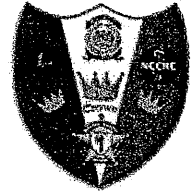




TULSA COUNTY SHERIFF'S OFFICE

500 South Denver
Tulsa, Oklahoma 74103-3832
Sheriff Stanley Glanz



August 9, 2012

Board of County Commissioners
John Smaligo, Chairman
Tulsa County Administration Bldg.
Tulsa, OK 74103

Chairman Smaligo:

The Sheriff's Office requests your consideration and approval of the 2012 Justice Assistance Grant award. The request is for \$137,179.59. This grant will continue the Tulsa County Metropolitan Drug and Violent Crime Task Force, funding three officers from area agencies, Bixby, Sand Springs, and Skiatook. The same award notice paperwork has been approved in previous years. This award acceptance is submitted over the internet, so I request that Jeff Brown, from my office, be designated as your signing authority.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Albin".

Tim Albin
Undersheriff

CC: Commissioner Keith
Commissioner Perry
Mark Liotta

Original: Earlene Wilson for the August 13th Agenda

918.596.5601

'Total Commitment Serving Others'

Fax 918.596.5697

Award Packet Instructions

1. Award Budget Summary

- A. Review comments in the textbox below regarding budget adjustments as directed by the funding Board.

- B. Check the Awarded Amount and the Approved Budget Amount on this page.
- C. If the amounts are different and/or there are instructions in the textbox above, you must go to the Detailed Budget pages in the Forms Menu to make corrections and adjustments.
- D. Making these changes will create a new version of the pages and will pull the corrected amounts into the Award Budget Summary page.
- E. You cannot submit your Award Packet until the Approved Budget Amount matches the Awarded Amount.
- F. If the Awarded Amount and the Approved Budget Amount are the same and there are no corrections or comments in the textbox above, simply click SAVE and go to the Award Notice.

2. Award Notice

Review the information, click SAVE, and go to Special Conditions.

3. Special Conditions

Review the information, click SAVE, and go to Form A-4.

4. Form A-4 Certification of Equal Opportunity Plan

Select the appropriate answers on the form, click SAVE, and go to EEOP Certification Form.

5. Equal Employment Opportunity Plan Certification Form

Select the appropriate answers, click SAVE, and go to Form A-10.

6. Form A-10 Statement of Audit Arrangements

Select the appropriate answers, click SAVE, and go to Form A-12.

7. Form A-12 Disclosure of Lobbying Activities

Select the appropriate answer, click SAVE. If "no" is selected, go to Form A-13.
If "yes" is selected, complete the form, click SAVE, and go to Form A-13.

8. Form A-13 Certification of Project Income

Select the appropriate answer, click SAVE, and go to J-1 Form.

9. J-1 Form Special Condition for Expenditure of Confidential Funds

Select the appropriate answer, click SAVE, and go to Goals and Objectives Revisions.

10. Goals and Objectives Revisions

- Open this page to check for revision requirements.
- If there are revisions required, go to Goals, Objectives, and Activities in the Forms Menu and make corrections as directed.
- Making these changes will create a new version of the pages.
- Once you have made changes to the Goals and Objectives page, continue to the next page in the Award

Award Packet Instructions

Packet.<
11. **The Authorized Official/CEO is the only person authorized to submit the Award Packet.**

- This is done in the Change the Status link on the DAC Application Menu page.

12. **Once the Award Packet has been submitted, print each of the award documents for your files.**

Award Budget Summary

Awarded Amount: \$137,180

- Check the Awarded Amount and the Approved Budget Amount on this page .
- See any comments in the Award Packet Instructions regarding budget adjustments as directed by the funding Board .
- If the amounts are different and/or there are instructions, you must go to the Detailed Budget pages in the Forms Menu to make corrections and adjustments.
- If the Awarded Amount and the Approved Budget Amount are the same and there are no corrections or comments in the Award Packet Instructions, simply click SAVE.

