

Award Packet Instructions

Requested Amount	\$57,821
Awarded Amount	\$40,495.00

1. **VOCA Award Budget Summary**
 - Open this page and carefully review the information.
 - Once reviewed, click SAVE and proceed to the Award Notice.
2. **Award Notice**

Review the information. Click SAVE, and go to Certification of Equal Opportunity Plan.
3. **Certification of Equal Opportunity Plan.**

Select the appropriate answers, click SAVE, and go to the EEOP Certification Form.
4. **Certification of Privacy**

Select the appropriate answers, click SAVE, and go to Certification of Confidentiality.
5. **Certification of Confidentiality**

Select the appropriate answer, click SAVE, and go to Certification of Compliance with Open Meeting Act.
6. **Certification of Compliance with the Open Meeting Act**

Select the appropriate answer, click SAVE, and go to Statement of Audit Arrangements.
7. **Statement of Audit Arrangements**

Select the appropriate answer, click SAVE, and go to Certification of Project Income.
8. **Certification of Project Income**

Select the Appropriate Answers,click Save, and go to Disclosure of Lobbying Activities.
9. **Disclosure of Lobbying Activites**

Select the appropriate answer, click SAVE. If "no" is selected, go to Accounting System Review.
If "yes" is selected, complete the form, click SAVE, and go to Accounting System Review.
10. **Accounting System Review**

Select the appropriate answers, click SAVE and follow the instructions below for submission.
11. **The Authorized Official 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.**

Victims of Crime Act (VOCA) Application 2019

Organization: Broken Arrow, City of

2019-VOCA-BROKEN ARROW CI-091

VOCA Award Budget Summary

Awarded Amount: **\$40,495**
 Required Match: **\$10,124.00**

- Your Awarded Amount and Required Match are listed at the top of the screen and in the chart below.
- The Amount Requested/Match Requested columns are the amounts requested in your grant application.
- If the Approved Budget differs from the requested amounts and you need to make adjustments to the budget, you can request a GAN after the award is accepted.
- Once you have reviewed the Approved Budget amounts, you may **SAVE** the form and go to the Award Notice.

	Amount Requested	Match Requested	Approved Budget	Approved Match	Description of Approved Expenses
Personnel	\$0	\$0	\$0	\$0	
Benefits	\$0	\$0	\$0	\$0	
Contractors & Consultants	\$36,995	\$14,455	\$36,995	\$10,124	Victim Advocate Contract
Travel	\$17,076	\$0	\$2,000	\$0	Victim Advocate only Crimes Against Women Conference and Partnership Conference
Equipment	\$0	\$0	\$0	\$0	
Facilities, Equipment	\$0	\$0	\$0	\$0	
Rental and Leases					
Supplies & Operating	\$3,750	\$0	\$1,500	\$0	Door stops and cell phone use
Other	\$0	\$0	\$0	\$0	
Indirect Costs	\$0		\$0		
Volunteer Time		\$0		\$0	
TOTALS	\$57,821	\$14,455	\$40,495	\$10,124	

Victims of Crime Act (VOCA) Application 2019

Organization: Broken Arrow, City of

2019-VOCA-BROKEN ARROW CI-091

Award Notice

AWARD NOTICE

District Attorneys Council

421 N.W. 13th, Suite 290

Oklahoma City OK 73103

(405) 264-5006 FAX (405) 264-5097

Organization:	City of Broken Arrow- Police Department	SUBGRANT NO:	2019-VOCA-BROKEN ARROW CI-091
PHONE:	(918) 451-8200 X8694	Project Name:	Broken Arrow Victim Advocate Services
FAX:	(918) 451-8242	START DATE:	10/1/2019
Federal ID Number:	73-6005109	END DATE:	9/30/2020
		DAC CONTACT:	(405) 264-5006 or VOCAhelp@dac.state.ok.us
DUNS Number:	078655495		
CFDA:	16.575		
Federal Award Number:	2016-VA-GX-0026 and/or 2017-VA-GX-0003	Program Director:	Jennifer Motley
Grant Amount:	\$40,495.00		
Match Amount:	\$10,124.00		
Special Conditions:	VOCA guidelines prohibit the use of VOCA funds for the following activities in law-enforcement based programs: witness coordination (unless the witness is a victim) and investigative activities. Personnel will aid victims in applying for Victims Compensation.		

