

## 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 UEI in their application. A UEI is a 12-character alphanumeric ID recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. Obtaining a UEI is free and applications should be made immediately. To obtain a UEI or to see if the applicant agency already has a UEI, go to <https://sam.gov/content/home>. Please ensure SAM registration is open to public view. Applications without a UEI 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 start early!**

**Pre-Application Instructions**

**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:

<b>Minimum of % of awarded funds</b>	<b>Description</b>
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 2023 grant year, the award cycle will run for 12 months: October 1, 2023 - September 30, 2024.

**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 3, 2023. Late applications will not be accepted nor considered by the VOCA board.



Organization: Norman Police Department, City of

2023-VOCA-Norman PD-191  
Version Date: 10/03/2023 16:20:46

### 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.

<b>Authorizing Official</b>	Larry Heikkila		
<b>Title</b>	Mayor		
<b>Address</b>	201 W. Gray St.		
<b>City</b>	Norman	State Oklahoma	Zip 73069-7108
<b>Area Code/Phone Number</b>	(405) 366-5406		
<b>Area Code/Fax Number</b>	(405) 366-5389		
<b>E-mail Address</b>	Mayor@NormanOK.gov		

Organization: Norman Police Department, City of

2023-VOCA-Norman PD-191  
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**Applicant Information**

<b>Project Director</b>	Brent Barbour		
<b>Title</b>	Major of Police		
<b>Address</b>	201 W. Gray St., Ste. B		
<b>City</b>	Norman	State Oklahoma	Zip 73069-7108
<b>Area Code/Phone Number</b>	(405) 217-7709		
<b>Area Code/Fax Number</b>	(405) 366-4246		
<b>E-mail Address</b>	brent.barbour@NormanOK.gov		

Organization: Norman Police Department, City of

2023-VOCA-Norman PD-191  
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**Applicant Information**

<b>Finance Officer</b>	John Stege		
<b>Title</b>	Standards Administrator		
<b>Address</b>	201 W. Gray St., Ste. B		
<b>City</b>	Norman	State Oklahoma	Zip 73069-7108
<b>Area Code/Phone Number</b>	(405) 366-5218		
<b>Area Code/Fax Number</b>	(405) 217-7177		
<b>E-mail Address</b>	john.stege@NormanOK.gov		



Organization: Norman Police Department, City of

2023-VOCA-Norman PD-191  
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**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 131,896
Proposed Service Area (Counties Served)	City of Norman, Cleveland County		Population 131,896
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 City of Norman Police Department serves an estimated population of 131,896 within 189.5 square miles making it the third largest city (in both population and area) in Oklahoma. The department itself consists of 254 total authorized personnel – 180 commissioned police officers and 74 non-commissioned members that includes Animal Welfare, Emergency Communications, Records, Investigations, as well as various administrative and support staff. Unfortunately, our current staffing rates are significantly lower than authorized: 157 commissioned and 65 non-commissioned. The city has enjoyed a relatively steady level of serious crime ("Group A" offenses as defined by FBI NIBRS classification) with 8,395 in 2020, 8,535 in 2021, and 8,132 in 2022.

Between 2020 and 2022, we had more than 36,000 victims of crime. Of those, almost 2,500 were for cases involving sexual assault, domestic abuse, stalking, or child abuse/neglect where services by the Women's Resource Center and/or the Mary Abbott Children's House may have been appropriate. That means, however, that at least 33,500 victims of crime in Norman did not receive any services by those two partners. Additionally, over 22,000 of these 36,000 cases were de-activated without any follow up either from a lack of evidence, prosecutorial merit, low staffing, or other solvability factors.

It is not objectively reasonable to investigate all cases or assign an investigator to each reported incident. There are not enough hours in the day, and there is no way to provide that level of staffing. The Norman Police Department, like all other law enforcement agencies, must prioritize case assignment. Those priorities are based on severity (the level of threat to the community revealed in an incident) and solvability (the likelihood of successful prosecution). These factors determine the level of response, but, while necessary, the focus is not on the victims. The focus, instead, is on the offender – mitigating the offender's ability to harm the community through enforcement and prosecution.

We want to broaden this focus.

