

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA
#1 COURT SQUARE, SUITE 203
PARKERSBURG WV 26101

IN RE: MINUTES OF MEETING HELD
MONDAY, APRIL 4, 2011

PRESENT: DAVID BLAIR COUCH, PRESIDENT
WAYNE DUNN, COMMISSIONER
STEPHEN GAINER, COMMISSIONER

At 9:30 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices, orders and other correspondence.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission met with Adam Krason from ZMM, Inc. and Bob Danielson from JD&E to discuss the Wood County Justice Center. Mr. Krason presented a PowerPoint presentation to show some of the problems that have been encountered. He stated they will be sending the Commission Change Order requests to cover the changes. He estimated the changes will cost in the neighborhood of \$200,000.00.

At 10:30 A.M., the County Commission met with Harold Ralston to discuss the Blennerhassett Island overlook located on Blennerhassett Heights Road.

At 11:00 A.M., Toni Tiano, Grant Consultant, met with the Commission to ask them to sign an application for a PRO Officer at Williamstown High School. The County Commission authorized President Couch to execute the grant application. (Order M/1387)

The County Commission called for a Special Session to be held on Tuesday, April 19, 2011 at 9:30 A.M. for the purpose of Laying the Levy. (Order A/731)

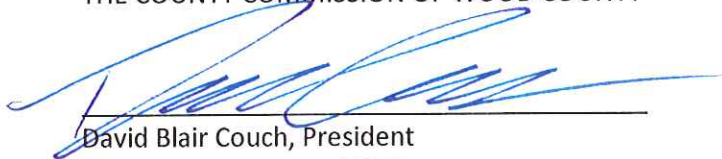
ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/731, M/1383, M/1384, M/1385, M/1386, M/1387, M/1388, M/1389, M/1390, M/1391,
M/1392 and M/1393,

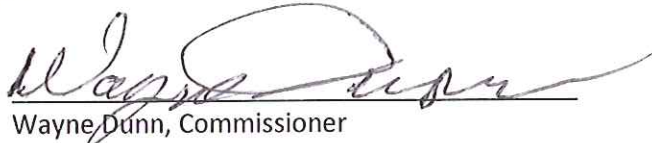
Having no further scheduled appointments or business to attend to, the County Commission
adjourned.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

To listen to this meeting, please refer to DVD labeled April 4, 2011.

Wood County Commission Meeting
Held April 4, 2011

Please Print

1.	ADAM R. KRASON, AIA
2.	Robert J Danielson VOE
3.	Harold Ralston 304 438694
4.	Toni Tiano
5.	
6.	
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W



Wood County Commission

04/04/2011
1 Court Square, Suite 203
Parkersburg, WV 26101

Agenda topics

9:30 AM	APPROVE AND SIGN MINUTES, ORDERS, PURCHASE ORDERS, INVOICES, NEW ROAD NAMES AND ANY OTHER ADMINISTRATIVE DUTIES	MARTY SEUFER, COUNTY ADMINISTRATOR
9:30 AM	DISCUSS JUSTICE CENTER	ADAM KRASON, ZMM INC.
10:30 AM	DISCUSS BLENNERHASSETT ISLAND OVERLOOK	HAROLD RALSTON
11:00 AM	DISCUSS PRO-OFFICER GRANT	TONI TIANO, GRANT CONSULTANT

Special notes:

1. Vacancies on Boards and Commissions
2. Building Enforcement Properties
3. Contribution Requests
4. County Facilities
5. Meldahl Subdivision Agreement
6. Discuss Humane Society Contract
7. Phillips Court Alley – WTAP
8. Discuss Change Orders for Justice Center

4/4/11
109/420

APRIL 4, 2010

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

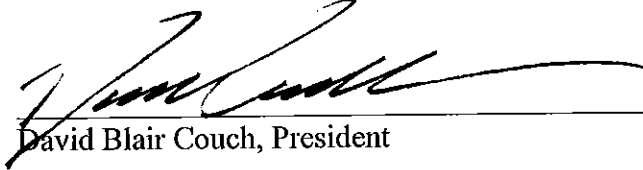
IN RE: THE COUNTY COMMISSION CALLED FOR A SPECIAL SESSION
TO BE HELD APRIL 19, 2011 TO LAY THE LEVY FOR FISCAL
YEAR 2011/2012.

ORDER

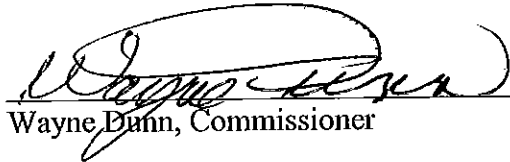
On this date, the County Commission of Wood County, in regular session, announced to all concerned, upon a motion duly made, seconded and passed, that they, as a Commission, are calling for a SPECIAL SESSION to be held on Tuesday, April 19, 2011 at 9:30 A.M. Said Special Session is being held for the purpose of Laying the Levy for the fiscal year 2011/2012 as required by Chapter 11, Article 8, Section 10a of the West Virginia Code of 1931, as amended.

APPROVED:

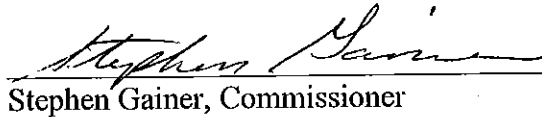
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

A/731

APRIL 4, 2011

4/4/11
67/420

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN A GRANT LETTER IN REGARD TO THE WV DIVISION OF CRIMINAL JUSTICE SERVICES GRANT NO. 09-VAWR-11.

ORDER


On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission to sign a Grant Fund Usage Letter in regard to the West Virginia Division of Criminal Justice Services Grant No. 09-VAWR-11. Said letter details the proposed usage of remaining funds in said grant.

A copy of the Fund Usage Letter is attached to this ORDER and should be made a part thereof.

Documentation pertaining to the Division of Criminal Justice Services Grant is on file in the Office of the County Administrator.

APPROVED:

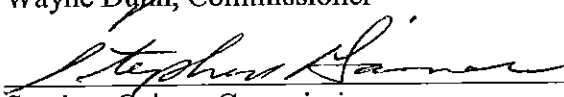
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1383

4/4/11
69/420

Office of the County Commission of Wood County, West Virginia

Commissioners
David Blair Couch
Wayne Dunn
Steve Gainer



No. 1 Court Square
Suite 203
Parkersburg, WV 26101
Phone 304-424-1984

April 4, 2011

Ms. Sarah Brown
WV Division of Justice and
Community Services
1204 Kanawha Boulevard East
Charleston, WV 25301

Dear Ms. Brown

RE: Grant No. 09-VAWR-11

Recently you sent a notice regarding the balance of grant funds in the above referenced grant and wanted to know what the County's plans are to expend these funds. Monthly reports have been done to February 28, 2011, and there is now a balance of \$18,148.64 in the Prosecution line item. These funds are used to reimburse a portion of the salary of the Assistant Prosecuting Attorney for Domestic Violence. A review of previous months expenditures indicate, on average, there is approximately \$2,200 expended each month in this category. Therefore, it is estimated an additional \$8,800 will be spent from March 1, 2011 – June 30, 2011 leaving a balance in the account of \$9,348.64 which will not be expended.

With regards to the law enforcement line item, as of December 31, 2010 this account had a balance of \$32,586.54 in unexpended funds. It is estimated that an average of \$500 per month is spent from this line item or a total of \$3,000 for the months of January – June 2011. After this \$3,000 is expended, there will be a balance in the account of \$29,586.54 which will not be spent.

Wood County appreciates you checking with us regarding these funds in this account. If you have any questions or desire any additional information, please feel free to contact Toni Tiano, grant consultant, at 304/428-7760 or 304/424-1972. Thank you for your assistance with this matter.

