

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.

[What's new in VOCA\(click here\)](#)

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

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

SYSTEM FOR AWARD MANAGEMENT

All VOCA grant recipients must be registered in the System for Award Management (SAM) database (formerly Central Contracting Registry or CCR). 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

Pre-Application Instructions

<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**PROGRAM PURPOSE AREAS**

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

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

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

TIMELINE

The VOCA grant is a yearly, competitive grant. For the 2018 grant year, the award cycle will run for 12 months: October 1, 2018 - September 30, 2019.

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

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.

DEADLINE FOR SUBMISSION OF AN APPLICATION

VOCA grant applications are due to the District Attorneys Council on March 2, 2018. Late applications will not be accepted nor considered by the

Pre-Application Instructions

VOCA board.

Organization: Norman, City of

2018-VOCA-NORMAN CI-031
Version Date: 08/27/2018 14:25:43**Applicant Information**

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

Organization: Norman, City of

2018-VOCA-NORMAN CI-031
Version Date: 08/27/2018 14:25:43**Applicant Information**

Authorizing Official	Lynne Miller		
Title	Mayor		
Address	201 W. Gray St.		
City	Norman	State Oklahoma	Zip 73069-7108
Area Code/Phone Number	(405) 366-5402		
Area Code/Fax Number			
E-mail Address	mayor@normanok.gov		

Organization: Norman, City of

2018-VOCA-NORMAN CI-031
Version Date: 08/27/2018 14:25:43**Applicant Information**

Project Director	Ricky Jackson		
Title	Captain		
Address	201-B W. Gray St.		
City	Norman	State Oklahoma	Zip 73069-7108
Area Code/Phone Number	(405) 217-7769		
Area Code/Fax Number			
E-mail Address	ricky.jackson@normanok.gov		

Organization: Norman, City of

2018-VOCA-NORMAN CI-031
Version Date: 08/27/2018 14:25:43**Applicant Information**

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

Organization: Norman, City of

2018-VOCA-NORMAN CI-031
Version Date: 08/27/2018 14:25:43**Applicant Information**

Type of Organization	<input checked="" type="checkbox"/> Public Agency <input type="checkbox"/> Tribal <input type="checkbox"/> Non-Profit	State <input checked="" type="checkbox"/> Local Gov't <input type="checkbox"/> Faith-Based	CASA Child Advocacy Center DA's Office <input checked="" type="checkbox"/> Law Enforcement
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Federal Employer I.D. # 73-6005350

DUNS Number 009072427

Are you currently registered with SAM? ☒ Yes ☐ In Process ☐ No

Attach proof of registration or process of registration on the Required Attachments page (<https://www.sam.gov/>). If you fail to register with SAM or start the registration process prior to the application deadline, your grant application may not be considered.

https://grants.ok.gov/_Upload/533684-1SAMVerification.pdf

Current Service Area (Counties Served)	City of Norman, Cleveland County, Oklahoma	Population 122,738
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Proposed Service Area (Counties Served)	City of Norman, Cleveland County, Oklahoma	Population 122,738
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How long has the organization served crime victims? 98 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 problem we seek to resolve is lack of access to adequate funding from other sources that will allow the Norman Police Department to provide essential services to victims of crime within the City of Norman. The purpose of the Victims of Crime Act (VOCA) grant is to provide direct services to victims of crime. Services are defined as 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 victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security. The funding we are requesting will afford the Norman Police Department the ability to provide the aforementioned services to the victims of crime including: child abuse, domestic violence (and stalking), sexual assault, but with a special emphasis on underserved victims.

We are thankful for our partners for the necessary assistance that they provide to our community. The Women's Resource Center provides services to victims of domestic violence, stalking, and sexual assault. Together, these incidents accounted for 24% of our violent NIBRS offenses and 32% of our victims. The Mary Abbott Children's House provides services to victims and families of child abuse, sexual abuse, and neglect. Together, these incidents accounted for 4% of our violent NIBRS offenses and 6% of our victims. When we consider all of these incidents together, we find that there are no services provided in 72% of our violent NIBRS offenses and for 62% of our victims. These are our underserved members of the community and include: homicide survivors, assault (non-child abuse/sexual abuse/neglect and non-domestic violence/stalking/sexual assault) victims, robbery victims, gang violence, hate/bias crimes, DUI, economic exploitation/fraud, and elder abuse.

