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STATE OF OKLAHOMA

DISTRICT ATTORNEYS COUNCIL

421 NW 13th Street, Suite 290 • Oklahoma City, Oklahoma 73103

EXECUTIVE 405-264-5000 FAX 405-264-5099	FINANCE 405-264-5004 405-264-5099	GRANTS 405-264-5008 405-264-5099	VICTIMS 405-264-5006 405-264-5097	IT 405-264-5002 405-264-5099	TRAINING 405-264-5000 405-264-5099	UVED 405-264-5010 405-264-5099
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November 4, 2022

Re: 2022 NFSIA Award Packet

Greetings,

Congratulations again on receiving the 2022 NFSIA Grant!

Enclosed you will find the documents that constitute the Award Packet for the grant. Instructions are provided for completing many of the documents but if you have any questions please don't hesitate to contact the Federal Grants Division for assistance.

It is particularly important to note the Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) now requires your organization to submit their Equal Employment Opportunity Plan (EEOP) online as part of the *Special Conditions of the Award*. Included in the packet is a document that includes several links – including one for additional guidance – on how to complete this process. Once you have completed and submitted the EEOP Certificate online you will need to save or print a copy and include it in the award packet you return to us. If you have submitted your EEOP online within the last two (2) years and it will not expire before the end of the award period you may print a copy of that certificate to include in the return packet.

When all the award documents are completed and signed you can return them by email to stephanie.lowery@dac.state.ok.us. The deadline for completion is **no later than December 31st, 2022**. Be sure to save a copy of all completed and signed award documents for your records. Some documents require signature from the Authorizing Official and some require signatures from both the Authorizing Official and the Project Director.

Please remember the grant period started on **January 1, 2023** and there should be no grant activity other than discussions, including the purchase of equipment, prior to that date. We are looking forward to working with you on this grant and are excited for the improvements this will bring to your community.

Thank You,

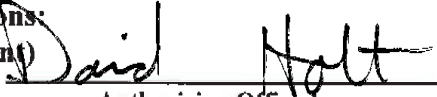
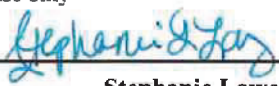
A handwritten signature in blue ink that reads "Stephanie Lowery".

Stephanie Lowery
Federal Grants Division Director

**COVERDELL FORENSIC SCIENCE IMPROVEMENT GRANT (NFSIA)
FORMULA PROGRAM AWARD NOTICE**

District Attorneys Council 421 N.W. 13th, Suite 290

(405) 264-5008 **Oklahoma City OK 73103**
Kathryn Boyle Brewer, Executive Coordinator

Grantee: Oklahoma City Police Department 700 Colcord Drive Oklahoma City OK 73102 PHONE: (405) 291-1100	SUBGRANT NO: 22F002 Project Name: NFSIA Grant Project START DATE: 1/1/2023 END DATE: 12/31/2023
Federal ID Number: 736005360 UEI Number: D3MUME8J5T25 CFDA: 16.742 Federal Award #: 15PBJA-22-GG-02014-COVE	DAC CONTACT: Stephanie Lowery (405) 264-5008
Grant Amount: \$32,067.00 Federal Match: \$0.00 Indirect Cost: \$0.00	Program Director: Ronald Williams (405) 316-4326
<p><small>Coverdell Forensic Science Improvement Grant (NFSIA) Formula Program - Federal Project Period 10/1/2022 - 9/30/2024 Federal Award for 22 NFSIA Grant - \$293,954.00</small></p> <p>The Oklahoma City Police Department requests grant funds to assist with purchasing a new Gas Chromatograph/Mass Spectrometer instrument for use in our Forensic Chemistry Laboratory.</p> <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>No funds will be used for research or development. The subgrantee agrees to allow the DAC access to records and financial statements in order to ensure compliance.</p>	
<div style="display: flex; justify-content: space-around;"><div style="text-align: center;">Special Conditions: (See Attachment)</div><div style="text-align: center;"> _____ Authorizing Official</div></div> <div style="display: flex; justify-content: center; margin-top: 20px;"><div style="text-align: center;">_____ Notary</div></div>	
<div style="display: flex; justify-content: space-between;"><div>Expires _____</div><div>Date _____</div><div>Commission Number _____</div></div>	
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><p><small>DAC use only</small></p> _____ Stephanie Lowery Director of Federal Programs</div><div style="width: 45%; text-align: center;"><p>11/14/2022</p>_____ Date</div></div>	

**2022 NFSIA
Special Conditions of the Award**

Subgrantee Name: Oklahoma City Police Department **Subgrantee Number:** 22F002

Instructions: *The Authorizing Official and the Project Director must sign the Special Conditions where indicated.*

DAC Special Conditions

1. The subgrantee agrees that the Award Document 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 Grants Division of the District Attorneys Council (herein after “DAC”) by **November 15, 2022**. Failure to submit the award documents by the deadline shall result in the disqualification of funding.
2. The subgrantee must maintain a current address, area code/telephone number, area code/fax number, and email address for the Authorizing Official, Project Director, and Financial Officer throughout the duration of the project period. If any information is incorrect or has changed since or during the award period, updates must be made by using a Grant Adjustment Notification (GAN) sent to the Grant Programs Specialist.
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 of the DAC and the financial and administrative requirements set forth in the current edition of the [U.S. Department of Justice \(DOJ\) Financial Guide](#).
4. The Federal Grants Division will approve the goals and objectives section for all approved applications to ensure that the objectives are **measurable and complete**. If requested, the subgrantee will be required to resubmit objectives that are measurable by **November 15, 2022**. Failure to submit the appropriate goals and objectives by the deadline shall result in the disqualification of funding.
5. The Project Director and the Financial Officer of the project must attend the mandatory Administrative and Financial Meeting scheduled on a date to be determined. Failure to attend the mandatory Administrative and Financial Meeting may result in the disqualification of funding.
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 requirement set forth the most current edition of the *Financial and Administrative Guide*. Deviations outside of the scope of the approved budget and/or the *Financial and Administrative Guide* may result in unallowable expenditures and therefore lead to the return of federal funds by the subgrantee.

