

**THE OKLAHOMA  
VIOLENCE AGAINST WOMEN  
GRANT BOARD**

POLICIES  
AND  
PROCEDURES

**THE VIOLENCE AGAINST WOMEN GRANT BOARD**  
Policies and Procedures

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# THE VIOLENCE AGAINST WOMEN GRANT BOARD

## Policies and Procedures

### 1. Title and Operative Date of the Act

- A. The Violence Against Women Grant Program (VAWA) is authorized by the Violent Crime Control and Law Enforcement Act of 1994, Pub. L. 103-322 Title IV, Subtitle A. The Act was signed into law on September 13, 1994. Reauthorization and expansion of the bill occurred in ~~October of~~ 2000, 2005, and 2013.
- B. ~~This Program~~ VAWA authorizes federal financial assistance to states for developing and strengthening effective law enforcement and prosecution strategies and victim services in cases involving violent crimes against women. Offices and agencies of state government, units of local government, state and local courts, Indian tribal governments, and non-profit, non-governmental victim services programs are eligible to apply to states for subgrants under Subpart B of these regulations.
- C. The Sexual Assault Services Formula Grant Program (SASP) was authorized through VAWA in 2005 to provide intervention, advocacy, accompaniment, support services, and related assistance for adult, youth, and child victims of sexual assault, as well as their families and others affected by the sexual assault. Only non-profit, non-governmental organizations or tribal programs that provide these services are eligible to apply to states for subgrants.

### 2. Violence Against Women Board Authority

The Act requires the chief executive official of each participating state to designate a state agency for the purpose of preparing an application and administering and coordinating the funds. Governor Frank Keating designated the District Attorneys Council (DAC) as the administering agency on April 21, 1995. On June 21, 1995, DAC appointed a five-member Board to be responsible for developing a Statewide Implementation Plan, which coordinates and targets the available resources and activities having the greatest impact on the domestic violence problem in Oklahoma.

### 3. Name

The name of this entity shall be the Violence Against Women Grant Board, hereinafter referred to as the Board.

### 4. Membership

The Board shall consist of six (6) members who shall be appointed by DAC. Members will be appointed for a term of two (2) years with staggered terms beginning with appointments in September 2003. The initial term of appointment will be July 1, 1995. New appointments shall be made in September of the appropriate year. The membership of the Board shall include:

- the Executive Coordinator of the DAC or his/her designee;
- a representative to be selected from a list submitted from the Oklahoma Sheriff's Association to be appointed to a staggered term beginning in 2004 or his/her designee;
- a representative to be selected from a list submitted from the Oklahoma Association of Chiefs of Police to be appointed to a staggered term beginning in 2003 or his/her designee;

- a district attorney to be selected by the District Attorneys Council to be appointed to a staggered term beginning in 2004 or his/her designee;
- ~~a representative from a victim's service provider agency to be selected from a list submitted from the Oklahoma Coalition of Domestic Violence and Sexual Assault to be appointed to a staggered term beginning in 2003~~ the Executive Director of the Oklahoma Coalition Against Domestic Violence and Sexual Assault or his/her designee; and,
- the Attorney General or an Assistant Attorney General appointed by the Attorney General, or his/her designee.

In the event of a vacancy, the DAC will fill the position for the balance of the unexpired term. In making the appointment, the Council shall consider the position or area from which the original appointment was made.

## 5. Officers

The Board will elect a Chairperson and a Vice-Chairperson to serve a term of two (2) years of each appropriate year following appointment of the Board members by the DAC.