Fortunately, our District Attorney's Office provides Victim-Witness assistance to all victims of violent crime. Unfortunately, although victims are provided assistance with filing for compensation, the Victim-Witness Office predominantly serves victims during prosecution – well after the conclusion of an investigation. With 32% of our violent NIBRS offenses closed by an arrest, that leaves 68% of our total violent offenses never being referred to the District Attorney's Office. Unless those victims were fortunate enough to receive services from the Women's Resource Center or the Mary Abbott Children's House, they were unlikely to receive any advocacy services or referral information beyond what is required during an initial report. In many instances, where little or no evidence exists, the case may not even be assigned to an investigator. This is the void we want to address.

This funding would allow the Norman Police Department to ensure that necessary referrals are made and that these essential services are

Program Narrative

provided during the initial phase of an investigation at a time when the trauma is acute and the need is pressing. The focus is to reach out to those victims who are not child-victims, domestic violence/stalking/sexual assault victims, and to those with cases that either are never prosecuted, or may take months before the case is turned over to the District Attorney. Our goal is to ensure that every victim of a violent crime has access to services, is given assistance from the earliest opportunity, and has a voice throughout an investigation.

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.

https://grants.ok.gov/_Upload/545982-2ProgramNarrative.pdf

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.

Victim advocate program offering services to under-served victims by providing individualized advocacy through the investigative process, telephonic and face-to-face crisis intervention, notice of victim's rights, resource information and safety planning, referrals to resources, case management, and coordination with collaborative agencies throughout Cleveland County.

Goals, Objectives, and Activities: 01

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

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

N/A (new programs)

If No, please explain:

New Program.

Goals, Objectives, and Activities

Goal *	To improve initial departmental notification services to victims of violent crime.
Measurable Objective *	<ol style="list-style-type: none"> 1) Update and consolidate victim/witness handout packets within first 3 months of program initiation. 2) Distribute at least 1000 victim/witness handouts within 1 year of program initiation. 3) Train all commissioned personnel on their duties to make victim/witness notification and the use of the handout packets within 1 year of program initiation.
Activities *	<p>We will research legal mandates related to crime victims and or witnesses.</p> <p>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.</p> <p>We will develop procedures to ensure information and assistance are provided for orders of protection regarding domestic abuse, stalking, harassment, rape, forcible sodomy, a sex offense, kidnapping, assault and battery with a deadly weapon, or an immediate family member of a first-degree murder victim.</p> <p>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.</p> <p>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.</p> <p>We will prepare at least 2500 victim/witness handout packets for distribution.</p>

Goals, Objectives, and Activities: 01

https://grants.ok.gov/_Upload/541149-3Goal1.pdf

Goals, Objectives, and Activities: 02

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

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

N/A (new programs)

If No, please explain:

New Program

Goals, Objectives, and Activities

Goal *	To improve coordination of victim services during the course of an investigation.
Measurable Objective *	<p>1) 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 6 months of program initiation.</p> <p>2) 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.</p> <p>3) Conduct 1000 telephonic or face-to-face follow up interviews with victims and/or witnesses of violent crimes.</p>
Activities *	<p>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.</p> <p>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.</p> <p>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.</p> <p>We will coordinate between investigators, other department personnel, and victims and witnesses of violent crimes to explain investigative procedures and to facilitate conflict resolution.</p>

Goals, Objectives, and Activities: 02

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 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.

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.

https://grants.ok.gov/_Upload/541154-4Goal2.pdf

Goals, Objectives, and Activities: 03

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

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

N/A (new programs)

If No, please explain:

New Program

Goals, Objectives, and Activities

Goal *	To improve coordination for follow-up services after an investigation.
Measurable Objective *	<ol style="list-style-type: none"> 1) Conduct 700 telephonic or face-to-face follow up interviews with victims and/or witnesses of violent crimes. 2) Conduct evaluations with 50% of victims/witnesses identified in the case management system. 3) Conduct telephonic or face-to-face follow-up interviews with all victims or witnesses of violent crime that are closed as inactive ("Cold Cases"). 4) 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 *	<p>We will conduct telephonic, or face-to-face, follow-up with all witnesses and victims of violent crime upon case closure providing the final status of the case and identifying follow-up steps where requested.</p> <p>We will establish a process for evaluating Victim Advocacy services with department personnel, other community partners, and victims and witnesses of violent crimes.</p> <p>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.</p> <p>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.</p> <p>We will establish procedures for continued liaison investigators and victims, family members, and witnesses of</p>