Budget Category	Approved Budget (from Application)		GAN Requested Budget (will be \$0 unless a GAN has been completed)		Budget Changes	
	Grant	Match	Grant	Match	Grant	Match
Personnel	\$0				\$0	
Personnel Benefits	\$0				\$0	
Equipment	\$0				\$0	
Travel	\$0				\$0	
Supplies and Operating	\$0				\$0	
Fac/Equip Rental Exp.	\$0				\$0	
Contractor/Consultant	\$137,179.59				\$0	
Confidential Funds	\$0				\$0	
Other	\$0				\$0	
TOTAL	\$137,179.59				\$0	

Organization: Tulsa Sheriff's Office, County of

2012-JAG-Tulsa Co SO-037

Award Notice**AWARD NOTICE**

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

Organization: Tulsa County
PHONE: (918) 596-8703

FAX: (918) 596-5615

Federal ID Number: 736006419
DUNS Number: 064553571
CFDA: 16738
Federal Award Number:
Grant Amount: \$137,179.59
Federal Match: \$0

SUBGRANT NO: 2012-JAG-Tulsa Co SO-037
Project Name: Tulsa County Multi-Jurisdictional Drug
 and Violent Crime Task Force

START DATE: 7/1/2012
END DATE: 6/30/2013
DAC CONTACT: Becky Watson (405) 264-5008

Program Director:
 Dave Roberts

This grant is subject to the terms and conditons set forth in the application which was submitted to the District Attorneys Council . The award is authorized by the District Attorneys Council (DAC) . The subgrantees 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 published by DAC, and the effective edition of the Department of Justice (DOJ) Office of Justice Programs, Financial and Administrative Guide for Grants. The subgrantee shall also administer the project in accordance with the Certified Assurances and Special Conditions of the award .

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.

Authorizing Official's (Chief Executive Officer) Name and Title
 John Smaligo

Date
 8/7/2012

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 by **August 15, 2012**.
2. The Federal Grants Division will approve the goals and objectives section for all approved applications to ensure that the objectives are measurable. If requested, the subgrantee will be required to resubmit objectives that are measurable by **August 15, 2012**.
3. The subgrantee agrees to comply with the financial and administrative requirements set forth in the most current edition of the *Justice Assistance Grant Financial and Administrative Guide* as developed by the Federal Grants Division in the District Attorneys Council and the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) *Financial Guide*.
4. The Project Director and the Fiscal Office of the project must attend the mandatory Financial Meeting in Oklahoma City . Further information on this meeting will be provided to the subgrantee.
5. The Federal Grants Division will approve the budget in the framework of the award amount. The subgrantee understands and agrees that any deviations to the approved budget must be in compliance with the most current edition of the Administrative and Financial Guide . Deviations outside of the scope of the approved budget and/or the Administrative and Financial Guide may result in unallowable expenditures and therefore lead to the return of federal funds by the subgrantee.
6. The subgrantee agrees to use funds for those purposes which it identified in the application. If its use of the funds changes from that originally submitted, the subgrantee agrees to submit an amended program plan, and to obtain written approval of that plan. Any funds expended prior to written approval of an amended program plan may be determined to be an unallowable use of grant funds.
7. The subgrantee agrees that all income generated as a direct result of this award shall be deemed program income. All program income must be accounted for and used for the allowable program costs under this award.
8. Prior to the expenditure of the project's allocation of confidential funds , the Chief Executive Officer and the Project Director certifies that he/she has read, understands, and agrees to abide by all the conditions for confidential expenditures as set forth in the effective edition of the *DAC Financial and Administrative Guide*.
9. The subgrantee agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, as further described in the current edition of the OJP Financial Guide, Chapter 19.
10. The subgrantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
11. The subgrantee agrees to comply with all applicable federal civil rights laws applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968, (42 U.S.C. § 3789d), the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672 (b)); the Civil Rights Act of 1964 (U.S.C. 42 § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794, the Americans with Disabilities Act of 1990 (42 U.S.C § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§6101-07); see Ex. Order

