

Pre-Application Instructions

GRANT PURPOSE

The purpose of the Victims of Crime Act (VOCA) grant is to provide **direct services** to victims of crime. Services are defined as those efforts that

- 1.respond to the emotional and physical needs of crime victims;
- 2.assist primary and secondary victims of crime to stabilize their lives after a victimization;
- 3.assist victims to understand and participate in the criminal justice system; and
- 4.provide the victims of crime with a measure of safety and security.

Allowable and Unallowable Costs

Please click on this link for detailed information on Allowable and Unallowable Costs: [Allowable and Unallowable Costs](#)

To assist with budget categories, [click here](#) for a chart of accounts.

To view a sample grant [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

Unique Entity Identifier (UEI)

All applicants are required to include a UEI in their application. A UEI is a 12-character alphanumeric ID recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. Obtaining a UEI is free and applications should be made immediately. To obtain a UEI or to see if the applicant agency already has a UEI, go to <https://sam.gov/content/home>. Please ensure SAM registration is open to public view. Applications without a UEI will not be reviewed. After April 2022, all DUNS numbers will be replaced with UEI numbers in the SAM system.

SYSTEM FOR AWARD MANAGEMENT All VOCA grant recipients must be registered in the System for

Pre-Application Instructions

Award Management (SAM) database. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted a VOCA application or applications via Grants.gov are already registered with SAM, however you must keep your registration current. When registering, do not select the opt-out of public search feature.

Updating your registration must be done annually! Information about registration procedures can be accessed at <https://www.sam.gov>. Registration in SAM must be completed prior to the start of the project period. This process can take time, so start early!

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

For the 2025 grant year, the award cycle will run for 12 months: October 1, 2025 – September 30, 2026.

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

The VOCA Fix Act of 2021 gave state administering agencies the power to implement Blanket Match Waivers

Pre-Application Instructions

as needed for appropriate management of VOCA Assistance award funds. Due to significant budget cuts to the VOCA grant, it has been determined there are practical and/or logistical obstacles as well as local resource constraints for subgrantees to provide Match for the 2025 Grant Cycle. After not requiring Match for the past 4 years due to the National Pandemic Emergency and significant budget cuts, it has been determined that the circumstances justify a Blanket Match Waiver.

DEADLINE FOR SUBMISSION OF AN APPLICATION VOCA grant applications are due to the District Attorneys Council on March 7, 2025. Late applications will not be accepted nor considered by the VOCA board.

Organization: Office of the Attorney General*

2025-VOCA-OAG*-003

Version Date: 02/28/2025 10:39:31

Applicant Information

Type of Application	Currently Receiving VOCA Funds <input checked="" type="checkbox"/>	Not Currently Receiving VOCA Funds	
	Number of Years Funded by VOCA 10		
	Existing subrecipient requesting new project?		
	Have you had a change in:		
	Project Director <input checked="" type="checkbox"/>	Finance Officer	
	No		
Program Title	VINE/ACP Program		
Organization Name	Oklahoma Office of the Attorney General		
Street Address	313 NE 21st Street		
City	Oklahoma City	State Oklahoma	Zip 73105-3207
Mailing Address (if different)			
City		State	Zip
Area Code/Phone Number	(405) 521-3921		
Area Code/Fax Number	(405) 521-6246		
Web Address	https://www.oag.ok.gov/		

Applicant Information

Each person must have a User Profile in OKGrants. The instructions can be found in the DAC Subgrantee User Manual (VOCA) located in "My Training Materials" link above.

Authorizing Official	Gentner Drummond		
Title	Attorney General		
Address	313 NE 21st Street		
City	Oklahoma City	State Oklahoma	Zip 73105-3207
Area Code/Phone Number	(405) 521-3921		
Area Code/Fax Number	(405) 521-6246		
E-mail Address	Gentner.Drummond@oag.ok.gov		

Organization: Office of the Attorney General*

Applicant Information

Project Director [REDACTED]

Title Grant Monitor

Address 313 NE 21st Street

City Oklahoma City **State** Oklahoma **Zip** 73105-3207

Area Code/Phone Number (405) 522-3180

Area Code/Fax Number (405) 521-6246

E-mail Address [REDACTED]

Organization: Office of the Attorney General*

Applicant Information

Finance Officer [REDACTED]

Title Assistant Finance Officer

Address 313 NE 21st Street

City Oklahoma City State Zip 73105-3207

Area Code/Phone Number (405) 522-4804

Area Code/Fax Number (405) 521-6246

E-mail Address [REDACTED]@oag.ok.gov

Organization: Office of the Attorney General*

2025-VOCA-OAG*-003
Version Date: 02/28/2025 10:39:31

Applicant Information

Type of Organization	<input checked="" type="checkbox"/> Public Agency <input type="checkbox"/> Tribal <input type="checkbox"/> Non-Profit	<input checked="" type="checkbox"/> State <input type="checkbox"/> Local Gov't <input type="checkbox"/> Faith-Based	CASA Child Advocacy Center DA's Office Law Enforcement
Federal Employer I.D. #	[REDACTED]		
Current Service Area (Counties Served)	State of Oklahoma - all 77 counties		Population 4,095,000
Proposed Service Area (Counties Served)	State of Oklahoma - all 77counties		Population 4,095,000
How long has the organization served crime victims?	29 years		