This grant is subject to the terms and conditions set forth in the application which was submitted to the District Attorneys Council. The award is authorized by the District Attorneys Council (DAC). The federal award number(s) used for this award can be found on the document "Federal

Organization: Broken Arrow, City of

2019-VOCA-BROKEN ARROW CI-091

Award Notice

Funds Used for Subaward" that has been uploaded to the Correspondence section of the grant. 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.

Name of Authorizing Official
Michael Spurgeon

Date
9/4/2019

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

Victims of Crime Act (VOCA) Application 2019

Organization: Broken Arrow, City of

2019-VOCA-BROKEN ARROW CI-091

Certification Of Equal Employment Opportunity Plan

Subgrant Number: 2019-VOCA-BROKEN ARROW
CI-091
Subgrant Name: City of Broken Arrow- Police
Department
Address: 1101 N. 6th St.
Project Director: Jennifer Motley
Award Amount: \$40,495.00

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

The Office for Civil Rights, Office of Justice Programs (OCR), is now requiring all grant subrecipients go online to do their Equal Employment Opportunity Plan (EEO) Certification. The questions have been modified by OCR and they are no longer offering the paper version we have historically submitted on your behalf; therefore, each VOCA-funded organization should submit the Certification using these instructions:

*The EEO Certification expires after 2 years. Please upload your current certification, if expired follow the directions below.

1.Go to: https://ocr-eeop.ncjrs.gov/_layouts/15/eeopLogin2/customLogin.aspx?ReturnUrl=%2F_layouts%2F15%2FAuthenticate.aspx%3fSource%3d%252F&Source=%2F

- 2.Follow the system's instruction.
- 3.Select New User and set up your organization and Authorized Users. Be sure to add your Authorizing Official as a user because this person will be required to log in and submit the EEO Certification. The questions can be answered by the Agency Head, but must be submitted by the Authorizing Official.
- 4.Project Directors can list whomever they choose as users in the system. The users will receive an e-mail from the system asking them to set a password.
- 5.After the Authorizing Official logs in and submits the form, click the link under Certification Submissions and save the form to your desktop.
- 6.Upload the saved certification to the Uploads section of the grant..

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (Equal Employment Opportunity Program) Requirements

Recipient's Name:	City Of Broken Arrow		
Address:	P.O. Box 610, Broken Arrow, OK, 74013		
Recipient Type:	Direct Recipient & Subrecipient	Law Enforcement Agency:	Yes
DUNS Number:	078655495	Vendor Number (only if direct recipient):	736005109
Name of Contact Person:	Tami Johnston	Title of Contact Person:	HR Employment Coordinator
Telephone Number:	918-259-2400	E-Mail Address:	tjohnston@brokenarrowok.gov
Subrecipients:	No		

Acknowledgement of EEOP Data Collection, Maintenance and Submission Requirements

I, **Michael Spurgeon** (*authorized official*), acknowledge that **City Of Broken Arrow** (*recipient organization*) has an obligation to develop and submit an EEOP Utilization Report to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice (OCR) for **2017** (*fiscal year*). I understand the regulatory obligations under 28 C.F.R. Section 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

By accepting financial assistance subject to the civil rights provisions of the Safe Streets Act, **City Of Broken Arrow** (*organization*) is on notice that at some future date, during the active award period, the OCR may request any of the employment data noted in the EEOP regulations. I understand that in the context of an administrative investigation of an employment discrimination complaint, failure to produce employment data required for a comprehensive EEOP may allow the OCR to draw an adverse inference based on the data's absence.