Special Conditions

- 13279 (equal protection of the laws for faith-based and community organizations).
12. If required, the subgrantee will submit an acceptable Equal Employment Opportunity Plan (EEO) that is approved by the Office of Civil Rights within 45 days from the date of the award. Failure to submit an approved EEO is a violation of the Special Conditions and may result in suspension or termination of funding, until such time as the subgrantee is in compliance.
 13. The subgrantee agrees to cooperate with any assessment, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
 14. The subgrantee agrees not to purchase any vehicles (excluding police cruisers), vessels (excluding police boats), aircraft (excluding police helicopters), luxury items, real estate, or construction projects with the federal grant funds. The JAG funds shall not be used directly or indirectly for security enhancements or equipment to nongovernmental entities that are not engaged in criminal justice or public safety.
 15. The subgrantee agrees not to exceed the salary cap per employee of \$58,000 (federal only) for salary. Salary includes the actual annual salary plus any payment for longevity, overtime and/or comp time. Benefits, which are excluded from the cap, include annual leave, and the employer's share of health insurance, FICA, unemployment insurance, workman's comp insurance, and retirement.
 16. Subgrantees must certify that Limited English Proficiency persons have meaningful access to the services under this program. National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for subgrantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov.
 17. DRUG TASK FORCES ONLY: The subgrantee agrees to send an investigator from the Drug Task Force to a minimum of 50% of the scheduled quarterly drug task force meetings.
 18. DRUG TASK FORCES ONLY: The subgrantee agrees to use the HIDTA Deconfliction program maintained and operated by the Oklahoma Bureau of Narcotics and Dangerous Drugs.
 19. DRUG TASK FORCES ONLY: Peace officers that are funded through the JAG Program must be CLEET certified as a full-time peace officer prior to participating or immediately eligible for certification through reciprocity.
 20. DRUG TASK FORCES ONLY: The subgrantee agrees to comply with the Mitigation Plan requirements as set forth by the Department of Justice, Bureau of Justice Assistance:
 - a. Provide medical screening of personnel assigned or to be assigned by the grantee to the seizure or closure of clandestine methamphetamine laboratories;
 - b. Provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement
 - c. As determined by their specified duties, equip the personnel with OSHA required protective wear and other required safety equipment;

Special Conditions

- d. Assign properly trained personnel to prepare a comprehensive contamination report on each seized/closed laboratory;
- e. Utilize qualified disposal personnel to remove all chemicals and associated glassware, equipment, and contaminated materials and wastes from the site(s) of each seized laboratory;
- f. Dispose of the chemicals, equipment, and contaminated materials and wastes at properly licensed disposal facilities or, when allowable, at properly licensed recycling facilities;
- g. Monitor the transport, disposal, and recycling components of subparagraphs lettered e. and g. immediately above in order to ensure proper compliance.

- 21. DRUG TASK FORCES ONLY: The subgrantee agrees to trace all firearms recovered through the ATF National Firearms Tracing System.
- 22. The subgrantee agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds.
- 23. To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdiction, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the subgrantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system .
- 24. The subgrantee agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per 28 C.F.R. 23.20(g). Should any violation of 28 C.F.R. Part 23 occur, the subgrantee may be fined as per 42 U.S.C. 3789g(c)-(d). Subgrantee may not satisfy such a fine with federal funds.
- 25. The subgrantee agrees that funds received under this award will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities.

Authorizing Official's (Chief Executive Officer) Name and Title

Date:

Name: John Smaligo

Title: Board of County
Commissioners Chairman

8/7/2012

Organization: Tulsa Sheriff's Office, County of

2012-JAG-Tulsa Co SO-037

Form A - 4 - Certification Of Equal Employment Opportunity Plan

Subgrant Number: 2012-JAG-Tulsa Co SO-037
 Subgrant Name: Tulsa County
 Address: 500 South Denver Avenue
 Project Director: Dave Roberts
 Award Amount: \$137,179.59
 Have you had any Findings of Discrimination with the last 5 years?

Yes No

Subgrantee is an **Educational, Medical, Non-Profit or Indian Tribe.**

If radio button is checked, ONLY Section 1 will appear.

Subgrantee is a **State/Local Government** that receives less than \$25,000 in federal funds in an individual award from any Department of Justice Federal program.

If radio button is checked, ONLY Section 1 will appear.

Subgrantee is a **State/Local Government** with less than 50 Full and Part-Time Employees.

If radio button is checked, ONLY Section 2 will appear.

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

If radio button is checked, ONLY Section 3 will appear.

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

If radio button is checked, ONLY Section 4 will appear.

Important: Only the section which applies to the subgrantee agency will appear. All other sections should be left blank.

Section 1: Assurance Statement

Form A - 4 - Certification Of Equal Employment Opportunity Plan

I, John Smaligo, [Authorizing Official (Chief Executive Officer)], assure that the funded entity will comply with the provisions of Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 as required. These statutes prohibit discrimination on the basis of race, color, national origin, age, or disability.

