

SUZANNE McCLAIN ATWOOD  
Executive Coordinator

TRENT H. BAGGETT  
Assistant Executive Coordinator



STATE OF OKLAHOMA

**DISTRICT ATTORNEYS COUNCIL**

421 N.W. 13<sup>TH</sup> STREET, SUITE 290 • OKLAHOMA CITY, OKLAHOMA 73103

EXECUTIVE	FISCAL	GRANTS	VICTIMS	MIS
405-264-5000	405-264-5004	405-264-5008	405-264-5006	405-264-5002
FAX 405-264-5099	405-264-5099	405-264-5095	405-264-5097	405-264-5099

**AUTHORIZATION TO SIGN PROJECT DOCUMENTS  
FORM A-1**

*Check applicable grant program:*

☐ AGE    ☐ AGN    ☐ AGW    ☐ BYRNE    ☐ JAG    ☐ NCHIP  
☒ NFSIA    ☐ PSNE    ☐ PSNN    ☐ PSNW    ☐ RSAT    ☐ VAWA

I hereby authorize Jim Spearman to act on my behalf in  
coordination with the District Attorneys Council in reference to Subgrant Number FSF14-003.  
In this capacity, the above identified individual is authorized to sign all correspondence in relation to this  
project.

Agency: City of Norman

Authorized Individual: Cindy Rosenthal

Authorized Individual's Mailing Address: PO Box 370, Norman, OK 73070

Authorized Individual's Area Code/Phone No.: 405-366-5405

Authorized Individual's Area Code/Fax No.: 405-366-5411

Authorized Individual's E-mail: mayor@normanok.gov

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_ GMS Update

\_\_\_\_ Program Monitor

\_\_\_\_ Financial Analyst

**AWARD NOTICE**

**District Attorneys Council**  
**421 N.W. 13th, Suite 290**  
**Oklahoma City OK 73103**  
**(405) 264-5008 FAX (405) 264-5095**

<b>Grantee:</b> Norman, City of P.O. Box 370 Norman OK 73070 <b>PHONE:</b> (405) 321-1600 <b>FAX:</b> (405) 366-5202	<b>SUBGRANT NO:</b> FSF14-003  <b>Project Name:</b> NFSIA-NPD <b>START DATE:</b> 10/1/2014 <b>END DATE:</b> 9/30/2015
<b>Federal ID Number:</b> 736005350 <b>DUNS Number:</b> 009072427 <b>CFDA:</b> 16742 <b>Federal Award Number:</b> 2014CDBX0045	<b>DAC CONTACT:</b> Gracy Helm (405) 264-5008
<b>Grant Amount:</b> \$7,464.22 <b>Federal Match:</b> \$0.00	<b>Program Director:</b> Todd Gibson (405) 366-7706
<p>This grant is subject to the terms and conditions set forth in the proper program of the State of Oklahoma Grant Application which was submitted to the Department of Justice. the award is authorized by the District Attorneys council (DAC) and DOJ. The subgrantee shall administer the project for which this subgrant is awarded in accordance with the applicable rules, regulations, and conditions as set forth in the Federal guidelines, the Administrative Guide For Justice Grant Programs published by DAC, and the effective edition of the Department of Justice, Office of Justice Programs, Financial and Administrative Guide for Grants. The Subgrantee shall also administer the project in accordance with the Certified Assurances as included in the Subgrantee's application and any special conditions placed on the award.</p> <p>The subgrantee shall maintain separate accounts and accounting records for the subgrant funds, and shall maintain and furnish to DAC and DOJ upon request, detailed accounting and supportive records. The subgrantee shall file such reports relating to the subgrant as are required by DAC and DOJ.</p> <p style="text-align: center;"><b>Special Conditions:</b>  <b>(See Attachment)</b></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr/> <b>Notary</b> </div> <div style="width: 45%; text-align: center;"> <hr/> <b>Chief Executive Officer</b> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;">Expires <hr/></div> <div style="width: 30%;">Date <hr/></div> <div style="width: 30%;">Commission Number <hr/></div> </div>	
<b>DAC use only</b>  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr/> <b>M. DeLynn Fudge</b>  <b>Director of Federal Programs</b> </div> <div style="width: 45%; text-align: center;"> <hr/> <b>Date</b> </div> </div>	

