent Crime | |

Percentage of Grant and Match Funds that will be focused on underserved crime victims: 70%

Underserved Victims: If the program assists victims in one of more of the under served categories, indicate the type of services provided to under served victims and the number of under served victims that benefited from those services during the last grant period.

*Unfortunately, the Norman Police Department was not granted VOCA funding during the last grant period .

a) What is your agency's current method of tracking demographic, types of victimization, and services provided?

Previously our advocate identified a tracking database, stored on a VOCA supplied computer, that recorded outreach efforts, victim contacts, and services provided for the quarterly Performance Measure reporting which uses the following classifications:

- Total number of individuals that received services in a quarter .
- Total number of anonymous contacts that received services during a quarter .
- How many contacts were new in during the quarter.
- Demographics: Race/Ethnicity, Gender, and age.

Project Classification and Evaluation

- Victimization Type.
- And, Type of Service.

b) Has your program been in operation less than 2 years? Yes

c) Has there been an analysis/evaluation of the activities of the program from an outside source? Yes ☒ No

d) If No was answered in Part B above, explain the program's record of providing effective services to victims of crime .

Our current partnership with the University of Oklahoma's Anne and Henry Zarrow School of Social Work has only been active since January 2022. We have no data regarding efficacy of services.

To Be Answered By All Applicants *Except* CASAs

e)

1) How many clients were served organization-wide, using all funding sources, including VOCA from 10/1/2020 to 9/30/2021? 0

2) If there was a decrease in clients served between the grant periods of 10/1/2019-9/30/2020 and 10/1/2020-9/30/2021, please explain.

There was no decrease as we did not receive funding and have been working to develop a practicum student partnership with the University of Oklahoma.

To Be Answered By CASA Applicants Only

f) Please answer the following questions based on either the previous fiscal year or previous calendar year.

1) VOCA funded Employee Name:

2) Number of volunteers assigned to Employee:

3) Number of volunteers assigned to cases on November 30th, 2021:

4) Number of cases on November 30th, 2021:

5) Number of children served in the above cases:

Project Classification and Evaluation

6) Average time CASA volunteers who worked on the above cases have been with the program: Months

7) What method is used to refer cases to the program?

8) Number of cases the program was unable to serve due to a shortage of staff and/or volunteers:

In order for a CASA Program to be considered for VOCA funding, the program must be in good standing with the Oklahoma CASA Association.

9) Is the program for which the funding is being requested in good standing? Yes No

10) If No, please explain:

Funding Sources

Funding Sources for Services to Victims of Crime - Include entire victims services budget within the organization.

The figures below should be for the organization's fiscal year cycle. Programs must show substantial financial support from sources other than VOCA.

- A) **Indicate the organization's fiscal year.** 7/1/2022 to 6/30/2023
- B) **Annual funding amounts allocated to all victimization programs and/or services for the current fiscal year. (Identify by source the amount of funds allocated to the victimization programs/services budget of the organization.)**

STATE/TERRITORY refers to state-generated funds dedicated to victim programs in the organization.

LOCAL refers to funds obtained from sources that are described as county, municipal, local nonprofit, local group that raises money on behalf of the organization, etc.

OTHER NON-FEDERAL refers to any non-federal funding source not identified above.

<u>Funding Source</u>	<u>Amount</u>	<u>Specific Source(s)</u>
State/Territory	\$0	N/A
Local	\$46,467.00	City of Norman General Fund

i.e. county, municipal, local, nonprofit, local group that raises money on behalf of the organization, etc.

Other Federal (non-VOCA)	\$0	N/A
--------------------------	-----	-----

Note: Do not include the VOCA subaward amount. If the organization has other VOCA subgrants, those awards should be included here.

Other Non-federal	\$0	N/A
-------------------	-----	-----

Funding Sources

i.e. dues, program fees, and project income, etc.

Total of all VOCA Grants awarded to organization	\$0	N/A
---	-----	-----

Project Income	\$0	N/A
-----------------------	-----	-----

VOCA-funded project income is restricted to the same uses as the VOCA grant, and the resulting income must be obligated and expended during the grant period in which it was generated.

C) Total budget for all victimization programs/services for this agency:	\$46,467.00
---	-------------

New Funding Identify the amount and source and new money anticipated during the grant period.

The Victim Advocate position would be our only funds dedicated to victims program in the Norman Police Department . Currently, there is partial funding that pays for a part-time faculty member from the University of Oklahoma to oversee our practicum program.

This request differs from previous requests, as we are needing a Licensed Clinical Social Worker to develop our program . This additional licensure and qualification, beyond previous funding requests, are in high demand and the total compensation - salary, benefits, Social Security/Medicare, and retirement - is expected to reflect this qualification. We anticipate the total cost to be \$91,625 with 75% VOCA at \$68,791 and a 25% City Match of \$22,906. We also anticipate additional funding for training, supplies, and office equipment. However, those funds will be provided as needed.

Future Funding

1. Describe the impact the 2020+2021 reduction in funding has affected your VOCA program .

Unfortunately, the Norman Police Department did not receive funding last year. While some of the decision regarding funding may have been impacted by 2020-2021 VOCA reductions overall, our program has struggled getting off the ground . Our hope is that the new partnership with the University of Oklahoma's Anne and Henry Zarrow School of Social Work will help maintain the inertia necessary for sustained growth and

Funding Sources

development.

2. Have you developed a sustainability plan? If so, please describe.

Our hope is to have the advocate position be fully incorporated into the City of Norman's annual budget.

We have been successful, from previous VOCA grant applications, in realizing an annual incorporation of projected 25% matching funds for a victim advocate - albeit at the same level as we are requesting currently. Without VOCA funding we were able to use budgeted matching funds for a part-time faculty member to supervise a practicum student. We strongly believe, once the program is fully established, that the City will ensure continuation of a full-time Licensed Clinical Social Worker - with or without VOCA funding - barring catastrophic economic conditions.

Non-Supplanting Requirement Would the federal funds being requested replace prior local or state support for this project ?

Yes ☒ No

If yes, please explain.

N/A

Audit Information

a) In the last two completed audits, were there any findings and/or recommendations for corrective action?

Yes ☒ No N/A

b) If yes, describe the finding(s) and whether the issue(s) has been corrected.

N/A

Accounting System Review

1. Which best describes your accounting system?

Manual Automated

✓ Combination of Manual and Automated Systems

2. Does your agency receive multiple grant awards (from DAC and/or any other agencies)?

3. Do you maintain an individual ledger, separate from the general ledger, for each grant award?

4. Does your accounting system identify the receipt and expenditure of funds for each grant?

5. Please describe how you account for the receipt and expenditure of funds in the general ledger.

Revenues from DAC (we only receive reimbursement) are received by the City Treasury and deposited into revenue accounts unique for the grant.

Expenditures are allocated by Council into specific grant accounts based on expense type (e.g., salary, benefits, equipment, etc.). Expenditures for matching funds are allocated by council into the relevant general fund account. All expenditures are also given an associate project number regardless of fund or account.

The system of accounts and project numbers are recorded in the general ledger.

6. Does this grant include funding for personnel?

7. Are time sheets maintained for the employees that are paid on the grant?

Accounting System Review

8. If no, describe how will the employee(s) record their time.

Our time sheets are electronic through a new payroll system. Recovering the exact sheets required may require coordination with our grant manager.

9. For ALL employees paid on the grant, are time sheets broken down by funding source?

10. Are financial records maintained in-house or are they contracted out to another party?

✓ In House Contracted Out
Combination of In-House and Contracted Out

11. Provide a brief description of the controls that are in place to ensure correct and accurate accounting and reporting.

Controls include, council oversight, multiple levels of approval for expenditures, separation between program managers and financial officers associated with the grant , and fundamental accounting principals (including annual audits) that are independent of the grant.

12. Please describe the division of duties between the Project Director and Financial Officer:

The project director manages pursuit of the goals, objectives, and activities of the grant.

The financial officer compiles financial records, reviews purchases, and prepares all reports for DAC submission.

13. Who is the person responsible for depositing grant funds?

Barbara Andros - City Treasurer

14. Where are the grant funds deposited?

State Treasurer County Treasurer
City Treasurer ✓ Bank Other
If other, please specify:

15. How many signatures are required on checks?

2

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

Accounting System Review

16. Identify the authorized check signers along with their title?

Name Title

Anthony Francisco Finance Director

Name Title

Breea Clark Mayor

17. Does your organization have written accounting policies and procedures?

John

Steg

e

Name of Financial Officer

Date:

Mar 4 2022 4:33PM

Personnel & Benefits

Identify all requested salary positions, and include benefits (if requested).

☐ Check this box if no Personnel & Benefits are being requested.

Name of Employee	Percent of time to be funded by VOCA	Total Salary for Project Period (excluding benefits)	Federal Funds Requested
Vacant	75.0000%	\$62,850.00	\$47,137.50 Salary
Position/Title	Total Hours per week regardless of funding	Total Benefits for Project Period	\$21,581.25 Benefits Full Time Equivalent
Victim Advocate	40	\$28,775.00	1
<input checked="" type="checkbox"/> New	2020 Awarded Salary	2021 Awarded Benefits	
<input type="checkbox"/> Existing	\$0	\$0	
<input type="checkbox"/> Exempt			
<u>Dept. of Labor FLSA</u>			
<input checked="" type="checkbox"/> Non - Exempt			
Has there been a salary increase for this person in the last year? No			
Has funding for the position been lost or reduced? No			
Total		Salaries \$47,137.50	Benefits \$21,581.25

Personnel and Benefits Narrative

Instructions: If benefits are requested, the narrative must include a breakdown of the benefits provided. Provide a brief explanation of the personnel that will be assigned to the project. The narrative serves as an explanation of the figures.

The position is considered non-union and is governed by the rules outlined in the City's Personnel Manual regarding salary and benefits.

Regular salary (at 40 hrs per week/2080 hrs per year) is \$62,850 for Step 3 employee (the highest entry level possible at that pay grade).