Name of Authorizing Official (Chief Executive Officer)

Date

Section 2: Assurance and Certification Statement

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

Name of Authorizing Official (Chief Executive Officer)

Date

Section 3: Assurance and Certification Statement of EEOP on File

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

John Smaligo

8/7/2012

Name of Authorizing Official (Chief Executive Officer)

Date

Section 4: Assurance and Submission of EEOP

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

Name of Authorizing Official (Chief Executive Officer)

Date

Organization: Tulsa Sheriff's Office, County of

2012-JAG-Tulsa Co SO-037

Equal Employment Opportunity Plan (EEOP) Certification Form

Applicant Agency Name and Address:

Tulsa County
500 South Denver Avenue
Tulsa, Oklahoma 74103

Award Amount: \$137,179.59

Authorizing Official (Chief Executive Officer): John Smaligo

Phone Number: (918) 591-6026

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R §§ 42.301-.308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete **Section A** below. Recipients that claim the limited exemption from the submission requirement, must complete **Section B** below. **A recipient should complete either Section A or Section B, not both.** If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202)307-0690 or TTY (202) 307-2027.

Section A - Declaration Claiming Complete Exemption from the EEOP Requirement. Please check all the boxes that apply.

Recipient has less than 50 employees

Recipient is a non-profit organization

Recipient is a medical institution

Recipient is an Indian tribe

Recipient is an educational institution

Recipient is receiving an award less than \$25,000

I, **[Authorizing Official (Chief Executive Officer)]**, certify that Tulsa County **[Applicant Agency]** is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R §42.302. I further certify that Tulsa County will comply with applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Section B - Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review.

Equal Employment Opportunity Plan (EEOP) Certification Form

If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to OJP for review as long as it certifies the following (42 C.F.R. § 42.305):

I, John Smaligo [**Authorizing Official (Chief Executive Officer)**], certify that the Tulsa County [**Applicant Agency**], which has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR §42.301, et seq., subpart E. I further certify that the EEOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of: Tulsa County [**Applicant Agency**], at 500 South Denver Avenue Tulsa, Oklahoma 74103 [**address**], for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations.

John Smaligo

Name of Authorizing Official (Chief Executive Officer)

8/7/2012

Date

Organization: Tulsa Sheriff's Office, County of

2012-JAG-Tulsa Co SO-037

Form A-10 - Statement of Audit Arrangements

Subgrantee Name and Address:

Tulsa County
500 South Denver Avenue
Tulsa, Oklahoma 74103

2012-JAG-Tulsa Co SO-037

Telephone Number:

(918) 591-6026

Fiscal Year Ends:

June 30

Other, Please Specify

Does your organization receive:

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

Name of CPA (or State Auditor): Janelle Envoldson

Address: 440 South Houston

City: Tulsa State: Oklahoma Zip: 74127

Contact person in CPA's Office: Andrea Volturo

Telephone: (918) 697-3260

Anticipated date A-133 audit report will be sent to District Attorneys Council: 7/1/2013

Provide date for financial statements: 7/1/2013

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

John Smaligo

Board of County
Commissioners Chairman

8/7/2012

Name of Authorizing Official (Chief Executive Officer)

Title

Date

Organization: Tulsa Sheriff's Office, County of

2012-JAG-Tulsa Co SO-037

A-12 Disclosure Of Lobbying Activities Form

Do you conduct Lobbying Activities? No

Subgrant Name: Tulsa County

Subgrant Number: 2012-JAG-Tulsa Co SO-037

1. Type of Federal Action:

2. Status of Federal Action

3. Report Type

For Material Change Only:
Year:
Quarter:
Date of last report:

4. Name and Address of Reporting Entity:

5. If Reporting Entity in No. 4 is Subawardee, enter Name and Address of Prime:

Prime
Subawardee Tier, if known:
Congressional District, if known:

Congressional District, if known:

6. Federal Department /Agency:

7. Federal Program Name/Description:
CFDA Number, if applicable:

8. Federal Action Number, if known:

9. Award Amount, if known:

10a. Name and Address of Lobbying Registrant
(If individual, last name, first name, MI):

10b. 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.

A-12 Disclosure Of Lobbying Activities Form

John Smaligo

8/7/2012

Name of Authorizing Official (Chief Executive Officer)**Date****Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities**

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subawardee of the prime in 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.

A-12 Disclosure Of Lobbying Activities Form

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.