**OKLAHOMA DISTRICT ATTORNEYS COUNCIL**  
Federal Grants Division  
**CERTIFICATION OF EQUAL EMPLOYMENT OPPORTUNITY PLAN**  
**Form A-4**

*Check appropriate grant program:*

☐ AGE    ☐ AGN    ☐ AGW    ☐ BYRNE    ☐ JAG    ☐ NCHIP  
☒ NFSIA    ☐ PSNE    ☐ PSNN    ☐ PSNW    ☐ RSAT    ☐ VAWA

Subgrant Number: FSF14=003

Subgrant Name: City of Norman

Address: PO Box 370, Norman, OK, 73070

Project Director: Todd Gibson

Award Amount: \$7,464.22

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

**>>>>>>> DO NOT SIGN PAGE TWO BEFORE READING THIS SECTION <<<<<<<<**

☐ Is the subgrantee an **Educational, Medical, Non-Profit or Indian Tribe**?

➡ If square is checked, ONLY complete **Section 1** on page two.

☐ Is the subgrantee a **State/Local Government** that receives less than \$25,000 in federal funds in an individual award from any Department of Justice Federal program?

➡ If square is checked, ONLY complete **Section 1** on page two.

☐ Is the subgrantee a **State/Local Government** with less than 50 Full and Part-Time Employees?

➡ If square is checked, ONLY complete **Section 2** on page two.

☒ Is the subgrantee a **State/Local Government** with 50 or more full and part-time employees and receives between \$25,000 and \$499,999 in federal funds in an individual award from any Department of Justice Federal program?

➡ If square is checked, ONLY complete **Section 3** on page two.

☐ Is the subgrantee a **State/Local Government** with 50 or more full and part-time employees and receives \$500,000 from an individual award from any Department of Justice Federal program?

➡ If square is checked, ONLY complete **Section 4** on page two.

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

### Section 1: Assurance Statement

I, \_\_\_\_\_, (authorizing official) assure that the funded entity will comply with the provisions of Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 as required. These statutes prohibit discrimination on the basis of race, color, national origin, age, or disability.

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

### Section 2: Assurance and Certification Statement

I, \_\_\_\_\_, (authorizing official) assure that the funded entity will comply with the provisions of Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 as required. These statutes prohibit discrimination on the basis of race, color, national origin, age, or disability. Further, I certify that the funded entity has less than 50 full and part-time employees.

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

### Section 3: Assurance and Certification Statement of EEOP on File

I, \_\_\_\_\_ (authorizing official) assure that the funded entity will comply with the provisions of Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 as required. These statutes prohibit discrimination on the basis of race, color, national origin, age, or disability. Further, I certify that the funded agency has formulated an Equal Employment Opportunity Plan in accordance with 28 CFR 42.301 et. seq., subpart E, that is has been signed into effect by the proper authority and disseminated to all employees, and that it is on file in our office located at the subgrantee agency address for review or audit by officials of the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, and/or the District Attorneys Council as required by relevant laws and regulations.

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

### Section 4: Assurance and Submission of EEOP

I, \_\_\_\_\_, (authorizing official) assure that the funded entity will comply with the provisions of Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 as required. These statutes prohibit discrimination on the basis of race, color, national origin, age, or disability. I certify that the funded agency has formulated an Equal Employment Opportunity Plan (EEOP) in accordance with 28 CFR 42.301 et. seq., subpart E, that has been signed into effect by the proper authority and disseminated to all employees. **Further, I assure that the EEOP will be submitted to the District Attorneys Council for submission to the Office of Civil Rights within 45 days of the date of the award.**

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

**2014 Coverdell Forensic Sciences Improvement Grant  
Special Conditions**

Subgrantee: City of Norman

Subgrantee Number: FST14-003

**Instructions:** *The Chief Executive Officer and the Project Director must sign and date the document where indicated acknowledging that each Special Condition has been read.*