Program Narrative**State the Problem**

00

Use **Problem Statement** and **Project Description** headers for each section. The Problem Statement and the Project Description narrative should relate to the goals and objectives of the grant and should include the following:

i. PROBLEM STATEMENT

1. Provide a description of the agency and the jurisdiction or area in which services will be provided.
2. Provide a clear and concise description of the problem that will be addressed through the use of these funds and how the funding would alleviate the problem.
3. Use data, preferably local data, to support the need for the project.

ii. PROJECT DESCRIPTION

1. Thoroughly describe the proposed project, including activities to accomplish the project.

Full Program Narrative is attached below.

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/971069_1000337-2025ProgramNarrative.pdf

Program Summary (Provide a brief description of your agency's mission and the qualifications to implement 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.

Administrative support for the VINE system and the ACP to all 77 counties in Oklahoma will be provided by a full-time Program Manager. Support for VINE includes maintaining connections with county jails, DOC, and courts to

Program Narrative

ensure timely offender status updates, as well as providing technical support to VINE users and statewide trainings regarding VINE. ACP administration includes the timely and efficient collection and distribution of mail to users of the program, as well technical support.

Goals, Objectives, and Activities: 01

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

Yes

If No, please explain:

01

Goals, Objectives, and Activities

Goal *	The goal of this project is to have a 1.0 FTE VINE/ACP Program Manager to maintain the administration of the VINE program (including the newly integrated VINE PO) with the Department of Corrections and Probation and Parole throughout all 77 counties to support safety for all victims of crime, including victims of domestic violence, sexual assault, human trafficking, and stalking. (objective number for objective 1 has been prorated to match VOCA funding percentage)
Measurable Objective *	<ol style="list-style-type: none">1. Be open and readily available to assist 38,000 VINE users, new and current, with questions about VINE notifications, registration, and resources by 9/30/2026.2. Hold 12 monthly meetings with Equifax to troubleshoot any issues such as computer and data flow that arise regarding VINE technical maintenance by 9/30/2026.3. Work with the vendor Kelpro to map out the remaining 60 counties that have not been migrated into the combined OK VINE/Protective Order System by 9/30/2026.4. Once a month, review technical needs and assistance that are required by agencies such as the Department of Corrections, District Attorney Offices, and courthouse victim advocates to utilize VINE, by 9/30/2026.5. Conduct a minimum of 20 VINE/Victimology trainings, allowed by CLEET as a subset of Criminology, to law

Goals, Objectives, and Activities: 01

enforcement by 9/30/2026.

Activities *

- 1a. Help registrants with their PIN.
- 1b. Help registrants register for phone calls.
- 1c. Help registrants stop notification calls.
- 1d. Help answer questions about an offender who has been transferred or is coming up for parole .
- 1e. Assist in removing citizens from the system who have obtained new phone numbers that previously belonged to a person registered with VINE.
- 1f. Review and update the database for victims to provide up-to-date tutorials, resources on victim service programs, announcements, downloads, etc.
- 1g. Provide victim compensation information to victims.
- 2a. Speak with the Equifax Client Relationship Manager in Kentucky on a frequent basis to resolve notifications or technical problems
- 3a. Only 13 counties have been migrated into the combined system. One (1) county is now online and three (3) others are in the testing phase. Work on migrating the remaining 60 counties into the combined system.
- 4a. Add users to the system when requested.
- 4b. De-activate users from the system when requested.
- 5a. Provide law enforcement vital information about the VINE program.
- 5b. Train law enforcement as first responders to be more empathetic with victims and/or their loved ones.
- 5c. Train law enforcement to have better interactions with victims.
- 5d. Train law enforcement to ensure victims' rights are explained to the victims.
- 5e. Help law enforcement to recognize their own vicarious trauma due to their continued contact with victims of crime.
- 5f. Review and update training materials as needed.

Goals, Objectives, and Activities: 02

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

Yes

If No, please explain:

02

Goals, Objectives, and Activities

Goal * Increase VINE awareness and education to underserved populations, Oklahoma Attorney General certified domestic violence/sexual violence/human trafficking victim service provider programs, law enforcement, tribes, faith-based organizations, and community groups/events statewide.