Our systems collect victim information and our procedures provide a rudimentary level of information and assistance. We need to combine our information about crime victims advocacy specialists. This is a long-term process that involves learning how to query crime databases, how to develop relationships both internally and externally, how to find services for those who are in need, and how to effectively communicate with those who have been overlooked, are confused, or lack trust. Instead of relying upon the victim to understand what services are available, where they

### Program Narrative

can be found, and what processes need to be followed, we have an obligation to facilitate service coordination.

Long-term impacts, however, go beyond the immediate services that are put into place. These impacts include inter-agency collaboration to serve those in need, cultural shifts, and changes in knowledge, attitudes and behaviors of both community members and the department. The program must concentrate on the long-term by learning complicated details – reviewing reports each day, finding our victims of violent crime and our underserved populations, and ensuring victims have (or have access to) the emotional and physical support needed to stabilize their lives and realize a measure of safety and security.

Additionally, since the program requires our Victim Advocate to be a Licensed Master's Social Worker (LMSW), we are able to provide field instruction in cooperation with the Anne & Henry Zarrow School of Social Work for students seeking a career in criminal justice-related social work services. Further, we want to strengthen our partnerships with other advocacy services – specifically the Women's Resource Center, the Mary Abbott Children's House, and the District Attorney's Office.

Currently, the department's Investigations Division, an element of the Support Bureau, oversees the program, with the advocate reporting directly to the Division Commander. The Victim Advocate's office is housed at the Norman Investigations Center and has a private access for clients if necessary. We also have a practicum student who is assisting with program development and client services. It is a start, and we are in our infancy, but our growth in the past month has been tremendous.

The objective of the program is to facilitate advocacy services rather than attempting to be the sole provider. We do not want to 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. We do not want to rely on 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.

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.

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#### 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.

### **Program Narrative**

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?

No

If No, please explain:

While our program was accepted for the grant in August, we were not allowed to initiate a hiring process until after October 1, 2022. After opening the position, conducting interviews and background investigations, selection, polygraphs, and other testing, we only hired our new advocate, Morgan Albright, at the end of January 2023. She is still learning our systems and developing the necessary processes to pursue our goals and objectives.

**Goals, Objectives, and Activities**

Goal \* To improve initial departmental notification services to victims of violent crime .

Measurable Objective \* 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 \* We will research legal mandates related to crime victims and or witnesses.  
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 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.

**Goals, Objectives, and Activities: 01**

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

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**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?

No

If No, please explain:

While our program was accepted for the grant in August, we were not allowed to initiate a hiring process until after October 1, 2022. After opening the position, conducting interviews and background investigations, selection, polygraphs, and other testing, we only hired our new advocate, Morgan Albright, at the end of January 2023. She is still learning our systems and developing the necessary processes to pursue our goals and objectives.

**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 \* 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

**Goals, Objectives, and Activities: 02**

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 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.

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**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?

No

If No, please explain:

While our program was accepted for the grant in August, we were not allowed to initiate a hiring process until after October 1, 2022. After opening the position, conducting interviews and background investigations, selection, polygraphs, and other testing, we only hired our new advocate, Morgan Albright, at the end of January 2023. She is still learning our systems and developing the necessary processes to pursue our goals and objectives.

**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 \* 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.  
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

**Goals, Objectives, and Activities: 03**

where charges have not been referred to the District Attorney's Office.

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.

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**Goals, Objectives, and Activities: 04**

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## 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.

### Program Work Plan

- 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.
- 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.

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## **Program Work Plan**

**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 to 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 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 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. Our agency routinely hands out required information, and our practicum student partnership continues to evolve with the University of Oklahoma's Anne and Henry Zarrow School of Social Work which assists with follow-up with the victims. If funding is granted, we would retain our Licensed Master Social Worker to both 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 evolving 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, this is currently a fledgling program, and the result is incomplete - a good start, but still lacking institutional knowledge regarding existing advocacy processes and partnerships.

If funding is provided, our goal would be to continue developing our Victim Advocate program and seek out 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 third is our 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.

We have one practicum student (unpaid) in our victim advocate program. We are hoping to have more students in the future but our advocate is only a recent hire and is not yet in a position to expand the program. Funding is also necessary required to adequately supervise, monitor, train,

### VOCA Guideline Requirements

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 would be minimal and short-lived. 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 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. Our advocate will achieve certification as a Licensed Master Social Worker in the coming months and currently serves as the on -site Preceptor for the student. Once her LMSW certification is complete, she will become a Field Instructor and the practicum program can expand with continued support from the university.