1. The subgrantee agrees that the Award Documents constitutes the operative document obligating and reserving the federal funds for use by the subgrantee. The obligation of the awarded funds is forfeited without further cause if the subgrantee fails to sign and return the Award Document and all other documents as required by the Federal Programs Division within **45 calendar days** of the date on the Award, or **November 17, 2014**.
2. The Federal Grants Division will approve the goals and objectives section for all approved applications to ensure that the objectives are measurable. If requested, the subgrantee will be required to resubmit objectives that are measurable by **November 17, 2014**.
3. The subgrantee agrees to comply with the financial and administrative requirements set forth in the most current edition of the Financial and Administrative Guide as developed by the Federal Grants Division in the District Attorneys Council and the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
4. The subgrantee agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactory and promptly addressed, as further described in the current edition of the OJP Financial Guide.
5. The Project Director and the Fiscal Officer of the project must attend the mandatory Financial Meeting in Oklahoma City. Further information on this meeting will be provided to the subgrantee.
6. The Federal Grants Division will approve the budget in the framework of the award amount. The subgrantee understands and agrees that any deviations to the approved budget must be in compliance with the most current edition of the Administrative and Financial Guide. Deviations outside of the scope of the approved budget and/or the Administrative and Financial Guide may result in unallowable expenditures and therefore lead to the return of federal funds by the subgrantee.
7. The subgrantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
8. The subgrantee agrees to comply with all applicable federal civil rights laws applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968, (42 U.S.C. § 3789d), the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672 (b)); the Civil Rights Act of 1964 (U.S.C. 42 § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794, the Americans with Disabilities Act of 1990 (42 U.S.C § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age

**2014 Coverdell Forensic Sciences Improvement Grant  
Special Conditions**

Discrimination Act of 1975 (42 U.S.C. §§6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

9. The subgrantee must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subgrantees. Potential fraud, waste, abuse or misconduct should be reported to the OIG by –

Mail:

Office of Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington DC 20530

E-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

Hotline: (Contact information in English and Spanish): (800) 869-4499 or hotline fax: (202) 616-9881

Additional information is available from DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig)

10. A. Generally Accepted Laboratory Practices. The subrecipient shall use generally accepted laboratory practices and procedures as established by accrediting organizations or appropriate certifying bodies.
- B. External Investigations. The subrecipient shall ensure that the requirements of 42 U.S.C. section 3797k(4) (which relate to independent external investigations into allegations of serious negligence or misconduct by employees or contractors) are satisfied with respect to any forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility in the State that receives a portion of the grant amount.
- C. Use of Funds; No Research. Funds provided under this award shall be used only for the purposes and types of expenses set forth in the fiscal year 2013 grant announcement. Funds shall not be used for general law enforcement functions or nonforensic investigatory functions, and shall not be used for research or statistical projects or activities. Use of award funds for construction of new facilities is restricted by statute. Any questions concerning this provision should be directed to the Federal Grants Division Director prior to incurring the expense or commencing the activity in question.
- D. Performance Measures. To ensure compliance with the Government Performance and Results Act (Pub. L. No. 103-62), program performance under this fiscal year 2013 award is measured by the following; (1) percent reduction in the average number of days from the submission of a sample to a forensic science laboratory to the delivery of test results to a requesting office or agency (calculated by reporting the number of days to process a sample at the beginning of the grant period versus the number of days to

**2014 Coverdell Forensic Sciences Improvement Grant  
Special Conditions**

process a sample at the end of the grant period); (2) percent reduction in the number of backlogged forensic cases (calculated by reporting the number of backlogged forensic cases at the beginning of the grant period versus the number of backlogged forensic cases at the end of grant period), if applicable to the award; and (3) the number of forensic science or medical examiner personnel who completed appropriate training or educational opportunities with fiscal year 2013 Coverdell funds, if applicable to the award. Recipients are required to collect and report data relevant to these measures.

11. The subgrantee shall submit progress reports within 15 days after the end of the reporting periods, which are June 30<sup>th</sup> and December 31<sup>st</sup>, for the life of the award.
12. If required, the subgrantee will submit an acceptable Equal Employment Opportunity Plan (EEO), pursuant to 28 C.F.R. Section 42.302, that is approved by the Office of Civil Rights within 45 days from the date of the award. Failure to submit an approved EEO is a violation of the Special Conditions and may result in suspension or termination of funding, until such time as the subgrantee is in compliance.
13. The subgrantee agrees that federal funds under this award will be used to supplement, but not supplant, state or local funds appropriated for the same purpose.
14. The subgrantee agrees to provide to the Federal Grants Division copies of all official grant-related press releases at least fifteen (15) working days prior to public release. DAC must in turn notify NIJ. Advance notice permits time for coordination of release of information by NIJ where appropriate and to respond to press or public inquiries.
15. The subgrantee agrees to cooperate with any assessment, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
16. The subgrantee acknowledges that the Office of Justice Programs reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use, for Federal government purposes: (1) the copyright in any work developed under an award; and (2) any rights of copyright to which a subgrantee purchases ownership with Federal support.