Goals, Objectives, and Activities: 03

violent crime 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.

https://grants.ok.gov/_Upload/541164-5Goal3.pdf

Goals, Objectives, and Activities: 04

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

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

N/A (new programs)

If No, please explain:

New Program

Goals, Objectives, and Activities

Goal *	To identify currently untracked under-served populations.
Measurable Objective *	<ol style="list-style-type: none"> 1) Produce quarterly VOCA grant crime and victim statistical reports starting within 3 months of program initiation. 2) Produce quarterly Victim Advocate satisfaction reports starting within 6 months of program initiation. 3) Identify under-served victims and crime statistics as identified in VOCA grant instructions within first year of program initiation.
Activities *	<p>We will develop quarterly reports on specific VOCA grant crime statistics and victim services provided.</p> <p>We will develop quarterly reports on departmental, community, and victim and witness satisfaction with Victim Advocacy services.</p> <p>We will identify how our Records Management System identifies violent crimes and ensure that we can correlate statistics to specific VOCA grant offenses.</p> <p>We will identify how our Records Management System identifies victims of violent crime and ensure that we can capture specific VOCA grant underserved populations.</p> <p>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.</p>

Goals, Objectives, and Activities: 04

https://grants.ok.gov/_Upload/541177-6Goal4.pdf

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 violent crime 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 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.

Program Work Plan

- 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 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 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.
- During this grant period we will establish 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 procedures for continued liaison investigators and victims, family members, and witnesses of violent crime 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 2500 victim/witness handout packets for distribution.

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

Program Work Plan

https://grants.ok.gov/_Upload/541232-7ProgramWorkPlan.pdf

VOCA Guideline Requirements**Crime Victims Compensation Requirement**

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

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

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

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

Unfortunately, victims of violent crime who do not meet the criteria for referral to the Women's Resource Center or do not have charges forwarded to the DA's Office, are often lost in the process. While our agency routinely hands out required information, we do not have a mechanism for follow-up with the victim. If funding is granted, our department would be in a position to remind victims of crime victim compensation availability through mandatory Victim Advocate follow-up. 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.

Daily communication between the Norman Police Department and the District Attorney's Victim-Witness office ensures that officers are informed of the cases that have been referred to the DA's office for prosecution. Similarly, compensation requests are regularly forwarded to our agency for information and support as they are processed through the Victim-Witness office. During major cases, our agency establishes a liaison to coordinate victim and family services with the DA's Office (and other partners). Unfortunately, since this is an ad hoc assignment, and the duties are fulfilled by an investigator, the services we provide are often haphazard due to a lack of institutional knowledge regarding the advocacy processes and partnerships. Additionally, this requires an investigator who would be of more use either assisting with developing case information, or taking on other cases to allow assigned investigators the ability to pursue their case.

On-going partnerships with both the Mary Abbott Children's House and the Women's Resource Center have led to the commitment for co-located resources so that barriers between agencies are reduced. We have two detectives assigned in-house at the Mary Abbott Children's House. This allows for constant communication and sharing of capabilities well beyond the boundaries of a specific case or individual situation. Similarly, the Women's Resource Center have housed an advocate with our Investigations Division. Areas of mis-communication and frustration, such as confidentiality and victim-centered procedures, are now seen as desirable and not merely tolerated.

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

VOCA Guideline Requirements

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

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 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 two general purposes. The first is to help with our Animal Welfare facility. The second is for our more traditional policing services. The vast majority of our volunteers are recruited and utilized in Animal Welfare.

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, however, 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 200 alumni only 10% are available at any one time as volunteers. However, they often provide valuable assistance with community relations,

VOCA Guideline Requirements

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.