Michael Spurgeon, City Manager

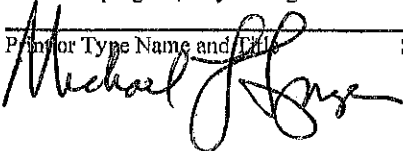
Michael Spurgeon

11/22/2017

Print or Type Name and Title

Signature

Date



Victims of Crime Act (VOCA) Application 2019

Organization: Broken Arrow, City of

2019-VOCA-BROKEN ARROW CI-091

Certification of Privacy

Subgrantee Name:

City of Broken Arrow- Police

Address:

Department

Project Director:

1101 N. 6th St.

Award Amount:

Jennifer Motley

\$40,495.00

The has policies and procedures in place which respond to the requirements of the Privacy Act of 1974, as amended, 5 U.S.C. Section 552a, and ensures that the information collected for the purposes of complying with the Certified Assurances do not contain specific references to any victim receiving services.

Michael Spurgeon

9/4/2019

Authorized Official

Date

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Victims of Crime Act (VOCA) Application 2019

Organization: Broken Arrow, City of

2019-VOCA-BROKEN ARROW CI-091

Certification of Confidentiality

Subgrantee Name:

City of Broken Arrow- Police

Address:

Department

Project Director:

1101 N. 6th St.

Award Amount:

Jennifer Motley

\$40,495.00

Pursuant to 42 U.S.C. 10603, 10603c, 10604(a), and 10605 which provides the authority for Part 94.115(a) of the VOCA Victim Assistance Program Rule found in the Federal Register, Vol. 81, No. 131, Page 44532 and 28 CFR 94.115, subrecipients of VOCA funds shall, to the extent permitted by law:

Reasonably protect the confidentiality and privacy of persons receiving services under this VOCA-funded program and shall not disclose, reveal, or release, except pursuant to paragraphs (b) and (c) of this section -

(1) Any personally identifying information or individual information collected in connection with VOCA-funded services requested, utilized, or denied, regardless of whether such information has been encoded, encrypted, hashed, or otherwise protected; or

(2) Individual client information, without the informed, written, reasonably time-limited consent of the person about whom information is sought, except that consent for release may not be given by the abuser of a minor, incapacitated person, or the abuser of the other parent of the minor. If a minor or a person with a legally appointed guardian is permitted by law to receive services without a parent's (or the guardian's) consent, the minor or person with a guardian may consent to release of information without additional consent from the parent or guardian.

(b) *Release*. If release of information described in paragraph (a)(2) of this section is compelled by statutory or court mandate, subrecipients of VOCA funds shall make reasonable attempts to provide notice to victims affected by the disclosure of the information, and take reasonable steps necessary to protect the privacy and safety of the persons affected by the release of the information.

(c) *Information sharing*. Subrecipients may share -

Certification of Confidentiality

(1) Non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying demographic information in order to comply with reporting, evaluation, or data collection requirements;

(2) Court-generated information and law-enforcement-generated information contained in secure governmental registries for protection order enforcement purposes; and

(3) Law enforcement- and prosecution-generated information necessary for law enforcement and prosecution purposes.

(d) *Personally identifying information.* In no circumstances may -

(1) A crime victim be required to provide a consent to release personally identifying information as a condition of eligibility for VOCA-funded services;

(2) Any personally identifying information be shared in order to comply with reporting, evaluation, or data-collection requirements of any program;

(e) *Mandatory reporting.* Nothing in this section prohibits compliance with legally mandated reporting of abuse or neglect.