Sincerely,

David Blair Couch
President

Marty Seufer, County Administrator • Ph. 304-424-1976 • Fax 304-424-0194

Assessor
Rich Shaffer

Circuit Clerk
Carole Jones

County Clerk
Jamie Six

Prosecuting Attorney
Jason Wharton

Sheriff
Jeff Sandy

4/4/11
69/421

APRIL 4, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN A GRANT LETTER IN REGARD TO THE STOP VIOLENCE AGAINST WOMEN GRANT NUMBER 08-VAW-013.

ORDER


On this date, the County Commission of Wood County upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign a Grant Usage Letter for the Stop Violence Against Women Grant Number 08-VAW-013. Said Letter states there will be no need for a time extension on said grant.

A copy of the Grant Usage Letter is attached to this Order and should be made a part thereof.

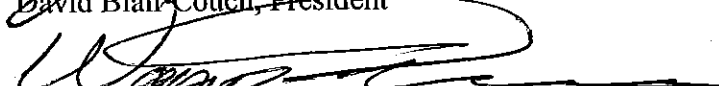
Documentation pertaining to the STOP Violence Against Women Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1384

Office of the County Commission of Wood County, West Virginia

4/4/11
6/9/42/

Commissioners
David Blair Couch
Wayne Dunn
Steve Gainer



No. 1 Court Square
Suite 203
Parkersburg, WV 26101
Phone 304-424-1984

April 4, 2011

Ms. Sarah Brown
WV Division of Justice and
Community Services
1204 Kanawha Boulevard East
Charleston, WV 25301

Dear Ms. Brown

RE: Grant No. 08-VAW-013

Recently you had a conversation with members of Wood County's STOP Team regarding this grant and the need to extend it until November 2011. Currently the grant is scheduled to end on June 30, 2011. A review of the balance of funds in this account shows that as of February 28, 2011 there is \$823.96 remaining. In conversations with the Wood County Sheriff Department, who is using these funds for overtime involved with domestic violence, sexual assault, date rape, and stalking cases, it is believed there will be no difficult in expending the remaining balance by June 30, 2011. Therefore, at this time the Wood County Commission will not be seeking a time extension for this grant.

Wood County appreciates your concern and all the assistance you have provided with these grants. They have been extremely beneficial to victims of domestic violence, sexual assault, date rape, and stalking. If you have any questions or desire any additional information, please feel free to contact Toni Tiano, grant consultant, at 304/428-7760 or 304/424-1972. Thank you for your assistance with this matter.

Sincerely,

David Blair Couch
President

Marty Seuffer, County Administrator • Ph. 304-424-1976 • Fax 304-424-0194

Assessor
Rich Shaffer

Circuit Clerk
Carole Jones

County Clerk
Jamie Six

Prosecuting Attorney
Jason Wharton

Sheriff
Jeff Sandy

4/4/11
6 9/421

APRIL 4, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE STOP VIOLENCE AGAINST WOMEN GRANT NUMBER 08-VAW-013. SAID REIMBURSEMENT IS IN THE AMOUNT OF \$569.57.

ORDER

On this date, the County Commission of Wood County upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in the amount of five hundred sixty-nine dollars and fifty-seven cents (\$569.57) as requested for the month of January, 2011 for the Stop Violence Against Women Grant Number 08-VAW-013. In addition to the Request for Reimbursement, the Monthly Reports for the Wood County S.A.F.E. Team and the Project Financial Reports are being submitted to the Criminal Justice Services, Charleston, West Virginia.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.


Documentation pertaining to the STOP Violence Against Women Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

WEST VIRGINIA Division of Criminal Justice Services	Request for Reimbursement
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4/4/11
69/421

RECEIVED (For DCJS Use Only)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Subgrantee:</td> <td>Wood County Commission</td> </tr> <tr> <td>Address:</td> <td>One Court Square, Suite 203 Parkersburg, WV 26101</td> </tr> <tr> <td>Project #:</td> <td>08-VAW-013</td> </tr> <tr> <td>FEIN#:</td> <td>556 000 417</td> </tr> <tr> <td colspan="2">Funds are hereby requested to cover expenditures FROM: 1/1/11 TO: 1/31/11</td> </tr> </table>	Subgrantee:	Wood County Commission	Address:	One Court Square, Suite 203 Parkersburg, WV 26101	Project #:	08-VAW-013	FEIN#:	556 000 417	Funds are hereby requested to cover expenditures FROM: 1/1/11 TO: 1/31/11	
Subgrantee:	Wood County Commission										
Address:	One Court Square, Suite 203 Parkersburg, WV 26101										
Project #:	08-VAW-013										
FEIN#:	556 000 417										
Funds are hereby requested to cover expenditures FROM: 1/1/11 TO: 1/31/11											

PROJECT CASH EXPENDITURES

Account #	Amount
08-VAW-013/Law Enforcement	\$569.57
TOTAL	\$569.57

CERTIFICATION:

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: David Blair Couch, President 4/4/11
TYPED NAME & TITLE SIGNATURE DATE
 (Authorized Official or Grant Financial Officer ONLY)

DCJS USE ONLY	
<p>ADMINISTRATIVE APPROVAL:</p> <p>This request is approved in the amount of \$ _____</p> <p style="text-align: center;">Initials _____ Date _____</p> <p>Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.</p> <p>_____</p> <p style="display: flex; justify-content: space-between;">DateProgram Accountant</p>	

APRIL 4, 2011

4/4/11
69/421

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN A BUDGET
REVISION REQUEST IN REGARD TO THE VICTIMS OF CRIME
ADVOCATE GRANT NUMBER 09-VA-029.

ORDER

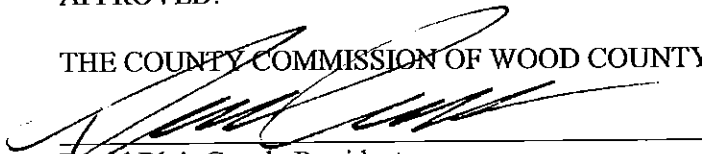
On this date, the County Commission of Wood County, upon a motion made by Wayne
Dunn, seconded by David Blair Couch and made unanimous by Rick Modesitt, did hereby
AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County
Commission, to sign a Budget Revision Request in regard to the Victims of Crime Advocate
Grant Number 09-VA-029.

A copy of the Budget Revision Request is attached to this Order and should be made a
part thereof.

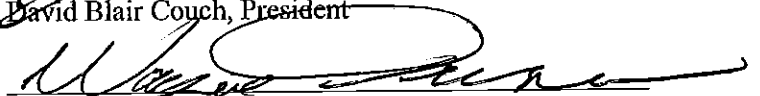
Documentation pertaining to the Victims of Crime Advocate Grant is on file in the Office
of the County Administrator.

APPROVED:

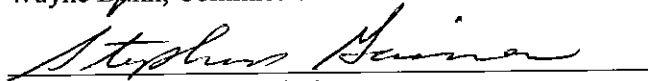
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1386

4/4/11
69/42)

Office of the County Commission of Wood County, West Virginia

Commissioners
David Blair Couch
Wayne Dunn
Steve Gainer



No. 1 Court Square
Suite 203
Parkersburg, WV 26101
Phone 304-424-1984

April 4, 2011

Mr. Nicholas Leftwich
WV Division of Justice and
Community Services
1204 Kanawha Boulevard East
Charleston, WV 25301

Dear Mr. Leftwich:

RE: Grant No. 09-VA-29

The Wood County Commission would like to request a budget revision to the above referenced grant. Included in this grant is \$500 for the Victims Advocate to use for travel and training functions. It has been determined these funds are not necessary, and the Prosecuting Attorney's Office would like to transfer this \$500 from Travel/Training to the Other Category.

With the transfer of these funds, the \$500 will then be used to purchase an educational pamphlet titled "About Crime Victims". A copy is enclosed for you to review. Five hundred of these books will be purchased and will be distributed as part of Wood County's Crime Victims Week activities as well as to various groups when presentations are made.