Since this is a new program, we are unsure of what volunteer needs we would have. The biggest concerns at this time regarding volunteers are that we cannot adequately supervise, monitor, train, or evaluate volunteers in the areas of victim advocacy. In short, volunteers have provided tremendous assistance to the Norman Police Department when used to expand existing services. Unfortunately, without funding, we do not have victim advocacy services that can be expanded. We would expect that, as the needs of our victims of violent crime become better known, then our advocacy programs can use volunteers to help meet those needs in the future.

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 0

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:

This is a new program. We have not, therefore, recruited volunteers to perform this function as of yet. That will likely become a goal in the future. At this time, however, we are focused more on establishing the program in a way that can be sustained and improved upon as we learn more about the areas where continued growth is necessary.

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

Federal Priority Categories (check all that apply)

✓ Sexual Assault 10%

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

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

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

✓ Child Abuse 10%

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

Underserved Categories (check all that apply)

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

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

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

If funding is provided, our goal is to provide the same services to under-served victims of crime as those from incidents of sexual assault, domestic violence and child abuse including safety planning, lethality assessment, crisis intervention, individual and group support, advocacy during the investigative process, and more. Again, our goal would be to reach out to all victims of violent crime to ensure that appropriate notification, referral, and follow-up has been made available. But, fundamentally, our goal is to reach out to those victims of violent crime who do not receive services from our partners - those victims who are not victims of sexual assault, domestic violence, and child abuse, and/or those victims whose cases have not been forwarded to the District Attorney's Office.

In 2016 the Norman Police Department had a total of 2273 violent offenses reported. Those crimes included 2080 victims (many times a single

Project Classification and Evaluation

victim is the target of more than one crime). Only 733 of these cases were closed with an arrest (32%) leaving 1540 cases that were not referred to the DA's office for prosecution and would not have received services from the Victim-Witness office. Only 783 of the total victims (35%) were the result of sexual assault, domestic violence or child abuse. That leaves 1297 who did not receive services from the Women's Resource Center or the Mary Abbott Children's House. We have not included how many incidents may have been improperly categorized, how many victims were not given appropriate information, or how many victims never received services because they were overlooked or did not seek assistance. We believe, and have established our goals and objectives to reflect our belief, that there are 1000 victims of violent crime each year (conservatively) who are not receiving any victim services.

This is a new program and we do not have a number for under-served victims who benefited from our services. However, identifying and tracking our under-served victims is one of our goals for this grant period.

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

We currently focus, as an agency, on criminal case investigation and prosecution. While we work well with our partners to ensure that victims of specific crimes (sexual assault, domestic violence, and child abuse) are referred to services, we do not have mechanisms in place to track victimization. If grant funds are provided, one of our goals is to establish mechanisms for specifically identifying our under-served population and report the steps we have taken to provide services. We recognize that a significant portion of our Victim Advocate's time would be used to coordinate for services and to share information and resources with our partners as practicable. Our focus, however, is to provide services to those who are not being given services now. It is necessary, therefore, for us to use our Crime Analysts in coordination with the Victim Advocate to research our records management system and establish protocols that would provide demographic and crime information for follow-up.

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.

The Norman Police Department does not currently have a mechanism for tracking how, or even if, we are providing services specifically to victims of crime - beyond our investigative record. If funding is granted, one of our goals would be to create a case management system and an evaluation system. This would allow our agency to record services provided or referred and identify the quality of those services provided.

*Note: The questions below are referring to the VOCA project only (not the entire agency).

To Be Answered By All Applicants *Except* CASAs

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

Project Classification and Evaluation

- 1) How many clients were served during the period stated above? 0
- 2) How many more or less clients were served compared with the previous fiscal or calendar year? 0
✓ More Less
- 3) If there is an identifiable reason for the increase or decrease (i.e. reduction in staff) please explain:
This is a new program.

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) Number of volunteers appointed to a case:
- 2) Number of cases appointed a CASA:
- 3) Number of children served in the above cases:
- 4) Average time CASA volunteers who worked on the above cases have been with the program: Months
- 5) What method is used to refer cases to the program?
- 6) 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.

- 7) Is the program for which the funding is being requested in good standing? Yes No
- 8) If No, please explain:

Project Classification and Evaluation

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 be able to show financial support from non-federal sources to receive VOCA funding.