Benefits include:

- Health Insurance (City's Share): \$18,575 per year for a full-time employee.
- Life Insurance (City's Share): \$50 per year for a full-time employee.
- Retirement (City's Share): \$5,342 (or 8.5% of the

Personnel & Benefits

regular salary)

- Social Security (City's Share): \$3,897 (or 6.2% of the regular salary)

- Medicare (City's Share): \$911 (or 1.45% of the regular salary)

Are you a current subgrantee AND requesting a salary increase? No

If yes, provide detailed justification for salary increase for each position requested.

N/A

* Supplanting is to deliberately reduce State or local funds because of the existence of Federal funds. For example, when State funds are appropriated for a stated purpose and Federal funds are awarded for that same purpose, the State replaces its State funds with Federal funds, thereby reducing the total amount available for the stated purpose. VOCA crime victim assistance grant funds will be used to enhance or expand services and will not be used to supplant state and local funds that would otherwise be available for crime victim services. This supplantation clause applies to state and local public agencies only.

Contractors and Consultants

Contractor/Consultant Rates

Compensation for individual contractor/consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. However, the rate may not exceed \$650 per day or \$81.25 per hour (if service is less than 8 hours in one day) without prior approval from DAC. Proof of such marketplace rate must be uploaded on the Contractor/Consultant page in OKGrants at the time of application submission.

Additional information regarding Contractor/Consultant Rates

- DOJ periodically establishes a prior approval threshold individual consultant rate. The current rate for each grant-making component is \$650 per day or \$81.25 per hour (if service is less than 8 hours in one day).

- When the rate exceeds the limit for an 8-hour day, or \$81.25 per hour, excluding travel and subsistence costs, the applicant must request written prior approval from DAC. Prior approval requests require additional justification. Justification may be a study of fair market value for the service in the applicant's service area.

- An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance.

- Please note, however, that this does not mean that the rate can or should be the maximum limit for all consultants.

- Rates above the established maximum threshold rate will be reviewed by DAC on a case-by-case basis and the request by the applicant to exceed the maximum threshold should be included in the VOCA grant application. Justification for exceeding the established maximum rate may include where a rate is established through a competitive bidding process.

- In order to calculate a rate of compensation for consultants associated with and employed by institutions of higher learning, divide the total compensation projected for 12 months by 260. If the resulting rate of compensation exceeds the maximum consultant rate of \$650 per day or \$81.25 per hour (if service is less than 8 hours in one day), written prior approval will be necessary.

- Compensation for consultants employed by State and local government will only be allowed when the unit of government will not provide these services without cost.

- If a State or local government employee has been contracted to provide services that are related to his or her employment with the State or local government, the rate of compensation is not to exceed the daily salary rate for the employee paid by the unit of government.

- If the State or local government employee has been contracted to provide services that are unrelated to his or her employment with the State or local government, then the rate of compensation is based on the necessary and reasonable cost principles which cannot exceed the maximum rate allowed by the awarding agency without prior written approval.

1) For each contractor/consultant, enter the name (if known), the type of service to be provided and the hourly or daily fee or rate. Consultant fees in excess of \$650.00 per day require additional justifications and prior approval from the Victims Services Director, District Attorneys Council.

2) Please provide a detailed explanation of the category in the Narrative section below. Explain how the consultant/contractor is necessary to the success of the project and provide any explanation necessary for the figures provided.

Contractors and Consultants

<u>Service or Product</u>	<u>Fee or Rate</u>	<input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Daily	<u>Federal Funds Requested</u>
			\$0
		Total Request	\$0

Budget Narrative
N/A

Travel

- 1) Travel must be project related. Itemize travel expenses by specific purpose and show basis of computation (include costs for meals, lodging, and mileage). Mileage, lodging, and per diem must be computed at the current state/federal rate (this can be less if a non-profit agency).
- 2) Please provide a detailed explanation of the category in the Narrative section below. Explain how the travel is necessary to the success of the project; identify the personnel who will be using the travel funds and the purpose of the travel.

Per Diem Rates Look-Up**Oklahoma Mileage Table**

Destination	Mileage and/or Airfare	Per Diem, Lodging and Registration Costs	Federal Funds Requested
Child Abuse Conference	\$750	\$1,865	\$2,615
Total Requested			\$2,615

Budget Narrative

This conference is integral for goal achievement - training and networking with local advocates and maintaining certifications.

Expense breakdown includes:

- Airfare @ \$750
- Per Diem @ \$69/day x 5 full days: \$345
- Lodging @ \$154/night x 5 nights: \$770
- Registration @ \$780

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

Equipment

- 1) List non-expendable items that are to be purchased (expendable items should be included in the Supplies Category).
- 2) Please provide a detailed explanation of the category in the Narrative section below. Explain how the equipment is necessary to the success of the project.

Equipment	Quantity	Unit Price	Federal Funds Requested
Total Requested			\$0

Budget Narrative

N/A

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

Facilities, Rentals and Leases

- 1) Identify and itemize facility, equipment rental and lease costs. Show the basis for computation and total cost.
- 2) Please provide a detailed explanation of the category in the Narrative section below. Explain the purpose and how the facilities, equipment rental and/or lease is necessary to the success of the project.

Facilities, Equipment Rental and Leases	Basis for Computation	Federal Funds Requested	
		Total Requested	\$0
Budget Narrative			
N/A			

Supplies and Operating

- 1) General supplies include any materials that are expended or consumed during the project period (office supplies, training supplies, postage, printing costs).
- 2) Operating costs are expenses that are required to implement the project such as telephone, utilities, printing, and maintenance.
- 3) List each item separately by type and show the basis for computation.
- 4) Please provide a detailed explanation of the category in the Narrative section below. Explain why the supplies to be purchased and the operating expenses requested are necessary to the project.

Item	Quantity	Unit Price	Federal Funds Requested
Printing/Postage	2500	\$1	\$2,500
Total Requested			\$2,500

Budget Narrative

Request includes mail outs to victims and postage for mail. Prior experience has found this to be the most productive mechanism for contacting victims.

- Printing @ \$.08 and Postage @ \$.55 rounded up to \$1.00.

Other Costs

- 1) Itemize all other expenses not included in the other categories.
- 2) Please provide a detailed explanation of the category in the Narrative section below. Explain why the other expenses to be purchased are necessary to the project.

Item Description

Federal Funds Requested

Total Requested

\$0

Budget Narrative

N/A

Indirect Cost**Request to Waive Indirect Costs**

- ✓ The organization understands a request for indirect costs is voluntary and chooses **NOT** to request indirect costs for this grant. If the above box is **NOT** checked, select from one of the groups below.

De minimis Indirect Cost Request

Instruction: The de minimis indirect cost rate may be requested by:

- a) Non-profit organizations that do not have a current negotiated federal indirect cost rate.
- b) State and local units of government, and federally recognized tribal governments that receive less than \$35 million in direct federal funding and do not have a current negotiated indirect cost rate with a cognizant agency.

Note: If this method is chosen, it must be used consistently until such time the organization chooses to negotiate an indirect cost rate.

The organization certifies it has never negotiated an indirect cost rate and meets the qualifications for a de minimis rate of % (a whole number between 1% & 10%) for this grant.

Organizations with Negotiated Indirect Cost Agreements

The organization requests the approved negotiated rate of . The agreement is for the following period: to .

The approved negotiated rate agreement is based on (select one)

Salaries Only; Salaries and benefits only; All budget categories;

Note: A copy of the current approved indirect cost agreement must be included with this application.

The organization has an approved negotiated rate of ; however, in order to allow a greater share of the program funds for direct program costs, the organization voluntarily chooses to charge a lesser rate of for this grant. The approved negotiated rate is for the following period: to .

The negotiated rate agreement is based on (select one)

Salaries only; Salaries and benefits only; All budget categories;

Note: A copy of the current approved indirect cost agreement must be included with this application on the Grant Enclosures page.

Organizations Requesting to Negotiate an Indirect Cost Rate

State and local units of government, and federally recognized tribal governments receiving between \$35 million and \$125 million in direct federal funding that have never negotiated an indirect cost rate, and any non-profit organization (regardless of how much federal funding is received) that has never negotiated an indirect cost rate, may choose to negotiate a rate with the District Attorneys Council (DAC), provided the DAC is the appropriate cognizant agency (e.g. DAC is the organization's major federal funding source). In order to negotiate an indirect cost rate with the DAC, you may do so by completing an Indirect Cost Proposal. Please contact DAC for guidance at 405-264-5006. Note: If the organization is currently receiving de minimis indirect costs on any federal grant, what is the de minimis rate? *Grant name:*

Indirect Cost*Funding Agency:*

The organization requests the negotiated indirect cost rate of , as agreed upon by this organization and the DAC, pursuant to the cost allocation plan currently in use by the organization, modified total direct costs, or another methodology that provides a fair and equitable distribution of costs to all programs that benefit from the overhead in accordance with 2 CFR 200. A copy of the approved indirect cost agreement between the organization and the DAC must be attached to this application.

Note: If the organization is currently receiving de minimis indirect costs on other federal grants, what is the de minimis rate? Grant name(s): . Please note, once there is a negotiated rate, the organization no longer qualifies for a de minimis indirect cost rate and must use the negotiated rate on all federal awards.

Note: Organizations receiving more than \$125 million in direct federal funding that wish to negotiate an indirect cost rate must go through their federal cognizant agency. A list of federal cognizant agencies can be found at <https://www.dol.gov/oasam/boc/dcd/dcd-agency-list.htm>.

*For more information on indirect costs, see 2 CFR Part 200,
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.*

*Capitalization Threshold Policy

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

Budget Summary

	<u>VOCA Subgrant</u> <u>Request</u>	<u>Cash</u> <u>Match</u>	<u>In-Kind</u> <u>Match</u>	<u>Total</u> <u>Amount</u>
Personnel	\$47,138	\$0	\$0	\$47,138
Benefits	\$21,581	\$0	\$0	\$21,581
Contractors & Consultants	\$0	\$0	\$0	\$0
Travel	\$2,615	\$0	\$0	\$2,615
Equipment	\$0	\$0	\$0	\$0
Facilities, Equipment Rental and Leases	\$0	\$0	\$0	\$0
Supplies & Operating	\$2,500	\$0	\$0	\$2,500
Other	\$0	\$0	\$0	\$0
Indirect Costs	\$0			\$0
Volunteer Time			\$0	\$0
TOTALS	\$73,834	\$0	\$0	\$73,834

Organization: Norman Police Department, City of

2022-VOCA-Norman PD-199

Grant Enclosures

The following items must be attached to the application using the upload prompt.