Michael Spurgeon
Authorized Official

9/4/2019
Date

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Victims of Crime Act (VOCA) Application 2019

Organization: Broken Arrow, City of

2019-VOCA-BROKEN ARROW CI-091

Certification of Compliance with Open Meeting Act

Subgrantee Name:

City of Broken Arrow- Police

Address:

Department

Project Director:

1101 N. 6th St.

Award Amount:

Jennifer Motley

\$40,495.00

I, Michael Spurgeon (authorizing official) certify that the Board of Directors for (implementing agency) has read and understands the Open Meetings Act, Title 25, Okla. Statutes Sections 301-314, and agrees to the specific program receiving VOCA funds shall comply with all provisions of the act when conducting business for the program. Should the Board of Directors need technical assistance regarding the provisions of the Open Meetings Act, the authorizing official agrees to consult with the Board's legal counsel, the District Attorneys Council, or the Attorney Generals Office.

Michael Spurgeon

9/4/2019

Authorized Official

Date

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

Note: This form does not apply to District Attorneys who receive VOCA subgrant awards since a Board of Directors does not manage those offices.

Text of Open Meeting Act

Title 25, Oklahoma Statutes §§ 301-314

(As Amended Through Close of Forty-Seventh Oklahoma Legislature, Second Regular Session and First Extraordinary Session, 2000)

[Editor's Note: Bold face, italics and underlines were added for emphasis and clarity.
Comments and explanations not part of the act are enclosed in brackets.]

§ 301. Citation. — This act shall be known as the Oklahoma Open Meeting Act.

§ 302. Public policy. — It is the public policy of the State of Oklahoma to encourage and facilitate an informed citizenry's understanding of the governmental processes and governmental problems.

§ 303. Times and places — Advance notice. — All meetings of public bodies, as defined hereinafter, shall be held at specified times and places which are convenient to the public and shall be open to the public, except as hereinafter specifically provided. All meetings of such public bodies, except for executive sessions of the State Banking Board and Oklahoma Savings and Loan Board, shall be preceded by advance public notice specifying the time and place of each such meeting to be convened as well as the subject matter or matters to be considered at such meeting, as hereinafter provided.

304. Definitions. —

As used in the Oklahoma Open Meeting Act:

1. **"Public body"** means the governing bodies of all municipalities located within the State of Oklahoma, boards of county commissioners of the counties in the State of Oklahoma, boards of public and higher education in the State of Oklahoma and all boards, bureaus, commissions, agencies, trusteeships, authorities, councils, committees, public trusts, task forces or study groups in the State of Oklahoma supported in whole or in part by public funds or entrusted with the expending of public funds, or administering public property, and shall include all committees or subcommittees of any public body. It shall not mean the state judiciary, the Council on Judicial Complaints when conducting, discussing, or deliberating any matter relating to a complaint received or filed with the Council, or the State Legislature or administrative staffs of public bodies, including, but not limited to, faculty meetings and athletic staff meetings of institutions of higher education, when said staffs are not meeting with the public body, or entry-year assistance committees, as defined in Section 6-152 of Title 70 of the Oklahoma Statutes. Furthermore, it shall not mean the multidisciplinary team provided for in sub-

section B of Section 1-502.2 of Title 63 of the Oklahoma Statutes or any school board meeting for the sole purpose of considering recommendations of said multidisciplinary team and deciding the placement of any child who is the subject of such recommendations. Furthermore, it shall not mean meetings conducted by stewards designated by the Oklahoma Horse Racing Commission pursuant to Section 203.4 of Title 3A of the Oklahoma Statutes when the stewards are officiating at races or otherwise enforcing rules of the Commission;

2. **"Meeting"** means the conduct of business of a public body by a majority of its members being personally together or, as authorized by Section 307.1 of this title, together pursuant to a teleconference;

3. **"Regularly scheduled meeting"** means a meeting at which the regular business of the public body is conducted;

4. **"Special meeting"** means any meeting of a public body other than a regularly scheduled meeting or emergency meeting;

5. **"Emergency meeting"** means any meeting called for the purpose of dealing with an emergency. For purposes of this act, an emergency is defined as a situation involving injury to persons or injury and damage to public or personal property or immediate financial loss when the time requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury or damage or immediate financial loss;

6. **"Continued or reconvened meeting"** means a meeting which is assembled for the purpose of finishing business appearing on an agenda of a previous meeting. For the purposes of this act, only matters on the agenda of the previous meeting at which the announcement of the continuance is made may be discussed at a continued or reconvened meeting; and

7. **“Teleconference”** means a conference among members of a public body remote from one another who are linked by interactive telecommunication devices permitting both visual and auditory communication between and among members of the public body and members of the public.