If you have any questions on this or desire any additional information, please feel free to contact Toni Tiano, grant consultant, at 304/428-7760 or 304/424-1972. Thank you for your assistance with this matter.

Sincerely,

David Blair Couch
President

Marty Seufer, County Administrator • Ph. 304-424-1976 • Fax 304-424-0194

Assessor
Rich Shaffer

Circuit Clerk
Carole Jones

County Clerk
Jamie Six

Prosecuting Attorney
Jason Wharton

Sheriff
Jeff Sandy

4/4/11
69/421

APRIL 4, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE AN
APPLICATION A JUSTICE ASSISTANCE GRANT.

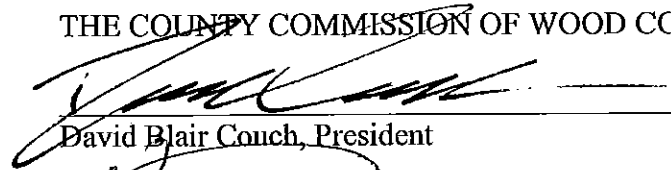
ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne
Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby
AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the
County Commission, to EXECUTE a Grant Application for a Justice Assistance Grant (JAG).
Said Application is with the West Virginia Division of Justice and Community Services in the
amount of twenty-eight thousand five hundred dollars and zero cents (\$28,500.00). Said grant
is to provide a Prevention Resource Officer (PRO) for the Wood County Sheriff's Office.


A copy of said Application is attached to this Order and should be made a part thereof.

APPROVED:


THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1387

4/4/11
69/421

WEST VIRGINIA DIVISION OF JUSTICE and COMMUNITY SERVICES JUSTICE ASSISTANCE GRANT PROGRAM	APPLICATION SUBMISSION CHECKLIST
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Before submitting the application, indicate that the following has been completed by checking the boxes below:

- The application has been completely filled out.
- Format of the project description (page 5) must follow the same outline shown in the Project Description Instructions and is as detailed as possible.
- Plan of Sustainability is included.
- Math has been double-checked, is accurate and rounded to the nearest whole dollar.
- Authorized Official (County Commission President, Mayor, State Agency Head or Non Profit Board President) has signed page 1, the EEOP Certification, JAG Special Conditions and the Entry Level Salary Certification (if applicable). Those pages with ORIGINAL SIGNATURES must be returned with the application to this office.
- Applicant has been listed as the County Commission, City, State Agency or Private Non Profit. (applicant cannot be the Police or Sheriff's Department, etc.)
- Prevention Resource Officer applications include signed Board of Education agreement.
- Task Force and Prevention Resource Officer (PRO) applications include completed Entry Level Certifications.
- Task Force applications include a copy of the current memorandum of understanding (M.O.U.) with all signatures of the task force control board members.
- WV State Police IBR statement of compliancy. (If Applicable)
Contact WVSP UCR Section with questions at (304) 746-2159

**WEST VIRGINIA
DIVISION OF JUSTICE and COMMUNITY
SERVICES**

**JUSTICE ASSISTANCE
GRANT PROGRAM**

**GRANT APPLICATION
PAGE - 1**

1. **Applicant:** Wood County Commission
One Court Square, Suite 203
Address: Parkersburg, WV 26101
Phone/Fax: (304) 424-1984 (304) 424-1970

5. **Program Title:** PRO Officer
Grant Funds Requested: \$ 28,500.00
Matching Funds: \$ 28,594.00

2. **Project Director:** TR Smith
Address: Wood County Sheriff Department
328 Second Street, Parkersburg, WV 26101
Phone/Fax: (304) 424-1834 (304) 424-1832
Email: tsmith@woodcountywv.com

6. **Type of Applicant:**
 State **County** **Municipality**
 Private Non Profit Organization

3. **Fiscal Officer:** Jamie Six
Address: Wood County Clerk
One Court Square, Parkersburg, WV 26101
Phone/Fax: (304) 424-1850 (304) 424-1970
Email: jamiesix@woodcountywv.com

7. **Project Period:** July 1, 2011 – June 30, 2012
Beginning Date: July 1, 2011
Ending Date: June 30, 2012

4. **Geographic Area Served:** Wood County, WV
Population: 86915

8. **DUNS Number:** 103819496
FEIN Number: 556000417

9. **Project Title and Description:**
Williamstown High School PRO Officer - Williamstown, WV

10. **Certification:**
To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body, and the applicant will comply with the attached Special Conditions and Assurances if grant assistance is provided.

Authorized Official: David Blair Couch
TYPED OR PRINTED NAME OF AGENCY HEAD

Title: President

Signature: 

Date: 04/04/2011

**WEST VIRGINIA
DIVISION OF JUSTICE and COMMUNITY
SERVICES**

**JUSTICE ASSISTANCE
GRANT PROGRAM**

ITEMIZATION OF FUNDS BY CATEGORY

PAGE - 2

Budget Category	Matching Funds	Federal Grant Funds	Approved (DJCS Use Only)
<p><u>Personnel / Contractual:</u> PRO Officer - Wood County Sheriff Department Deputy Leland Jefferson Salary: \$18.51/hour x 2,080 hours = Benefits: FICA - \$38,501 x .062 = Workers Comp. - \$38,501 x .0305 Retirement - \$38,501 x .105 SEE EQUIPMENT BELOW</p> <p><u>Travel / Training:</u> PRO Officer Conference and other related travel, conferences, seminars WV State Travel Regulations to be followed</p> <p><u>Equipment:</u> Health Insurance - \$846.38 x 12 mos. Life Insurance - \$2.10 x 12 mos. Dental Insurance - \$18.54 x 12 mos. Vision Insurance - \$6.71 x 12 mos.</p> <p><u>Other:</u></p>	<p>\$10,501 \$2,387 \$1,178 \$4,043</p> <p>\$10,157 \$25 \$222 \$81</p>	<p>\$28,000 \$500</p>	
TOTAL MATCHING FUNDS	\$28,594		
TOTAL FEDERAL FUNDS		\$28,500	
TOTAL APPROVED GRANT AWARD			

**All funds must be rounded to the nearest whole dollar. **

**WEST VIRGINIA
DIVISION OF JUSTICE and COMMUNITY
SERVICES**

**JUSTICE ASSISTANCE
GRANT PROGRAM**

**Budget Summary
PAGE - 3**

Applicant:	Federal Employer Identification Number (FEIN)

Category	Grant Funds (A)*	Matching Funds (Cash)(B)	Total Funds (A + B)
Personnel/Contractual	\$28,000	\$28,594	\$56,594
Travel/Training	\$500	\$0	\$500
Equipment			
Other			
Total Budget	\$28,500	\$28,594	\$57,094

FUNDING STRATEGY

Funding Source(s)	Amount	Status
Grant Funds:	\$ 28,500	A
Cash Match:	\$	
Wood County Board of Education	\$ 13,500	C
Wood County Sheriff Office	\$ 15,094	C
	\$	
Total:	\$ 57,094	

All funds must be rounded to the nearest whole dollar amount.

Remember to include the FEIN Number at top of page

Mar. 25. 2011 8:48AM Wood County Sheriff's Office

No. 5316 P. 1

Prevention Resource Officer (PRO)

Certification of Entry Level Salary & Benefits
(Must be included with all PRO Applications)

PRO positions will be reimbursed at annual entry-level salary & benefits not to exceed \$28,000. Grantees must certify what entry level is for all participating departments.