1.) Job Descriptions (if requesting Personnel/Benefits costs)

https://grants.ok.gov/_Upload/828369_830145-A-JobDescription.pdf

2.) Matching Personnel Job Description(s)

3.) Board of Directors (Must include contact information.)

https://grants.ok.gov/_Upload/828369_830151-B-BoardofDirectors.pdf

4.) Organizational Chart

https://grants.ok.gov/_Upload/828369_830150-C-OrganizationalChart.pdf

5.) Memorandums of Understanding and/or Letters of Support
(if a new applicant or if new services are being proposed)

[https://grants.ok.gov/_Upload/828369_830152-D-SupportLetter\(OU\).pdf](https://grants.ok.gov/_Upload/828369_830152-D-SupportLetter(OU).pdf)

6) Cell Phone Policy

* Upload required only if requesting funding for this category

7) Transitional Housing Policy

* Upload required only if requesting funding for this category

Grant Enclosures

8) Relocation Policy

* Upload required only if requesting funding for this category

9) Emergency Funds Policy

* Upload required only if requesting funding for this category

10) Federal Negotiated Indirect Cost Agreement or Proposal

* Upload required only if requesting funding for this category

11) EEOP Certification

* Upload required

https://grants.ok.gov/_Upload/828369_830160-E-EEOPCertification.pdf

12) Assurances

* Upload required

https://grants.ok.gov/_Upload/828369_830161-F-Assurances.pdf

Application Agreement and Submission

Application Agreement: By submitting this application, the Authorizing Official certifies 1) that the applicant agency is eligible to apply, 2) that the information provided in the application is accurate, and 3) that the applicant agency agrees to comply with all state and federal provisions of the Victims of Crime Act (VOCA) grant, the attached Certified Assurances, and all other state and federal laws.

Your typed name, in lieu of your signature, represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The documentation has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

1. Assurances
2. Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements

Authorizing Official

Title	Kevin Foster		
Address	Chief of Police		
	201-B W. Gray St.		
City	Norman	State Oklahoma	Zip+4 73069-7108
Area Code/Phone Number	(405) 366-5201		
Area Code/Fax Number	(405) 366-5246		
E-mail Address	PDChief@NormanOK.gov		

*The Authorizing Official must be logged in to sign and submit the application . If Authorizing Official is unavailable to sign and submit, a letter of designation can be uploaded prior to submission.

✓

I have examined the information provided here regarding the signing authority and certify it is accurate. 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 application system 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.

You must hit the SAVE button before you can submit the application . By clicking this link, you will be directed to the Application Status Menu where you must click the APPLICATION SUBMITTED button .

Uploads

Certifications

[828395_830865-G-CertificationsRegardingLobbyingetc.pdf](#)

From: OKGrants-Admin@osf.ok.gov
To: stephanie.lowery@dac.state.ok.us; [John Stege](#); robin.frank@dac.state.ok.us; laura.russell@dac.state.ok.us; stephanie.lowery@dac.state.ok.us; jaimie.yahner@dac.state.ok.us; kathryn.brewer@dac.state.ok.us; samuel.russell@dac.state.ok.us; lia.tepker-mchughes@dac.state.ok.us; michelle.naylor@dac.state.ok.us; [Brenda Hall](#); [Brenda Hall](#); connor.long@dac.state.ok.us; amanda.blasko@dac.state.ok.us; sinead.maguina@dac.state.ok.us
Subject: EXTERNAL EMAIL : VOCA Application Submitted
Date: Friday, March 4, 2022 8:33:57 PM

Your proposal, 2022-VOCA-Norman PD-199, has been submitted.

JOB DESCRIPTION

Victims of Crime Act Grant (VOCA)

Application 2022-VOCA-NORMAN PD-199

CLASS SPECIFICATION

City of Norman, Oklahoma

Class Code: 0020

Date: 09/15/18

CLASS TITLE: VICTIM ADVOCATE

REPORTS TO: INVESTIGATIONS COMMANDER

DEPARTMENT: POLICE DEPARTMENT

FLSA STATUS: NON-EXEMPT

Class specification statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

JOB SUMMARY:

Under the supervision of the Investigation Division Commander, provides management of advocacy program including follow-up on all cases involving victims, ensures coordination for victim assistance community partners, and manages social work practicum students.

MAJOR RESPONSIBILITIES AND DUTIES:

Reviews and assesses violent crime reports as conveyed to the police by crime victims, witnesses, etc.

Contacts victims of violent crimes (particularly underserved victims); provides information regarding legal process, resources (i.e., resources available, treatment and education programs, legal assistance, financial aid), and investigation process.

Coordinates with the University of Oklahoma's Anne and Henry Zarrow School of Social Work to supervises practicum students to include case assignment, advocacy training, career mentoring, and performance evaluation

Maintains statistical records of victim contacts.

Attachment 1

Ensures victims of Domestic Abuse, Stalking and Sexual Assault are referred to the Women's Resource Center for advocacy and follow-up services.

Ensures victims of child abuse are referred to the Mary Abbott Children's House for advocacy and follow-up.

Obtains restitution information from victims and provides alternate means for victims to be compensated for damages incurred as a result of criminal behavior.

Provides emotional support and crisis intervention for victims of crime.

Provides liaison and coordination between the Norman Police Department and the District Attorney's Office, mental health professionals, faith based assistance groups, and non-profit agencies for case follow-up.

Assists with returning property to victims and witnesses when permitted by law or rules of evidence.

Coordinates and networks with other crime victim advocacy programs.

Assists with the development and modification of departmental policies, procedures and training regarding advocacy and advocacy requirements.

Responsible for maintaining departmental compliance with all legal mandates related to crime victims and/or witnesses.

Ensures that victim handouts are available and current which explain victims' rights regarding homicides, domestic abuse, rape or forcible sodomy, and other violent crimes.

Performs related duties assigned.

MATERIALS AND EQUIPMENT USED:

Personal Computer	MS Office Suite (MS Word, Outlook, Excel, Access)
New World RMS	Phone/Fax Copy Machine

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Master's degree in social work from a CSWE-accredited program.

A minimum of two years (4,000) hours of full-time, postgraduate, supervised clinical social work experience.

Licenses and Certifications:

Must possess a valid Oklahoma state driver's license and satisfactory motor vehicle record.

Must possess full or provisional Licensed Clinical Social Worker (LCSW) certification through the Oklahoma State Board of Licensed Social Workers.

Knowledge:

Knowledge of appropriate state and local laws relating to homicides, domestic abuse, rape or forcible sodomy, and other violent crimes.

Proficient with practicing social work at the clinical level, assessing and diagnosing disorders, conducting counseling, and supervising practicum students in those processes.

Familiar with legal terminology, police practices, and court procedures.

Understands modern office processes to include word, spreadsheet, and database software.

Skills:

Capable of being on call occasionally to assist crime victims at the scene.

Proficient with interviewing victims and obtain relevant information.

Adept at establishing and maintaining effective working relationships with victims of crime, police department employees, outside law enforcement and mental health agencies, as well as other victim advocacy entities.

Mental and Physical Abilities:

Ability to communicate effectively, verbally and in writing; follow written and verbal instructions; prioritize tasks; track and monitor funds.

Capable of paying close attention to detail in reviewing, preparing and presenting information regarding victim services; reading and writing reports; and representing departments at in-house or outside public meetings

Ability to maintain confidential nature of the work.

Attachment 1

While performing the duties of this job, the employee is frequently required to sit, walk, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Maintain regular, predictable and punctual attendance.

Working Conditions:

Work is performed primarily in an office setting. The noise level in the work environment is usually quiet. 25% of the time spent interviewing emotionally distressed persons.

BOARD OF DIRECTORS

Victims of Crime Act Grant (VOCA)

Application 2022-VOCA-NORMAN PD-199

The Norman Police Department does not have a “Board of Directors.” The below list, therefore is the proposed chain of command for the Victim Advocate position.

City Manager:

Mr. Darrel Pyle
201 W. Gray St.
Norman, OK 73071
(405) 366-5402

Chief of Police

Major Kevin Foster
201-B W. Gray St.
Norman, OK 73071
(405) 366-5201

Support Bureau Commander

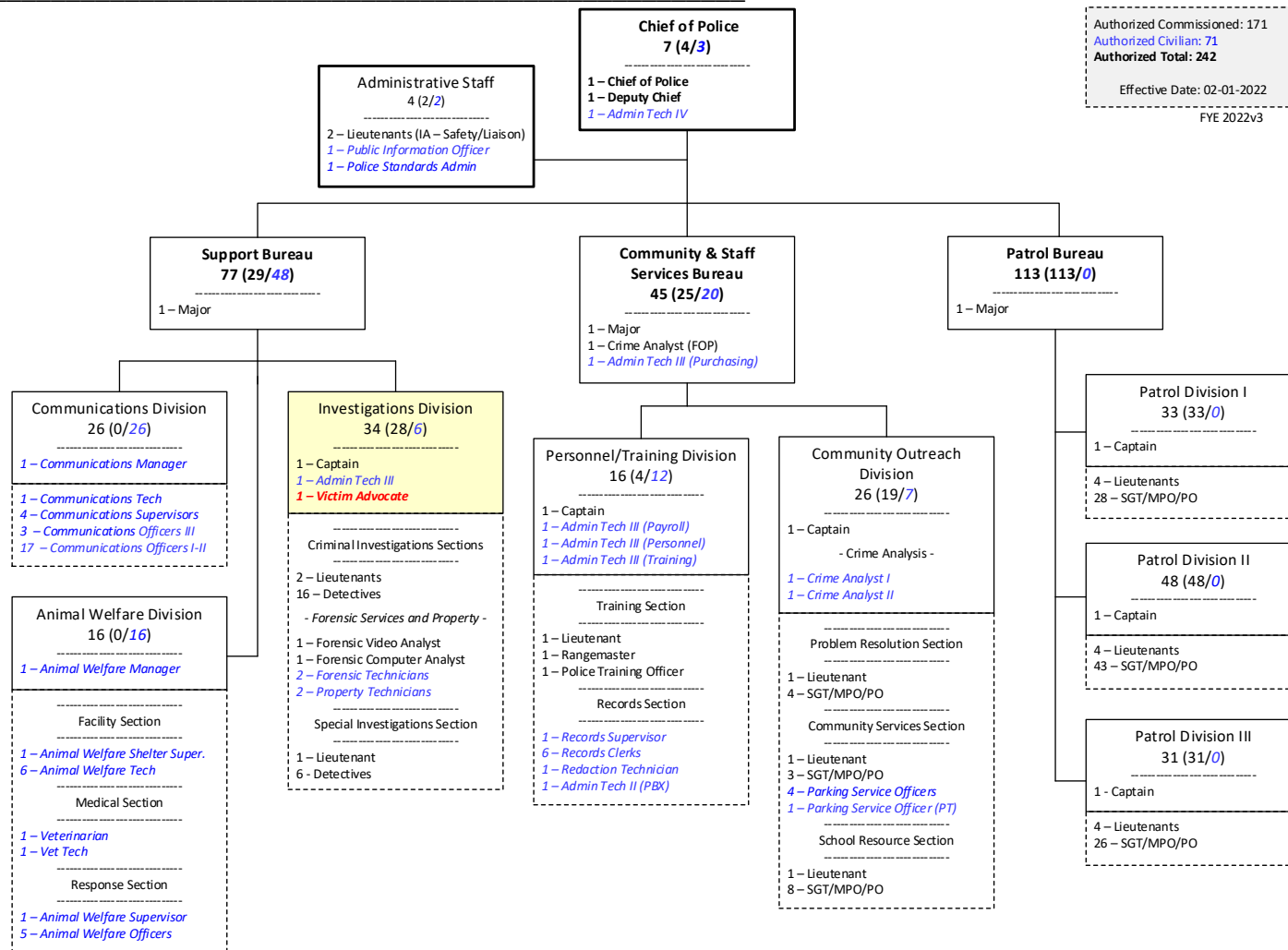
Major Jamie Shattuck
201-B W. Gray St.
Norman, OK 73071
(405) 217-7770

Investigations Division Commander (first-line supervisor for Victim Advocate)

Captain Eric Lehenbauer
1507 W. Lindsey St.
Norman, OK 73071
(405) 217-7769

ORGANIZATIONAL CHART(S) – CURRENT:**Victims of Crime Act Grant (VOCA)**

Application 2022-VOCA-NORMAN PD-199



LETTER OF SUPPORT

Victims of Crime Act Grant (VOCA)

Application 2022-VOCA-NORMAN PD-1999



The University of Oklahoma

Anne & Henry Zarrow School of Social Work

March 3, 2022

Dear Grant Chairperson:

I am writing to express the full support and partnership of the University of Oklahoma's Anne and Henry Zarrow School of Social Work with the Norman Police Department (NPD) in their goal to expand the victim advocacy program in the City of Norman. We are deeply committed to NPD's efforts to support victims of crime as they navigate the legal system while also dealing with acute and ongoing symptoms of trauma. Our partnership with NPD has led to a vibrant learning opportunity for a graduate social work student who is completing her concentration year practicum working as a victim advocate. This student works each day with the detectives and staff of NPD to ensure victims are connected to supportive resources in the community. This student works with Norman victims of crime, offering support through personal advocacy, information, and connection to resources.

We are excited about the opportunity to expand on this partnership and support the NPD in hiring a full-time Licensed Clinical Social Worker to continue to develop their victim advocacy program. A full-time LCSW will bring enhanced expertise in trauma-informed supportive services for victims of crime and have the capacity to formalize a more comprehensive victim services program. Victim advocates provide many services, including intervention, risk reduction, and prevention services to victims and survivors of crime. They also provide training, consultation, and support for law enforcement officers with whom they work. The LCSW will also be able to provide supervision to additional social work practicum students interested in working in the field of criminal justice and victim services. Expanding this program with a full-time licensed professional would significantly increase the opportunities and benefits for the Norman Police Department as well as the citizens of the City of Norman.

Our partnership with NPD has been a truly rewarding experience for our students and we look forward to ongoing opportunities to build programming that benefits both our local community and the learning experience for our students. If I can provide any additional information regarding our work with NPD and the Victim Advocacy Practicum Placement, please do not hesitate to reach out to me.

Sincerely,

Christina R. Miller



The University of Oklahoma

Anne & Henry Zarrow School of Social Work

Christina R. Miller, PhD
Associate Director/Associate Professor
Anne and Henry Zarrow School of Social Work
crmiller@ou.edu

EEOP CERTIFICATION

Victims of Crime Act Grant (VOCA)

Application 2022-VOCA-NORMAN PD-199

- At the time of submission, the City of Norman had not completed and Equal Employment Opportunity Plan (EEOP). We anticipate formulation of an EEOP in accordance with 28 CFR pt. 42, subpt. E by the City of Norman Human Resources Department. Unfortunately, the director of that department retired in December and the new director is anticipated to start work on 03-14-2022.
- We understand that City of Norman compliance with the EEOP requirements is a condition that must be fulfilled prior to being considered for this funding, but hope that we may move forward with our application contingent upon our future compliance.

ASSURANCES

Victims of Crime Act Grant (VOCA)

Application 2022-VOCA-NORMAN PD-199

- VOCA Certified Assurances 2022

VOCA CERTIFIED ASSURANCES 2022

These certified assurances are for VOCA Subawards funded in whole or in part under 2021-XX-XX-XXXX, effective 10/1/2022. This document is subject to change pending award by OVC. Hyperlinks to important federal laws can be found throughout this document. Click on the blue links to open the hyperlink and read the corresponding federal law and/or grant requirements pertaining to each of the certified assurances. This document should be signed by the Authorizing Official, Project Director and Financial Officer listed on the VOCA Grant. In addition, this document should be shared with VOCA grant-funded staff.

1. Requirements of the award, remedies for non-compliance or for materially false statements

The subrecipient at any tier agrees to comply with applicable portions of the Victims of Crime Act (VOCA) of 1984, [34 U.S.C., Chapter 201](#) and the [Victims of Crime Act Victim Assistance Program Rule](#).

The certified assurances of this subaward are material requirements of the subaward. Compliance with any certified assurance submitted by or on behalf of the subrecipient that relates to conduct during the period of performance also is a material requirement of this subaward.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm), and incorporated by reference into the award.

By signing and accepting this award on behalf of the subrecipient, the authorized official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized subrecipient official, all assurances or certifications submitted by or on behalf of the subrecipient that relate to conduct during the period of performance.

Failure to comply with any one or more of these subaward requirements (certified assurances) -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the subaward period -- may result in the District Attorneys Council ("DAC") and/or Office of Justice Programs ("OJP") taking appropriate action with respect to the subrecipient and the subaward. Among other things, the DAC or OJP may withhold award funds, disallow costs, or suspend or terminate the subaward. The Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government or the DAC related to this subaward (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under [18 U.S.C. 1001](#) and/or [1621](#), and/or [34 U.S.C. 10272](#), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under [31 U.S.C. 3729-3730](#) and [3801-3812](#)).

Should any provision of a requirement of this subaward be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or unenforceable; such provision shall be deemed severable from this subaward.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in [2 C.F.R. Part 200](#), as adopted and supplemented by DOJ in [2 C.F.R. Part 2800](#) (together, the "[Part 200 Uniform Requirements](#)") apply to this FY 2020 award from OJP and all subawards.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2020 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2020 award.

For more information and resources on the [Part 200 Uniform Requirements](#) as they relate to OJP awards and subawards ("subgrants"), see the OJP website: <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the subaward that the subrecipient at any tier must retain is 6 ½ years from the date of submission of the subrecipient's final quarterly report. During such time, the subrecipient must provide access, including performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at [2 C.F.R. 200.333](#).

In the event a subaward-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the [Part 200 Uniform Requirements](#), the subrecipient is to contact DAC promptly for clarification.

3. Compliance with the DOJ Grants Financial Guide

The subrecipient at any tier agrees to comply with the [DOJ Grants Financial Guide](https://ojp.gov/financialguide/DOJ/index.htm) as posted on the OJP website (currently, the “DOJ Grants Financial Guide” available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance, and all financial and administrative guidance provided by DAC during the period of performance.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in these certified assurances to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in the subaward certified assurances, references set out in material incorporated by reference through the subaward certified assurances, and references set out in other subaward requirements and documents, including the [Victims of Crime Act \(VOCA\) Financial & Administrative Guide](#) produced by the DAC.

5. Requirements related to “de minimis” indirect cost rate

A subrecipient at any tier that is eligible under the [Part 200 Uniform Requirements](#) and other applicable law to use the “de minimis” indirect cost rate described in [2 C.F.R. 200.414\(f\)](#), and that elects to use the “de minimis” indirect cost rate, should do so in writing, by making this election on the Indirect Cost Page located in the online VOCA Grant Application kit. When electing to use the “de minimis” indirect cost rate, the subrecipient organization agrees it is eligible for this rate. In addition, the subrecipient agrees to comply with all associated requirements in [Part 200 Uniform Requirements](#). The “de minimis” rate may be applied only to modified total direct costs (MTDC) as defined by the [Part 200 Uniform Requirements](#).

6. Requirement to report potentially duplicative funding

If the subrecipient at any tier currently has other active awards of federal funds, or if the subrecipient receives any other award of federal funds during the period of performance for this subaward, the subrecipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this subaward. If so, the recipient must promptly notify the DAC in writing of the potential duplication, and, if so requested by the

DAC, must seek a grant adjustment or change in goals and objectives to eliminate any inappropriate duplication of funding.

7. Requirements related to System for Award Management and Universal Identifier Requirements

The subrecipient at any tier agrees to comply with applicable requirements regarding annual registration with the System for Award Management (SAM), currently accessible at <https://www.sam.gov/SAM/>. This includes applicable requirements regarding registration with SAM, as well as maintaining current information in SAM.