§ 305. Recording of votes. — In all meetings of public bodies, the vote of each member must be publicly cast and recorded.

§ 306. Circumvention of act — Teleconferences excepted. — No informal gatherings or any electronic or telephonic communications, except teleconferences as authorized by Section 3 of this act, among a majority of the members of a public body shall be used to decide any action or to take any vote on any matter.

§ 307. Executive sessions.

A. No public body shall hold executive sessions unless otherwise specifically provided in this section.

B. Executive sessions of public bodies will be permitted only for the purpose of:

1. Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee;

2. Discussing negotiations concerning employees and representatives of employee groups;

3. Discussing the purchase or appraisal of real property;

4. Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest;

5. Permitting district boards of education to hear evidence and discuss the expulsion or suspension of a student when requested by the student involved or his parents, attorney or legal guardian;

6. Discussing matters involving a specific handicapped child;

7. Discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law; or

8. Engaging in deliberations or rendering a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act.

C. Notwithstanding the provisions of subsection B of this section, the following public bodies may hold executive sessions:

1. **The State Banking Board**, as provided for under Section 306.1 of Title 6 of the Oklahoma Statutes;

2. **The Oklahoma Industrial Finance Authority**, as provided for in Section 854 of Title 74 of the Oklahoma Statutes;

3. **The Oklahoma Development Finance Authority**, as provided for in Section 5062.6 of Title 74 of the Oklahoma Statutes;

4. **The Oklahoma Center for the Advancement of Science and Technology**, as provided for in Section 5060.7 of Title 74 of the Oklahoma Statutes;

5. **The Oklahoma Savings and Loan Board**, as provided for under subsection A of Section 381.74 of Title 18 of the Oklahoma Statutes;

6. **The Oklahoma Health Resource Committee** for purposes of conferring on matters pertaining to research and development of products, if public disclosure of the matter discussed would interfere with the development of patents, copyrights, products, or services;

7. **A review committee**, as provided for in Section 855 of Title 62 of the Oklahoma Statutes;

[A “review committee” may be appointed by a city, town, or county to study and recommend action on proposed projects for such things as neighborhood renewal, economic development and other plans. It determines project eligibility, appropriateness, and financing. Financial statements, marketing plans, trade secrets or other proprietary information submitted to the committee are confidential, except where the person submitting the material consents to disclosure.]

8. The Child Death Review Board for purposes of receiving and conferring on matters pertaining to materials declared confidential by law; and

9. All nonprofit foundations, boards, bureaus, commissions, agencies, trusteeships, authorities, councils, committees, public trusts, task forces or study groups supported in whole or part by public funds or entrusted with the expenditure of public funds for purposes of conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business; and

10. The Oklahoma Indigent Defense System Board for purposes of discussing negotiating strategies in connection with making possible counteroffers to offers to contract to provide legal representation to indigent criminal defendants and indigent juveniles in cases for which the System must provide representation pursuant to the provisions of the Indigent Defense System Act, Section 1355 *et seq.* of Title 22 of the Oklahoma Statutes.

D. An executive session for the purpose of discussing the purchase or appraisal of real property shall be limited to members of the public body, the attorney for the public body, and the immediate staff of the public body. No landowner, real estate salesperson, broker, developer, or any other person who may profit directly or indirectly by a proposed transaction concerning real property which is under consideration may be present or participate in the executive session.

E. No public body may go into an executive session unless the following procedures are strictly complied with:

1. The proposed executive session is noted on the agenda as provided in Section 311 of this title;

2. The executive session is authorized by a majority vote of a quorum of the members present and the vote is a recorded vote; and

3. Except for matters considered in executive sessions of the State Banking Board and the Oklahoma Savings and Loan Board, and which are required by state or federal law to be confidential, any vote or action on any item of business considered in an executive session shall be taken in public meeting with the vote of each member publicly cast and recorded.

