

OKLAHOMA VICTIM ASSISTANCE ACADEMY MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into this 1st day of February, 2022, by and between the Office of Attorney General (OAG) and the District Attorneys Council (DAC). The purpose of this understanding is to set forth the agreements of operations for training victim services providers in the State of Oklahoma.

These agencies agree to collaborate for the planning and implementation of the 2022 Oklahoma Victim Assistance Academy (OVAA). To accomplish the purpose of this Agreement, OAG and DAC hereby agree to the following terms and conditions.

1. PURPOSE

This Agreement is entered in for the purpose of carrying out Victim Services training for advocates in the criminal justice field in the State of Oklahoma pursuant to a grant awarded to DAC by the United States Department of Justice, Office for Victims of Crime, grant award number 2018-V2-GX-0001. While DAC is the grant recipient and bears ultimate responsibility to ensure administration and coordination of the grant award, training is to be administered and coordinated by the OAG pursuant to this Agreement.

The agencies agree to operate in partnership to present a comprehensive, fundamental and academically based state-specific course of study in victims' rights and services to meet the entry-level educational and training needs of victim service providers, victim advocates and allied personnel working with victims of crime.

This Agreement will involve a one-week academy modeled from the previously held State Victims' Assistance Academies which began in 2010. Curriculum and agendas will be determined by the planning committee consisting of members of the OAG, the DAC and statewide expert faculty members. This group will compile program materials, determine training design and performance measures and conduct evaluations.

2. ACADEMY DATES AND LOCATION

The 2022 OVAA will take place on the campus of University of Central Oklahoma (UCO) in Edmond, Oklahoma. The training will be held June 26, 2022 through July 1, 2022. The DAC and the OAG will partner with the UCO and remain responsible for the coordination of this project including promoting and providing staff for the 2022 academy.

3. DUTIES OF DAC

Duties of the District Attorneys Council include:

1. Provide staff to attend planning meetings.
2. Assist OAG staff in preparing and receiving student applications.
3. Provide staff to assist in the preparation and implementation of administrative academy needs.
4. Speaker coordination including, but not limited to locating speakers and making initial contact, arranging for payment of travel reimbursements.
5. Contacting accrediting agencies to determine cost and requirements of accreditation.
6. Provide staff to assist with conference registration and events throughout the week.

7. Resource Materials: Assist in obtaining resource information for tables during the academy and compiling materials and other hand-outs for the academy.
8. Wrap-Up: Assist in reporting credit to accrediting agencies, processing travel claims, and finalizing the budget and allocating monies to appropriate entities.

4. DUTIES OF OAG

The Office of Attorney General will act as the Project Director and will continue to oversee and approve aspects of the proposed project. Other tasks include:

1. Set the dates for the Academy during June/July 2022, secure the location for the academy and coordinate with the University of Central Oklahoma (UCO) to finalize the details of the academy, including training rooms, sleeping rooms, meal and refreshment catering, etc.
2. Provide the DAC staff with meeting dates, agendas, and necessary academy planning information.
3. Set performance measures:
 - Pre- and Post-testing of attendees
 - VAT online requirements
4. Provide staff to attend planning meetings.
5. Prepare, distribute and receive student applications.
6. Provide staff to assist in the preparation and implementation of administrative academy needs.
7. Speaker coordination including, but not limited to arranging speakers and making initial contact, arranging for payment of travel reimbursement.
8. Provide staff to facilitate conference registration and events throughout the week.
9. Assist in obtaining resource information for tables during the academy and compiling hand-outs for the academy.
10. Assist in reporting credit to accrediting agencies, compile evaluations, and finalize budget.

The OAG will provide all information requested by the DAC concerning financial and administrative procedures, including but not limited to, performance measures, number of attendees, scholarship applications, results of said training, and associated costs of the academy.

The OAG will ensure that the UCO provides proper invoicing to the DAC for all expenses identified in Section 5 below. Upon receipt of said invoice, the DAC will process the payments to the appropriate entities. The UCO will provide the financial services for the Oklahoma Victim Assistance Academy by receiving payments from the DAC. Following the completion of the academy, the UCO may apply any fees paid to the total due and owing and the remaining cost will be paid by the DAC to the UCO.

5. Projected Estimate of Costs

Dorm Rooms (50 people)	\$ 9,375.00
Meeting Rooms/AV	\$ 4,000.00
Travel/Hotel for Speakers	\$ 500.00
Scholarships (<i>estimated 18 scholarships</i>)	<u>\$ 6,300.00</u>
TOTAL	\$20,175.00*

*Estimated total costs/expenses. A \$350.00 fee is required for attendance.

Travel costs and related expenses of program trainers and participants shall be in accordance with the State Travel Reimbursement Act, 74 O.S. §500.1, *et seq.* Lodging and per diem rates shall not exceed the Federal per diem rates.

CANCELLATION

This Agreement shall be in force until expiration date or until thirty days after notice has been given by either party of its desire to terminate the contract. Notification of cancellation shall be by Certified mail to the business address of record.

BILLING AND PAYMENT

Invoices received will be processed by DAC. A bill or written request for payment under the Agreement for services performed shall be submitted within 60 days of the conclusion of the academy training.

Invoices for payment, along with appropriate documentation, shall be prepared and submitted to:

Stephanie Lowery
Federal Grants Division Director
District Attorneys Council
421 N.W. 13th St., Suite 290
Oklahoma City, OK 73103
Phone: 405-522-5008
Email: Stephanie.Lowery@dac.state.ok.us

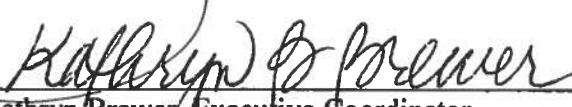
MODIFICATION

The parties signing this MOU agree to uphold the terms of the MOU. Either party may terminate the MOU by written notice at any time. Modification and changes to the MOU shall be in writing and may be made by the agreement of both parties.



John O'Connor, Attorney General

2-8-22
Date



Kathryn Brewer, Executive Coordinator
District Attorneys Council

2-1-22
Date