The details of the subrecipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://www.ojp.gov/funding/explore/sam> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

8. Requirement to report actual or imminent breach of personally identifiable information (PII)

The subrecipient at any tier must have written procedures in place to respond in the event of an actual or imminent "breach" ([OMB M-17-12](#)) if the subrecipient creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" ([2 CFR 200.79](#)) 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 subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to DAC no later than 12 hours of after an occurrence of an actual breach, or the detection of an imminent breach. The DAC will send the appropriate form to complete at the time notification is made. The organization's PII breach policy and procedures should be uploaded into OKGrants for each VOCA project.

9. All subawards must have specific federal authorization

The subrecipient at any tier must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements - OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

10. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000.00.

The subrecipient at any tier must comply with all applicable requirements to obtain specific advance approval from the DAC to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000.00). This condition applies to agreements that – for purposes of federal grants administrative requirements – OJP considers a procurement “contract” (and therefore does not consider a subaward).

The details of the requirements for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> on the OJP web site. (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. Notify DAC if there are any procurement contracts that are expected to exceed \$250,000. Advance approval must be obtained by DAC and OJP.

11. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate subaward).

The subrecipient at any tier must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of the subrecipient, or individuals defined (for purposes of this condition) as “employees” of the subrecipient.

The details of the subrecipient obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>. (Award condition: Prohibited conduct by subrecipient related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated in reference here.

12. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events.

The subrecipient at any tier agrees to comply with all applicable laws, regulations, policies, and official 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 the term is defined by DOJ), including the provision of food and/or beverages at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this subaward appears in the [DOJ Grants Financial Guide](#).

13. Requirement for data on performance and effectiveness under the subaward

The recipient (DAC) is required to collect and maintain data that measures the performance and effectiveness of work under this VOCA subaward. The data must be provided to DAC in a manner (including within the timeframes) specified by DAC. Data is reported quarterly on a form referred to as the Performance Measurement Tool (PMT) provided by the DAC. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

The subrecipient assures that it will collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

14. OJP Training Guiding Principles

Any training or training materials the subrecipient at any tier develops or delivers with VOCA funds must adhere to the [OJP Training Guiding Principles for Grantees and Subgrantees](#).

15. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination regulations – 28 C.F.R. Part 42

The subrecipient at any tier must comply with all applicable requirements of [28 C.F.R. Part 42](#), specifically including any applicable requirements in [Subpart E of 28 C.F.R. Part 42](#) that relates to an equal employment opportunity program.

16. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination regulations – 28 C.F.R. Part 54

The subrecipient at any tier must comply with all applicable requirements of [28 C.F.R. Part 54](#), which relates to nondiscrimination on the basis of sex in certain “education programs.”

17. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination regulations – 28 C.F.R. Part 38

The subrecipient at any tier must comply with all applicable requirements of [28 C.F.R. Part 38](#), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, [28 C.F.R. Part 38](#) includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to subrecipient organizations that engage in or conduct explicitly

religious activities, as well as rules and requirements that pertain to subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "[Partnerships with Faith-Based and Other Neighborhood Organizations](#)," is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page+browse>), by browsing to [Title 28-Judicial Administration, Chapter 1, Part 38, under E-CFR](#) "current" data.

Should the subrecipient receive a written discrimination complaint from an individual, the complaint should be forwarded to the DAC. The subrecipient assures that in the event that a Federal or State Court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a subrecipient at any tier of victim assistance formula funds under this subaward, the subrecipient will forward a copy of the findings to DAC and to the [Office of Civil Rights, OJP](#).

18. Restriction on "lobbying"

In general, as a matter of federal law, this federal subaward may not be used, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See [18 U.S.C. 1913](#). There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.

Another federal law generally prohibits this federal subaward from being used by the subrecipient at any tier to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subaward "subgrant", contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See [31 U.S.C. 1352](#). Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any questions arise as to whether a particular use of federal funds by a subrecipient would or might fall within the scope of these prohibitions; the subrecipient is to contact DAC for guidance. The subrecipient may not proceed without the express prior written approval of DAC.

19. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2020)

Compliance with general appropriations-law restrictions on the use of federal funds (FY 2020)
The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent

restrictions that may be set out in applicable appropriations acts are indicated at <https://www.ojp.gov/funding/explore/award-condition-general-appropriations-law-restrictions-use-federal-award-funds-fy-2020>, and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

20. Reporting potential fraud, waste, abuse, and similar misconduct

The subrecipient at any tier must promptly refer to the DAC and/or the Department of Justice (DOJ), [Office of the Inspector General \(OIG\)](#), any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has, in connection with funds under this subaward - 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.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

The DOJ OIG hotline Email is: oig.hotline@usdoj.gov or <https://oig.justice.gov/hotline>

Additional information is available from the DOJ/OIG website at www.usdoj.gov/oig.

21. Restrictions and certifications regarding non-disclosure agreements and related matters.

No subrecipient at any tier under this subaward, or entity that receives a procurement contract or subcontract with any funds under this subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by DAC, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmental information), or any other form issued by a federal department or agency governing nondisclosure of classified information.

1. In accepting this award, the subrecipient--
 - a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of federal subaward funds, will provide prompt written notification to DAC and OVC, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by DAC and OVC.
2. If the subrecipient does or is authorized under this subaward to make subawards ("subgrants"), procurement contracts, or both--
 - a. it represents that--
 - (1) it has determined that no other entity that the recipient's application proposes may or will receive these federal subaward funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
 - b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of subaward funds to or by that entity, will provide prompt written notification to DAC and OVC, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by DAC and OVC.

22. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The subrecipient at any tier must comply with, and is subject to, all applicable provisions of [41 U.S.C. 4712](#), including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The subrecipient must also inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under [41 U.S.C. 4712](#).

Should a question arise as to the applicability of the provisions of [41 U.S.C. 4712](#) to this subaward, the subrecipient is to contact the DAC for guidance.

23. Encouragement of policies to ban text messaging while driving

Pursuant to [Executive Order 13513](#), "Federal Leadership on Reducing Text Messaging While Driving," [74 Fed. Reg. 51225 \(October 1, 2009\)](#), the subrecipient at any tier is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by the subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

24. Subrecipient authorization to examine records.

The subrecipient at any tier authorizes the DAC, the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO) and its representatives, access to and the right to examine all records, books, paper, or documents related to the VOCA subaward.

25. Audit Requirements

For fiscal years beginning on or after December 26, 2014, subrecipients at any tier who expend \$750,000 or more in Federal funds (from all federal sources) in the organization's fiscal year (12-month turnaround reporting period), the organization is required to arrange for a single organization-wide audit conducted in accordance with the provisions of [2 C.F.R. Part 200, Subpart F, Section 200.501](#). Each single audit should be submitted, electronically, to VOCAhelp@dac.state.ok.us as soon as it becomes available.

26. Non-supplanting requirement

Pursuant to [OJP Standards for Financial Management Systems](#), federal VOCA funds will not be used to supplant State and local funds that would otherwise be available for crime victim assistance.

27. Other Subrecipient Assurances

- a) The subrecipient will provide services, at no charge, through the VOCA-funded project. Any deviation from this provision requires prior approval from DAC.
- b) The subrecipient will assist victims in seeking available crime victims' compensation benefits.
- c) The subrecipient assures that it will maintain confidentiality of client-counselor information

as required by State law and the [Victims of Crime Act Victim Assistance Program Rule](#).

- d) The subrecipient will not discriminate against victims because they disagree with the way the State is prosecuting the criminal case.
- e) The subrecipient assures that, in accordance with DOJ, pertaining to Title VI of the Civil Rights Act of 1964, [42 U.S.C. § 2000d](#), recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with Limited English Proficiency (LEP). The subrecipient will upload the organization's LEP Policies and Procedures into the OKGrants system for each subgrant award.

28. Confidentiality

(a) *Confidentiality*. Subrecipients at any tier, to the extent permitted by law, will reasonably protect the confidentiality and privacy of persons receiving services under this subaward 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, the recipient of VOCA subaward 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 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.

29. Employment eligibility verification for hiring under the VOCA award

1. *Subrecipient at any tier must--*

A. Ensure that, as part of the hiring process for any position that is or will be funded (in whole or in part) with VOCA award funds, the subrecipient properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of [8 U.S.C. 1324a\(a\)\(1\) and \(2\)](#).

B. Notify all persons associated with the subrecipient who are or will be involved in activities under this award of both—

- (1) this award requirement for verification of employment eligibility, and
- (2) the associated provisions in [8 U.S.C. 1324a\(a\)\(1\) and \(2\)](#) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of [8 U.S.C. 1324a\(a\)\(1\) and \(2\)](#).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. *Monitoring* - DAC is responsible for monitoring subrecipient compliance with this certified assurance

3. *Allowable costs* - To the extent that such costs are not reimbursed under any other federal program, DAC may allow subrecipients to use VOCA funds, if awarded for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. *Rules of construction*

A. Staff involved in the hiring process - For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify - For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the subrecipient may choose to participate in, and use, E-Verify (<https://www.e-verify.gov/>), provided an appropriate person authorized to act on behalf of the subrecipient uses E-Verify and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation" to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including [8 U.S.C. 1324a\(a\)\(1\) and \(2\)](#). Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to DAC, before award acceptance.

30. Unreasonable restrictions on competition under the award; association with federal government

This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by the VOCA award, whether by the recipient (DAC) or by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

1. *No discrimination, in procurement transactions, against associates of the federal government*
Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable

requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

2. *Monitoring* - The DAC's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. *Allowable costs* - To the extent that such costs are not reimbursed under any other federal program, DAC may allow subrecipients to use VOCA funds, if awarded for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. *Rules of construction*

A. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

31. Determination of suitability to interact with participating minors

The VOCA subrecipient, subrecipient contractors, subcontractors and consultants providing services to minors must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

This certified assurance requires that subrecipients prepare *determinations of suitability* to interact with minors in advance of any individual being permitted to interact with minors as part of the VOCA-funded program. In order to aid the subrecipient programs in complying with this certified assurance, the DAC will provide a *Determination of Suitability to Interact with Minors* form that can be uploaded with each VOCA grant.