**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
- ✓ Assault
- ✓ Elder Abuse
- ✓ Other Violent Crime
- ✓ Survivors of Homicide Victims
- ✓ Adults Molested
- ✓ Robbery

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 has only enjoyed a Victim Advocate for just over a month. We have not had an opportunity to report on the number and demographics of victims served, the type of services provided, or the nature of the incidents involved.

During this time, activities have concentrated on providing immediate services to those in need and learning departmental systems. To date, most of our underserved population has been victims of domestic violence, sexual assault, stalking and harassment who have not been able to receive services from the Women's Resource Center. The amount of need is simply to great for our partner.

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

**Project Classification and Evaluation**

Services are recorded via spreadsheet at the time. We have developed, but are in the process of updating a tracking database, stored on the Victim Advocate's computer and separate from our other departmental systems, that records 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.

We have also developed a goal-specific quarterly questionnaire to assess how we are performing in relation to our specific goal objectives and activities. Unfortunately, again, we have not had an opportunity to use the questionnaire at the time of this application.

- Demographics: Race/Ethnicity, Gender, and age.
- 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 and it was not grant-funded. That was simply a part-time graduate student practicum program that introduced students to criminal justice-related social work services. We have no data regarding efficacy of those services as the intent of the program was to establish the partnership and provide experience for the student.

Now that we have received funding, we will be able to make at least a preliminary assessment of our efforts for upcoming grants and sustainability.

**To Be Answered By All Applicants *Except* CASAs**

e)

1) How many clients were served organization-wide, using all funding sources, including VOCA from 10/1/2021 to 9/30/2022? 0

2) If there was a decrease in clients served between the grant periods of 10/1/2020-9/30/2021 and 10/1/2021-9/30/2022, please explain.

### Project Classification and Evaluation

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, 2022:
- 4) Number of cases on November 30th, 2022:
- 5) Number of children served in the above cases:
- 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.** 7/1/2023 to 6/30/2024
- 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	\$29,163.00	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
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*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
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## Funding Sources

1. Describe the impact the 2021-2022 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 2022-2023 funding along with the 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 development.

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

Our desire 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. We have also been able to non-VOCA funds for our faculty practicum student supervisor.

We strongly believe, once the program is fully established, that the City will ensure continuation of a full-time LMSW barring catastrophic economic conditions. (Please see the uploaded Sustainability Plan for details.)

If the program expands, we may continue to seek VOCA funds for additional personnel to fulfill those purposes. However, we have not yet been able to assess those needs and our ultimate goal in that case would still be to have positions incorporated as a line-item in the city's budget.

**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

### Funding Sources

#### 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)?

✓ Yes No

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

✓ Yes ✓ No

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

✓ Yes No

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?

✓ Yes No

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

Yes ✓ No

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

Our time sheets are electronic through a new payroll system. We have developed, however, an internal time sheet showing grant and matching hours worked. It is prepared by the financial manager, and signed/reviewed by the Victim Advocate.

**Accounting System Review**

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

Yes  No

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 and managed outside of the Police Department (through the City's Finance Department).

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?

Barbra Andros - City Treasurer

14. Where are the grant funds deposited?

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

Organization: Norman Police Department, City of

2023-VOCA-Norman PD-191  
Version Date: 10/03/2023 16:20:46

### Accounting System Review

15. How many signatures are required on checks? 2

16. Identify the authorized check signers:

Name	Title
Anthony Francisco	Finance Director
Name	Title
Darrel Pyle	City Manager

17. Does your organization have written accounting policies and procedures?  Yes  No

John  
Steg  
e  
**Name of Financial Officer**

**Date:**  
Mar 4 2023 9:20AM

**Personnel & Benefits**

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

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

<b>Name of Employee</b>	<b>Percent of time to be funded by VOCA</b>	<b>Total Salary for Project Period (excluding benefits)</b>	<b>Federal Funds Requested</b>
Morgan Albright	75.0000%	\$62,850.67	\$47,138.00 Salary
<b>Position/Title</b>			
Victim Advocate			\$21,851.00 Benefits
<b>New</b>	<b>Total Hours per week regardless of funding</b>	<b>Total Benefits for Project Period</b>	
✓ Existing	40	\$29,134.67	Full Time Equivalent 1
<b>Exempt</b>	<b>2022 VOCA Awarded Salary</b>	<b>2022 VOCA Awarded Benefits</b>	
✓ Non - Exempt	\$47,138.00	\$21,851.00	