## 6. Purpose

The purpose and function of the Board shall be to:

- (1) Serve as a forum for communication and a structure for coordination with ~~affected~~ **effectted** agencies and to take into account the needs and requests of local government;
- (2) Develop the Implementation Plan as described in Sec. 2007~~2~~, part C (2).
- (3) Hear and decide all matters, including funding decisions, relating to ~~the~~ subgrant applications;
- ~~(4) Authorize and make subgrants to state agencies, units of local government, and private non-profit victim service agencies which have as objectives the use of formula grant funds for programs or projects which meet the purposes and criteria of Section 2001 (b) of the Act, encourage the implementation of proven programs which will have been found, based on research and evaluation, to be effective in reducing violence against women and increasing victim safety.~~

## 7. Powers and Duties of the Board

The Board shall have the power to:

- (1) Review all proposals for funds and decide all awards
- (2) Regulate its own procedures except as otherwise provided in the Act
- (3) Adopt policies to implement the provision of the Act
- (4) Define any term not defined in the Act
- (5) Prescribe forms necessary to carry out the purposes of the Act
- (6) Request access to any reports or other data necessary to assist the Board in carrying out the terms of the Act
- (7) Submit every three (3) years an Implementation Plan to the Office on Violence Against Women, annually to the Bureau of Justice Assistance a Statewide Strategy and performance/evaluation report as described in the Program Guidance Document

## 8. Meetings of the Board

The Board shall meet by the call of the Chairperson or administering agency. The Chairperson shall serve as presiding officer at all official meetings of the Board. In the absence of the

Chairperson, the Vice-Chairperson shall serve, and if he or she is also absent, the remaining Board members present at the meeting shall designate a presiding officer for that meeting.

The Chairperson shall have the authority to vote on all matters coming before the Board. A quorum shall consist of ~~three (3)~~ four (4) members, the majority of the Board members. A Board member's designee shall be permitted to vote at the Board meetings if accompanied by a letter from the absent Board member or a telephone call from the Board member to either the Chairperson or the Director of Federal Programs authorizing the designee to vote during the meeting they attend.

Regular attendance of all Board meetings is required. Any member who is absent or fails to send a designee to more than three (3) meetings during a calendar year may be terminated from the Board.

The Director of Federal Programs shall keep the Board apprised of all relevant matters and shall seek its advice as deemed necessary.

Roberts Rules of Order, Revised, shall govern all meetings of this Board.

**9. Conflict of Interest**

A member of the Board, in the course of his/her official duties as a Board member, may not participate in the discussion or awarding of a subgrant to an entity of which the Board member is an officer or director, a key employee, or its paid consultant.

A member of the Board may not participate in a decision to award a subgrant from which the official or immediate family will derive a financial benefit. The Board meeting minutes should reflect when a member withdraws from discussion and voting.

**10. Application Review Procedures/Approval Process for Subgrant Applications**

Each application must be reviewed by the designated staff of the Grants Division of the DAC to ensure that the application meets the necessary federal, state and Board requirements. The staff may make recommendations concerning the applications. If corrections are needed, the applicant may be notified to make the necessary corrections. The Board may receive the corrected applications prior to the Board meeting. The Board will then review each application and will render a decision regarding the approval and funding of each applications received at the next scheduled, open-session meeting. Prior to this meeting, the applicant will be notified of the date, time, and place of the Board meeting and will have the opportunity to appear in person or participate electronically to answer any questions that the Board may have.

**11. Grant Making Strategy**

In making awards, the Board will follow strategies and priorities as laid out in the most recently approved Implementation Plan.

**121. Administration**

The DAC will provide necessary administrative and support staff to the Board to perform all functions necessary for effective and efficient administration of the grant program. The Director of the Federal Programs shall be hired by the Executive Coordinator of the Oklahoma DAC. The Director of Federal Programs shall be responsible for the administration of the

policies established by the Board and within such restraints mandated by statute or required by regulations. The Director of Federal Programs shall establish and administer all procedures required to fulfill the responsibilities of the Board and the DAC. The Director of Federal Programs shall establish and administer all procedures required to fulfill the responsibilities of the Board and the DAC.

**132. Amendments**

The DAC shall vote on any modifications or amendments to the policies of the Board.

Revised 3/10/2016

Revised 10/2006

Revised 8/2002

Revised 10/2001