- A) **Indicate the organization's fiscal year.** 7/1/2018 to 6/30/2019
- 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	
Local	\$15,045.75	Municipal Budget

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

Other Federal (non-VOCA) \$0

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

Funding Sources*i.e. dues, program fees, and project income, etc.***Total of all VOCA Grants awarded to organization** \$0**Project Income** \$0*VOCA-funded project income is restricted to the same uses as the VOCA grant, and the resulting income must be obligated and expended during the grant period in which it was generated.*C) **Total budget for all victimization programs/services for this agency:** \$15,045.75**New Funding** Identify the amount and source and new money anticipated during the grant period.

As a municipal agency, our budget is dependent upon the strength of the local economy and tax base. New funding for a project, therefore, is reliant on our annual budgeting process. With a stable, but not robust, local economy, funds are limited. However, unlike previous years, we anticipate moderate budgetary increases due to continued growth in population in areas that would serve two goals:

- 1) Providing direct services to the community using proven programs and methods
- 2) Adopting programs that increase partnerships with community groups, non-profit entities, and vulnerable populations

The Victim Advocate position would be our only funds dedicated to victims program in the Norman Police Department. Currently, there is no funding for that position. We anticipate that if this funding is approved we would provide a 25% match (\$15,045.75) of the total compensation for this position. We acknowledge that this funding would, as listed above, be obtained from our municipal budget.

Future Funding Describe how this project could be funded in subsequent years if the subgrant is not renewed for funding.

Unlike our community partners, our municipality has dedicated funding sources for law enforcement services. The priority for this funding is determined each year during the budget process and both the City Council and the City Manager determine the funding priorities for our agency after we submit our requests. Our desire is that, once the Victim Advocate is established and the benefits to the community are demonstrated, the need for funding in our annual budget can be realized. Reliance on VOCA funding, as you can see, is considered a temporary solution.

Funding Sources

Like many hiring grants for police departments, we anticipate using this process for a 3-year period. If our goals and objectives demonstrate that a need is being met by soliciting feedback from our under-served population as the project moves along, then we should be able to justify adding the position permanently to our annual budget. We must be careful, however, that we do not sacrifice our primary purpose in response to violent crime - investigation and prosecution. Without funding, the only way that we can explore the benefits of a Victim Advocate would be to de-commission a police officer position. The community has repeatedly stated, most recently with the adoption of a 1/2 cent sales tax (in 2014) that they desire the presence of more uniformed officers on the streets and in the schools. They have not requested an increase in non-commissioned positions. Unfortunately, many of those identified as our under-served population do not have the political voice that others have. This funding would allow the Norman Police Department to reach out to those victims and give them a voice. Once that voice is heard and we can and we can measure it through the goals and objectives identified in this application, we believe that the City Council and City Manager will be able to recognize the need.

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

Yes ☒ No

If yes, please explain.

This is a new position.

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

Fiscal Impact

a) If you are requesting more VOCA funds than you **received** last year, briefly describe how the additional funds would be used and identify the personnel changes that would be made, if any.

The funds requested this year are for a new position and program. We have not received any funding for the position.

This is, however, an entry-level salary request. It would also be most appropriate for this to be an AFSCME union position. We would, therefore, expect a 4% salary increase each year based on longevity steps and a small cost of living increase. Those changes, however, would apply to future funding requests.

b) Briefly describe the impact VOCA funding has had on the delivery services; specifically any increase or decrease in funding.

The funds requested this year are for a new position and program. We have not received any funding for the position.

A better question for us to answer is, "What impact has a lack of funding for a Victim Advocate position had on the delivery of services?" The answer is that we do not currently deliver Victim Advocate services beyond minimum legal requirements and long-standing partnerships with community partners. The result is an estimated 1000 victims of violent crimes in the City of Norman who do not receive victim assistance.

c) What impact has the economic climate (either good or bad) had your program's ability to serve crime victims? *

The recent economic climate has been somewhat volatile. While our agency depends on funding through municipal sales tax, and that has been relatively stable over recent years, we are at the mercy of consumer spending. Spending, of course, fluctuates with a variety of economic factors at the local, state and federal level. With years of significant budget issues at the state level, many agencies are struggling to maintain adequate funding for even the most primary of services that their agency is obligated to provide. These shortfalls impact us more than our own budgetary concerns due to the fact that the Norman Police Department, by default, is expected to take on a greater range of social justice issues than before.

