

Organization: Norman Police Department, City of

2023-VOCA-Norman PD-191
Version Date: 10/03/2023 16:20:46**Award Packet Instructions**

Requested Amount	\$77,606
Awarded Amount	\$71,489.00

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

1. Award Packet Checklist

Please print off this checklist and make sure all changes are made and all required documents and policies are uploaded before signatures are submitted.

2. Award Budget Summary

A. Review the comments in the textbox below regarding budget adjustments as directed by the funding board.

Please make the individual budget pages in the budget section match the approved budget in the VOCA Award Budget Summary. If there are requested categories that you were not awarded funding, please take out all the information in the text boxes and the narrative and save the page. If the awarded amount is different than the approved budget amount, please change those budget pages. After all the changes have been made and those pages saved, please check that the overall budget summary page matches the award budget summary page and save that page.

B. Check the Awarded Amount and the Requested Amount at the top of this page.

C. If the amounts are different and/or there are instructions in the textbox above, you must go to the Detailed Budget pages in the Forms Menu to make corrections and adjustments.

D. Making these changes will create a new version of the pages and will pull the corrected amounts into the Award Budget Summary page.

E. You cannot submit your Award Packet until the Approved Budget (from Application) Amount matches the Awarded Amount.

F. If the Awarded Amount and the Requested Amount are the same and there are no corrections or comments in the textbox above, simply click SAVE and go to the Award Notice.

3. Additional Changes/modifications needed on the application before submitting the signatures.

If there have been any changes in the project director, financial officer, or authorized official, please make those changes in the applicant information page in the application section.

Please upload 2022 Certified Assurances (2021 currently uploaded).

4. Award Notice

Review the information, click SAVE, and go to the next page.

5. Special Conditions

Review the information, click SAVE, and go to the next page.

6. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information (PII)

Print the form from the link and have it signed by the Authorized Official. This form along with your agency's

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policies on responding to a breach of PII must be uploaded in Uploads under Grant Correspondence. Click **SAVE** and go to the next page.

7. Determination of Suitability to Interact With Participating Minors on Grant Funded Project

Print the form from the link and fill it out for those grant funded employees who will interact with minors. Have it signed and dated by your Authorized Official and uploaded, along with your agency's policies regarding background checks in Uploads under Grant Correspondence. Click **SAVE** and go the next page.

8. Certification of Equal Opportunity Plan

The Office for Civil Rights, Office of Justice Programs (OCR) requires all subgrantees to go online to submit their Equal Employment Opportunity Plan (EEOP) Certification. This page contains the link to the online process. Once you have completed the online certification, you must upload your certification to "Uploads" located under Grant Correspondence. If you are required to submit an EEOP Utilization Report, this along with the agency's most recent EEOP Utilization Report Approval Letter must also be uploaded to "Uploads" under Grant Correspondence. Click **SAVE** and go to the next page.

9. Certification of Privacy

Select the appropriate answers, click **SAVE**, and go to the next page.

10. Certification of Confidentiality

Select the appropriate answers, click **SAVE**, and go to the next page.

11. Certification of Compliance with Open Meeting Act - Non-Profit Victim Service Agencies Only

Select the appropriate answers, click **SAVE**, and go to the next page.

12. Statement of Audit Arrangements

Select the appropriate answers, click **SAVE**, and go to the next page.

13. Disclosure of Lobbying Activities

Select the appropriate answer, click **SAVE**. If "no" is selected, go to the next page. If "yes" is selected, complete the form, click **SAVE**, and go to the next page.

14. Certification of Lobbying Activities

Select the appropriate answer, click **SAVE**, and go to the next page.

15. Goals and Objectives Revisions

- A. Open this page to check for revision requirements.
- B. If there are revisions required, go to Goals, Objectives, and Activities in the Forms Menu and make corrections as directed.
- C. Making these changes will create a new version of the pages.

16. Accounting System Review (MUST BE COMPLETED BY THE FINANCIAL OFFICER)

Select the appropriate answers, click **SAVE**, and go to the next page.

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17. The Authorized Official is the only person authorized to submit the Award Packet
This is done in the Change the Status link on the DAC Application Menu page.

Award Packet Checklist

Breach of Personally Identifiable Information (PII)

- The requirement to report a breach of PII form signed by your Authorized Official (AO)
- Your agency's policies regarding handling a breach of PII

Determination of Suitability to Interact with Participating Minors in Grant Funded Project

- The form signed by your AO including the sites used for the background/fingerprint checks
- Your agency's policies regarding determination of suitability to interact with minors

Certification of EEOP Form*

- This must be the PDF page once the form is completed on the website
- If required to an EEOP Utilization Report, this must be uploaded as well as the subgrantee's most Recent EEOP Utilization Report Approval Letter from the feds

*If the applicant applied under the city or the county, the city or the county is technically the subgrantee and must complete the EEOP Form and if required, the EEOP Utilization Report.

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Version Date: 10/03/2023 16:20:46**VOCA Award Budget Summary**

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

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

	Amount Requested	Match Requested	Approved Budget	Approved Match	Description of Approved Expenses
Personnel	\$49,942	\$0	\$47,138	\$0	
Benefits	\$22,490	\$0	\$21,851	\$0	
Contractors & Consultants	\$0	\$0	\$0	\$0	
Travel	\$2,675	\$0	\$0	\$0	
Equipment	\$0	\$0	\$0	\$0	
Facilities, Equipment Rental and Leases	\$0	\$0	\$0	\$0	
Supplies & Operating	\$2,500	\$0	\$2,500	\$0	
Other	\$0	\$0	\$0	\$0	
Indirect Costs	\$0	\$0	\$0	\$0	
Volunteer Time		\$0		\$0	
TOTALS	\$77,606	\$0	\$71,489	\$0	

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AWARD NOTICE

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

Organization:	City of Norman Police Department	SUBGRANT NO:	2023-VOCA-Norman PD-191
PHONE:	(405) 321-1444	Project Name:	Victim Advocate - Norman Police Department
FAX:	(405) 217-7177	START DATE:	10/1/2023
Federal ID Number:	73-6005350	END DATE:	9/30/2024
UEI Number:	X766N3PND5A9	DAC CONTACT:	(405) 264-5006 or VOCAhelp@dac.state.ok.us
CFDA:	16.575	Program Director:	Brent Barbour
Grant Amount:	\$71,489.00		
Match Amount:	\$0		
Special Conditions:	<p>Due to the reduction in funding, Goals & Objectives and Budget must be modified before the first draw-down. The subgrantee will submit all reports on time and understands that failure to do so may jeopardize future funding and/or result in grant suspension up to forfeiture of funds for the remainder of the grant year. VOCA guidelines prohibit the use of VOCA funds for the following activities in law enforcement-based programs: witness coordination, witness services (unless the witness is a victim), and investigation activities. Personnel will aid victims in applying for Victims Compensation. Advocates employed less than 12 months with no formal victims</p>		

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services training or education will attend trauma-informed domestic violence training (VAT) online or equivalent within 6 months of hiring and upload verification in OKGrants. Non-attorney victim services advocates will comply with any continuing education requirements. If no requirement exists, advocates will attend training every 3 years with documentation uploaded in OKGrants.

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

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

Name of Authorizing Official
Larry Heikkila

Date
10/2/2023

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

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Goals, Objectives, and Activities Revision

✓ Check this box if no Goals, Objectives, and Activities are required.

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Uploads

Certifications

[877524 839556-Certifications.pdf](#)