F. A willful violation of the provisions of this section shall:

1. Subject each member of the public body to criminal sanctions as provided in Section 214 of this title; and

2. Cause the minutes and all other records of the executive session, including tape recordings, to be immediately made public.

§ 307.1. Teleconferences.

A. No public body shall hold meetings by teleconference except:

1. Oklahoma Futures;

2. The Oklahoma State Regents for Higher Education;

3. The Oklahoma Board of Medical Licensure and Supervision;

4. The State Board of Osteopathic Examiners;

5. The Board of Dentistry;

6. The Variance and Appeals Boards created in Sections 1021.1, 1697 and 1850.16 of Title 59 of the Oklahoma Statutes;

7. A public trust whose beneficiary is a municipality; however, no more than twenty percent (20%) of a quorum of the trustees may participate by teleconference and during any such meetings all votes shall be roll call votes;

8. The Native American Cultural and Education Authority;

9. The Corporation Commission; and

10. The State Board of Vocational and Technical Education.

B. No public body authorized to hold meetings by teleconference shall conduct an executive session by teleconference.

§ 308. Meeting between Governor and majority of members of public body. — Any meeting between the Governor and a majority of members of any public body shall be open to the public and subject to all other provisions of this act.

§ 309. **Legislature.** — The Legislature shall conduct open meetings in accordance with rules to be adopted by each house thereof.

§ 310. **Legislative committee members attending executive sessions.** — Any member of the Legislature appointed as a member of a committee of either house of the Legislature or joint committee thereof shall be permitted to attend any executive session authorized by the Oklahoma Open Meeting Act of any state agency, board or commission whenever the jurisdiction of such committee includes the actions of the public body involved.

§ 311. **Public bodies — Notice.**

A. Notwithstanding any other provisions of law, all regularly scheduled, continued or reconvened, special or emergency meetings of public bodies shall be preceded by public notice as follows:

1. All public bodies shall give notice in writing by December 15 of each calendar year of the schedule showing the date, time and place of the regularly scheduled meetings of such public bodies for the following calendar year.

2. All state public bodies, including, but not limited to, public trusts and other bodies with the state as beneficiary, shall give such notice to the Secretary of State.

3. All county public bodies, including, but not limited to, public trusts and any other bodies with the county as beneficiary, shall give such notice to the county clerk of the county wherein they are principally located.

4. All municipal public bodies, including, but not limited to, public trusts and any other bodies with the municipality as beneficiary, shall give such notice to the municipal clerk of the municipality wherein they are principally located.

5. All multicounty, regional, areawide or district public bodies, including, but not limited to, district boards of education, shall give such notice to the county clerk of the county wherein they are principally located, or if no office exists, to the county clerk of the county or counties served by such public body.

6. All governing boards of state institutions of higher education, and committees and subcommittees thereof, shall give such notice to the Secretary of State. All other public bodies covered by the provisions of this act which exist

under the auspices of a state institution of higher education, but a majority of whose members are not members of the institution's governing board, shall give such notice to the county clerk of the county wherein the institution is principally located.

7. The Secretary of State and each county clerk or municipal clerk shall keep a record of all notices received in a register open to the public for inspection during regular office hours, and, in addition, shall make known upon any request of any person the contents of said register.

8. If any change is to be made of the date, time or place of regularly scheduled meetings of public bodies, then notice in writing shall be given to the Secretary of State or county clerk or municipal clerk, as required herein, not less than ten (10) days prior to the implementation of any such change.