7. The subgrantee agrees to use funds for those purposes which it identified in the application and for which it was approved. If its use of the funds changes from that originally submitted, the subgrantee agrees to submit an amended program plan to the DAC, and to obtain written approval of that plan from the Director of the DAC Federal Grants Division. Any funds expended prior to written approval of an amended program plan may be determined to be an unallowable use of grant funds.
8. The subgrantee understands that the National Forensic Sciences Improvement Act (NFSIA) is a reimbursement grant. Expenses incurred under the grant will be reimbursed after the costs have been expended.
9. The subgrantee agrees to submit a monthly Request for Funds (MFR) no later than the 15th of every month and a Quarterly Expenditures and Financial Status Report (QFR) no later than the 15th of January, April, July, and October. Failure to submit these reports may result in disqualification of funding.
10. 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.
11. The subgrantee agrees that federal funds under this award will be used to supplement, but not supplant, state or local funds. Guidance on non-supplanting of funds can be found in the most current edition of the *Financial and Administrative Guide* developed by the Federal Grants Division of the DAC. If there is any question, contact the Federal Grants Division for clarification.
12. The Subgrantee agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditure period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <http://www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046>

13. The subgrantee agrees to submit two semi-annual reports each year, one due by July 15th and another one due by January 15th. These semi-annual reports will be provided by the Grants Program Specialist prior to the listed due date.
14. The subgrantee agrees to comply with all applicable federal civil rights laws and applicable statutorily-imposed nondiscrimination requirements, which may include but are not limited to 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 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).
15. The subgrantee, and any subgrantee or subrecipient at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program (EEO).
16. The subgrantee, and any subgrantee or subrecipient at any tier, further agrees to submit findings of discrimination to the DAC and the Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ). For additional information regarding the EEO requirement, see [28 CFR Part 42, subpart E](#), and for additional information regarding requirements when there is an adverse finding, see [28 C.F.R. §§ 42.204\(c\), .205\(c\)\(5\)](#).

Federal Special Conditions

1. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2022)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://www.ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2022 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2022 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

3. Requirements to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

4. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

5. Safe policing and law enforcement subrecipients

If this award is a discretionary award, the recipient agrees that it will not make any subawards to State, local, college, or university law enforcement agencies unless such agencies have been certified by an approved independent credentialing body or have started the certification process. To become certified, law enforcement agencies must meet two mandatory conditions: (1) the agency's use of force policies adhere to all applicable federal, state, and local laws; and (2) the agency's use of force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. For detailed information on this certification requirement, see <https://cops.usdoj.gov/SafePolicingEO>.

6. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-JudicialAdministration, Chapter 1, Part 38, under e-CFR "current" data.

7. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28C.F.R. Part 42 that relate to an equal employment opportunity program.

8. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

9. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's

disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

10. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Post award Requirements" in the "DOJ Grants Financial Guide").

11. Requirements related to "de minimis" indirect cost rate

A subgrantee that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

12. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ) (or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

13. If the subgrantee currently has other active awards of federal funds, or if the subgrantee receives any other award of federal funds during the period of performance for this award, the subgrantee promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the subgrantee must promptly notify the DAC and the OJP in writing of the potential duplication, and, if so requested by the DAC or the OJP, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

14. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

15. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

16. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2021)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2021, are set out at <https://ojp.gov/funding/Explore/FY21AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

17. Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must—

- A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or

any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C.1324a(a)(1).

- B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both—

- (1) this award requirements for verification of employment eligibility, and
- (2) the associated provisions in 8 U.S.C 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

- C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C.1324a(a)(1).

- D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate

person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Non confirmation" or a "Final Non confirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

- C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.
- D. Nothing in this condition shall be understood to authorize or required, any sat any tier, or any person or other entity, to violate any federal law, including ay applicable civil rights or nondiscrimination law.
- E. Nothing in this condition, including in paragraph 4.B, shall be understood to relieve any recipient, any subrecipient at nay tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

18. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient—

- A. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - B. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both—
- A. It represents that—
 - (1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
 - B. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency

making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

16. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

17. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

18. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

19. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable

requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

20. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

21. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

22. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

23. Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates 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.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

24. Limit on use of grant funds for grantees' employees' salaries

With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.

25. The recipient agrees to cooperate with any assessments, 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.

26. Copyright; Data rights

The recipient acknowledges that OJP reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward (at any tier); and (2) any rights of copyright to which a recipient or subrecipient (at any tier) purchases ownership with Federal support.

The recipient acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under any such award or subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data - General).

It is the responsibility of the recipient (and of each subrecipient (at any tier), if applicable) to ensure that the provisions of this condition are included in any subaward (at any tier) under this award.

The recipient has the responsibility to obtain from subrecipients, contractors, and subcontractors (if any) all rights and data necessary to fulfill the recipient's obligations to the Government under this award. If a proposed subrecipient, contractor, or subcontractor refuses to accept terms affording the Government such rights, the recipient shall promptly bring such refusal to the attention of the OJP program manager for the award and not proceed with the agreement in question without further authorization from the OJP program office.

