

**Award Packet Instructions**

Requested Amount	\$52,424
Awarded Amount	\$52,424.00

1. **VOCA Award Budget Summary**
  - Open this page and carefully review the information.
  - Once reviewed, click SAVE and proceed to the Award Notice.
2. **Award Notice**

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

Select the appropriate answers, click SAVE, and go to the EEOP Certification Form.
4. **Certification of Privacy**

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

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

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

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

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

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

Select the appropriate answers, click SAVE and follow the instructions below for submission.
11. **The Authorized Official is the only person authorized to submit the Award Packet**
  - This is done in the Change the Status link on the DAC Application Menu page.
12. **Once the Award Packet has been submitted, print each of the award documents for your files.**

**VOCA Award Budget Summary**

Awarded Amount: **\$52,424**  
 Required Match: **\$13,106.00**

- 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.

	<b>Amount Requested</b>	<b>Match Requested</b>	<b>Approved Budget</b>	<b>Approved Match</b>	<b>Description of Approved Expenses</b>
Personnel	\$34,327	\$8,582	\$34,327	\$8,582	1 Victim Advocate @ 75%
Benefits	\$18,097	\$4,524	\$18,097	\$4,524	
Contractors & Consultants	\$0	\$0	\$0	\$0	
Travel	\$0	\$0	\$0	\$0	
Equipment	\$0	\$0	\$0	\$0	
Facilities, Equipment	\$0	\$0	\$0	\$0	
Rental and Leases					
Supplies & Operating	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	
Indirect Costs	\$0		\$0		
Volunteer Time		\$0		\$0	
<b>TOTALS</b>	<b>\$52,424</b>	<b>\$13,106</b>	<b>\$52,424</b>	<b>\$13,106</b>	

Organization: Norman Police Department, City of

2019-VOCA-Norman PD-252

**Award Notice**

## AWARD NOTICE

District Attorneys Council

421 N.W. 13th, Suite 290

Oklahoma City OK 73103

(405) 264-5006 FAX (405) 264-5097

Organization:	Norman Police Department	SUBGRANT NO:	2019-VOCA-Norman PD-252
PHONE:	(405) 321-1444	Project Name:	Victim Advocate - Norman Police Department
FAX:	(405) 217-7717	START DATE:	10/1/2019
Federal ID Number:	73-6005350	END DATE:	9/30/2020
		DAC CONTACT:	(405) 264-5006 or VOCAhelp@dac.state.ok.us
DUNS Number:	009072427		
CFDA:	16.575		
Federal Award Number:	2016-VA-GX-0026 and/or 2017-VA-GX-0003	Program Director:	Chris Amason
Grant Amount:	\$52,424.00		
Match Amount:	\$13,106.00		
Special Conditions:	VOCA guidelines prohibit the use of VOCA funds for the following activities in law-enforcement based programs: witness coordination (unless the witness is a victim) and investigative activities. Personnel will aid victims in applying for Victims Compensation. Advocates employed less than 12 months with no formal victims services training or education will attend trauma-informed domestic violence training (VAT) online or equivalent within 6 months of hiring and upload		

Organization: Norman Police Department, City of

2019-VOCA-Norman PD-252

**Award Notice**

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 conditons 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  
Lynne Miller

Date  
9/5/2019

✓ 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.

Organization: Norman Police Department, City of

2019-VOCA-Norman PD-252

**Certification Of Equal Employment Opportunity Plan**

Subgrant Number: 2019-VOCA-Norman PD-252  
Subgrant Name: Norman Police Department  
Address: 201-B W. Gray St.  
Project Director: Chris Amason  
Award Amount: \$52,424.00

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

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

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

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

- 2.Follow the system's instruction.
- 3.Select New User and set up your organization and Authorized Users. Be sure to add your Authorizing Official as a user because this person will be required to log in and submit the EEOP Certification. The questions can be answered by the Agency Head, but must be submitted by the Authorizing Official.
- 4.Project Directors can list whomever they choose as users in the system. The users will receive an e-mail from the system asking them to set a password.
- 5.After the Authorizing Official logs in and submits the form, click the link under Certification Submissions and save the form to your desktop.
- 6.Upload the saved certification to the Uploads section of the grant..

Organization: Norman Police Department, City of

2019-VOCA-Norman PD-252

**Certification of Privacy**

Subgrantee Name:

Norman Police Department

Address:

201-B W. Gray St.

Project Director:

Chris Amason

Award Amount:

\$52,424.00

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

Breea Clark

9/5/2019

Authorized Official

Date

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

Organization: Norman Police Department, City of

2019-VOCA-Norman PD-252

### Certification of Confidentiality

Subgrantee Name:

Norman Police Department

Address:

201-B W. Gray St.

Project Director:

Chris Amason

Award Amount:

\$52,424.00

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

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

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

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

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

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

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

**Certification of Confidentiality**

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

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

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

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

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

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

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

Breea Clark  
Authorized Official

9/5/2019  
Date

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



Organization: Norman Police Department, City of

2019-VOCA-Norman PD-252

**Certification of Compliance with Open Meeting Act**

Subgrantee Name:

Norman Police Department

Address:

201-B W. Gray St.

Project Director:

Chris Amason

Award Amount:

\$52,424.00

I, Breea Clark (authorizing official) certify that the Board of Directors for (implementing agency) has read and understands the Open Meetings Act, Title 25, Okla. Statutes Sections 301-314, and agrees to the specific program receiving VOCA funds shall comply with all provisions of the act when conducting business for the program . Should the Board of Directors need technical assistance regarding the provisions of the Open Meetings Act , the authorizing official agrees to consult with the Board's legal counsel, the District Attorneys Council, or the Attorney Generals Office.