The details of this requirement are summarized below and are posted on the OJP web site at:

<https://ojp.gov/funding/Explore/Interact-Minors.htm>

1. *Advance determination regarding suitability.* The subrecipient may not permit any covered individual to interact with any minor receiving services in the VOCA-funded program unless the subrecipient first has made a written determination of the suitability of that individual to interact with minors.

2. *Updates and reexaminations.* a) The subrecipient must, at least every five years, update the criminal background searches and reexamine the covered individual's suitability determination in light of those search results, and, if appropriate, modify or withdraw that determination.

3. *Definitions* – a) "Covered individual" means any individual (other than a participating minor or a client of the subrecipient who is expected, or reasonably likely, to interact with any participating minor, other than the individual's own minor children). A covered individual need not have any particular employment status or legal relationship with the subrecipient. Such an individual might be an employee of a subrecipient, but also might be a consultant, contractor, employee of a contractor, trainee, volunteer or teacher. b) "Participating minor" means all individuals under 18 years of age receiving services under the VOCA-funded project. c) "Interaction" includes physical contact, oral and written communication, and the transmission of images and sound, and may be in person or by electronic (or similar) means. Interaction does not include brief, unexpected and unintentional contact and those contacts where there is another adult present, pursuant to written policies and procedures of the subrecipient, that are designed to ensure that -- throughout the contact -- an appropriate adult who has been determined to be suitable pursuant to this condition will closely and personally accompany, and remain continuously within view and earshot of, the covered individual. d) "Activities under the award" mean activities carried out under the VOCA award, using VOCA funds, matching funds or program income. Activities also include actions taken by an entity or individual pursuant to a procurement contract under the subaward at any tier. e) "Current and appropriate information" means, in addition to information resulting from checks or screening required by applicable federal, state, tribal, or local law, and/or by the subrecipient's own written policies and procedures, current and appropriate information includes the results of all required searches listed below, each of which must be completed no earlier than six months before the determination regarding suitability.

(1) Public sex offender and child abuse websites/registries. A search (by current name, and, if applicable, by previous name(s) or aliases), of the pertinent and reasonably-accessible federal, state, and (if applicable) local and tribal sex offender and child abuse websites/public registries, including-- (a) the National Sex Offender Public Website (www.nsopw.gov); (b) the website/public registry for each state (and/or tribe, if applicable) in which the individual lives, works, or goes to school, or has lived, worked, or gone to school at any time during the past five years; and (c) the website/public registry for each state (and/or tribe, if applicable) in which the individual is expected to,

or reasonably likely to, interact with a participating minor in the course of activities under the award.

(2) Criminal history registries and similar repositories of criminal history records. For each individual at least 18 years of age who is a covered individual under this FY 2020 award, a fingerprint search (or, if the recipient or subrecipient documents that a fingerprint search is not legally available, a name-based search, using current and, if applicable, previous names and aliases) -- encompassing at least the time period beginning five calendar years preceding the date of the search request -- of pertinent state (and, if applicable, local and tribal) criminal history registries or similar repositories, including--a) the criminal history registry for each state in which the individual lives, works, or goes to school, or has lived, worked, or gone to school at any time during the past five years; and b) the criminal history registry for each state in which he or she is expected to, or reasonably likely to, interact with a participating minor in the course of activities under the award.

4. *Factors and considerations in determinations regarding suitability* - In addition to the factors and considerations that must or may be considered under applicable federal, state, tribal, or local law, and under the subrecipient's written policies and procedures, in making a determination regarding suitability, the subrecipient must consider the results of all required searches listed below, each of which must be completed no earlier than six months before the determination regarding suitability.

In particular (unless applicable law precludes it), with respect to either an initial determination of suitability or a subsequent reexamination, the subrecipient may not determine that a covered individual is suitable to interact with participating minors in the course of activities under the award if the covered individual--

- a. Withholds consent to a criminal history search required by this condition;
- b. Knowingly makes (or made) a false statement that affects, or is intended to affect, any search required by this condition;
- c. Is listed as a registered sex offender on the National Sex Offender Public Website;
- d. To the knowledge of the subrecipient, has been convicted -- whether as a felony or misdemeanor -- under federal, state, tribal, or local law of any of the following crimes (or any substantially equivalent criminal offense, regardless of the specific words by which it may be identified in law):
 - (1) sexual or physical abuse, neglect, or endangerment of an individual under the age of 18 at the time of the offense;
 - (2) rape/sexual assault, including conspiracy to commit rape/sexual assault;

(3) sexual exploitation, such as through child pornography or sex trafficking;

(4) kidnapping;

(5) voyeurism; or

e. Is determined by a federal, state, tribal, or local government agency not to be suitable.

5. *Administration; rule of construction:* a) The requirements of this condition will be monitored by the DAC; b) The subrecipient is to contact the DAC with any questions regarding the requirements of this condition and must not allow a covered individual to interact with a participating minor until such questions are answered; c) DAC may allow awarded funds to be used, in part, for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition, provided that such funds would not supplant non-federal funds that would otherwise be available for such costs; d) nothing in this certified assurance shall be understood to authorize or require any subrecipient at any tier, or any person or other entity, to violate any federal, state, tribal, or local law, including any applicable civil rights or nondiscrimination law.

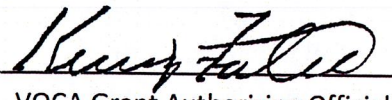
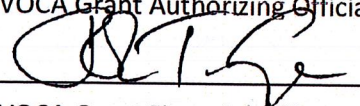
6. *Written policies and procedures:* Subrecipients are required to prepare written policies and procedures pertaining to this certified assurance and upload those written policies and procedures into OKGrants prior to October 31, 2020. The procedures should identify the sources of information the subrecipient organization intends to use to support the determination of suitability to interact with minors (one example would be the National Sex Offender Registry).

7. *Advising covered individuals:* All employees, volunteers, contractors and consultants who are deemed to be a covered individual, should be properly advised of this new certified assurance and the need for a determination of suitability by the subrecipient organization. This may require subrecipient organizations develop a form to be completed by covered individuals that would ask certain questions necessary to aid the subrecipient in making the determination of suitability. At a minimum, the notice should request names and aliases used by the covered person in the immediate 5 years prior to the request, and all cities and states the covered individual has lived, worked or gone to school in the 5 years prior to the request.

8) *Determination of suitability to interact with participating minors form:* This form will be provided by the DAC and should be uploaded in OKGrants annually. The form should list all covered individuals deemed suitable to interact with participating minors, the date the covered individual(s) received the designation of suitability by the subrecipient organization, when the next review will be initiated, and the screening(s) performed. This determination must be made every five years for each covered individual. Those individuals deemed not suitable to provide services to minors should not be listed on the form and should not be permitted to interact with participating minors under the VOCA award contract.

9) *Grant Adjustment Notice for compliance with this certified assurance:* Subrecipients may be permitted to do a grant adjustment notice (GAN) to move funds into the "Other" category, if necessary, to fulfill the requirements of this certified assurance provided the use of federal funds would not supplant existing funds the subrecipient has for the same purpose.

With my/our signature(s) below, I/we acknowledge acceptance of these certified assurances and certify compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements of the VOCA subaward.


VOCA Grant Authorizing Official

VOCA Grant Financial Officer

03-04-2022
Date
03-04-2022
Date


VOCA Grant Project Director

03-04-2022
Date

ASSURANCES

Victims of Crime Act Grant (VOCA)

Application 2022-VOCA-NORMAN PD-199

- VOCA Certified Assurances 2022

VOCA CERTIFIED ASSURANCES 2022

These certified assurances are for VOCA Subawards funded in whole or in part under 2021-XX-XX-XXXX, effective 10/1/2022. This document is subject to change pending award by OVC. Hyperlinks to important federal laws can be found throughout this document. Click on the blue links to open the hyperlink and read the corresponding federal law and/or grant requirements pertaining to each of the certified assurances. This document should be signed by the Authorizing Official, Project Director and Financial Officer listed on the VOCA Grant. In addition, this document should be shared with VOCA grant-funded staff.

1. Requirements of the award, remedies for non-compliance or for materially false statements

The subrecipient at any tier agrees to comply with applicable portions of the Victims of Crime Act (VOCA) of 1984, [34 U.S.C., Chapter 201](#) and the [Victims of Crime Act Victim Assistance Program Rule](#).

The certified assurances of this subaward are material requirements of the subaward. Compliance with any certified assurance submitted by or on behalf of the subrecipient that relates to conduct during the period of performance also is a material requirement of this subaward.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm), and incorporated by reference into the award.

By signing and accepting this award on behalf of the subrecipient, the authorized official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized subrecipient official, all assurances or certifications submitted by or on behalf of the subrecipient that relate to conduct during the period of performance.

Failure to comply with any one or more of these subaward requirements (certified assurances) -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the subaward period -- may result in the District Attorneys Council ("DAC") and/or Office of Justice Programs ("OJP") taking appropriate action with respect to the subrecipient and the subaward. Among other things, the DAC or OJP may withhold award funds, disallow costs, or suspend or terminate the subaward. The Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government or the DAC related to this subaward (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under [18 U.S.C. 1001](#) and/or [1621](#), and/or [34 U.S.C. 10272](#), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under [31 U.S.C. 3729-3730](#) and [3801-3812](#)).

Should any provision of a requirement of this subaward be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or unenforceable; such provision shall be deemed severable from this subaward.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in [2 C.F.R. Part 200](#), as adopted and supplemented by DOJ in [2 C.F.R. Part 2800](#) (together, the "[Part 200 Uniform Requirements](#)") apply to this FY 2020 award from OJP and all subawards.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2020 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2020 award.

For more information and resources on the [Part 200 Uniform Requirements](#) as they relate to OJP awards and subawards ("subgrants"), see the OJP website: <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the subaward that the subrecipient at any tier must retain is 6 ½ years from the date of submission of the subrecipient's final quarterly report. During such time, the subrecipient must provide access, including performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at [2 C.F.R. 200.333](#).

In the event a subaward-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the [Part 200 Uniform Requirements](#), the subrecipient is to contact DAC promptly for clarification.