9. In addition to the advance public notice in writing required to be filed for regularly scheduled meetings, all public bodies shall, at least twenty-four (24) hours prior to such meetings, display public notice of said meeting, setting forth thereon the date, time, place and agenda for said meeting, such twenty-four (24) hours prior public posting shall exclude Saturdays and Sundays and holidays legally declared by the State of Oklahoma; provided, however, the posting of an agenda shall not preclude a public body from considering at its regularly scheduled meeting any new business. Such public notice shall be posted in prominent public view at the principal office of the public body or at the location of said meeting if no office exists. "New business," as used herein, shall mean any matter not known about or which could not have been reasonably foreseen prior to the time of posting.

10. In the event any meeting is to be continued or reconvened, public notice of such action, including date, time and place of the continued meeting, shall be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting which is continued may be discussed at the continued or reconvened meeting.

11. Special meetings of public bodies shall not be held without public notice being given at least forty-eight (48) hours prior to said meetings. Such public notice of date, time and place

shall be given in writing, in person or by telephonic means to the Secretary of State or to the county clerk or to the municipal clerk by public bodies in the manner set forth in paragraphs 2, 3, 4, 5 and 6 of this section. The public body also shall cause written notice of the date, time and place of the meeting to be mailed or delivered to each person, newspaper, wire service, radio station, and television station that has filed a written request for notice of meetings of the public body with the clerk or secretary of the public body or with some other person designated by the public body. Such written notice shall be mailed or delivered at least forty-eight (48) hours prior to the special meeting. The public body may charge a fee of up to Eighteen Dollars (\$18.00) per year to persons or entities filing a written request for notice of meetings, and may require such persons or entities to renew the request for notice annually. In addition, all public bodies shall, at least twenty-four (24) hours prior to such special meetings, display public notice of said meeting, setting forth thereon the date, time, place and agenda for said meeting. Only matters appearing on the posted agenda may be considered at said special meeting. Such public notice shall be posted in prominent public view at the principal office of the public body or at the location of said meeting if no office exists. Twenty-four (24) hours prior public posting shall exclude Saturdays and Sundays and holidays legally declared by the State of Oklahoma.

12. In the event of an emergency, an emergency meeting of a public body may be held without the public notice heretofore required. Should an emergency meeting of a public body be necessary, the person calling such a meeting shall give as much advance public notice as is reasonable and possible under the circumstances existing, in person or by telephonic or electronic means.

B. 1. All agendas required pursuant to the provisions of this section shall identify all items of business to be transacted by a public body at a meeting, including, but not limited to, any proposed executive session for the purpose of engaging in deliberations or rendering a final or intermediate decision in an individual proceeding prescribed by the Administrative Procedures Act.

2. If a public body proposes to conduct an executive session, the agenda shall:

- a. contain sufficient information for the public to ascertain that an executive session will be proposed;
- b. identify the items of business and purposes of the executive session; and
- c. state specifically the provision of Section 307 of this title authorizing the executive session.

**§ 312. Minutes of meetings —
Recording of Proceedings.**

A. The proceedings of a public body shall be kept by a person so designated by such public body in the form of written minutes which shall be an official summary of the proceedings showing clearly those members present and absent, all matters considered by the public body, and all actions taken by such public body. The minutes of each meeting shall be open to public inspection and shall reflect the manner and time of notice required by this act.

B. In the written minutes of an emergency meeting, the nature of the emergency and the proceedings occurring at such meeting, including reasons for declaring such emergency meeting, shall be included.

C. Any person attending a public meeting may record the proceedings of said meeting by videotape, audiotape, or by any other method; provided, however, such recording shall not interfere with the conduct of the meeting.

§ 313. Actions taken in willful violation of act. — Any action taken in willful violation of this act shall be invalid.