Measurable Objective *
1. Provide a minimum of four (4) VINE awareness trainings to all law enforcement academies across the state, any law enforcement conferences, any state domestic violence/sexual violence/ human trafficking victim service provider programs, tribal agencies, and faith-based organizations that have employees who are new to the field or need updated information. Trainings will include information on crime victims' compensation. This will be accomplished by 9/30/2026.
2. Provide 5,000 VINE information brochures as requested by domestic violence/sexual violence/human trafficking service provider programs, law enforcement, Coordinated Community Response Teams, Sexual Assault Response Teams, tribes, and other organizations by 9/30/2026.
3. Provide at least 15 virtual trainings with open invitations to all law enforcement, court clerks, certified shelters, crisis centers, tribal organizations, and Oklahoma Department of Human Services (DHS) employees by 9/30/2026.
4. Provide two (2) on-site VINE awareness training sessions to 10 victim advocates at different Oklahoma

Goals, Objectives, and Activities: 02

Attorney General certified domestic violence/sexual violence/human trafficking service provider agencies in Oklahoma by 9/30/2026.

- Activities *
- 1a. Reach out to law enforcement officers to provide outreach and training .
 - 1b. Reach out to tribal agencies to provide outreach and training.
 - 1c. Reach out to domestic violence/sexual violence/human trafficking victim service provider programs to provide outreach and training.
 - 1d. Reach out to faith-based service agencies to provide outreach and training.
 - 1e. At all of the trainings, provide victim compensation information.
 - 2a. Review and update VINE information packets as needed to provide the most up-to-date information.
 - 2b. Provide requested information/brochures via mail.
 - 2c. Provide brochures during outreach visits and trainings.
 - 2d. Share VINE Awareness training informational and promotional materials at the DAC Victim Tribal Roundtable quarterly meetings.
 - 3a. Provide open invitations to all law enforcement, court clerks, certified shelters and crisis centers, tribal organizations, and DHS employees.
 - 4a. Maintain connections with agencies and programs statewide to offer VINE information , identify gaps, and provide resources about victim notifications needed to keep victims informed.

Goals, Objectives, and Activities: 03

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

Yes

If No, please explain:

03

Goals, Objectives, and Activities

- Goal *
- Maintain a 1.0 FTE VINE/ACP Program Manager to administer the Address Confidentiality Program (ACP) throughout all 77 counties to support the safety of domestic violence, sexual violence, trafficking, and stalking victims. (objective numbers for objectives 1, 2, and 5 have been prorated to match the VOCA funding percentage)
- Measurable Objective *
1. Be open and readily available to help at least 237 new and existing ACP applicants via phone, email, or in-person by 9/30/2026.
 2. Process 12,482 pieces of new and returned mail by 9/30/2026
 3. Train at a minimum 15 agencies such as schools, domestic violence/sexual violence/human trafficking victim service provider programs, law enforcement, tribes, and faith-based organizations on ACP by 9/30/2026.
 4. Train and certify 40 ACP certification assistants located in victim services agencies by 9/30/2026.
 5. Provide at least 237 ACP clients with information regarding crime victim compensation in each new ACP welcome packet by 9/30/2026.
- Activities *
- 1a. Help ACP clients on a daily basis with registration, name/address/phone/email changes, and answer any and all other questions.
 - 1b. Review and process participant applications and related documents.
 - 1c. Add the applicant and all minor household members into the ACP database.

Goals, Objectives, and Activities: 03

- 1d. Create ACP ID cards for each member of the applicant's household.
- 1e. Mail ACP welcome packets to all new applicants.
- 1f. Maintain confidential files and database of contract participants.
- 1g. Create monthly reports for ACP participants.
- 2a. Pick up the mail at the P.O. Box on a daily basis (Monday - Friday) unless the office is closed for a holiday, inclement weather, etc.
- 2b. Respond to all participants.
- 2c. Contact participants when mail items are returned.
- 2d. Identify and stamp return to send mail of non-active participants.
- 3a. Train agencies on the aspects of ACP and the benefits it gives to crime victims .
- 3b. Review and update training materials for agencies..
- 4a. Review and update training materials for ACP certification assistants .
- 4b. Maintain and update certification assistant agreements.
- 4c. Provide training to certification assistants.
- 4d. Process the certification of ACP certification assistants .
- 4e. Maintain and ensure renewal of certification assistants every two (2) years.
- 4f. Maintain and update as needed the ACP application, checklist, renewal application, change of address, and modification applications.
- 5a. Ensure crime victim compensation information is sent out with each new ACP welcome packet .
- 5b. Create, review, and update welcome packets as needed.
- 5c. Order ACP ID card stock.
- 5d. Order ACP envelopes for mailing.

Program Work Plan

[https://grants.ok.gov/_Upload/971540_1000245_2-FY25VOCAWorkplan.p
df](https://grants.ok.gov/_Upload/971540_1000245_2-FY25VOCAWorkplan.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 unduplicated clients were assisted by VOCA-funded staff during the past fiscal year ✓ or calendar year 189 *
- b) Explain the process of how victims are provided information on Crime Victims Compensation benefits .