Participating Department: Wood County SHERIFF'S OFFICE

	ASSIGNED PREVENTION RESOURCE OFFICER: YEARLY	BASIC ENTRY LEVEL OFFICER: YEARLY
SALARY:	\$ 38,501.04	\$ 32,291.04
BENEFITS:		
FICA	\$ 2,387.07	\$ 2,002.05
Workers Compensation	\$ 1,178.14	\$ 988.11
Retirement	\$ 4,042.61	\$ 3,390.56
Unemployment	\$ —	\$ —
Insurance:		
Health:	\$ 10,156.56	\$ 5,082.00
Life	\$ 25.20	\$ 25.20
Death	\$ —	\$ —
Dental	\$ 222.48	\$ 222.48
Eye	\$ 80.52	\$ 80.52
Other:	\$ —	\$ —
OTHER: Please list (No clothing allowance)	\$ —	\$ —
OTHER: Please list (No clothing allowance)	\$ —	\$ —
TOTAL SALARY & BENEFITS	\$ 56,593.62	\$ 44,081.96

I hereby certify that the above information is true and correct.

Signature: _____

[Handwritten Signature]

Authorized Officer, Sheriff or Chief

Date: _____

3-29-11

AGREEMENT

This Agreement, made and entered into this 25th day of March, 2011 by and between the Wood County Sheriff's Office (hereinafter referred to as "GRANTEE" and the Wood County Board of Education, West Virginia hereinafter referred to as "BOARD".)

WITNESSETH

WHEREAS, the BOARD has established a Prevention Resource Officer Program (hereinafter referred to as "PRO Program"); and

WHEREAS, the BOARD agrees for Grantee have a police officer serve as Prevention Resource Officer in the Wood County school system and;

WHEREAS, the GRANTEE and the BOARD understand that the Program is established for the purpose of assistance in the prevention of juvenile delinquency through programs specifically developed to respond to those factors and conditions which give rise to delinquency; and

WHEREAS, the GRANTEE and the BOARD realize the PRO program is a great benefit to school administration, students and the community as a whole.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

SECTION 1. DUTIES AND RESPONSIBILITIES OF GRANTEE

1.01 The GRANTEE shall provide one (#) police officer(s), assigned a Prevention Resource Officer, (hereinafter referred to as "PRO") to the secondary school system operated by the BOARD.

1.02 PRO shall abide by County School Board Policies and laws, as they relate to School Prevention Resource Officers. The PRO shall consult and coordinate instructional activities through the principal. Activities conducted by the PRO, which are part of the regular instruction program of the school, shall be under the direction of the principal. The BOARD shall approve the content of educational programs and instructional materials used by the PRO.

1.03 The PRO will provide to student's instruction in various aspects of law enforcement, public safety and education as requested and supervised by teachers.

1.04 GRANTEE shall be responsible for the control and direction of all aspects of employment of the police officer assigned to the PRO Program.

1.05 GRANTEE shall ensure that the exercise of the law enforcement powers by the PRO is in compliance with the authority granted by law.

1.06 GRANTEE shall hold harmless the BOARD for any injuries suffered by Prevention Resource Officer arising under their employment with the PRO Program.

1.07 The PRO shall not function as a school disciplinarian, or safety officer. It is not the responsibility of the PRO to intervene with the normal disciplinary actions of the school system or be used as a witness to disciplinary procedures in the school. The PRO will, at all times, be expected to act within the scope of authority granted by the law. The PRO will perform duties to the following:

- a. To perform law enforcement functions within the school setting.
- b. To identify and prevent, through counseling and referral, delinquent behavior, including substance abuse.
- c. To foster a better understanding of the law enforcement function.
- d. To develop a better appreciation of citizen's rights, obligations and responsibilities.
- e. To provide information about crime prevention.
- f. To provide assistance and support for crime victims identified with the school setting.
- g. To promote positive relations between students and law enforcement officers.
- h. To enhance knowledge of the fundamental concept and structure of law.
- i. To be familiar with confidentiality requirements.

1.08 The police officer may not be changed during the course of the agreement by the GRANTEE unless the substitute officer has received the required training. The PRO shall be on duty at the school during regular school hours when students are required to attend and when the required PRO training programs are conducted, unless police department emergency needs or law enforcement requirements prohibit.

1.09 The PRO shall not be required to attend extracurricular activities, which are held beyond his/her regular workday nor require the PRO to leave his/her jurisdiction but the PRO shall have the option if they choose to do so.

The following Section may change per grantee:

SECTION 2. DUTIES AND RESPONSIBILITIES OF BOARD

2.01 The principal at the designated school (*this may change with each grant. It could be the Project Director of the grant or the supervisor of the police department, etc.*) shall be the on-site contact person for the PRO. The Superintendent of the BOARD shall designate the Prevention Resource Officer Coordinator to serve as the county liaison for the program.

2.02 Payments shall be made in twelve installments upon submission of monthly invoices by the GRANTEE and certification by the principal or his/her designee that the services rendered were satisfactory. ~~The monthly payments shall be based on a rate of \$XXXXXX per hour and shall be made within XXXXX days of receipt of the invoice.~~
One lump sum payment of \$13,500.00 shall be made within 90 days of invoice.

The following Section may change per grantee:

SECTION 3. TERM OF AGREEMENT

3.01 This agreement shall be made for a 12-month term beginning the 1~~st~~ day of July (*July*) 2011, through the 30th day of June (*June*) 2012.

3.02 This agreement shall continue in effect until the duration of the term as described in paragraph 3.01 or until terminated by either of the parties in accordance with the term listed in section four below.

SECTION 4. TERMINATION

4.01 Either party may terminate this agreement by serving written notice upon the other party at least thirty (30) days in advance of such termination.

SECTION 5. INVALID PROVISION

5.01 Should any part of this Agreement be declared invalid by a court of law, such decision shall not affect the validity of any remaining portion which shall remain in full force and effect as if the invalid portion was never a part of this Agreement materially affect any other rights or obligations of the parties hereunder, the parties hereto will negotiate in good faith to amend this Agreement in a manner satisfactory to the parties.

SECTION 6. INDEMNIFICATION

6.01 The BOARD agrees to indemnify and save harmless the GRANTEE for any liability whatsoever arising out of the negligent acts of the Board's employees or agents in directing the PRO in the performance of their instructional programs. The GRANTEE agrees to indemnify and save harmless the BOARD of any liability whatsoever arising to employment as defined by City Ordinances and West Virginia State Law. Nothing in this Agreement shall be construed to affect in any way the GRANTEE or the BOARD'S rights, privileges, and immunities.

SECTION 7. ASSIGNMENT

7.01 Neither party to the Agreement shall, directly or indirectly, assign or purport to assign this Agreement or any of its rights or obligations in whole or in part to any third party without the prior written consent of the other party.

SECTION 8. NO WAIVER

8.01 The failure of either party to enforce at any time any of the provisions, rights, or elections or in any way effect the validity of this Agreement. The failure to exercise by either party any of its rights herein contained shall not preclude or prejudice it from exercising the same or any other right it may have under this Agreement, irrespective of any previous action or proceeding taken by it hereunder.

SECTION 9. COMPLETE AGREEMENT

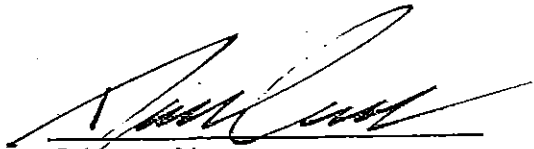
9.01 This Agreement is the complete Agreement of the parties; may be amended or modified only in writing; and supersedes, cancels, and terminates any and all prior agreements or understandings of the parties, whether written or oral, concerning the subject matter hereof.

SECTION 10. CHOICE OF LAW

10.01 This Agreement shall be governed by and construed and interpreted according to the laws of the State of West Virginia. It shall be binding upon and insure to the benefit of the successors of the GRANTEE and BOARD.

SECTION 11. NOTICES

11.01 All notices or other communications required or permitted by this Agreement shall be in writing and deemed effectively delivered upon mailing by certified mail, return receipt requested, or delivered personally to the following persons and addresses unless otherwise specified herein:



Grantee Name

4-4-11
Date



Board of Education

3-25-11
Date

To be passed by both entities Wood County Sheriff's Office and the
Wood County Board of Education.