Recipient acknowledges that the Office of Justice Programs has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under an award; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

17. To assist in information sharing, the subgrantee shall provide the Federal Grants Division with a copy of all interim and final reports and proposed publications (including those prepared for conferences and other presentations) resulting from this agreement. Submission of such materials prior to or simultaneous with their public release aids NIJ in responding to any inquiries that may arise.

Any publications (written, visual, or sound) – excluding press releases and newsletters – whether published at the recipient's or the government's expense, shall contain the following statement: *"This project was supported by Award No. 2013-CD-BX-0002 awarded by the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this*

**2014 Coverdell Forensic Sciences Improvement Grant  
Special Conditions**

*publication/program/exhibition are those of the author(s) and do not necessarily reflect those of the Department of Justice."*

18. The subgrantee of Coverdell funds will make use of the process referenced in their certification as to external investigations and will refer allegations of serious negligence or misconduct substantially affecting the integrity of forensic results to government entities with an appropriate process in place to conduct independent external investigations, such as the government entity (or entities) identified in the grant application.
19. The subgrantee agrees to comply with all federal, state, and local environmental laws and regulations application to the development and implementation of the activities to be funded under this grant.

**Categorical Exclusions:** Based upon the information provided by the subgrantee in its application for these funds, NIJ has determined and the subgrantee understands that the proposed activities meet the definition of a categorical exclusion, as defined in the Department of Justice' Procedures for Implementing the National Environmental Policy Act found at 28 CFR Part 61. A categorical exclusion is an action that because of the proposed activities' very limited and predictable potential environmental impacts, both on an individual and a cumulative basis, does not have a significant impact on the quality of the human environment. Consequently, no further environmental impact analysis is necessary under the requirements of the National Environmental Policy Act, 42 U.S.C. 4321, for these categorically excluded activities.

**Modifications:** Throughout the term of this award, the subgrantee agrees that for any activities that are subject of this categorical exclusion, it will inform NIJ of any change(s) that it is considering making to the previously assessed activities that may be relevant to the environmental impacts of the activities. The subgrantee will not implement a proposed change until NIJ, with the assistance of the subgrantee, has completed any applicable environmental impact review requirements necessitated by the proposed change and NIJ has concurred in the proposed change. This approval will not be unreasonable<sup>4</sup> withheld as long as any requested modification(s) is consistent with eligible program purposes and found acceptable under an NIJ conducted environmental impact review process.

20. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
21. The subgrantee agrees that reimbursed funds shall be returned to the specific Department in which the funds were originally expended.
22. The subgrantee agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm).



**2014 Coverdell Forensic Sciences Improvement Grant  
Special Conditions**

23. The subgrantee agrees to maintain a current System for Award Management (SAM) throughout the life of the grant.
24. The subgrantee must maintain a current address, area code/telephone number, area code/fax number, and email address. If any information is incorrect or has changed since or during the award period, updates must be made to document the changes on an A-9 Form.
25. Subgrantees understand and agree that federal funds cannot be used, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
26. The subgrantee agrees to comply with any additional requirements that may be imposed by the Federal Grants Division of the District Attorneys Council (DAC) during the grant period if the Federal Grants Division determines the subgrantee is a high-risk subgrantee.
27. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>.
28. Approval of this award does not indicate approval of any consultant rate in excess of \$450 per day. A detailed justification must be submitted to and approved by OJP prior to the obligation or expenditure of such funds.
29. If the subgrantee chooses to charge a fee for forensic science or medical examiner related services, written notification of this fact must be provided to the DAC Grant Manager so that written notification can be sent to the NIJ Program Manager for the award within ten (10) business days of acceptance of this award. The subgrantee understands and agrees that income from fees charges for forensic science or medical examiner services may constitute program income, and that program income must be handled in accordance with the provisions of 28 C.F.R. 66.25 and the Office of Justice Programs Financial Guide and the DAC Federal Grants Division Financial and Administrative Guide. The subgrantee further understands and agrees that both program income earned and program income expended must be reported quarterly in the A-8 form to DAC. Program income under this award may be expended for any allowable purpose listed in the solicitation for the NIJ FY 2013 Paul Coverdell Forensic Science Improvement Grants Program. Any program income that is not expended prior to the end of the award period must be sent to OJP.
30. The subgrantee understands and agrees that – (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
31. The subgrantee understands and agrees that gross income (revenues) from fees charged for forensic science or medical examiner services constitutes program income (in whole or in part), and that program income must be determined, used, and documented in accordance with the provisions of 28 C.F.R.66.25, including as applied in the Office of Justice Programs (OJP) Financial Guide, as it may be revised from time to time. The subgrantee further understands and agrees that both program income earned during the award period and