The City of Norman has a record of fiscal responsibility. This conservative approach to the annual budgeting process means that we require marginal changes to maintain fiscal solvency. This same approach, however, does not lend itself to the development of new and better ways for service delivery. With funding, we can establish the Victim Advocate program, learn from similar programs, develop efficient strategies, and evaluate effectiveness. Ultimately, this funding would demonstrate that we have both a need to identify our under-served victims of crime, and the ability to provide services to these victims.

Fiscal Impact

d) Describe how the increase in VOCA funding has positively impacted your community.

Personnel & Benefits: New Position

Identify all requested salary positions, and include benefits (if requested). To add another position click Add after saving the page.

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

- 1) List each position by name and check whether the position is new or existing in Column A.
- 2) List the position/title in Column B.
- 3) List the total salary for the **project period** in Column C, and the total benefits for the **project period** in Column D.
- 4) List the percentage of the employee's time requested from VOCA funds in Column E.
- 5) Federal funds requested will calculate automatically when the form is saved.
- 6) List hours this person will work per week
- 7) Enter this person's FTE (Full Time Equivalent).
- 8) Check whether this person is Exempt or Non-Exempt.
- 9) Provide a brief summary of the job duties.
- 10) Complete the prior year's funding questions.
- 11) Complete the Budget Narrative if the position is existing and there has been a reduction of funds or if any further explanation is needed.
- 12) A complete job description for each position requested should be uploaded on the Required Grant Enclosures page.

(A)	(B)	(C)	(D)	(E)	(F)
Name of Employee	Position/Title	Total Salary for Project Period (excluding benefits)	Total Benefits for Project Period	Percent of time to be funded by VOCA	Federal Funds Requested
New Position	Victim Advocate	\$48,474	\$3,708	100.0000%	\$52,182
<input checked="" type="checkbox"/> New <input type="checkbox"/> Existing	Total hours this position will work per week: 40		Full Time Equivalent 40		
	Exempt <input checked="" type="checkbox"/> Non-Exempt		<u>Dept. of Labor FLSA</u>		

Summary of job duties:

Reviews and assess violent crime reports as conveyed to the police by crime victims, witnesses, etc. Contacts victims of violent crimes

Personnel & Benefits: New Position

(particularly under-served victims); provides information regarding legal process, resources (i.e., resources available, treatment and education programs, legal assistance, financial aid), and investigation process. Supervises volunteers, assigns excess cases to volunteers and facilitates training of volunteers. Keeps statistical records of victim contacts. Assists with returning property to victims and witnesses when permitted by law or rules of evidence. Coordinates and networks with other crime victim advocacy programs.

Please answer the following questions:

Has funding for the positions been lost or reduced?

Yes ☒ No

If yes, please explain in the budget narrative below.

Show % of salary funded by current VOCA award: 0%

Indicate anticipated funding sources to be used to supplement this position.

Source:	Amount:
Source:	Amount:
Source:	Amount:

If the positions listed above are existing and currently STATE or LOCALLY GOVERNMENT funded, is a reduction of state or local funds or other non-federal funds anticipated for the new grant period?

Yes ☒ No

Budget Narrative: Describe anticipated benefits and if a salary and/or benefit increase is requested, justify the increase.

This is a new program. Our goal is to provide the same services to under-served victims of crime as those from incidents of sexual assault, domestic violence and child abuse including safety planning, lethality assessment, crisis intervention, individual and group support, advocacy during the investigative process, and more. Again, our goal would be to reach out to all victims of violent crime to ensure that appropriate notification, referral, and follow-up has been made available. Ultimately, we want to reach out to those victims of violent crime who do not receive services from our partners.

Personnel & Benefits: New Position

Of the 2273 total reports of violent offenses received by the Norman Police Department in 2016 a total of 2080 victims we affected. Only 733 of these cases resulted in an arrest (32%) leaving 1540 cases that were never referred to the DA's office for prosecution. Without that referral it is unlikely that the victim ever received services from the Victim-Witness office. Only 783 of the total victims (35%) were the result of sexual assault, domestic violence or child abuse. The 1297 victims that did not fall into one of these categories did not receive services from the Women's Resource Center or the Mary Abbott Children's House.