Equal Employment Opportunity Plan Certification

Check only one certification that applies to the subgrantee during the project period outlined in the application.

Certification "A" - No EEOP Required

This entity falls under one or more of the following categories (Check all that apply).

- is an educational, medical or non-profit institution or an Indian Tribe
- has less than 50 employees
- was awarded through this subgrant from DCJS less than \$25,000

X Certification "B" - Subgrantee Must Maintain EEOP On File

This entity, as a for-profit entity or a state or local government having 50 or more employees, was awarded, through this subgrant from DCJS, more than \$25,000, but less than \$500,000. Also, this entity has not been awarded more than \$1 million cumulatively from all programs administered by the U.S. Department of Justice over an 18-month period that includes this subgrant period. An EEOP has been developed and signed into effect and disseminated to all employees, and it is on file for review or audit by officials of the Division of Justice and Community Services or the Office for Civil Rights, Office of Justice Programs.

Certification "C" - Subgrantee Must Submit EEOP To Office for Civil Rights

This entity, as a for-profit entity or a state or local government having 50 or more employees, was awarded, through this subgrant from DCJS, more than \$500,000, or has been awarded more than \$1 million cumulatively from all program administered by the U.S. Department of Justice over an 18 month period that includes this subgrant period. Therefore, the funded entity will submit, within 45 days of the award, an EEOP or an EEOP Short Form (attached), that will include a section specifically analyzing the subgrantee to the following address:

Office for Civil Rights
Office of Justice Programs
810 7th Street, NW
Washington, DC 20531

As the Authorized Official for the above subgrantee, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this assurance and certification.

Typed Name: David Blair Couch Title: President Date: 4-4-11

Authorized Official's Signature: 

CCR Registration

Not to be used as certifications and representations. See [ORCA](#) for official certification.

Registration Status: Active in CCR; Registration valid until 01/27/2012.

DUNS: 103819496

DUNS PLUS4:

CAGE/NCAGE: 4FSR6

Legal Business Name: WOOD, COUNTY OF

Doing Business As (DBA): WOOD COUNTY CIRCUIT CLERKS OFFICE

TIN/EIN: 556000417

SSN:

Division Name:

Division Number:

Company URL: <http://www.woodcountywv.com>

Physical Street Address 1: #2 GOVERNMENT SQUARE RM 133

Physical Street Address 2:

Physical City: PARKERSBURG

Physical State: WV

Physical Foreign Province:

Physical Zip/Postal Code: 26101-5353

Physical Country: USA

Mailing Name: WOOD COUNTY CLERKS OFFICE

Mailing Street Address 1: ONE COURT SQUARE, SUITE 203

Mailing Street Address 2:

Mailing City: PARKERSBURG

Mailing State: WV

Mailing Foreign Province:

Mailing Zip/Postal Code: 26101-7500

Mailing Country: USA

Business Start Date: 01/01/1892

Delinquent Federal Debt: No

Fiscal Year End Date: 06/30

Number of Employees for This Location: 210

Number of Employees for All Affiliates: 210

Annual Receipts for This Location: \$17,000,000

Annual Receipts for All Affiliates: \$17,000,000

Company Security Level:

Highest Employee Security Level:

Jan. 28, 2011 3:55PM

Wood County Sheriff's Office 304-100-2431

Form No. 2806 03/87 4/1/001



West Virginia State Police
725 Jefferson Road
South Charleston West Virginia 25309-1698

Earl Ray Tomblin
Governor

Colonel T S Pack
Superintendent

MEMORANDUM

05400

TO: Division of Criminal Justice Services
FROM: West Virginia State Police
Incident Based Reporting
DATE: January 28, 2011
RE: Incident Based Reporting

This will serve as verification that the *Wood County Sheriff's Department* was current in submitting Incident Based Reporting (IBR) information to the West Virginia State Police as of the date shown above.


Sandra K. Charney

4/4/11
69/422

APRIL 4, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY EXECUTE A RESOLUTION THAT AUTHORIZED DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE ALL DOCUMENTS IN REGARD TO THE COMMUNITY PARTICIPATION PROGRAM FOR THE SALVATION ARMY.


ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby EXECUTE a RESOLUTION that hereby AUTHORIZES David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE all necessary documents in regard to the Governor's Community Partnership Grant Program application for the Salvation Army in the amount of ten thousand dollars and zero cents (\$10,000.00).

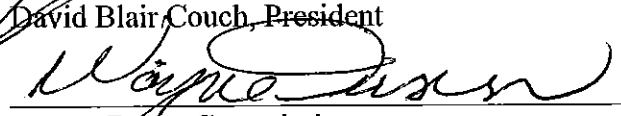
Pertinent documentation pertaining to the aforementioned Governor's Community Partnership Program Grant is on file in the Office of the County Administrator.

APPROVED:

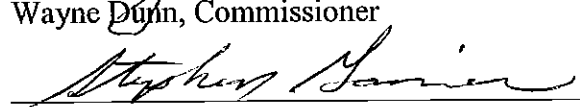
THE COUNTY COMMISSION OF WOOD COUNTY



 David Blair Couch, President



 Wayne Dunn, Commissioner



 Stephen Gainer, Commissioner

M/1388

APRIL 4, 2011

4/4/11
69/422

COPY

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION

WHEREAS, The State of West Virginia is sponsoring the Governor's Community Partnership Grant Program; and

WHEREAS, the Governor's Community Partnership Grant Program is designed to provide assistance to Counties and Municipalities in West Virginia to address economic development projects; and

WHEREAS, the County Commission of Wood County is an eligible applicant; and

WHEREAS, the Wood County Commission possesses certain economic development needs which would qualify it for participation in the Governor's Community Partnership Grant Program,

NOW THEREFORE, BE IT RESOLVED, that David Blair Couch, in his official capacity as President, is authorized to execute all necessary documents in regard to the Governor's Community Partnership Grant Program application for the following project:

SALVATION ARMY - \$10,000.00

RESOLVED this 4th day of April, 2011.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

David Blair Couch, President

Wayne Dunn, Commissioner

Stephen Gainer, Commissioner

Certified to be a true copy of a Resolution adopted at a regular meeting of the County Commission of Wood County held on April 4, 2011.

Jamie Six, County Clerk

APRIL 4, 2011

4/4/11
69/422

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F11-HS-03-406. SAID REQUEST IS IN THE AMOUNT OF \$0.00.

ORDER

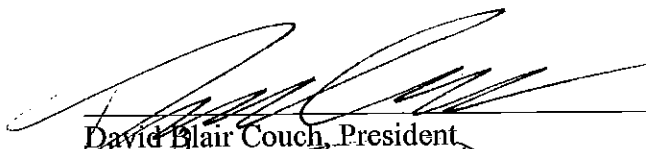
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F11-HS-03-406. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of March, 2011. The Request for Reimbursement form, the Project Financial Report and the Monthly Progress Report have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.


Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

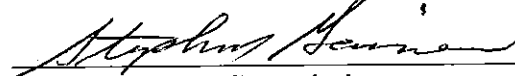
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

4/4/11
69/422

GOVERNOR'S HIGHWAY SAFETY PROGRAM

2 Hale Street, Suite 100
Charleston, WV 25301

TELEPHONE: (304) 558-6080

FAX: (304) 558-6083

REQUEST FOR REIMBURSEMENT

RECEIVED (For DCJS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Grant Number: F11HS-03-406
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 3/1/11 TO: 3/31/11


PROJECT CASH EXPENDITURES	Account #	Amount
	F11HS-03-406	\$-0-
	TOTAL	\$-0-

CERTIFICATION:

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

David Blair Couch, President
BY: Wood County Commission


 SIGNATURE

4/4/11
DATE

(Authorized Official or Grant Financial Officer ONLY)

GOVERNOR'S HIGHWAY SAFETY USE ONLY

ADMINISTRATIVE APPROVAL:

This request is approved in the amount of \$ _____
Initials _____ Date _____

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

Date Program Officer

APRIL 4, 2011

4/4/11
69/422

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F11-HS-03-410. SAID REQUEST IS IN THE AMOUNT OF \$0.00.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F11-HS-03-410. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of March, 2011. The Request for Reimbursement form, the Project Financial Report and the Monthly Progress Report have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

4/4/11
69/422

GOVERNOR'S HIGHWAY SAFETY PROGRAM

2 Hale Street, Suite 100
Charleston, WV 25301

TELEPHONE: (304) 558-6080

FAX: (304) 558-6083

REQUEST FOR REIMBURSEMENT

RECEIVED (For DCJS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Grant Number: F11-HS-03-410
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 3/1/11 TO: 3/31/11

PROJECT CASH EXPENDITURES

Account #	Amount
F11-HS-03-410	\$-0-
TOTAL	\$-0-

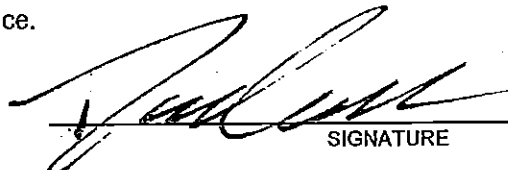
CERTIFICATION:

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

David Blair Couch, President
BY: Wood County Commission

TYPED NAME & TITLE



SIGNATURE

4/4/11

DATE

(Authorized Official or Grant Financial Officer ONLY)

GOVERNOR'S HIGHWAY SAFETY USE ONLY

ADMINISTRATIVE APPROVAL:

This request is approved in the amount of \$ _____
Initials _____ Date _____

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

_____ Date

_____ Program Officer

APRIL 4, 2011

4/4/11
69/422

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F11-HS-03-408. SAID REQUEST IS IN THE AMOUNT OF \$0.00.

ORDER

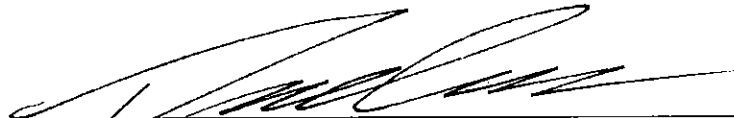
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F11-HS-03-408. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of March, 2011. The Request for Reimbursement form, the Project Financial Report and the Monthly Progress Report have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

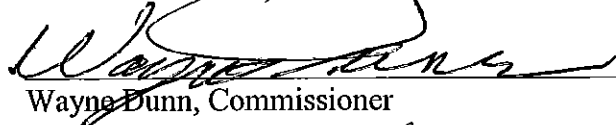
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

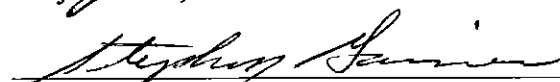
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

4/4/11
69/422

GOVERNOR'S HIGHWAY SAFETY PROGRAM

2 Hale Street, Suite 100
Charleston, WV 25301

TELEPHONE: (304) 558-6080

FAX: (304) 558-6083

REQUEST FOR REIMBURSEMENT

RECEIVED (For DCJS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Grant Number: F11HS-03-408
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 3/1/11 TO: 3/31/11

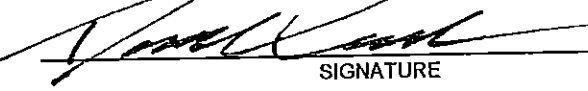
PROJECT CASH EXPENDITURES

Account #	Amount
F11HS-03-408	\$-0-
TOTAL	\$-0-

CERTIFICATION:

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

David Blair Couch, President
 BY: Wood County Commission  4/4/11
TYPED NAME & TITLE SIGNATURE DATE
 (Authorized Official or Grant Financial Officer ONLY)

GOVERNOR'S HIGHWAY SAFETY USE ONLY

ADMINISTRATIVE APPROVAL:

This request is approved in the amount of \$ _____
Initials Date

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

_____ Date Program Officer

APRIL 4, 2011

4/4/11
691423

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F11-HS-03-410-HFR. SAID REQUEST IS IN THE AMOUNT OF \$0.00.

ORDER

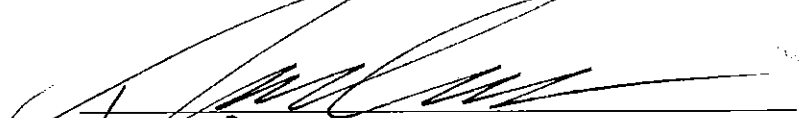
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F11-HS-03-410-HFR. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of March, 2011. The Request for Reimbursement form, the Project Financial Report and the Monthly Progress Report have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.


Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

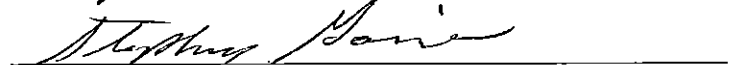
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

4/4/11
69/423

GOVERNOR'S HIGHWAY SAFETY PROGRAM

2 Hale Street, Suite 100
Charleston, WV 25301

TELEPHONE: (304) 558-6080

FAX: (304) 558-6083

REQUEST FOR REIMBURSEMENT

RECEIVED (For DCJS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Grant Number: F11-HS-03-410-HFR
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 3/1/11 TO: 3/31/11

PROJECT CASH EXPENDITURES

Account #	Amount
F11-HS-03-410-HFR	\$-0-
TOTAL	\$-0-


CERTIFICATION:

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

David Blair Couch, President
BY: Wood County Commission

TYPED NAME & TITLE



SIGNATURE

4/4/11

DATE

(Authorized Official or Grant Financial Officer ONLY)

GOVERNOR'S HIGHWAY SAFETY USE ONLY

ADMINISTRATIVE APPROVAL:

This request is approved in the amount of \$ _____
Initials _____ Date _____

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

Date Program Officer

APRIL 4, 2011

4/4/11
691423

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$1,461.10 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE STRATEGIC PREVENTION FRAMEWORK STATE INCENTIVE GRANT NUMBER 09-VAWR-11.

ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of one thousand four hundred sixty-one dollars and ten cents (\$1,461.10) which represents reimbursement to Wood County for expenses incurred during the month of November, 2010, in regard to the Strategic Prevention Framework State Incentive Grant Number 09-VAWR-11. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 69, at Page 400, bearing the date of February 24, 2011, at which time David Blair Couch, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

Documentation pertaining to the Prevention Framework State Incentive Grant is on file in the Office of the County Administrator.

APPROVED:

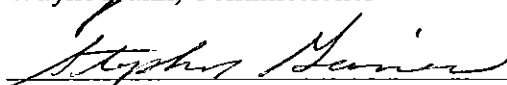
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dann, Commissioner



Stephen Gainer, Commissioner

M/1393

**WEST VIRGINIA
DIVISION OF JUSTICE and COMMUNITY
SERVICES**

**JUSTICE ASSISTANCE
GRANT PROGRAM**

Budget Narrative

PAGE - 4

Provide here a justification and explanation of the budget items shown on pages 2 and 3. This should contain criteria and data used to arrive at estimates and costs for all items listed. In completing the project budget narrative, please identify data by the major budget category involved. All salary expenses need to be broken out to show monthly salary and benefits. *Please show both Grant Funds requested, as well as Matching Funds if applicable. Please differentiate between Grant Funds and Matching Funds.*

Applications that do not provide a sufficient narrative may be subject to exclusion. Use additional blank pages as necessary.

PERSONNEL/CONTRACTUAL - Grant Funds:

Deputy Leland Jefferson with the Wood County Sheriff Department will serve as the PRO Officer. Deputy Jefferson is paid \$18.51/hour for an annual salary of \$38,501. Of this \$38,501, \$28,000 will be provided by grant funds.