Brochures are mailed to victims and referrals are made to the web portal and the local district attorney offices when victims make contact in person or on the phone regarding a need for compensation information. Within the OK VINE system are helpful links including a link to Crime Victims Compensation. Those receiving assistance from the Address Confidentiality Program (ACP) are automatically sent a brochure explaining victim compensation benefits. When training on Victimology, Victim Information Notification Everyday (OK VINE), and ACP to law enforcement, a section on Victim Compensation is included and it is emphasized how important it is to inform victims at crime scenes by giving them a brochure and letting them know about the service and resource. Actual assistance in completing a compensation claim is rare at the OAG as most victims are given referrals to contact their local Victim Witness Coordinator at the District Attorney's office for their county. They can also contact the District Attorneys Council directly for assistance.

Community Coordination

Applicants must promote within the community served and help victims apply for compensation benefits.

Clearly describe how you 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.

The current project will maintain and expand Victim Information Notification Everyday (OK VINE) and Address Confidentiality Program (ACP) awareness and training for victims of crime and victim service agencies to promote victim safety. These efforts can only be achieved through

VOCA Guideline Requirements

coordination and collaboration among several key organizations, such as the Office of the Attorney General, law enforcement agencies, Oklahoma Sheriff's Association, District Attorneys Council, Administrative Office of the Courts, End Violence Against Oklahoma, and Native Alliance Against Violence.

The organizations mentioned above have an extensive history of collaboration and partnership with regard to the OK VINE and ACP programs as well other projects. These organizations support the current grant application and are willing to collaborate to promote OK VINE and ACP awareness and training within their respective agencies. It is through awareness and training that OK VINE and ACP information can be provided to victims of crime. In addition, coordinated efforts continue between all of the 77 county sheriff's offices, court clerk's offices, the Department of Corrections, the Pardon and Parole Board, and the three (3) US Attorney's Offices in Oklahoma to ensure that there is continued sharing of data, particularly for OK VINE notifications and to identify and remedy any gaps in the individual systems and/or across and between systems that serve victims.

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 when required toward the grant if the volunteers are performing duties allowed under the grant .

Describe how volunteers are recruited and utilized in your organization. In addition, please identify your most successful recruiting methods.

The Office of the Attorney General Victim Advocacy and Services Unit (VASU) utilizes students as volunteers in its projects. VASU has a working

VOCA Guideline Requirements

relationship with the OSU-OKC Victim Services program, the UCO Criminal Justice program, and the NSU Criminal Justice program. Practicum students that have interest in working at VASU may apply and if selected, serve for a set term that typically also provides them with credit hours toward a degree or the completion of a specialized course of study. VASU has also had the benefit of having a law student intern who helps to provide consultation on contracts and legal review. Volunteers are utilized during the Partners for Change Conference to check in registrants and to monitor the rooms presentations are being held. For the 2024 Partners for Change Conference, 53 volunteers were utilized. There are always volunteers from the partner agencies who sponsor the conference as well as college students. Volunteers, speakers, and survivors volunteer their time at the Oklahoma Victims Assistance Academy (OVAA). For 2024 OVAA, 24 volunteers donated their time (7 volunteers, 15 speakers, and 2 survivors). The DVFRB used two (2) volunteers for data compilation.

a) Please list the number of volunteers used in your entire organization during the past

✓ fiscal year 80

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:

The Office of the Attorney General, Victim Advocacy and Services Unit (VASU), expects the number of interns/externs/volunteers for the upcoming year to remain the same as the previous year. Interns/Externs/Volunteers will assist with the following duties: administrative duties and awareness/training activities. Interns/Externs/Volunteers will also help at the 2025 Partners for Change Conference, the Oklahoma Victim Assistance Academy, and with Domestic Violence Fatality Review Board data compilation. Volunteers have also assisted directly with victim services activities with VASU. These volunteers consist primarily of students in victim services programs or criminal justice programs at local universities.

Project Classification and Evaluation

Proposed VOCA Project Classification by Crime Type

Federal Priority Categories (check all that apply)

Sexual Assault 14%
Percentage of Grant and Match Funds that will be focused on this crime type:

Spousal Abuse, Intimate Partner Violence, or Dating Violence 43%
Percentage of Grant and Match Funds that will be focused on this crime type:

Child Abuse 6%
Percentage of Grant and Match Funds that will be focused on this crime type:

Underserved Categories (check all that apply)

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

Percentage of Grant and Match Funds that will be focused on underserved crime victims: 37%

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.

The OAG Victim Information Notification Everyday (OK VINE) and Adress Confidentiality Program (ACP) Program Manager provides webinar trainings on OK VINE/VINE VPO and ACP for OKDHS adult protective services, aging services, and disability services staff to enhance safety for elderly and disabled clients who are being abuse by a domestic violence offender or who have been sexually assaulted or stalked . The Program Manager also assists by checking OK VINE verification if there is a DOC death so that victims can be made aware of the situation. The program manager not only provides training but enrolls individuals in the OK Vine program to receive notifications from the system . Some recent changes to the system allow participants to receive notifications via text on a phone or through an app on a mobile device as well as using voice commands for those who don't have computer compatibility. These notifications about changes in the custody status of inmates within Oklahoma's county jails and the Department of Corrections. OK VINE is operational in all 77 counties and provides search and registration