3. Compliance with the DOJ Grants Financial Guide

The subrecipient at any tier agrees to comply with the [DOJ Grants Financial Guide](https://ojp.gov/financialguide/DOJ/index.htm) as posted on the OJP website (currently, the “DOJ Grants Financial Guide” available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance, and all financial and administrative guidance provided by DAC during the period of performance.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in these certified assurances to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in the subaward certified assurances, references set out in material incorporated by reference through the subaward certified assurances, and references set out in other subaward requirements and documents, including the [Victims of Crime Act \(VOCA\) Financial & Administrative Guide](#) produced by the DAC.

5. Requirements related to “de minimis” indirect cost rate

A subrecipient at any tier that is eligible under the [Part 200 Uniform Requirements](#) and other applicable law to use the “de minimis” indirect cost rate described in [2 C.F.R. 200.414\(f\)](#), and that elects to use the “de minimis” indirect cost rate, should do so in writing, by making this election on the Indirect Cost Page located in the online VOCA Grant Application kit. When electing to use the “de minimis” indirect cost rate, the subrecipient organization agrees it is eligible for this rate. In addition, the subrecipient agrees to comply with all associated requirements in [Part 200 Uniform Requirements](#). The “de minimis” rate may be applied only to modified total direct costs (MTDC) as defined by the [Part 200 Uniform Requirements](#).

6. Requirement to report potentially duplicative funding

If the subrecipient at any tier currently has other active awards of federal funds, or if the subrecipient receives any other award of federal funds during the period of performance for this subaward, the subrecipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this subaward. If so, the recipient must promptly notify the DAC in writing of the potential duplication, and, if so requested by the

DAC, must seek a grant adjustment or change in goals and objectives to eliminate any inappropriate duplication of funding.

7. Requirements related to System for Award Management and Universal Identifier Requirements

The subrecipient at any tier agrees to comply with applicable requirements regarding annual registration with the System for Award Management (SAM), currently accessible at <https://www.sam.gov/SAM/>. This includes applicable requirements regarding registration with SAM, as well as maintaining current information in SAM.

The details of the subrecipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://www.ojp.gov/funding/explore/sam> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

8. Requirement to report actual or imminent breach of personally identifiable information (PII)

The subrecipient at any tier must have written procedures in place to respond in the event of an actual or imminent "breach" ([OMB M-17-12](#)) if the subrecipient creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" ([2 CFR 200.79](#)) 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 subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to DAC no later than 12 hours of after an occurrence of an actual breach, or the detection of an imminent breach. The DAC will send the appropriate form to complete at the time notification is made. The organization's PII breach policy and procedures should be uploaded into OKGrants for each VOCA project.

9. All subawards must have specific federal authorization

The subrecipient at any tier must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements - OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

10. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000.00.

The subrecipient at any tier must comply with all applicable requirements to obtain specific advance approval from the DAC to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000.00). This condition applies to agreements that – for purposes of federal grants administrative requirements – OJP considers a procurement “contract” (and therefore does not consider a subaward).

The details of the requirements for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> on the OJP web site. (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. Notify DAC if there are any procurement contracts that are expected to exceed \$250,000. Advance approval must be obtained by DAC and OJP.

11. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate subaward).

The subrecipient at any tier must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of the subrecipient, or individuals defined (for purposes of this condition) as “employees” of the subrecipient.

The details of the subrecipient obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>. (Award condition: Prohibited conduct by subrecipient related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated in reference here.

12. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events.

The subrecipient at any tier agrees to comply with all applicable laws, regulations, policies, and official 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 the term is defined by DOJ), including the provision of food and/or beverages at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this subaward appears in the [DOJ Grants Financial Guide](#).

13. Requirement for data on performance and effectiveness under the subaward

The recipient (DAC) is required to collect and maintain data that measures the performance and effectiveness of work under this VOCA subaward. The data must be provided to DAC in a manner (including within the timeframes) specified by DAC. Data is reported quarterly on a form referred to as the Performance Measurement Tool (PMT) provided by the DAC. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

The subrecipient assures that it will collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

14. OJP Training Guiding Principles

Any training or training materials the subrecipient at any tier develops or delivers with VOCA funds must adhere to the [OJP Training Guiding Principles for Grantees and Subgrantees](#).

15. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination regulations – 28 C.F.R. Part 42

The subrecipient at any tier must comply with all applicable requirements of [28 C.F.R. Part 42](#), specifically including any applicable requirements in [Subpart E of 28 C.F.R. Part 42](#) that relates to an equal employment opportunity program.

16. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination regulations – 28 C.F.R. Part 54

The subrecipient at any tier must comply with all applicable requirements of [28 C.F.R. Part 54](#), which relates to nondiscrimination on the basis of sex in certain “education programs.”

17. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination regulations – 28 C.F.R. Part 38

The subrecipient at any tier must comply with all applicable requirements of [28 C.F.R. Part 38](#), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, [28 C.F.R. Part 38](#) includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to subrecipient organizations that engage in or conduct explicitly

religious activities, as well as rules and requirements that pertain to subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "[Partnerships with Faith-Based and Other Neighborhood Organizations](#)," is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page+browse>), by browsing to [Title 28-Judicial Administration, Chapter 1, Part 38, under E-CFR](#) "current" data.

Should the subrecipient receive a written discrimination complaint from an individual, the complaint should be forwarded to the DAC. The subrecipient assures that in the event that a Federal or State Court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a subrecipient at any tier of victim assistance formula funds under this subaward, the subrecipient will forward a copy of the findings to DAC and to the [Office of Civil Rights, OJP](#).

18. Restriction on "lobbying"

In general, as a matter of federal law, this federal subaward may not be used, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See [18 U.S.C. 1913](#). There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.

Another federal law generally prohibits this federal subaward from being used by the subrecipient at any tier to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subaward "subgrant", contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See [31 U.S.C. 1352](#). Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any questions arise as to whether a particular use of federal funds by a subrecipient would or might fall within the scope of these prohibitions; the subrecipient is to contact DAC for guidance. The subrecipient may not proceed without the express prior written approval of DAC.

19. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2020)

Compliance with general appropriations-law restrictions on the use of federal funds (FY 2020)
The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent

restrictions that may be set out in applicable appropriations acts are indicated at <https://www.ojp.gov/funding/explore/award-condition-general-appropriations-law-restrictions-use-federal-award-funds-fy-2020>, and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

20. Reporting potential fraud, waste, abuse, and similar misconduct

The subrecipient at any tier must promptly refer to the DAC and/or the Department of Justice (DOJ), [Office of the Inspector General \(OIG\)](#), any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has, in connection with funds under this subaward - 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.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

The DOJ OIG hotline Email is: oig.hotline@usdoj.gov or <https://oig.justice.gov/hotline>

Additional information is available from the DOJ/OIG website at www.usdoj.gov/oig.

21. Restrictions and certifications regarding non-disclosure agreements and related matters.

No subrecipient at any tier under this subaward, or entity that receives a procurement contract or subcontract with any funds under this subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by DAC, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmental information), or any other form issued by a federal department or agency governing nondisclosure of classified information.

1. In accepting this award, the subrecipient--
 - a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of federal subaward funds, will provide prompt written notification to DAC and OVC, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by DAC and OVC.
2. If the subrecipient does or is authorized under this subaward to make subawards ("subgrants"), procurement contracts, or both--
 - a. it represents that--
 - (1) it has determined that no other entity that the recipient's application proposes may or will receive these federal subaward funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
 - b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of subaward funds to or by that entity, will provide prompt written notification to DAC and OVC, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by DAC and OVC.

22. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The subrecipient at any tier must comply with, and is subject to, all applicable provisions of [41 U.S.C. 4712](#), including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The subrecipient must also inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under [41 U.S.C. 4712](#).

Should a question arise as to the applicability of the provisions of [41 U.S.C. 4712](#) to this subaward, the subrecipient is to contact the DAC for guidance.

23. Encouragement of policies to ban text messaging while driving

Pursuant to [Executive Order 13513](#), "Federal Leadership on Reducing Text Messaging While Driving," [74 Fed. Reg. 51225 \(October 1, 2009\)](#), the subrecipient at any tier is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by the subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

24. Subrecipient authorization to examine records.

The subrecipient at any tier authorizes the DAC, the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO) and its representatives, access to and the right to examine all records, books, paper, or documents related to the VOCA subaward.

25. Audit Requirements

For fiscal years beginning on or after December 26, 2014, subrecipients at any tier who expend \$750,000 or more in Federal funds (from all federal sources) in the organization's fiscal year (12-month turnaround reporting period), the organization is required to arrange for a single organization-wide audit conducted in accordance with the provisions of [2 C.F.R. Part 200, Subpart F, Section 200.501](#). Each single audit should be submitted, electronically, to VOCAhelp@dac.state.ok.us as soon as it becomes available.

26. Non-supplanting requirement

Pursuant to [OJP Standards for Financial Management Systems](#), federal VOCA funds will not be used to supplant State and local funds that would otherwise be available for crime victim assistance.

27. Other Subrecipient Assurances

- a) The subrecipient will provide services, at no charge, through the VOCA-funded project. Any deviation from this provision requires prior approval from DAC.
- b) The subrecipient will assist victims in seeking available crime victims' compensation benefits.
- c) The subrecipient assures that it will maintain confidentiality of client-counselor information

as required by State law and the [Victims of Crime Act Victim Assistance Program Rule](#).

- d) The subrecipient will not discriminate against victims because they disagree with the way the State is prosecuting the criminal case.
- e) The subrecipient assures that, in accordance with DOJ, pertaining to Title VI of the Civil Rights Act of 1964, [42 U.S.C. § 2000d](#), recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with Limited English Proficiency (LEP). The subrecipient will upload the organization's LEP Policies and Procedures into the OKGrants system for each subgrant award.

28. Confidentiality

(a) *Confidentiality*. Subrecipients at any tier, to the extent permitted by law, will reasonably protect the confidentiality and privacy of persons receiving services under this subaward 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, the recipient of VOCA subaward 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 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.