27. Generally Accepted Laboratory Practices

The recipient shall ensure that any forensic laboratory, forensic laboratory system, medical examiner's office, or coroner's office that will receive any portion of the award uses generally accepted laboratory practices and procedures as established by accrediting organizations or appropriate certifying bodies.

External Investigations

The recipient shall ensure that requirements associated with 34 U.S.C. section 10562(4) (which relate to processes in place to conduct 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 will receive a portion of the grant amount.

Accreditation

The recipient shall ensure that any forensic laboratory or forensic laboratory system (not including any medical examiner's office or coroner's office) that will receive any portion of the award either is accredited, or will use a portion of this award to prepare and apply for accreditation by not more than two years from the award date of this award.

Additionally, with respect to accreditation, the recipient shall ensure that for any subaward it makes under this award, it will require in a legally-binding and enforceable writing, such as the subaward documentation (for example, subaward terms and conditions), that its subrecipient: 1) if accredited, must continue to demonstrate such accreditation as a condition of receiving or using the subaward funds; or, 2) if not accredited, must use the subaward funds to prepare and apply for accreditation.

The Coverdell statute (see 34 U.S.C. section 10562(2)) and the Paul Coverdell Forensic Science Improvement Grants Program solicitation state certain requirements and guidance associated with proper accreditation and regarding what BJA will consider to be acceptable documentation of accreditation. The recipient is to contact the BJA grant manager for clarification or guidance if it should have any question as to what constitutes proper accreditation for the purposes of the Coverdell program. Award funds may not be used under this award by a forensic laboratory or forensic laboratory system with accreditation (or by such laboratory to obtain accreditation) that BJA determines not to be consistent with the Coverdell law and the solicitation or to be otherwise deficient.

The recipient agrees to notify BJA promptly upon any change in the accreditation status of any forensic science laboratory or forensic laboratory system that receives funding under this award.

28. 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 solicitation. Funds shall not be used for general law enforcement functions or non-forensic 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 BJA grant manager prior to incurring the expense or commencing the activity in question.

Performance Measures

To ensure compliance with the Government Performance and Results Act (Pub. L. No. 103-62) and the GPRA Modernization Act of 2010 (Pub. L. No. 111-352), program performance under this 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 average number of days to process a sample at the beginning of the grant period versus the average number of days to 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/coroner's office personnel who completed appropriate training or educational opportunities with these Coverdell funds, if applicable to the award. Recipients are required to collect and report data relevant to these measures.

29. The recipient 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 2 C.F.R.200.307, including as applied in the Department of Justice (DOJ) Grants Financial Guide, as it may be revised from time to time. The recipient further understands and agrees that both program income earned during the award period and expenditures of such program income must be reported on the quarterly and final Federal Financial Reports (SF 425) and are subject to audit.

The recipient understands and agrees that program income earned during the award period may be expended only for permissible uses of funds specifically identified in the solicitation for the Paul Coverdell Forensic Science Improvement Grants Program. The recipient further understands and agrees that program income earned during the award period may not be used to supplant State or local government funds, but instead may be used only to increase the amount of funds that would, in the absence of Federal funds or program income, be available from State or local government sources for the permissible uses of funds listed in the solicitation.

The recipient understands and agrees that program income that is earned during the final one hundred twenty (120) days of the award period may, if appropriate, be obligated (as well as expended) for permissible uses during the one hundred twenty-day (120-day) period following the end of the award period. The recipient further understands and agrees that any program income earned during the award period that is not obligated and expended within one hundred twenty (120) days of the end of the award period must be returned to OJP.

30. The recipient understands and agrees that, throughout the award period, it must promptly notify BJA 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 BJA grant manager for the award within ten (10) business days of implementation of the change.
31. The recipient agrees to submit a final report, at the end of this award, documenting all relevant project activities during the entire period of support under this award. This report will include the following: (1) a summary and assessment of the program carried out with this grant, which shall include a comparison of pre-grant and post-grant forensic science capabilities (and shall cite the specific improvements in quality and/or timeliness of forensic science or medical examiner/coroner's office services); (2) the average number of days between submission of a sample to a forensic science laboratory or forensic science laboratory system in that State operated by the State or by a unit of local government and the delivery of test results to the requesting office or agency; (3) an identification of the number and type of cases currently accepted by the forensic science laboratory or forensic science laboratory system; and (4) with respect to any unaccredited forensic science service provider receiving funds from this award for accreditation, full details on the progress of any such provider toward obtaining accreditation. The recipient is required to collect data necessary for this report. This report is due no later than 120 days following the close of the award period or the expiration of any

extension periods. The report can be filed online through the Internet at:
<https://justgrants.usdoj.gov>.