Project Classification and Evaluation

capabilities regarding the custody status of offenders. This makes victims and/or concerned citizens feel safer when they know the custody status and location of the offender, thus helping them retain some measure of control over their lives. The ACP provides participants who have moved to a location unknown to their abuser with a substitute address for use when interacting with state and local agencies. The second part of the program provides participants with a cost-free first-class mail forwarding service which allows the state to contribute to the safety of victims by denying abusers the opportunity to use public records as a means to violate their rights. In addition to enrolling OK VINE participants, the program manager also enrolls survivors in the ACP Program. Specific outreach will be made to programs that primarily serve underserved populations such as La Luz Organization (Hispanic), Latino Community Development Agency (Hispanic), The Diversity Center (LGBTQIA+), and tribal programs. There are now 200 language options built in the system. While notifications only come out in English and Spanish, the website and system app provide the option to convert to several different languages. When possible, resources will be provided in Spanish and/or targeted toward the needs of the underserved communities. For the last grant period, 491 underserved victims received assistance from the OK VINE/ACP Program Manager. The majority of victims/survivors that the program manager takes calls from or provides services to do not self-identify regarding crime victimization type. The exception to this is this is deaf/hard of hearing individuals who have requested TTY notifications.

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

OK VINE uses an internal database within the system called VINE Watch. This database houses all internal users throughout law enforcement agencies in all 77 counties, Pardon and Parole staff, Department of Corrections staff, all 27 District Attorneys' staff, and DV/SA service agencies' program staff. The Program Manager is responsible for adding new users, removing users, resetting passwords, and determining permission levels for users. Evaluation activities related to the OK VINE program have so far centered on output data, i.e. number of crime victims who use the OK VINE program. Statistical output data provides information regarding per capita usage in 77 counties and the increase or decrease in usage from year to year. The data assists the Program Manager to set program-related goals such as which counties to prioritize OK VINE awareness, outreach, and training for various crime victim-serving agencies. The OK VINE program has the ability to produce reports that show the required VOCA statistics that are required. The OK VINE program also has the opportunity for users to provide satisfaction feedback. The ACP program maintains a master spreadsheet which shows all ACP participants. This list is updated daily and records all mail that is received and sent to participants.

b) Has your program been in operation less than 2 years?

c) Has there been an analysis/evaluation of the activities of the program from an outside source?

Yes No

Project Classification and Evaluation

d) If No was answered in Part B above, explain the program's record of providing effective services to victims of crime .

To Be Answered By All Applicants *Except* CASAs

e)

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

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

There was not a decrease. Due to the stability in the position for the past year and the way the number of victims counted with the OK VINE Program was changed to match the national standard for VOCA PMT reporting, the number of clients served actually increased.

To Be Answered By CASA Applicants Only

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

1) VOCA funded Employee Name:

2) Number of volunteers assigned to Employee:

3) Number of volunteers assigned to cases on November 30th, 2022:

4) Number of cases on November 30th, 2022:

5) Number of children served in the above cases:

6) Average time CASA volunteers who worked on the above cases have been with the program: Months

7) What method is used to refer cases to the program?

8) Number of cases the program was unable to serve due to a shortage of staff and/or volunteers:

Project Classification and Evaluation

In order for a CASA Program to be considered for VOCA funding, the program must be in good standing with the Oklahoma CASA Association.

9) Is the program for which the funding is being requested in good standing? Yes No

10) If No, please explain:

Funding Sources

Funding Sources for Services to Victims of Crime - Include entire victims services budget within the organization.

The figures below should be for the organization's fiscal year cycle. Programs must show substantial financial support from sources other than VOCA.

- A) **Indicate the organization's fiscal year.** 7/1/2024 to 6/30/2025
- 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	\$ [REDACTED]	Appropriations, Court Fees
Local	\$0	
<i>i.e. county, municipal, local, nonprofit, local group that raises money on behalf of the organization, etc.</i>		
Other Federal (non-VOCA)	\$ [REDACTED]	FVPSA, ARP, VAWA, ICJR, Byrne SCIP
<i>Note: Do not include the VOCA subaward amount. If the organization has other VOCA subgrants, those awards should be included here.</i>		
Other Non-federal	\$ [REDACTED]	Program Fees

Funding Sources

i.e. dues, program fees, and project income, etc.

Total of all VOCA Grants awarded to organization	\$ [REDACTED]	VINE/ACP Program
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Project Income	\$0
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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:	\$ [REDACTED]
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New Funding Identify the amount and source and new money anticipated during the grant period.

At this point no new funding is anticipated, however the AG's Office is actively pursuing additional grants. These additional grants are not projected to be for the salary/benefits of the VINE/ACP Program Manager which is partially funded with VOCA.

The increase in state appropriations last year in the amount of \$17,000,000 is for funding specifically for the DV/ SA agencies and is passed through the OAG VASU.