**Has there been a salary increase for this person in the last year? Yes**

**Has funding for the position been lost or reduced? No**

<b>Total</b>	<b>Salaries</b>	<b>Benefits</b>
	<b>\$47,138.00</b>	<b>\$21,851.00</b>

**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 \$69,286 for Step 2 which Morgan will reach before the end of the 2nd quarter in the 2023 grant period.

Benefits include:

- Health Insurance (City's Share): \$19,165 per year for a full-time employee.
- Life Insurance (City's Share): \$67per year for a full-time employee.

**Personnel & Benefits**

- Retirement (City's Share): \$5,889 (or 8.5% of the regular salary)
- Social Security (City's Share): \$4,296 (or 6.2% of the regular salary)
- Medicare (City's Share): \$1,005 (or 1.45% of the regular salary)

Are you a current subgrantee AND requesting a salary increase? Yes

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

The salary increase for this request is based on two factors:

1. Morgan will reach Step 2 in the City of Norman Non-Union pay scale during the second quarter of the 2023 reporting period.
2. We have included a 4% COLA as a budgeting projection. Since this is a reimbursement grant, we cannot request that additional amount without actually having that increase apply.

\* 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



**Contractors and Consultants**

success of the project and provide any explanation necessary for the figures provided.

<u>Service or Product</u>	<u>Fee or Rate</u>			<u>Federal Funds Requested</u>
N/A	\$0	✓ Hourly Daily		\$0
<b>Budget Narrative</b>			<b>Total Request</b>	<b>\$0</b>
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**

<b>Destination</b>	<b>Mileage and/or Airfare</b>	<b>Per Diem, Lodging and Registration Costs</b>	<b>Federal Funds Requested</b>
			\$0
<b>Budget Narrative</b>		<b>Total Requested</b>	<b>\$0</b>

**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.

<b>Equipment</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Federal Funds Requested</b>
N/A	0	\$0	\$0
		<b>Total Requested</b>	<b>\$0</b>
<b>Budget Narrative</b>			
N/A			

**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**

N/A

**Basis for Computation**

N/A

**Federal Funds Requested**

\$0

**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.

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

**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 @ \$.63 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.

<b>Item Description</b>	<b>Federal Funds Requested</b>
N/A	\$0
<b>Total Requested</b>	<b>\$0</b>
<b>Budget Narrative</b>	
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

### Indirect Cost

receiving de minimis indirect costs on any federal grant, what is the de minimis rate? *Grant name:  
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 deminis 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](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).*

\*Capitalization Threshold Policy



### **Match**

- 1) Match for a VOCA grant can be met by using either cash, in-kind (donated items or volunteer hours) or a combination of the two.
- 2) Match may be met in any of the allowable categories that VOCA could fund. For example, the requested grant funds may be for personnel, but the applicant may choose to match the federal funds with 3rd party in-kind volunteer hours and travel paid from other sources. Match is considered the same as VOCA funding - it must be used for direct services to victims.
- 3) Outline in detail how your match will be met. The match breakdown should specify the categories in which matching funds will be used. Categories used to match the grant are independent of the categories requested for actual federal grant dollars. Use the Narrative box if more space is required.
- 4) Volunteer hours must be computed at minimum wage (\$7.25/hour) unless the volunteer work is considered professional or paraprofessional. The most current paraprofessional volunteer rate can be found at [www.independentsector.org](http://www.independentsector.org).
- 5) If the match requirement is a barrier to applying for VOCA funding, the VOCA Board and the Office for Victims of Crime may approve a match waiver or reduction.

My organization requests a match waiver or reduction. If yes, complete Match Reduction Request form below.

#### **All Applicants**

The VOCA grant requires all applicants meet the required match of 25% of the federal amount requested. This can be easily computed by taking the federal amount requested and dividing by four. Remember, match can only come from non-federal sources.