Breea Clark

9/5/2019

Authorized Official

Date

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

Note: This form does not apply to District Attorneys who receive VOCA subgrant awards since a Board of Directors does not manage those offices.

Organization: Norman Police Department, City of

2019-VOCA-Norman PD-252

**Statement of Audit Arrangements**

Subgrantee Name and Address: Norman Police Department 2019-VOCA-Norman PD-252  
201-B W. Gray St.  
Norman, Oklahoma 73069-7108  
Telephone Number: (405) 321-1444  
Fiscal Year: 7/1/2019 to 6/30/2020

**Does your organization receive:** Equal to or more than \$750,000 in total federal funds? (If so, complete the remainder of the form.)

Name of CPA (or State Auditor): BKD CPAs & Advisors  
Address: Two Leadership Square South Tower, 211 N.  
Robinson Ave, Ste 600  
City: Oklahoma City State: Oklahoma Zip: 73102  
Contact person in CPA's Office: None  
Telephone: (405) 606-2580  
Anticipated date A-133 audit report will be sent to District Attorneys Council: 6/30/2018  
Provide date for financial statements: 6/30/2018

Lynne Miller

**Name of Authorizing Official**

Mayor

**Title**

9/5/2019

**Date**

Organization: Norman Police Department, City of

2019-VOCA-Norman PD-252

**Certification of Project Income**

Subgrant Number: 2019-VOCA-Norman  
PD-252  
Subgrant Name: Norman Police Department  
Address: 201-B W. Gray St.  
City: Norman State: Oklahoma Zip: 73069-7108  
Project Director: Chris Amason

**>>>>>>> DO NOT SAVE THIS PAGE BEFORE READING THIS SECTION <<<<<<<<**

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

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

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

Select the item that applies to this grant

**Section to Sign**

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

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

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

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

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

Organization: Norman Police Department, City of

2019-VOCA-Norman PD-252

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

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

**Name of Authorizing Official****Date****Project Director****Date****Section 2: Assurance and Certification Statement**

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

Lynne Miller

9/5/2019

**Name of Authorizing Official****Date**

Chris Amason

9/5/2019

**Project Director****Date**

Organization: Norman Police Department, City of

2019-VOCA-Norman PD-252

**Disclosure Of Lobbying Activities Form****Do you conduct Lobbying Activities?** No**Subgrant Name:** Norman Police Department**Subgrant Number:** 2019-VOCA-Norman PD-252

1. Type of Federal Action:

2. Status of Federal Action

3. Report Type

For Material Change Only:

Year:

Quarter:

Date of last report:

4. Name and Address of Reporting Entity:

Prime

Subawardee Tier, if known:

Congressional District, if known:

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

6. Federal Department /Agency:

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

8. Federal Action Number, if known:

9. Award Amount, if known:

10a. Name and Address of Lobbying Registrant  
(If individual, last name, first name, MI):10b. Individuals Performing Services  
(including address if different from No. 10a.)  
(last name, first name, MI)

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

Organization: Norman Police Department, City of

2019-VOCA-Norman PD-252

### **Disclosure Of Lobbying Activities Form**

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

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

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

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

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

**Disclosure Of Lobbying Activities Form**

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

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



Organization: Norman Police Department, City of

2019-VOCA-Norman PD-252

### Accounting System Review

- |  |  |
|--|--|
| 1. Which best describes your accounting system?  | Manual Automated<br>✓ Combination of Manual and Automated Systems  |
| 2. Does your agency receive multiple grant awards (from DAC and/or any other agencies)?            | Yes  |
| 3. Do you maintain an individual ledger, separate from the general ledger, for each grant award?   | No   |
| 4. Does your accounting system identify the receipt and expenditure of funds for each grant?       | Yes  |
| 5. Please describe how you account for the receipt and expenditure of funds in the general ledger. | The system provides for separate funds, within the General Ledger, for both grant revenue and grant expenditures with additional accounts as part of each fund. Additionally, each grant is given a specific project number, where appropriate, to distinguish revenue and expenditures associated with the specific grants from those that may come from the same fund and/or account but through a different grant or a previous grant period. |
| 6. Does this grant include funding for personnel?  | Yes  |
| 7. Are time sheets maintained for the employees that are paid on the grant?                        | Yes  |
| 8. If no, describe how will the employee(s) record their time.                                     |  |
| 9. For ALL employees paid on the grant, are time sheets broken down by funding source?             | No   |
| 10. If no, please explain why time sheets are not broken down by funding source.                   |  |

Organization: Norman Police Department, City of

2019-VOCA-Norman PD-252

**Accounting System Review**

The time sheets themselves do not identify funding sources. Instead, these sheets identify the appropriate payroll code (e.g., overtime, vacation, regular, pay, sick, etc.) To identify the funding source by time, we generate a distribution report from the general ledger for each pay period. We then match the time sheets to the account distribution report during each monthly reporting period.

11. 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

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

Along with internal controls that include the grant manager, payroll, and finance department book keeping and reconciliation, we are audited annually.

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

Barbara Andros

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

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

Name Title

Anthony Francisco Finance Department Director

Name Title

Breea Clark Mayor

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

Yes

Organization: Norman Police Department, City of

**Accounting System Review**

John  
T.  
Steg  
e

**Name of Financial Officer**

**Date:**

Sep 5 2019 1:09PM