PERSONNEL/CONTRACTUAL - Match Funds:

Deputy Jefferson is paid higher than the personnel/contractual funds provided by the grant. The remaining amount of his salary - \$10,501 - will come from match funds provided by the Wood County Board of Education.

As a result of being a full-time Deputy, Deputy Jefferson receives all the benefits provided to full-time Wood County employees. These benefits are as follows:

FICA - $\$38,501 \times .062 = \$2,387$
Workers Comp. - $\$38,501 \times .0305 = \$1,178$
Retirement - $\$38,501 \times .105 = \$4,043$
Health Insurance - $\$846.38/\text{mo.} \times 12 \text{ mos.} = \$10,157$
Life Insurance - $\$2.10/\text{mo.} \times 12 \text{ mos.} = \25
Dental Insurance - $\$18.54 \times 12 \text{ mos.} = \222
Vision Insurance - $\$6.71 \times 12 \text{ mos.} = \81

The total of these benefits is \$18,093. The Wood County Board of Education is providing a total of \$13,500 in match funds, of which \$10,501 is earmarked toward the salary cost of Deputy Jefferson. The remaining \$2,999 of Wood County Board of Education match will go towards the benefits and insurance cost. This leaves a balance of \$15,094 which will be paid by the Wood County Sheriff Department.

TRAVEL/TRAINING - Grant Funds

A total of \$500 is being requested in order to allow the PRO Officer to attend the annual PRO Conference as well as any other related conferences/meetings. West Virginia State Travel Regulations will be followed.

**WEST VIRGINIA
DIVISION OF JUSTICE and COMMUNITY
SERVICES**

**JUSTICE ASSISTANCE
GRANT PROGRAM**

PROJECT DESCRIPTION

PAGE – 5

PROBLEM STATEMENT

A. Specific Problem

Williamstown High School is located in Williamstown, a city of 2,996 persons. The City is located in Wood County which has a population of 86,915. Williamstown High School (WHS) consists of 645 students in grades 7 – 12. While the School and City are small in size in comparison to other high schools and cities in Wood County and throughout West Virginia, WHS still has its problems.

During the recently completed school year (07/01/09 – 06/30/10), the WHS PRO dealt with the following incidents:

- PRO Court Appearances for Any Reason - 24
- Drug Related Incidents - 1
- Number of Lockdowns – 1

During the first eight months of the current grant period, the PRO Officer dealt with the following activities:

- PRO Court Appearances for Any Reason – 7
- Number of Fire Drills – 7
- Number Reported Act of Violence – 2
- Number of Lockdowns – 1

Also during this past school year, the PRO performed the following:

- Total one-on-one contacts - 86
- Total youth served - 881
- Total classes taught - 49
- Total youth taught in class - 886

During the initial eight months of the current grant year, the PRO Officer had:

- Total one-on-one contacts - 54
- Total youth served – 1,800
- Total classes taught - 46
- Total youth taught in class -1,746

In May 2009 the 8th, 10th, and 12th grade students at WHS (total of 232 students) were surveyed as part of Wood County's PRIDE Survey. The next PRIDE Survey will be conducted in spring 2011. One of the areas the Survey looked at was the prevalence of drug use. At WHS:

- 33.3% of 10th Grade Students reported they used marijuana in the past year.
- 18.7% of 8th Grade Students reported they used tobacco in the past year.

USE ADDITIONAL PAGES AS NECESSARY

**WEST VIRGINIA
DIVISION OF JUSTICE and COMMUNITY
SERVICES**

**JUSTICE ASSISTANCE
GRANT PROGRAM**

PROJECT DESCRIPTION

PAGE – 5

- 42% of 10th Grade Students reported they used tobacco in the past year.
- 48.3% of 12th Grade Students reported they used tobacco in the past year.
- 48.4% of 8th Grade Students reported they used alcohol in the past year.
- 58.0% of 10th Grade Students reported they used alcohol in the past year.
- 67.2% of 10th Grade Students reported they used alcohol in the past year.
- 14.3% of 8th Grade Students reported they used marijuana in the past year.
- 33.3% of 10th Grade Students reported they used marijuana in the past year.
- 32.8% of 12th Grade Students reported they used marijuana in the past year.

WHS students are consistent with students from other larger high schools when they reported the average age of first use.

- The average age for WHS for first use of tobacco is 12.7 years which changed from 12.5 in the 2007 Survey.
- The average age for WHS for first use of alcohol is 12.7 years which stayed the same as from the 2007 Survey.
- The average age for WHS for first use of marijuana is 13.3 years which is a change from 13.5 years in the 2007 PRIDE Survey.

However, with each of these items, the WHS students in grades 6 - 8 reported beginning to use alcohol, drugs, and marijuana at a younger age than the average age calculated in the Survey. In some categories, the average age of first use for 6 - 8 graders was 18 months sooner than the overall school average.

In addition to analyzing the use of substance abuse, the PRIDE Survey also surveyed WHS students with regards to how they felt about violence and its relationship to school.

- 31.2% of the students stated they get into trouble with law enforcement.
- 30.6% of the students surveyed felt threatened by a fellow student.
- 22.5% of the students feared being hurt at school.
- 20.8% of the students reported being afraid at school.
- 18.6% of the students participated in a gang.
- 8.0% of the students thought often or a lot about suicide.

USE ADDITIONAL PAGES AS NECESSARY

**WEST VIRGINIA
DIVISION OF JUSTICE and COMMUNITY
SERVICES**

**JUSTICE ASSISTANCE
GRANT PROGRAM**

PROJECT DESCRIPTION

PAGE – 5

The following data lists the percentage of students who reported as never or seldom feeling safe in the following WHS locations.

- 30.4% on the school bus.
- 29.8% on the playground.
- 28.2% in the bathroom.
- 27.6% in the halls.
- 25.7% in the parking lot.
- 24.2% at school events (ballgames, etc.)
- 23.8% in the classrooms.
- 20.6% in the gym.

- 15.6% in the classroom.

Part of the reason for the high use of drugs, alcohol, and tobacco may relate to the students ability to obtain it. As students get older they perceive it is fairly easy or very easy to obtain these substances.

- 44.4% of 8th Grade Students perceive it to be fairly easy or very easy to get tobacco.
- 67.5% of 10th Grade Students perceive it to be fairly easy or very easy to get tobacco.
- 83.1% of 10th Grade Students perceive it to be fairly easy or very easy to get tobacco
- 44.1% of 8th Grade Students perceive it to be fairly easy or very easy to get alcohol.
- 80.0% of 10th Grade Students perceive it to be fairly easy or very easy to get alcohol.
- 78.4% of 12th Grade Students perceive it to be fairly easy or very easy to get alcohol.
- 32.1% of 8th Grade Students perceive it to be fairly easy or very easy to get marijuana.
- 62.5% of 10th Grade Students perceive it to be fairly easy or very easy to get marijuana.
- 76.3% of 12th Grade Students perceive it to be fairly easy or very easy to get marijuana.

USE ADDITIONAL PAGES AS NECESSARY

<p>WEST VIRGINIA DIVISION OF JUSTICE and COMMUNITY SERVICES</p> <p>JUSTICE ASSISTANCE GRANT PROGRAM</p>	<p>PROJECT DESCRIPTION</p> <p>PAGE – 5</p>
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As the following information indicates, there is a direct correlation between those students who use drugs and a low protective factor rating.

- 41.3% of WHS students who use illicit drugs never take part in school activities.
- 42.2% of WHS students who use illicit drugs seldom take part in school activities.
- 40.7% of WHS students who use illicit drugs sometimes make good grades.

B. Background of Grantee

The Wood County Commission has extensive experience in working with grant programs. Some of these programs have included: Juvenile Justice Delinquency Prevention, Enforcing the Underage Drinking Laws, SPF SIG, Juvenile Accountability Block Grant, Court Security, Community Corrections, Governor’s Highway Safety Program, Commission on Drunk Driving Prevention, Victims of Crime Act, STOP Violence Against Women Program, and various COPS Programs.