**2014 Coverdell Forensic Sciences Improvement Grant  
Special Conditions**

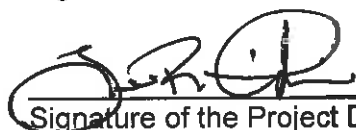
expenditures of such program income must be reported on the quarterly and final financial reports and are subject to audit.

32. The subgrantee understands and agrees that, throughout the award period, it must promptly notify NIJ if it either starts or stops charging fees for forensic science or medical examiner services, or if it revises its method of allocating fees received for such services to program income. Notice must be provided in writing to the NIJ program manager for the award within ten (10) business days of implementation of the change.

\_\_\_\_\_  
Signature of the Chief Executive Officer\*

\_\_\_\_\_  
Title of Chief Executive Officer

\_\_\_\_\_  
Date



\_\_\_\_\_  
Signature of the Project Director

CAPTAIN

\_\_\_\_\_  
Title of the Project Director

10-9-14  
\_\_\_\_\_  
Date

***\*The Chief Executive Officer is the City Manager, Mayor, Chairperson of the County Commissioners, District Attorney, Tribal Chief or Chairperson of the Board of Directors.***

SUZANNE McCLAIN ATWOOD  
Executive Coordinator

TRENT H. BAGGETT  
Assistant Executive Coordinator



STATE OF OKLAHOMA

**DISTRICT ATTORNEYS COUNCIL**

421 N.W. 13<sup>TH</sup> STREET, SUITE 290 • OKLAHOMA CITY, OKLAHOMA 73103

	EXECUTIVE	FISCAL	GRANTS	VICTIMS	MIS
	405-264-5000	405-264-5004	405-264-5008	405-264-5006	405-264-5002
FAX	405-264-5099	405-264-5099	405-264-5095	405-264-5097	405-264-5099

**STATEMENT OF AUDIT ARRANGEMENTS  
FORM A-10**

*Please check the applicable grant program:*

☐ AGE    ☐ AGN    ☐ AGW    ☐ BYRNE    ☐ JAG    ☐ NCHIP  
☒ NFSIA    ☐ PSNE    ☐ PSNN    ☐ PSNW    ☐ RSAT    ☐ VAWA

Subgrantee Name and Address:

Subgrant Number:

City of Norman

FSF14-003

PO Box 370

Norman, OK 73070

Fiscal Year Ends: June 30

Telephone Number: 405-321-1600

Does your organization receive:

☐ Under \$500,000 in total federal funds? (If so, STOP HERE, sign and return this form.)

☒ Over \$500,000 in total federal funds? (If so, complete the remainder of the form.)

Name of CPA (or State Auditor) and address:

Cole and Reed, PC

531 Couch Dr

Oklahoma City, OK 73102

Contact person in CPA's Office: Mike Gibson

Telephone: 405-239-7961

Anticipated date A-133 audit report will be sent to District Attorneys Council: March 30, 2015

Provide date for financial statements: Mar 30

Provide date for letter report on financial and compliance audit of subgrant: March 30, 2015

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

A-10

**DISCLOSURE OF LOBBYING ACTIVITIES**  
**FORM A-12**

**INSTRUCTIONS:**

***If the applicant DOES NOT conduct lobbying activities, then complete section 11 ONLY. If the applicant conducts lobbying activities, complete this form pursuant to 31U.S.C. 1352.***

**Subgrant Name:** \_\_\_\_\_ **Subgrant Number:** \_\_\_\_\_

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post award	<b>3. Report Type</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> Year: _____ Quarter: _____ Date of last report: _____	
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if Known  Congressional District, if known: _____	<b>5. If Reporting Entity in No. 4 is Subawardee, enter Name and Address of Prime:</b>   Congressional District, if known: _____		
<b>6. Federal Department /Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____		
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b>		
<b>10a. Name and Address of Lobbying Registrant</b> (If individual, last name, first name, MI):	<b>10. Individuals Performing Services (including address if different from No. 10a.) (last name, first name, MI)</b>		
<b>11. Information requested through this form is authorized by Sec. 319, Pub. L. 101-121, 103 Stat. 750, as amended by sec. 10; Pub. L. 104-65, Stat. 700 (31 U.S.C.1352). This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>			_____ <b>Signature of Chief Executive Officer:</b>  _____ <b>Print Name:</b>  _____ <b>Title:</b>  Telephone No.: _____ Date: _____