32. The recipient acknowledges that, as stated in the solicitation for the Paul Coverdell Forensic Science Improvement Grants Program, BJA assumes that recipients (and subrecipients) 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. The recipient shall submit the following information as part of its final report: (1) the number and nature of any allegations of serious negligence or misconduct substantially affecting the integrity of forensic results received during the 12-month period of the award; (2) information on the referrals of such allegations (e.g., the government entity or entities to which referred, the date of referral); (3) the outcome of such referrals (if known as of the date of the report); and (4) if any such allegations were not referred, the reason(s) for the non-referral. Should the project period for this award be extended, the recipient shall submit the above information as to the first twelve months of the award as part of the first semi-annual progress report that comes due after the conclusion of the first twelve months of the project period, and shall submit the required information as to subsequent twelve-month periods every twelve months thereafter (as part of a semi-annual progress report) until the close of the award period, at which point the recipient shall submit the required information as to any period not covered by prior reports as part of its final report. The recipient understands and agrees that funds may be withheld (including funds under future awards), or other related requirements may be imposed, if the required information is not submitted on a timely basis.
33. The recipient understands that, in accepting this award, the Authorized Representative declares and certifies, among other things, that he or she possesses the requisite legal authority to accept the award on behalf of the recipient entity and, in so doing, accepts (or adopts) all material requirements that relate to conduct throughout the period of performance under this award. The recipient further understands, and agrees, that it will not assign anyone to the role of Authorized Representative during the period of performance under the award without first ensuring that the individual has the requisite legal authority.
34. The recipient agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award. Environmental Assessment (EA): The activities the recipient has proposed to conduct under this award fall within the scope of a BJA Programmatic EA that complies with the National Environmental Policy Act (NEPA). These activities have been determined not to have a significant impact on the quality of the human environment.

Modifications: Throughout the term of this award, the recipient agrees that for any activity that is the subject of a completed EA, it will inform BJA of-- (1) any change(s) that it is considering making to the previously assessed activity that may be relevant to environmental impact; or (2) any proposed new activities or changed circumstances that may require assessment as to environmental impact, such as new activities that involve the use of chemicals or involve construction or major renovation. The recipient will not implement a proposed change or new activity until BJA, with the assistance of the recipient, has determined whether the proposed change or new activity (or changed circumstances) will require additional review under NEPA. Approval for implementation will not be unreasonably withheld as long as any requested modification(s) is consistent with eligible program purposes and found acceptable under a BJA-conducted environmental impact review process.

By signing the Special Conditions, the Authorizing Official and the Project Director agree to ensure that each special condition of the grant is followed.

David Holt. Mayor

11-22-2022

Print Authorizing Official's Name and Title

Date



Authorizing Official's Signature

Ron Williams, Director of Laboratory Services

11/10/2022

Print Project Director's Name and Title

Date



Project Director's Signature



U.S. DEPARTMENT OF JUSTICE

CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--

- a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
- b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
- c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.

(4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--

- a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by

the Office on Violence Against Women, also may apply to an award made otherwise;

- c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
- d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Applicant will require that, throughout the period of performance--

- a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and
- b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.

(9) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C.

- §§ 4601-4655), 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 7324-7328, 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.

(10) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self-Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(11) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

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

David Holt

11-22-2022

Print Name of Authorizing Official

Date

Mayor

Title of Authorizing Official



Signature of Authorizing Official

The Authorizing Official is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Authorizing Official 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.

KATHRYN BOYLE BREWER
Executive Coordinator

ERIC EPPLIN
Assistant Executive Coordinator



STATE OF OKLAHOMA

DISTRICT ATTORNEYS COUNCIL

421 NW 13th Street, Suite 290 • Oklahoma City, Oklahoma 73103

EXECUTIVE
405-264-5000
FAX 405-264-5099

FINANCE
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405-264-5099

GRANTS
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405-264-5099

VICTIMS
405-264-5006
405-264-5097

IT
405-264-5002
405-264-5099

TRAINING
405-264-5000
405-264-5099

Certification of Equal Employment Opportunity Plan

The Office of Civil Rights, Office of Justice Programs (OCR), is now requiring all grant recipients to go online and complete an Equal Employment Opportunity Plan (EEOP) Certification. The questions have been modified by OCR and they are no longer offering a paper based version. Please click the link below to begin your EEOP.

Please note the EEOP Certification expires after two (2) years. Upload the most current certification available.

1. Go to <https://ocr-eeop.ncjrs.gov> and follow the system's instructions.
2. Select 'New User' and set up your organization and Authorized Users. Be sure to add your Authorizing Official as a user because they will be required to log-in and submit the EEOP Certification.
3. Project Directors can list whomever they choose as users in the system, the users will then receive an email asking them to set a password.
4. After the Authorizing Official submits the form, click the link under 'Certification Submissions' and save the form to your desktop.
5. Please include the EEOP Certification in Your Award Packet.
6. If your agency is required to submit an EEOP Utilization Report, that will need to be included in the award packet as well. The report is good for two years.

If you require assistance with filling out the EEOP Certification, please follow the link

below: <https://www.ok.gov/dac/documents/EEOReporTool%20Instructions.pdf>

KATHRYN BOYLE BREWER
Executive Coordinator

ERIC EPPLIN
Assistant Executive Coordinator



STATE OF OKLAHOMA

DISTRICT ATTORNEYS COUNCIL

421 NW 13th Street, Suite 290 • Oklahoma City, Oklahoma 73103

EXECUTIVE	FINANCE	GRANTS	VICTIMS	IT	TRAINING	UVED
405-264-5000	405-264-5004	405-264-5008	405-264-5006	405-264-5002	405-264-5000	405-264-5010
FAX 405-264-5099	405-264-5099	405-264-5099	405-264-5097	405-264-5099	405-264-5099	405-429-4274

**Requirement to report actual or imminent breach of
personally identifiable information (PII)**

The subgrantee must have written procedures in place to respond in the event of an actual or imminent breach (as defined in OMB M-17-12) if it –

1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of personally identifiable information (PII) (as defined in 2 C.F.R. 200.79) within the scope of an OJP grant-funded program or activity, or

2) uses or operates a “Federal information system” (as defined in OMB Circular A-130).

The subgrantee’s breach procedures must include a requirement to report actual or imminent breach of PII to the DAC or an OJP Program Manager no later than 12 hours after an occurrence of an actual breach, or the detection of an imminent breach.