§ 314. Violations — Misdemeanor — Penalty. — Any person or persons willfully violating any of the provisions of this act shall be guilty of a misdemeanor and upon conviction shall be punished by a fine not exceeding Five Hundred Dollars (\$500.00) or by imprisonment in the county jail for a period not exceeding one (1) year or by both such fine and imprisonment

Victims of Crime Act (VOCA) Application 2019

Organization: Broken Arrow, City of

2019-VOCA-BROKEN ARROW CI-091

Statement of Audit Arrangements

Subgrantee Name and Address: City of Broken Arrow- Police Department
1101 N. 6th St.
Broken Arrow, Oklahoma 74012-2041
Telephone Number: (918) 451-8200 X8692
Fiscal Year: 7/1/2018 to 6/30/2019

2019-VOCA-BROKEN ARROW CI-091

Does your organization receive: Equal to or more than \$750,000 in total federal funds? (If so, complete the remainder of the form.)

Name of CPA (or State Auditor): Arledge & Associates, P.C.
Address: 309 N Bryant Ave
City: Edmond State: Oklahoma Zip: 73034
Contact person in CPA's Office: LaDonna Sinning
Telephone: (405) 348-0615
Anticipated date A-133 audit report will be sent to District Attorneys Council: 12/15/2019
Provide date for financial statements: 6/30/2020

Michael Spurgeon
Name of Authorizing Official

City Manager
Title

8/30/2019
Date

Victims of Crime Act (VOCA) Application 2019

Organization: Broken Arrow, City of

2019-VOCA-BROKEN ARROW CI-091

Certification of Project Income

Subgrant Number: 2019-VOCA-BROKEN
ARROW CI-091
Subgrant Name: City of Broken Arrow-
Police Department
Address: 1101 N. 6th St.
City: Broken Arrow State: Oklahoma Zip: 74012-2041
Project Director: Jennifer Motley

>>>>>>>> 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 the 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.**

Victims of Crime Act (VOCA) Application 2019

Organization: Broken Arrow, City of

2019-VOCA-BROKEN ARROW CI-091

Certification of Project Income

Section 1: Assurance Statement

I, , (Authorizing Official) assure that the funded entity will comply with the provisions on project income as set forth in the Financial and Administrative Guide. Selection of this section requires the submission of Certification of Project Income reports.

Name of Authorizing Official

Date

Project Director

Date

Section 2: Assurance and Certification Statement

I, Michael Spurgeon, (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.

Michael Spurgeon

9/4/2019

Name of Authorizing Official

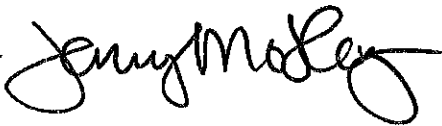
Date

Jennifer Motley

9/4/2019

Project Director

Date



Victims of Crime Act (VOCA) Application 2019

Organization: Broken Arrow, City of

2019-VOCA-BROKEN ARROW CI-091

Disclosure Of Lobbying Activities Form

Do you conduct Lobbying Activities? No

Subgrant Name: City of Broken Arrow- Police
Department

Subgrant Number: 2019-VOCA-BROKEN ARROW CI-091

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:

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

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

Disclosure Of Lobbying Activities Form

penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

Disclosure Of Lobbying Activities Form

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

Disclosure Of Lobbying Activities Form

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.

Accounting System Review

- | | |
|--|---|
| 1. Which best describes your accounting system? | Manual ☒ Automated
Combination of Manual and Automated
Systems |
| 2. Does your agency receive multiple grant awards (from DAC and/or any other agencies)? | Yes |
| 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. | Through the use of project numbers |
| 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
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. | |

Victims of Crime Act (VOCA) Application 2019

Organization: Broken Arrow, City of

2019-VOCA-BROKEN ARROW CI-091

Accounting System Review

The City of Broken Arrow has an accounting policy and procedures which are consistent with the Office of Justice Program (OJP) Financial Guide and with the Office of Management and Budget (OMB) Circulars A-87, Cost Principles for State, Local, and Indian Governments, A-102, etc.

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

Finance Department Personnel

14. Where are the grant funds deposited?

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

15. How many signatures are required on checks?

2

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

Name Title

Tom Cook Jr. Controller

Name Title

Cynthia Arnold Finance Director

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

Yes

Tom
Cook
Jr.

Name of Financial Officer

Date:

Sep 9 2019 11:18AM