We do not currently have as a mechanism for determining the exact number of under-served victims that actually exist, and we have not included how many incidents may have been improperly categorized, how many victims were not given appropriate information, or how many victims never received services because they were overlooked or did not seek assistance. This is simply because we do not know these statistics, and without funding we may never know. The anticipated benefit is that we would be able to provide advocacy services to approximately 1000 under-served victims of violent crime who currently receive no services beyond the initial police report.

Total Request: \$52,182

Organization: Norman, City of

2018-VOCA-NORMAN CI-031
Version Date: 08/27/2018 14:25:43**Contractors and Consultants**

- 1) For each contractor/consultant, enter the name (if known), the type of service to be provided and the hourly or daily fee or rate. Consultant fees in excess of \$650.00 per day require additional justifications and prior approval from the Victims Services Director, District Attorneys Council.
- 2) Please provide a detailed explanation of the category in the Narrative section below. Explain how the consultant/contractor is necessary to the success of the project and provide any explanation necessary for the figures provided.

Service or Product**Fee or Rate**

Hourly Daily

Federal Funds Requested**Total Request****\$0****Budget Narrative**

Please See "Travel" for conference registration information.

Travel

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

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

Destination	Mileage and/or Airfare	Per Diem, Lodging and Registration Costs	Federal Funds Requested
Dallas, Texas (CCAW Conference)	\$207	\$1,362	\$1,569
Dallas, Texas (CAC Conference)	\$207	\$1,472	\$1,679
Total Requested			\$3,248

Budget Narrative

The only travel fees applicable to this grant would be associated with training. The annual Conference on Crimes Against Women and Crimes Against Children Conference (both in Dallas, Texas) provide information and training regarding advocacy best practices from the nation's leading experts. Additionally, members from law enforcement, social work, medicine, and other advocates from our community will attend. These conferences provide excellent opportunities for team building and communication for those who work directly with victims of domestic violence, stalking, sexual assault, and child abuse specifically. The approaches and techniques discussed in the numerous workshops, case studies, and training session are applicable to the victims of violent crime in general. These two conferences are regularly attended by our partners (the Women's Resource Center and the Mary Abbott Children's House):

- 2019 Conference on Crimes Against Women (CCAW) Conference in Dallas, Texas: \$1,569 total
- \$490 for registration (2018 registration)
- \$568 for lodging (\$142/night allowable on GSA x 4 nights),
- \$304 for MI&E (\$64/day allowable on GSA x 4 days and \$48 for travel days x 1 day),
- \$207 for round trip mileage (280 total miles x \$.55/mile)

Travel

- 2019 Crimes Against Children (CAC) Conference in Dallas, Texas: \$1,079 total
 - \$600 for registration (2018 registration)
 - \$568 for lodging (\$142/night allowable on GSA x 4 nights),
 - \$304 for MI&E (\$64/day allowable on GSA x 4 days and \$48 for travel days x 1 day),
 - \$207 for round trip mileage (280 total miles x \$.55/mile)

While on different dates, both conferences use the same venue.

Equipment

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

Equipment	Quantity	Unit Price	Federal Funds Requested
Desktop Computer	1	\$1,800	\$1,800
Software Licesning	1	\$1,700	\$1,700
Desk Phone	1	\$400	\$400
Total Requested			\$3,900

Budget Narrative

The only equipment fees applicable to this grant would be associated with the necessary office equipment to conduct research, review reports, exchange emails, make telephonic contact, generate reports, manage cases, and review police records.

- Desktop computer and monitor: \$1,800
- Software Licensing: \$800 (MS Office) and \$900 (New World Records Management System)
- Desk phone: \$400

Facilities, Rentals and Leases

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

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

The program will not require any additional facility (or significant modification to existing facilities), rentals and/or leases.

Supplies and Operating

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

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

Budget Narrative

This program will not significantly impact current supply and operations expenditures.

Other Costs

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

Item Description**Federal Funds Requested****Total Requested**

\$0

Budget Narrative

We do not anticipate any other significant additional costs for this program.

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 have never negotiated a 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 have never negotiated an 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.