Signature of Authorized Official

11-22-2022

Date



Signature of Project Director

11/10/2022

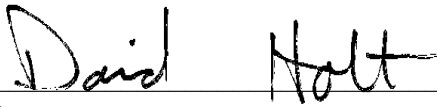
Date

Oklahoma City Police Department

Print Name of Agency

Breach of Personally Identifiable Information Agency Policy

- As per state and federal requirements, it is the responsibility of Oklahoma City Police Department employees to report suspected computer incidents, and/or breach of personally identifiable information, as quickly as possible. The ultimate goals, regardless of incident, are the protection of assets, containment of damage, and restoration of service.
- The reported cyber incident will be coordinated by the Oklahoma Cyber Command with the Oklahoma Office of Homeland Security, Information Analysis/Infrastructure Protection Division (OHS IA/IPD) and the Oklahoma State Bureau of Investigation (OSBI).
- In addition, in the event of an actual or imminent breach, personnel must complete and submit the “Breach of Personally Identifiable Information (PII) Report” to the District Attorney’s Council (DAC) no later than 12 hours after an occurrence of an actual breach, or the detection of an imminent breach.



Signature

11-22-2022

Date



U.S. DEPARTMENT OF JUSTICE

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; LAW ENFORCEMENT AND COMMUNITY POLICING

Applicants should refer to the regulations and other requirements 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 or other cited requirements before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, 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, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and 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 Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals--

(a) is 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) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures 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 its 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 Applicant'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 award 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 award, the employee will--

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the Department, 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 of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE,
Washington, DC, 20530;

For OJP and OVW award recipients - U.S. Department of Justice,
Office of Justice Programs, ATTN: Control Desk, 810 7th Street,
N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

(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; and

(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).

5. LAW ENFORCEMENT AGENCY CERTIFICATION REQUIRED UNDER DEPARTMENT OF JUSTICE DISCRETIONARY GRANT PROGRAMS ("SAFE POLICING CERTIFICATION")

If this application is for a discretionary award pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to a State, local, college, or university law enforcement agency, the Applicant certifies that any such law enforcement agency to which funds will be made available has been certified by an approved independent credentialing body or has started the certification process. To become certified, a law enforcement agency must meet two mandatory conditions:

(a) the agency's use of force policies adhere to all applicable federal, State, and local laws; and

(b) the agency's use of force policies prohibit chokeholds except in situations where use of deadly force is allowed by law.

For detailed information on this certification requirement, see <https://cops.usdoj.gov/SafePolicingEO>.

The Applicant acknowledges that compliance with this safe policing certification requirement does not ensure compliance with federal, state, or local law, and that such certification shall not constitute a defense in any federal lawsuit. Nothing in the safe policing certification process or safe policing requirement is intended to be (or may be) used by third parties to create liability by or against the United States or any of its officials, officers, agents or employees under any federal law. Neither the safe policing certification process nor the safe policing certification requirement is intended to (or does) confer any right on any third-person or entity seeking relief against the United States or any officer or employee thereof. No person or entity is intended to be (or is) a third-party beneficiary of the safe policing certification process, or, with respect to the safe policing certification requirement, such a beneficiary for purposes of any civil, criminal, or administrative action.

6. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c) (5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in

the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

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

David Holt

11-22-2022

Print Name of Authorizing Official

Date

Mayor

Title of Authorizing Official

A handwritten signature in black ink that reads "David Holt". The signature is written in a cursive style with a horizontal line underneath the name.

Signature of Authorizing Official

The Authorizing Official is the person with official signature authority to make financial and programmatic commitment on behalf of the applicant agency. The Authorizing Official 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.

KATHRYN BOYLE BREWER
Executive Coordinator

ERIC EPPLIN
Assistant Executive Coordinator



STATE OF OKLAHOMA

DISTRICT ATTORNEYS COUNCIL

421 N.W. 13TH STREET, SUITE 290 • OKLAHOMA CITY, OKLAHOMA 73103
EXECUTIVE 405-264-5000 FISCAL 405-264-5004 GRANTS 405-264-5008 VICTIMS 405-264-5006 IT 405-264-5002
FAX 405-264-5099 405-264-5099 405-264-5099 405-264-5097 405-264-5099

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

NFSIA

I hereby authorize Michael Stroope, Police Department Business Manager to act on my behalf in
Coordination with the District Attorneys Council in reference to Subgrant Number 22F002
In this capacity, the above identified individual is authorized to sign all correspondence in relation to this
project.

Agency: Oklahoma City Police Department

Authorized Individual: Michael Stroope

Authorized Individual's Mailing Address: 700 Colcord Drive Oklahoma City, Ok. 73102

Authorized Individual's Area Code/Phone No.: 405-316-4199

Authorized Individual's Area Code/Fax No.: _____

Authorized Individual's E-mail: michael.stroope@okc.gov

David Holt
Authorizing Official

11-22-2022
Date

KATHRYN BOYLE BREWER
Executive Coordinator

ERIC EPPLIN
Assistant Executive Coordinator



STATE OF OKLAHOMA

DISTRICT ATTORNEYS COUNCIL

421 N.W. 13TH STREET, SUITE 290 • OKLAHOMA CITY, OKLAHOMA 73103
EXECUTIVE FINANCE GRANTS VICTIMS IT
405-264-5000 405-264-5004 405-264-5008 405-264-5006 405-264-5002
FAX 405-264-5099 405-264-5099 405-264-5099 405-264-5097 405-264-5099

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

NFSIA

Subgrantee Name and Address:

Oklahoma City Police Department
700 Colcord Drive
Oklahoma City, Ok. 73102

Subgrant Number:

22F002
Fiscal Year Ends: June 30

Telephone Number: 405-316-4199

Does your organization expend:

- ☐ Under \$750,000 in total federal funds? (If so, STOP HERE, sign and return this form.)
☒ Over \$750,000 in total federal funds? (If so, complete the remainder of the form.)