Future Funding

1. Describe the impact the 2021-2022 reduction in funding has affected your VOCA program.

The OAG-VASU was funded for only the VINE/ACP position for the 2024 VOCA Grant. The victim advocate position was not funded by VOCA for 2024. That position is now paid through other funding sources. The loss of the VINE/ACP Program Manager however would put additional work on non-federally funded staff and could result in users not being quickly assigned to VINE and/or the address confidentiality program falling behind on processing timely mail to victims. If VOCA funding were not renewed, alternative funding sources would be explored as soon as possible - such as other discretionary federal grants from DOJ OVW and/or OVC, DHHS discretionary funding, and an increase in general appropriations.

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

Funding Sources

A Sustainability Plan was developed in the spring of 2023 and submitted to DAC as required by the VOCA Board. This plan is still in place and is active. Review of the plan is done yearly with appropriate changes made if necessary.

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

Yes No

If yes, please explain.

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.

Accounting System Review

1. Which best describes your accounting system?
 - Manual Automated
 - Combination of Manual and Automated Systems
2. Does your agency receive multiple grant awards (from DAC and/or any other agencies)?
 - Yes No
3. Do you maintain an individual ledger, separate from the general ledger, for each grant award?
 - Yes No
4. Does your accounting system identify the receipt and expenditure of funds for each grant?
 - Yes No
5. Please describe how you account for the receipt and expenditure of funds in the general ledger.
Each grant is assigned a number so each receipt and expenditure can be tracked within the general ledger. A Six-Digit report is generated monthly to verify expenditures and a Treasury Statement is generated monthly to verify receipts.
6. Does this grant include funding for personnel?
 - Yes No
7. Are time sheets maintained for the employees that are paid on the grant?
 - Yes No
8. If no, describe how will the employee(s) record their time.
9. For ALL employees paid on the grant, are time sheets broken down by funding source?
 - Yes No
10. Are financial records maintained in-house or are they contracted out to another party?
 - In House Contracted Out
 - Combination of In-House and Contracted Out
11. Provide a brief description of the controls that are in place to ensure correct and accurate accounting and reporting.

Within the grant, the Financial Officer and Project Director review the ledger on a monthly basis.

Accounting System Review

A Six-Digit report and a Treasury Statement are generated to make sure the information maintained on grant ledgers is properly recorded within the general ledger for the agency. The OAG abides by all OMES rules and procedures.

12. Please describe the division of duties between the Project Director and Financial Officer:

The Project Director oversees all programmatic duties related to the grant, including grant writing and application submittal. The Financial Officer oversees of the record keeping of the grant funds and is responsible for the monthly/quarterly submission of draw downs/quarterly reports.

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

[REDACTED]

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:

Name

[REDACTED]

Title

Chief Administrative Officer

Name

[REDACTED]

Title

Senior Deputy Attorney General

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

Yes No

Accounting System Review



Name of Financial Officer

Date:
Dec 27 2024 2:38PM

Personnel & Benefits

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

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

Name of Employee ██████████	Percent of time to be funded by VOCA 47.4285%	Total Salary for Project Period (excluding benefits) ██████████0	Federal Funds Requested \$ ██████████ Salary
Position/Title VINE/ACP Program Manager	Total Hours per week regardless of funding 40	Total Benefits for Project Period ██████████	\$ ██████████ Benefits Full Time Equivalent
New <input checked="" type="checkbox"/> Existing	2022 VOCA Awarded Salary ██████████	2022 VOCA Awarded Benefits \$ ██████████	
Exempt <input checked="" type="checkbox"/> Non - Exempt			

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

Has funding for the position been lost or reduced? No

Total	Salaries \$ ██████████	Benefits \$ ██████████
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Personnel and Benefits Narrative

Instructions: If benefits are requested, the narrative must include a breakdown of the benefits provided. Provide a brief explanation of the personnel that will be assigned to the project. The narrative serves as an explanation of the figures.*

N/A Only one position requested.

Are you a current subgrantee AND requesting a salary increase?

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

Personnel & Benefits

* Supplanting is to deliberately reduce State or local funds because of the existence of Federal funds. For example, when State funds are appropriated for a stated purpose and Federal funds are awarded for that same purpose, the State replaces its State funds with Federal funds, thereby reducing the total amount available for the stated purpose. VOCA crime victim assistance grant funds will be used to enhance or expand services and will not be used to supplant state and local funds that would otherwise be available for crime victim services. This supplantation clause applies to state and local public agencies only.

Contractors and Consultants

Contractor/Consultant Rates

Compensation for individual contractor/consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. However, the rate may not exceed \$650 per day or \$81.25 per hour (if service is less than 8 hours in one day) without prior approval from DAC. Proof of such marketplace rate must be uploaded on the Contractor/Consultant page in OKGrants at the time of application submission.

Additional information regarding Contractor/Consultant Rates

·DOJ periodically establishes a prior approval threshold individual consultant rate. The current rate for each grant-making component is \$650 per day or \$81.25 per hour (if service is less than 8 hours in one day).