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subawardee of the prime is the 1<sup>st</sup> tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient, include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

OKLAHOMA DISTRICT ATTORNEYS COUNCIL

Federal Grants Division

CERTIFICATION OF PROJECT INCOME

Form A-13

Check appropriate grant program:

☐ AGE ☐ AGN ☐ AGW ☐ BYRNE ☐ JAG ☐ NCHIP  
☒ NFSIA ☐ PSNE ☐ PSNN ☐ PSNW ☐ RSAT ☐ VAWA

Subgrant Number: FSF14-003

Subgrantee Name: City of Norman

Address: PO Box 370, Norman, Ok 73070

City: Norman State: OK Zip: 73070

Project Director: Todd Gibson Area Code/Phone: 405-217-7706

>>>>>>> DO NOT SIGN PAGE 2 BEFORE READING THIS SECTION <<<<<<<<<

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

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

Based on the definitions above, check the item below that applies to this grant award and sign only the corresponding section on page 2.

Check the item that applies to this grant

Section to Sign

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

→ If square is checked, **ONLY** complete **Section 1** on page 2.

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

→ If square is checked, **ONLY** complete **Section 2** on page 2.

**Important: Only sign the section that applies to this grant award.  
All other sections should be left unsigned.**

**Section 1: Assurance Statement**

I, \_\_\_\_\_ (authorizing official) assure that the funded entity will comply with the provisions on project income as set forth in the Financial and Administrative Guide. **This Guide requires submission of quarterly project income reports.**

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Date

**Section 2: Assurance and Certification Statement**

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

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

  
Project Director

10-9-14  
Date

**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE CHIEF FINANCIAL OFFICER**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND  
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE  
REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying " and 2 CFR Part 2867, "DOJ Implementation of OMB Guidance of Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. **LOBBYING** As required by Section 1352, Title 31 of the U.S. code, and implemented at 2 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:
  - a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
  - b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
  - c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT  
RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 2867, for prospective participants in primary covered transaction, as defined at 2 CFR Section 2867.20(a):

- A. The applicant certifies that it and its principals:



- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
  - d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### **3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- a) Publishing a statement notifying employees that the unlawful manufacture, distribution dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - b) Establishing an on-going drug-free awareness program to inform employees about
    - 1. The dangers of drug abuse in the workplace;
    - 2. The grantee's policy of maintaining a drug-free workplace;
    - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - 1) Abide by the terms of the statement; and
    - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

- e) Notify the agency in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, Attn: Control Desk, 810 7<sup>th</sup> Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;
  - f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
    - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or Local health, law enforcement, or other appropriate agency;
  - g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- 
- 

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Cindy Rostnthal  
Typed Name of Chief Executive Officer

\_\_\_\_\_  
Signature of Chief Executive Officer

Mayor  
Title of Chief Executive Officer

\_\_\_\_\_  
Date

**The Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Chief Executive Officer must be a state agency head, mayor, city manager, chairperson of the County Commission, an authorized tribal leader, Chairperson of the Board of Directors, or District Attorney.**

## STANDARD ASSURANCES

The applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars A-21, A-87, A-102 A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 CFR, pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in the application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency, the federal granting agency, or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.
5. It will assist the awarding agency and the federal granting agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties) the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. §4321.)
6. It will comply (and will require any contractors or subcontractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968, (42 U.S.C. § 3789d), the Victims of Crime Act (42 U.S.C. § 1064(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672 (b)); the Civil Rights Act of 1964 (U.S.C. 42 § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794, the Americans with Disabilities Act of 1990 (42 U.S.C § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity:

- a. It will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq)., which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and,
- b. It will comply with requirements of 5 U.S.C. §§ 1501-1508 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Cindy Rosenthal  
Typed Name of Chief Executive Officer

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

Mayor  
Title

**The Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Chief Executive Officer must be a state agency head, mayor, city manager, chairperson of the County Commission, an authorized tribal leader, Chairperson of the Board of Directors, or District Attorney.**