Name of CPA (or State Auditor) and address:

AGH CPA's and Advisors
301 N. Main
Wichita, KS. 67202-4868

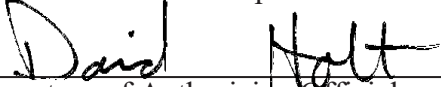
Contact person in CPA's Office: Cindy Porter

Telephone: 913-730-8166

Anticipated date single audit report will be sent to District Attorneys Council: 3/31

Provide date for financial statements: 3/31

Provide date for letter report on financial and compliance audit of subgrant: 3/31


Signature of Authorizing Official

11-22-2022
Date


Mayor
Title

**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: Oklahoma City Police Department **Subgrant Number:** 22F002

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action <input checked="" type="checkbox"/> a. bid/offer/application b. initial award c. post award	3. Report Type <input checked="" type="checkbox"/> a. initial filing b. material change For Material Change Only: Year: _____ Quarter: _____ Date of last report: _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if Known <div style="text-align: center;">Oklahoma City Police Department 700 Colcord Drive Oklahoma City, Ok. 73102</div> Congressional District, if known: <u>5</u>	5. If Reporting Entity in No. 4 is Subawardee, enter Name and Address of Prime: Congressional District, if known: <u>5</u>	
6. Federal Department /Agency: <div style="text-align: center;">Department of Justice/Office of Justice Programs</div>	7. Federal Program Name/Description: <div style="text-align: center;">Coverdell Forensic Science Improvement Grant</div> CFDA Number, if applicable: <u>16.742</u>	
8. Federal Action Number, if known:	9. Award Amount, if known: <div style="text-align: center;">\$32,067</div>	
10a. Name and Address of Lobbying Registrant (If individual, last name, first name, MI): <div style="text-align: center;">Potomac Strategic Development LLC. 101 Constitution Ave. NW Washington D.C. 2001</div>	10. Individuals Performing Services (including address if different from No. 10a.) (last name, first name, MI)	
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.		
<div style="text-align: center;">  Signature of Authorizing Official: _____ Print Name: <u>David Holt</u> Title: <u>Mayor</u> Telephone No.: <u>405-297-2424</u> Date: <u>11-22-2022</u> </div>		

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 1st 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

NFSIA

Subgrant Number: 22F002

Subgrantee Name: Oklahoma City Police Department

Address: 700 Colcord Drive

City: Oklahoma City State: OK Zip: 73102

Project Director: Ron Williams

>>>>>>> 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, David Holt (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.**

David Holt
Authorizing Official

11-22-2022
Date

Ronald Wilkins
Project Director

11/10/2022
Date

Section 2: Assurance and Certification Statement

I, David Holt (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.

David Holt
Authorizing Official

11-22-2022
Date

Ronald Wilkins
Project Director

11/10/2022
Date

BREACH OF PERSONALLY IDENTIFIABLE INFORMATION (PII) REPORT

INITIAL REPORT	Date: (MM/DD/YYYY)	UPDATED REPORT	Date: (MM/DD/YYYY)	AFTER ACTION REPORT	Date: (MM/DD/YYYY)
-----------------------	--------------------	-----------------------	--------------------	----------------------------	--------------------

1. GENERAL INFORMATION

a. DATE OF BREACH (MM/DD/YYYY)	b. DATE BREACH DISCOVERED (MM/DD/YYYY)	c. DATE REPORTED TO DAC (MM/DD/YYYY)	d. SUBGRANT NUMBER
e. PERSON REPORTING	f. BREACH INVOLVED (Click to select)	g. TYPE OF BREACH (Click to select)	h. CAUSE OF BREACH (Click to select)
i. DATE BREACH REPORTED TO DOJ		j. METHOD USED TO REPORT BREACH	

POINT OF CONTACT FOR FURTHER INFORMATION:

k. FIRST NAME	l. LAST NAME	m. TITLE	
n. E-MAIL ADDRESS		o. TELEPHONE NUMBER	

MAILING ADDRESS:

p. ADDRESS	q. CITY	
	r. STATE	s. ZIP CODE

2.a. DESCRIPTION OF BREACH (Up to 150 words, bullet format acceptable). NOTE: Do NOT include PII or Classified Information.

2.b. ACTIONS TAKEN IN RESPONSE TO BREACH, TO INCLUDE ACTIONS TAKEN TO PREVENT RECURRENCE AND LESSONS LEARNED (Up to 150 words, bullet format acceptable). NOTE: Do NOT include PII or Classified Information.