Organization: Tulsa Sheriff's Office, County of

2012-JAG-Tulsa Co SO-037

Form A-13 - Certification of Project Income

Subgrant Number: 2012-JAG-Tulsa Co
 SO-037

Subgrant Name: Tulsa County

Address: 500 South Denver Avenue

City: Tulsa State: Oklahoma Zip: 74103

Project Director: Dave Roberts

>>>>>>>> DO NOT SAVE THIS PAGE 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 th goals and objectives of the project.

Based on the definitions above, select the item below that applies to this grant award and only that section will show.

Select the item that applies to this grant

Section to Sign

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

If button is checked, ONLY complete Section 1.

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

If button is checked, ONLY complete Section 2.

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

Section 1: Assurance Statement

I, John Smaligo, (Authorizing Official [Chief Executive Officer]) assure that the funded entity will comply with the provisions on project income as set forth in the Financial and Administrative Guide. **Selection of this section requires the submission of A-8 Quarterly Project Income reports.**

Organization: Tulsa Sheriff's Office, County of

2012-JAG-Tulsa Co SO-037

Form A-13 - Certification of Project Income

John Smaligo
Name of Authorizing Official (Chief Executive Officer) 8/7/2012
Date

Dave Roberts
Project Director 8/7/2012
Date

Section 2: Assurance and Certification Statement

I, John Smaligo, (Authorizing Official [Chief Executive Officer]) 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.

Name of Authorizing Official (Chief Executive Officer) **Date**

J-1 Form - Special Condition For Expenditure of Confidential Funds Form

Check box if the project is not a Multijurisdictional Drug Task Force. Click SAVE.

If project is a Multijurisdictional Drug Task Force, review the document and SAVE.

MULTIJURISDICTIONAL DRUG TASK FORCE PROJECTS ONLY

Prior to the expenditure of confidential funds, I certify that I have read, understand, and agree to abide by all of the conditions pertaining to the Section on Confidential Funds as provided by the District Attorneys Council in the Justice Assistance Grant Financial and Administrative Guide, including Appendix L.

Subgrant Number: 2012-JAG-Tulsa Co SO-037

Name of Subgrantee: Tulsa County

Subgrantee:

Project Title: Sergeant

Address: 500 South Denver Avenue

Tulsa, Oklahoma 74103

John Smaligo

Name of Authorizing Official (Chief Executive Officer)

Aug 7 2012 4:43PM

Date

Accounting System Review (Must be completed by Finance Officer)

1. Which best describes your accounting system?
ManualAutomated
✓ Combination of Manual and Automated Systems
2. Does your agency receive multiple grant awards (from DAC and/or any other agencies)?
Yes
3. Do you maintain an individual ledger, separate from the general ledger, for each grant award?
Yes
4. Does your accounting system identify the receipt and expenditure of funds for each grant?
Yes
5. Please describe how you account for the receipt and expenditure of funds in the general ledger.
Tulsa County implemented the MUNIS system three years ago. The system is a full and automated accounting process, tracking computer input by Sheriff's Office employees and the County Treasurer's staff. For individual grants, the financial manager of each grant maintains an Excel ledger which is reconciled against MUNIS information yearly.
6. Does this grant include funding for personnel?
No
7. Are time sheets maintained for the employees that are paid on the grant?
8. If no, describe how will the employee(s) record their time.
9. For ALL employees paid on the grant, are time sheets broken down by funding source?
10. If no, please explain why time sheets are not broken down by funding source.
11. Are financial records maintained in-house or are they contracted out to another party?
✓ In House Contracted Out

Accounting System Review (Must be completed by Finance Officer)

Combination of In-House and Contracted Out

12. Provide a brief description of the controls that are in place to ensure correct and accurate accounting and reporting.

All accounting processes are segregated according to state statutes. All procedures are monitored by yearly audits.

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

Lisa Van Meer

14. Where are the grant funds deposited?

State Treasurer County Treasurer
City Treasurer Bank Other
If other, please specify:

15. How many signatures are required on checks?

3

16. Identify the authorized check signers along with their title?

Name Title

Earlene Wilson County Clerk

Name Title

John Smaligo Chairman, Board of County Commissioners

Name Title

Dennis Semler County Treasurer

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

Yes

Name of Financial Officer

Jeff Brown

Signature of Financial Officer

Jeffrey Brown

Date

Aug 7 2012 4:54PM