**Match**

**Total Federal Award Requested**

\$71,489

**Total Match Required**

**Match Breakdown**

	<b>Description</b>	<b>Cash Amount</b>	<b>In-Kind Match</b>	<b>Total Match Amount</b>
Personnel				
Benefits				
Contractors & Consultants				
Travel				
Equipment				
Facilities, Equipment Rental and Leases				
Supplies & Operating				
Other				
Volunteer Time				
TOTAL				

**Match Narrative**

**Match**

**Match Reduction / Match Waiver Request Form Instructions**

**CURRENT VOCA GUIDELINE PERTAINING TO MATCH:** The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Matching contributions are required for each VOCA-funded project and must be derived from nonfederal sources. All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period. **Any deviation from this policy must be approved by the VOCA Grant Board and the Office for Victims of Crime (OVC).**

The purpose of this form is to provide a method for requesting a partial or full match waiver from OVC for this subgrant. The VOCA Board will review the information submitted by the applicant and decide whether or not to recommend a match waiver to OVC. Should the Board agree that a match waiver is warranted, after all attempts by the subrecipient to meet the required match have been exhausted, the next step is for DAC to submit the request to the OVC. The OVC Director will make the final decision on whether or not a match waiver is approved.

**Match Reduction / Match Waiver Request Form**

Organization Name:

Subgrant Number:            Project Period: -

Total Federal Award Requested:

Total Match Required **before waiver**:

How much of the required match does the organization request to waive:

The organization can match during the project period.  
(This amount must equal the total match amount in the match breakdown chart above.)

**MUST COMPLETE QUESTIONS 1-8 BELOW TO REQUEST A MATCH WAIVER.**

1. How is the grant currently being matched (ie. In-kind sources and cash sources)

**Match**

2. What extenuating circumstances exist that impede the organization's ability to partially or fully match the VOCA grant funds requested?

Has the organization considered all possible options for meeting the match with in-kind and cash sources that are not being used as match on another federal grant? YES NO

4. What methods has the organization used to consider all possible options for meeting the match requirements?

5. What steps does the organization plan to take in order to be able to meet the match requirement in the future (ie. Recruiting more volunteers)?

6. If a grant match waiver is approved, does the organization anticipate this is a one-time request or are there extenuating circumstances that will require a waiver request next year?

7. How would the denial of a match waiver impact the VOCA project?

8. Would the program have to decline all or part of the grant award if a match waiver is not granted?

**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	\$21,851	\$0	\$0	\$21,851
Contractors & Consultants	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0
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
<b>TOTALS</b>	<b>\$71,489</b>	<b>\$0</b>	<b>\$0</b>	<b>\$71,489</b>

### 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/877513\\_838826-Enclosure1.pdf](https://grants.ok.gov/_Upload/877513_838826-Enclosure1.pdf)

2.) Matching Personnel Job Description(s)

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

[https://grants.ok.gov/\\_Upload/877513\\_838832-Enclosure3.pdf](https://grants.ok.gov/_Upload/877513_838832-Enclosure3.pdf)

4.) Organizational Chart

[https://grants.ok.gov/\\_Upload/877513\\_838831-Enclosure4.pdf](https://grants.ok.gov/_Upload/877513_838831-Enclosure4.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/877513\\_838833-Enclosure5.pdf](https://grants.ok.gov/_Upload/877513_838833-Enclosure5.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/877513\\_838841\\_1-Enclosure 11.pdf](https://grants.ok.gov/_Upload/877513_838841_1-Enclosure 11.pdf)

12) Proof of Non-Profit IRS 501 (c) 3 Status

13) Assurances

\* Upload required

[https://grants.ok.gov/\\_Upload/877513\\_838842-Enclosure13.pdf](https://grants.ok.gov/_Upload/877513_838842-Enclosure13.pdf)

Organization: Norman Police Department, City of

2023-VOCA-Norman PD-191  
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### **Grant Enclosures**

14) Sustainability Plan

[https://grants.ok.gov/\\_Upload/877513\\_842054-Enclosure14.pdf](https://grants.ok.gov/_Upload/877513_842054-Enclosure14.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		
City	201 W. Gray St., Ste. B		
Area Code/Phone Number	Norman	State Oklahoma	Zip+4 73069-7108
Area Code/Fax Number	(405) 366-5201		
E-mail Address	(405) 366-5246		
	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.