3.a. NUMBER OF INDIVIDUALS AFFECTED (1) VICTIM(S) OF CRIME (2) VICTIM(S) FAMILIES (3) STATE EMPLOYEE(S) (4) CONSULTANT(S) (5) CONTRACTOR(S) (6) SUBGRANT EMPLOYEE(S) (7) BOAD MEMBER(S) (8) OTHER(S) (Specify):		b. WERE AFFECTED INDIVIDUALS NOTIFIED? (1) If Yes, were they notified within 10 working days? Yes No (2) If Yes, notification date (MM/DD/YYYY) (3) If Yes, number of individuals notified: (4) If notification will not be made, explain why, or if number of individuals notified differs from total number of individuals affected, explain why: (5) If applicable, was credit monitoring offered? Yes No (6) If Yes, number of individuals offered credit monitoring:	
4. PERSONALLY IDENTIFIABLE INFORMATION (PII) INVOLVED IN THIS BREACH (X all types that apply)			
<input type="checkbox"/> (1) Names <input type="checkbox"/> (2) Social Security Numbers <input type="checkbox"/> (3) Dates of Birth <input type="checkbox"/> (4) Protected Health Information (PHI) <input type="checkbox"/> (5) Personal e-mail addresses <input type="checkbox"/> (6) Personal home addresses		<input type="checkbox"/> (7) Passwords <input type="checkbox"/> (8) Financial Information* <input type="checkbox"/> (9) Other (Specify):	
*If Financial Information was selected, provide additional detail: <input type="checkbox"/> (a) Personal financial information <input type="checkbox"/> (b) Government credit card If yes, was issuing bank notified? <input type="checkbox"/> (c) Other (Specify): Yes No			
5. SELECT ALL THE FOLLOWING THAT APPLY TO THIS BREACH			
a. PAPER DOCUMENTS/RECORDS (If selected, provide additional detail)		b. EQUIPMENT (If selected, provide additional detail)	
<input type="checkbox"/> (1) Paper documents faxed <input type="checkbox"/> (2) Paper documents/records mailed <input type="checkbox"/> (3) Paper documents/records disposed of improperly <input type="checkbox"/> (4) Unauthorized disclosure of paper documents/records <input type="checkbox"/> (5) Other (Specify):		<input type="checkbox"/> (1) Location of equipment <input type="checkbox"/> (2) Equipment disposed of improperly <input type="checkbox"/> (3) Equipment owner <input type="checkbox"/> (4) Government equipment Data At Rest (DAR) encrypted <input type="checkbox"/> (5) Government equipment password or PKI/CAC protected <input type="checkbox"/> (6) Personal equipment password protected or commercially encrypted	
c. IF EQUIPMENT, NUMBER OF ITEMS INVOLVED			
<input type="checkbox"/> (1) Laptop/Tablet <input type="checkbox"/> (2) Cell phone <input type="checkbox"/> (3) Personal Digital Assistant		<input type="checkbox"/> (4) MP3 player <input type="checkbox"/> (5) Printer/Copier/Fax/Scanner <input type="checkbox"/> (6) Desktop computer <input type="checkbox"/> (7) Flash drive/USB stick/other removable media <input type="checkbox"/> (8) External hard drive <input type="checkbox"/> (9) Other (If Other, Specify):	
d. EMAIL (If selected, provide additional detail)		e. INFO DISSEMINATION (If selected, provide additional detail)	
<input type="checkbox"/> (1) Email encrypted <input type="checkbox"/> (2) Email was sent to commercial account (i.e., .com or .net) <input type="checkbox"/> (3) Email was sent to other Federal agency <input type="checkbox"/> (4) Email recipients had a need to know		<input type="checkbox"/> (1) Information was posted to the Internet <input type="checkbox"/> (2) Information was posted to an intranet (e.g., SharePoint or Portal) <input type="checkbox"/> (3) Information was accessible to others without need-to-know on a share drive <input type="checkbox"/> (4) Information was disclosed verbally <input type="checkbox"/> (5) Recipients had a need to know	
f. OTHER (Specify):			
6.a. TYPE OF INQUIRY (If applicable) (Click to select) (If Other, specify)		b. IMPACT DETERMINATION (for Component Privacy Official or designee use only) (X one) <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	
c. ADDITIONAL NOTES (Up to 150 words, bullet format acceptable) NOTE: Do NOT include PII or Classified Information.			

**INSTRUCTIONS FOR COMPLETING DAC
BREACH OF PERSONALLY IDENTIFIABLE INFORMATION (PII) REPORT**

Select Initial, Updated, or After Action Report and enter the date.

1. GENERAL INFORMATION.

- a. Date of Breach. Enter the date the breach occurred. If the specific date cannot be determined, enter an estimated date and provide further explanation in the notes section of the report.
- b. Date Breach Discovered. Enter the date the breach was initially discovered by a DoD employee, military member, or DoD contractor.
- c. Date reported to US-CERT. Breaches must be reported to US-CERT within 1 hour of discovery. Enter the date reported to US-CERT.
- d. US-CERT Number. Enter the number assigned by US-CERT when the breach was reported.
- e. Component Internal Tracking Number (if applicable). If your component uses an internal tracking number, enter the number assigned.
- f. Breach Involved (click to select). Select from the drop-down list - Email, Info Dissemination, Paper Records, or Equipment.
- g. Type of Breach (click to select). Select from the drop-down list - Theft, Loss, or Compromise.
- h. Cause of Breach (click to select). Select from the drop-down list the predominate cause of the breach - Theft, Failure to Follow Policy, Computer Hacking, Social Engineering, Equipment Malfunction, Failure to Safeguard Government Equipment or Information, Improper Security Settings, or Other.
- i. - j. Component. Select from the drop-down list. After you select your Component, enter the Office/Name in block 1.j (i.e., if "OSD/JS" is the Component selected, an example of the Office would be "TMA").
- k. - s. Point of Contact for Further Information. Enter the requested information for the person to be contacted if DPCLO requires additional details regarding the breach.