If requesting the de minimis rate, please complete the Modified Total Direct Cost form and submit it as part of the grant application.

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.

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.
- 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, 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.

Organization: Norman, City of

2018-VOCA-NORMAN CI-031
Version Date: 08/27/2018 14:25:43**Match****Total Federal Award Requested**

\$59,330

Total Match Required

\$14,833

Match Breakdown

	Description	Cash Amount	In-Kind Match	Total Match Amount
Personnel	Salary Match	\$12,119		\$12,119
Benefits	Benefits Match	\$927		\$927
Contractors & Consultants				\$0
Travel	Travel, Per Diem, and Registration Match	\$812		\$812
Equipment	Equipment Match	\$975		\$975
Facilities, Equipment Rental and Leases				\$0
Supplies & Operating				\$0
Other				\$0
Volunteer Time				\$0
TOTAL		\$14,833	\$0	\$14,833

Match Narrative

It is our intention to fulfill required match funds from our annual budget. Match computations figured based on 25% of each funding category:

Organization: Norman, City of

2018-VOCA-NORMAN CI-031
Version Date: 08/27/2018 14:25:43**Match**

- Personnel Salary: Total (\$48,474), 25% Match (\$12,118.5)
- Personnel Benefits: Total (\$3,708), 25% Match (\$927)
- Travel: Total (\$3,248), 25% Match (\$812)
- Equipment: Total (\$3,900), 25% Match (\$975)

Sum Total: \$59,330

25% Match Total: \$14,832.5

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: Norman, City of

Subgrant Number: Project Period: 10/01/2018 - 09/30/2019

Total Federal Award Requested: \$59,330

Total Match Required **before waiver**: \$14,833

Organization: Norman, City of

2018-VOCA-NORMAN CI-031
Version Date: 08/27/2018 14:25:43

Match

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

The organization can match \$14,833 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)

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?

Match

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?

Organization: Norman, City of

2018-VOCA-NORMAN CI-031
Version Date: 08/27/2018 14:25:43**Budget Summary**

	<u>VOCA Subgrant</u>	<u>Cash</u>	<u>In-Kind</u>	<u>Total</u>
	<u>Request</u>	<u>Match</u>	<u>Match</u>	<u>Amount</u>
Personnel	\$48,474	\$12,119	\$0	\$60,593
Benefits	\$3,708	\$927	\$0	\$4,635
Contractors & Consultants	\$0	\$0	\$0	\$0
Travel	\$3,248	\$812	\$0	\$4,060
Equipment	\$3,900	\$975	\$0	\$4,875
Facilities, Equipment Rental and Leases	\$0	\$0	\$0	\$0
Supplies & Operating	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Indirect Costs	\$0			\$0
Volunteer Time			\$0	\$0
TOTALS	\$59,330	\$14,833	\$0	\$74,163

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/542313-8JobDescription.pdf

2.) Matching Personnel Job Description(s)

[https://grants.ok.gov/_Upload/542313-9MathchingPerosnnelJobDescription\(s\).pdf](https://grants.ok.gov/_Upload/542313-9MathchingPerosnnelJobDescription(s).pdf)

3.) Board of Directors

https://grants.ok.gov/_Upload/542313-10BoardofDirectors.pdf

4.) Organizational Chart

https://grants.ok.gov/_Upload/542313-11OrganizationalChart.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/542313-12LettersofSupport.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) MTDC Worksheet

* Upload required only if requesting the de minimis rate.

12) EEOP Certification

* Upload required

https://grants.ok.gov/_Upload/542313-13EEOPCertification.pdf

13) Assurances

* Upload required

https://grants.ok.gov/_Upload/542313-14Assurances.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. [Documentation/OKOSF/VOCA_CERTIFIED_ASSURANCES.pdf](#)>Assurances
2. Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements

Authorizing Official

Title	Lynne Miller		
Address	Mayor		
City	201 W. Gray St.		
Area Code/Phone Number	Norman	State Oklahoma	Zip+4 73069-7108
Area Code/Fax Number	(405) 366-5402		
E-mail Address	mayor@normanok.gov		

✓

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

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

Uploads

FEDERAL AWARD(S) USED TO FUND SUBGRANT [584983_722387-subgrantinfo.docx](#)