·When the rate exceeds the limit for an 8-hour day, or \$81.25 per hour, excluding travel and subsistence costs, the applicant must request written prior approval from DAC. Prior approval requests require additional justification. Justification may be a study of fair market value for the service in the applicant's service area.

·An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance.

·Please note, however, that this does not mean that the rate can or should be the maximum limit for all consultants.

·Rates above the established maximum threshold rate will be reviewed by DAC on a case-by-case basis and the request by the applicant to exceed the maximum threshold should be included in the VOCA grant application. Justification for exceeding the established maximum rate may include where a rate is established through a competitive bidding process.

·In order to calculate a rate of compensation for consultants associated with and employed by institutions of higher learning, divide the total compensation projected for 12 months by 260. If the resulting rate of compensation exceeds the maximum consultant rate of \$650 per day or \$81.25 per hour (if service is less than 8 hours in one day), written prior approval will be necessary.

·Compensation for consultants employed by State and local government will only be allowed when the unit of government will not provide these services without cost.

·If a State or local government employee has been contracted to provide services that are related to his or her employment with the State or local government, the rate of compensation is not to exceed the daily salary rate for the employee paid by the unit of government.

·If the State or local government employee has been contracted to provide services that are unrelated to his or her employment with the State or local government, then the rate of compensation is based on the necessary and reasonable cost principles which cannot exceed the maximum rate allowed by the awarding agency without prior written approval.

1) For each contractor/consultant, enter the name (if known), the type of service to be provided and the hourly or daily fee or rate. Consultant fees in excess of \$650.00 per day require additional justifications and prior approval from the Victims Services Director, District Attorneys Council.

2) Please provide a detailed explanation of the category in the Narrative section below. Explain how the consultant/contractor is necessary to the

Contractors and Consultants

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

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

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
Total Requested			\$0

Budget Narrative

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
			Total Requested
			\$0

Budget Narrative

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
Budget Narrative		Total Requested \$0

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			

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

Indirect Cost**Request to Waive Indirect Costs**

- ✓ The organization understands a request for indirect costs is voluntary and chooses **NOT** to request indirect costs for this grant. If the above box is **NOT** checked, select from one of the groups below.

De minimis Indirect Cost Request

Instruction: The de minimis indirect cost rate may be requested by:

- a) Non-profit organizations that do not have a current negotiated federal indirect cost rate.
- b) State and local units of government, and federally recognized tribal governments that receive less than \$35 million in direct federal funding and do not have a current negotiated indirect cost rate with a cognizant agency.

Note: If this method is chosen, it must be used consistently until such time the organization chooses to negotiate an indirect cost rate.

The organization certifies it has never negotiated an indirect cost rate and meets the qualifications for a de minimis rate of % (a whole number between 1% & 10%) for this grant.

Organizations with Negotiated Indirect Cost Agreements

The organization requests the approved negotiated rate of . The agreement is for the following period: to .

The approved negotiated rate agreement is based on (select one)

Salaries Only; Salaries and benefits only; All budget categories;

Note: A copy of the current approved indirect cost agreement must be included with this application.

The organization has an approved negotiated rate of ; however, in order to allow a greater share of the program funds for direct program costs, the organization voluntarily chooses to charge a lesser rate of for this grant. The approved negotiated rate is for the following period: to .

The negotiated rate agreement is based on (select one)

Salaries only; Salaries and benefits only; All budget categories;

Note: A copy of the current approved indirect cost agreement must be included with this application on the Grant Enclosures page.

Organizations Requesting to Negotiate an Indirect Cost Rate

State and local units of government, and federally recognized tribal governments receiving between \$35 million and \$125 million in direct federal funding that have never negotiated an indirect cost rate, and any non-profit organization (regardless of how much federal funding is received) that has never negotiated an indirect cost rate, may choose to negotiate a rate with the District Attorneys Council (DAC), provided the DAC is the appropriate cognizant agency (e.g. DAC is the organization's major federal funding source). In order to negotiate an indirect cost rate with the DAC, you may do so by completing an Indirect Cost Proposal. Please contact DAC for guidance at 405-264-5006. Note: If the organization is currently

Indirect Cost

receiving de minimis indirect costs on any federal grant, what is the de minimis rate? *Grant name:*
Funding Agency:

The organization requests the negotiated indirect cost rate of , as agreed upon by this organization and the DAC, pursuant to the cost allocation plan currently in use by the organization, modified total direct costs, or another methodology that provides a fair and equitable distribution of costs to all programs that benefit from the overhead in accordance with 2 CFR 200. A copy of the approved indirect cost agreement between the organization and the DAC must be attached to this application.

Note: If the organization is currently receiving de minimis indirect costs on other federal grants, what is the de minimis rate? Grant name(s): . Please note, once there is a negotiated rate, the organization no longer qualifies for a de minimis indirect cost rate and must use the negotiated rate on all federal awards.