2.a. DESCRIPTION OF BREACH (Up to 150 words, bullet format acceptable). Note: Do not include PII or classified information. Summarize the facts or circumstances of the theft, loss or compromise of PII as currently known, including:

- the description of the parties involved in the breach;
- the physical or electronic storage location of the data at risk;
- if steps were immediately taken to contain the breach;
- whether the breach is an isolated incident or a systemic problem;
- who conducted the investigation of the breach; and
- any other pertinent information.

b. ACTIONS TAKEN IN RESPONSE TO BREACH, TO INCLUDE ACTIONS TAKEN TO PREVENT RECURRENCE AND LESSONS LEARNED (Up to 150 words, bullet format acceptable). Note: Do not include PII or classified information. Summarize steps taken to mitigate actual or potential harm to the individuals affected and the organization. For example, training, disciplinary action, policy development or modification, information systems modifications. List any findings resulting from the investigation of the breach.

3.a. NUMBER OF INDIVIDUALS AFFECTED. For each category of individuals listed, enter the number of individuals affected by the breach. Do not include an individual in more than one category.

- b. Were affected individuals notified? Check box "Yes" or "No". If the individuals affected will not receive a formal notification letter about the breach, select "No" and enter an explanation of why the Component determined notification was not necessary in 3.b.(4). If additional space is needed for this justification, continue text in 6.c., Additional Notes.
- (1) If affected individuals were notified, were they notified within 10 working days? Check "Yes" or "No".
- (2) If the affected individuals will be notified of the breach, provide the date the notification letters will be sent.
- (3) - (4) If "Yes", list the number of individuals notified. If the number of individuals notified differs from total number of individuals affected, explain why in 3.b.(4).
- (5) Was credit monitoring offered? Select "Yes" or "No".
- Note: This is a risk of harm based decision to be made by the DoD Component.
- (6) If "Yes", enter the number of individuals offered credit monitoring.

4. PERSONALLY IDENTIFIABLE INFORMATION (PII) INVOLVED IN THIS BREACH. Select all that apply. If Financial Information is selected, provide additional details.

5. SELECT ALL THE FOLLOWING THAT APPLY TO THIS BREACH. Check at least one box from the options given. If you need to use the "Other" option, you must specify other equipment involved.

a. Paper Documents/Records. If you choose Paper Documents/Records, answer each associated question by selecting from the drop-down options.

b. - c. Equipment. If you choose Equipment, answer the associated questions by selecting from the drop-down options. Enter a number in the empty field indicating how many pieces of each type of equipment were involved in the breach. If "Other", you will need to specify what type of equipment was involved.

d. - e. Email and Info Dissemination. If Email or Info Dissemination is selected, choose either "Yes" or "No" for all of the questions.

6.a. TYPE OF INQUIRY. Select the type of inquiry conducted as a result of the breach. If the inquiry type is "Other", please describe.

b. Impact Determination. (Component Privacy Official or designee use only.) Select one: What is the overall risk level associated with this breach? Risk is determined by considering the likelihood that the PII can be accessed by an unauthorized person and assessing the impact to the organization and individual if the PII is misused.

c. Additional Notes. This field can be used to convey additional information.

2022 COVERDELL FORENSIC SCIENCE IMPROVEMENT
FORMULA GRANT
OVERALL BUDGET SUMMARY

CATEGORY	FEDERAL FUNDS REQUEST
A. Personnel	
B. Benefits	
C. Equipment	\$32,067.00
D. Travel	
E. Supplies and Operating Expenses	
F. Facilities/Rental Expenses	
G. Contractor/Consultant Expenses	
H. Other	
I. Indirect Costs	
TOTAL	\$32,067.00

FORMULA GRANT
DETAILED BUDGET and NARRATIVE
CATEGORY C- EQUIPMENT

Directions:


1. List non-expendable items that are to be purchased. Expendable items should be included in the Supplies Category (See the Chart of Accounts in the Appendix for items to be included under equipment).
2. **Narrative:** Provide an explanation of the equipment to be purchased. Explain how the equipment is necessary to the success of the project.
3. Use additional pages if necessary.

EQUIPMENT	QUANTITY	UNIT PRICE	FEDERAL FUNDS REQUEST
GC/MS Instrument (partial funding)	1	\$125,000	\$32,386.00
TOTAL		\$125,000	\$32,067.00

BUDGET JUSTIFICATION NARRATIVE:

The Oklahoma City Police Department's Forensic Chemistry Laboratory operates three (3) Agilent gas chromatography/mass spectrometry (GC/MS) instruments. The newest instrument used by the laboratory was purchased in 2012. The oldest of the three was purchased in 1997 and must be replaced. These critical instruments are used by the laboratory to perform testing for controlled substances.

Grand funding through this application is sought to defray a portion of the instrument replacement cost. The estimated replacement cost is \$125,000. Oklahoma City Police Departmental funds would be used to cover the cost in excess of the grant award.



Signature of Authorizing Official

11-22-2022

Date



Signature of Project Director

11/10/2022

Date

GOAL: Purchase a new GC/MS Instrument	
<u>Measurable Project Objective</u>	Complete the purchase of new GC/MS instrument within 90 days of funds availability. Installation and use of the new instrument should be complete within 180 days of funds availability.
Expected Results and Outcomes/ Demonstrated Improvement Over Current Operations	The newest instrument in the laboratory was purchased in 2012. Purchase of a new, modern GC/MS will position the laboratory to continue operating well into the future when other instruments must be retired.
<u>Justify</u> How The Project Will Improve Quality or Timeliness or Reduce Backlog	Purchase of new GC/MS instrument will ensure the laboratory is able to continue performing controlled substance testing into the future.



 Signature of Authorizing Official

11-22-2022

 Date



 Signature of Project Director

11/10/2022

 Date