29. Employment eligibility verification for hiring under the VOCA award

1. *Subrecipient at any tier must--*

A. Ensure that, as part of the hiring process for any position that is or will be funded (in whole or in part) with VOCA award funds, the subrecipient properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of [8 U.S.C. 1324a\(a\)\(1\) and \(2\)](#).

B. Notify all persons associated with the subrecipient who are or will be involved in activities under this award of both—

- (1) this award requirement for verification of employment eligibility, and
- (2) the associated provisions in [8 U.S.C. 1324a\(a\)\(1\) and \(2\)](#) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of [8 U.S.C. 1324a\(a\)\(1\) and \(2\)](#).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. *Monitoring* - DAC is responsible for monitoring subrecipient compliance with this certified assurance

3. *Allowable costs* - To the extent that such costs are not reimbursed under any other federal program, DAC may allow subrecipients to use VOCA funds, if awarded for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. *Rules of construction*

A. Staff involved in the hiring process - For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify - For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the subrecipient may choose to participate in, and use, E-Verify (<https://www.e-verify.gov/>), provided an appropriate person authorized to act on behalf of the subrecipient uses E-Verify and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation" to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including [8 U.S.C. 1324a\(a\)\(1\) and \(2\)](#). Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to DAC, before award acceptance.

30. Unreasonable restrictions on competition under the award; association with federal government

This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by the VOCA award, whether by the recipient (DAC) or by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

1. *No discrimination, in procurement transactions, against associates of the federal government* Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable

requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

2. *Monitoring* - The DAC's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. *Allowable costs* - To the extent that such costs are not reimbursed under any other federal program, DAC may allow subrecipients to use VOCA funds, if awarded for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. *Rules of construction*

A. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

31. Determination of suitability to interact with participating minors

The VOCA subrecipient, subrecipient contractors, subcontractors and consultants providing services to minors must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

This certified assurance requires that subrecipients prepare *determinations of suitability* to interact with minors in advance of any individual being permitted to interact with minors as part of the VOCA-funded program. In order to aid the subrecipient programs in complying with this certified assurance, the DAC will provide a *Determination of Suitability to Interact with Minors* form that can be uploaded with each VOCA grant.

The details of this requirement are summarized below and are posted on the OJP web site at:

<https://ojp.gov/funding/Explore/Interact-Minors.htm>

1. *Advance determination regarding suitability.* The subrecipient may not permit any covered individual to interact with any minor receiving services in the VOCA-funded program unless the subrecipient first has made a written determination of the suitability of that individual to interact with minors.

2. *Updates and reexaminations.* a) The subrecipient must, at least every five years, update the criminal background searches and reexamine the covered individual's suitability determination in light of those search results, and, if appropriate, modify or withdraw that determination.

3. *Definitions* – a) "Covered individual" means any individual (other than a participating minor or a client of the subrecipient who is expected, or reasonably likely, to interact with any participating minor, other than the individual's own minor children). A covered individual need not have any particular employment status or legal relationship with the subrecipient. Such an individual might be an employee of a subrecipient, but also might be a consultant, contractor, employee of a contractor, trainee, volunteer or teacher. b) "Participating minor" means all individuals under 18 years of age receiving services under the VOCA-funded project. c) "Interaction" includes physical contact, oral and written communication, and the transmission of images and sound, and may be in person or by electronic (or similar) means. Interaction does not include brief, unexpected and unintentional contact and those contacts where there is another adult present, pursuant to written policies and procedures of the subrecipient, that are designed to ensure that -- throughout the contact -- an appropriate adult who has been determined to be suitable pursuant to this condition will closely and personally accompany, and remain continuously within view and earshot of, the covered individual. d) "Activities under the award" mean activities carried out under the VOCA award, using VOCA funds, matching funds or program income. Activities also include actions taken by an entity or individual pursuant to a procurement contract under the subaward at any tier. e) "Current and appropriate information" means, in addition to information resulting from checks or screening required by applicable federal, state, tribal, or local law, and/or by the subrecipient's own written policies and procedures, current and appropriate information includes the results of all required searches listed below, each of which must be completed no earlier than six months before the determination regarding suitability.

(1) Public sex offender and child abuse websites/registries. A search (by current name, and, if applicable, by previous name(s) or aliases), of the pertinent and reasonably-accessible federal, state, and (if applicable) local and tribal sex offender and child abuse websites/public registries, including-- (a) the National Sex Offender Public Website (www.nsopw.gov); (b) the website/public registry for each state (and/or tribe, if applicable) in which the individual lives, works, or goes to school, or has lived, worked, or gone to school at any time during the past five years; and (c) the website/public registry for each state (and/or tribe, if applicable) in which the individual is expected to,

or reasonably likely to, interact with a participating minor in the course of activities under the award.

(2) Criminal history registries and similar repositories of criminal history records. For each individual at least 18 years of age who is a covered individual under this FY 2020 award, a fingerprint search (or, if the recipient or subrecipient documents that a fingerprint search is not legally available, a name-based search, using current and, if applicable, previous names and aliases) -- encompassing at least the time period beginning five calendar years preceding the date of the search request -- of pertinent state (and, if applicable, local and tribal) criminal history registries or similar repositories, including--a) the criminal history registry for each state in which the individual lives, works, or goes to school, or has lived, worked, or gone to school at any time during the past five years; and b) the criminal history registry for each state in which he or she is expected to, or reasonably likely to, interact with a participating minor in the course of activities under the award.

4. *Factors and considerations in determinations regarding suitability* - In addition to the factors and considerations that must or may be considered under applicable federal, state, tribal, or local law, and under the subrecipient's written policies and procedures, in making a determination regarding suitability, the subrecipient must consider the results of all required searches listed below, each of which must be completed no earlier than six months before the determination regarding suitability.

In particular (unless applicable law precludes it), with respect to either an initial determination of suitability or a subsequent reexamination, the subrecipient may not determine that a covered individual is suitable to interact with participating minors in the course of activities under the award if the covered individual--

- a. Withholds consent to a criminal history search required by this condition;
- b. Knowingly makes (or made) a false statement that affects, or is intended to affect, any search required by this condition;
- c. Is listed as a registered sex offender on the National Sex Offender Public Website;
- d. To the knowledge of the subrecipient, has been convicted -- whether as a felony or misdemeanor -- under federal, state, tribal, or local law of any of the following crimes (or any substantially equivalent criminal offense, regardless of the specific words by which it may be identified in law):
 - (1) sexual or physical abuse, neglect, or endangerment of an individual under the age of 18 at the time of the offense;
 - (2) rape/sexual assault, including conspiracy to commit rape/sexual assault;

(3) sexual exploitation, such as through child pornography or sex trafficking;

(4) kidnapping;

(5) voyeurism; or

e. Is determined by a federal, state, tribal, or local government agency not to be suitable.

5. *Administration; rule of construction:* a) The requirements of this condition will be monitored by the DAC; b) The subrecipient is to contact the DAC with any questions regarding the requirements of this condition and must not allow a covered individual to interact with a participating minor until such questions are answered; c) DAC may allow awarded funds to be used, in part, for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition, provided that such funds would not supplant non-federal funds that would otherwise be available for such costs; d) nothing in this certified assurance shall be understood to authorize or require any subrecipient at any tier, or any person or other entity, to violate any federal, state, tribal, or local law, including any applicable civil rights or nondiscrimination law.

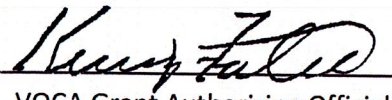
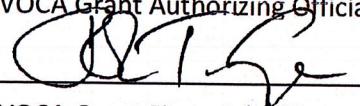
6. *Written policies and procedures:* Subrecipients are required to prepare written policies and procedures pertaining to this certified assurance and upload those written policies and procedures into OKGrants prior to October 31, 2020. The procedures should identify the sources of information the subrecipient organization intends to use to support the determination of suitability to interact with minors (one example would be the National Sex Offender Registry).

7. *Advising covered individuals:* All employees, volunteers, contractors and consultants who are deemed to be a covered individual, should be properly advised of this new certified assurance and the need for a determination of suitability by the subrecipient organization. This may require subrecipient organizations develop a form to be completed by covered individuals that would ask certain questions necessary to aid the subrecipient in making the determination of suitability. At a minimum, the notice should request names and aliases used by the covered person in the immediate 5 years prior to the request, and all cities and states the covered individual has lived, worked or gone to school in the 5 years prior to the request.

8) *Determination of suitability to interact with participating minors form:* This form will be provided by the DAC and should be uploaded in OKGrants annually. The form should list all covered individuals deemed suitable to interact with participating minors, the date the covered individual(s) received the designation of suitability by the subrecipient organization, when the next review will be initiated, and the screening(s) performed. This determination must be made every five years for each covered individual. Those individuals deemed not suitable to provide services to minors should not be listed on the form and should not be permitted to interact with participating minors under the VOCA award contract.

9) *Grant Adjustment Notice for compliance with this certified assurance:* Subrecipients may be permitted to do a grant adjustment notice (GAN) to move funds into the "Other" category, if necessary, to fulfill the requirements of this certified assurance provided the use of federal funds would not supplant existing funds the subrecipient has for the same purpose.

With my/our signature(s) below, I/we acknowledge acceptance of these certified assurances and certify compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements of the VOCA subaward.


VOCA Grant Authorizing Official
03-04-2022
Date

VOCA Grant Financial Officer
03-04-2022
Date


VOCA Grant Project Director
03-04-2022
Date

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE
REQUIREMENTS**

Victims of Crime Act Grant (VOCA)

Application 2022-VOCA-NORMAN PD-199

- Certifications



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

1507 W. Lindsey St.

Norman, Cleveland County, Oklahoma
73069

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

City of Norman Police Department, 201-B W. Gray St., Norman, OK 73069

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

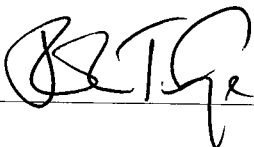
VOCA Grant: 2022-VOCA-NORMAN PD-199

4. Typed Name and Title of Authorized Representative

John T. Stege (Standards Administrator / Grant Manager)

5. Signature

6. Date



03-04-2022