Note: Organizations receiving more than \$125 million in direct federal funding that wish to negotiate an indirect cost rate must go through their federal cognizant agency. A list of federal cognizant agencies can be found at <https://www.dol.gov/oasam/boc/dcd/dcd-agency-list.htm>.

*For more information on indirect costs, see 2 CFR Part 200,
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.*

*Capitalization Threshold Policy

Match

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

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

All Applicants

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

Match

Total Federal Award Requested

\$48,120

Total Match Required

Match Breakdown

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

Match Narrative

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

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

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

Match Reduction / Match Waiver Request Form

Organization Name:

Subgrant Number: Project Period: -

Total Federal Award Requested:

Total Match Required **before waiver**:

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

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

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

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

Match

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

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

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

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

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

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

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

Budget Summary

	<u>VOCA Subgrant</u> <u>Request</u>	<u>Cash</u> <u>Match</u>	<u>In-Kind</u> <u>Match</u>	<u>Total</u> <u>Amount</u>
Personnel	█	\$0	\$0	\$█
Benefits	\$█	\$0	\$0	\$█
Contractors & Consultants	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Facilities, Equipment Rental and Leases	\$0	\$0	\$0	\$0
Supplies & Operating	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Indirect Costs	\$0			\$0
Volunteer Time			\$0	\$0
TOTALS	\$█	\$0	\$0	\$█

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/968758_1000559_3-VINEACPPProgramManagerjobdescription.pdf

2.) Matching Personnel Job Description(s)

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

https://grants.ok.gov/_Upload/968758_1000565-NoBoardofDirectors.pdf

4.) Organizational Chart

https://grants.ok.gov/_Upload/968758_1000564-OrganizationalChart.png

5.) Memorandums of Understanding and/or Letters of Support
(if a new applicant or if new services are being proposed)

6) Cell Phone Policy

* Upload required only if requesting funding for this category

7) Transitional Housing Policy

* Upload required only if requesting funding for this category

Grant Enclosures

8) Relocation Policy

* Upload required only if requesting funding for this category

9) Emergency Funds Policy

* Upload required only if requesting funding for this category

10) Federal Negotiated Indirect Cost Agreement or Proposal

* Upload required only if requesting funding for this category

11) EEOP Certification

* Upload required

https://grants.ok.gov/_Upload/968758_1000574-EEOPCertification2024.pdf

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

13) Assurances

* Upload required

https://grants.ok.gov/_Upload/968758_1000575-2024CertifiedAssuranceswithLRsignature.pdf

Grant Enclosures

14) Sustainability Plan

https://grants.ok.gov/_Upload/968758_1000578-SustainabilityPlan.pdf

Application Agreement and Submission

Application Agreement: By submitting this application, the Authorizing Official certifies 1) that the applicant agency is eligible to apply, 2) that the information provided in the application is accurate, and 3) that the applicant agency agrees to comply with all state and federal provisions of the Victims of Crime Act (VOCA) grant, the attached Certified Assurances, and all other state and federal laws.

Your typed name, in lieu of your signature, represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The documentation has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

1. Assurances
2. Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements

Authorizing Official	Gentner Drummond		
Title	Attorney General		
Address	313 NE 21st Street		
City	Oklahoma City	State Oklahoma	Zip+4 73105-3207
Area Code/Phone Number	(405) 521-3921		
Area Code/Fax Number	(405) 521-6246		
E-mail Address	Gentner.Drummond@oag.ok.gov		

*The Authorizing Official must be logged in to sign and submit the application . If Authorizing Official is unavailable to sign and submit, a letter of designation can be uploaded prior to submission.

✓

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

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

Staff Recommendation

Docket Number:
Recommendation:
Funding Recommendation:
Grant Program Specialist:

Staff Comments

List out each budget line item showing requested amount, and textbox for staff recommendation, and another textbox for Board Approval.

	Amount Requested	Match Requested	Staff Recommendation	Approved Budget	Approved Match
Personnel	\$0	\$0			
Benefits	\$0	\$0			
Contractors & Consultants	\$0	\$0			
Travel	\$0	\$0			
Equipment	\$0	\$0			
Facilities, Equipment Rental and Leases	\$0	\$0			
Supplies & Operating	\$0	\$0			
Other	\$0	\$0			
Indirect Costs	\$0	\$0			
Volunteer Time		\$0			

Uploads

EEO Utilization Report 11-25-2024

[968770_1001291-2024EEOUtilizationReport.pdf](#)

EEOP and Grievance Policy

[968770_1001291-OAGEEOPandGrievancePolicyMay2024.pdf](#)

LEP Policy

[968770_1001291-OAGLEPPolicy-May2024.pdf](#)

Drug Free Workplace Policy

[968770_1001291-OAGDrugFreeWorkplacePolicy-May2024.pdf](#)

Breach of PII Policy

[968770_1001291-OAGBreachofPIIPolicy-May2024.pdf](#)

Starla's signed confidentiality document

[968770_1001291-Starlasignedconfidentialityagreement.pdf](#)