During this current year, Wood County has received the PRO Officer Grant for Williamstown High School.

The firm of Tiano-Knopp Associates, Inc. serves as the County’s Grant Consultant and will assist the Project Director with overseeing the activities of the PRO and the expenditures of funds to ensure that they are in compliance with grant guidelines. Prior Wood County audits and monitoring visits have not revealed any problems with Wood County’s grants and the procedure the County uses to ensure compliance.

This grant is being proposed to assist the students at WHS and to stop problems and issues before they become worse. As the previous data indicates, there are quite a few offenses occurring at Williamstown High School, and it is important to maintain the presence of the PRO Officer at Williamstown High School. Parkersburg High School and Parkersburg South High School have PRO Officers, and they have been successful and have made a positive impact on the students at these schools.

GOALS/OBJECTIVES

Goal 1: A Prevention Resource Officer (PRO) will continue at Williamstown High School with the PRO adhering to community policing principles, provide education to all areas of juvenile law, act as a deterrent to crime, and be a positive role model for the youth in the community and school.

Objective 1: During the upcoming grant school year, the PRO at Williamstown High School will reduce the Baseline Data for School Year 2011 – 12 by 5% in each category.

Objective 2: During the upcoming grant school year, the PRO at WHS will follow and adhere to the Guidelines Requirements for PRO as set forth in the Program Abstract as developed by the West Virginia Division of Criminal Justice Services.

Objective 3: During the upcoming grant school year, the PRO at WHS will follow and adhere to the Required Procedures for PRO as set forth in the Program Abstract as developed by the West Virginia Division of Criminal Justice Services.

USE ADDITIONAL PAGES AS NECESSARY

WEST VIRGINIA DIVISION OF JUSTICE and COMMUNITY SERVICES JUSTICE ASSISTANCE GRANT PROGRAM	PROJECT DESCRIPTION PAGE – 5
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IMPLEMENTATION

Upon receipt of the grant award notice, the Wood County Sheriff Department will continue with Deputy Leland Jefferson as the Prevention Resource Officer for Williamstown High School. This assigned individual will meet with the administrative staff at WHS, staff from the Sheriff's Department, and his Planning and Evaluation Team to discuss what activities went well during the past school year and areas where improvements or additional activities will be needed for the upcoming year. Comparisons will be made with the PRO Baseline Data to determine if the goals have been met and if there are particular areas which need additional concentration.

Also during the summer months, the PRO will begin to develop and expand on many of the required guideline items as he can. For example, he will update his Resource List, update the blueprints of the school, review and revise the school's evacuation plan, etc. The PRO will also select an approved instructional curriculum and become trained in it prior to the school year. In addition, he will attend the training for PRO Officers.

Once the school year begins, the PRO will be stationed at Williamstown High School where he will have an office and will spend at least 35 hours per week. He will attend as many after school/weekend functions as possible. During the school year, the PRO will implement his instructional curriculum and perform the duties as listed in the PRO Guidelines. Files will be maintained on his activities, and monthly reports will be submitted to the Division of Justice and Community Services.

The Wood County Sheriff Department has previously backfilled this position.

PROJECT ASSESSMENT/EVALUATION

The following indicators will be used to evaluate the results of this program. Some of these indicators will be comparing end-of-year 2011-12 data with end-of-year 2010-11 data. Other data will be gathered from the daily activities of the PRO, and some data will be the result of student surveys.

- Reduction of juvenile crime in the community and in the school.
- Reduction in first time juvenile offenders, and re-offenders.
- Increase in school attendance.
- Decrease in truancy.
- Increase in student acceptance and value of the program (determined by student surveys).
- Decrease in DUI arrest of juveniles in the community.
- Types of classes conducted.
- Number of children in programs.

USE ADDITIONAL PAGES AS NECESSARY

**WEST VIRGINIA
DIVISION OF JUSTICE and COMMUNITY
SERVICES**

**JUSTICE ASSISTANCE
GRANT PROGRAM**

PROJECT DESCRIPTION

PAGE - 5

- Number of adults in programs.
- Number of officers providing demand reduction training.
- Number of illegal drug prevention programs supported.
- Number of community-based social intervention and/or gang diversion programs supported with JAG funds.

The end-of-year data is gathered and compiled by Williamstown High School and the Wood County Board of Education. They will also be able to gather information on the increase in school attendance and the decrease in truancy. The PRO will maintain records on information such as the number and type of classes conducted, the number of children and adults in the program, etc. The Wood County Sheriff Department, in conjunction with the Juvenile Probation Office and the Williamstown Police Department, will have the records with regards to the reduction in juvenile offenders and the decrease in DUI arrests of juveniles in Williamstown.

SUSTAINABILITY

If grant funds were no longer available for this Program, the Wood County Sheriff Department would work with the Wood County Board of Education to maintain this position. The Board of Education is currently contributing \$13,500 towards this position. A meeting would be held to determine if additional funds could be provided. The Sheriff's Department would also meet with the Wood County Commission to determine if they would be able to also provide additional funds for the PRO Officer. It is believed this position will be maintained as it has been a tremendous asset to Williamstown High School administration and students. They are very pleased with the outcomes of the Program and very much want it to continue.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

All correspondence to DJCS, which is required and/or occurs as a result or action of any of the following Special Conditions and Assurances, or as a result of the administration of any DJCS grant program, should be mailed to the following address:

West Virginia Division of Justice & Community Services
1204 Kanawha Boulevard, East
Charleston, West Virginia 25301

1. LAWS OF WEST VIRGINIA:

This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by DJCS, regardless of the original funding source. This grant is on a "REIMBURSEMENT ONLY" mechanism.

2. LEGAL AUTHORITY:

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

3. RELATIONSHIP:

The relationship of the grantee to DJCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind DJCS for any obligation or expense without the express prior written approval from DJCS.

4. COMMENCEMENT WITHIN 60 DAYS:

This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by letter to DJCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

5. OPERATIONAL WITHIN 90 DAYS:

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to DJCS explaining the delay in implementation. Upon receipt of the 90-day letter, DJCS may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

6. WRITTEN APPROVAL OF CHANGES:

The grantee must obtain prior written approval from DJCS for all project changes (programmatic, fiscal or otherwise).

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

7. CIVIL RIGHTS COMPLIANCE:

Grantee will comply with all federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, grantees will 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, where necessary.

Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities.

8. PRESS RELEASE:

Pursuant to the Stevens Amendment, any release of information pertaining to this grant must include the following information:

1. grant amount;
2. State involvement (name of state entity responsible for administering the grant); and,
3. Federal involvement if applicable (name of federal entity responsible for administering the grant).

9. LOBBYING:

Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in OMB circular A-122, and/or relevant State laws.

10. ACCESS TO RECORDS:

DJCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.

11. CONFLICT OF INTEREST:

No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family.

12. POLITICAL ACTIVITY:

The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.)

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

13. RELEASE OF INFORMATION:

All records, papers and other documents kept by recipients of grant funds are required to be made available to DJCS. These records and other documents submitted to DJCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code.

DJCS recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement, personnel or juvenile sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, all determinations concerning the release of information of this nature are made on a case-by-case basis by DJCS, and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult DJCS regarding concerns or questions about the release of potentially sensitive information under state and local laws.

14. NATIONAL AND STATE EVALUATION EFFORTS:

The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

15. OBLIGATION OF PROJECT FUNDS:

Funds may not, without prior written approval from DJCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.

16. USE OF FUNDS:

Funds awarded through DJCS may be expended ONLY for the purposes and activities specifically covered by the grantee's approved project description and budget. By attaching their signature, the grantee recognizes that any deviations from the original grant budget are unallowable.

17. ALLOWABLE AND UNALLOWABLE COSTS:

Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards.

18. PEER REVIEW SUB GRANTEE EVALUATION PROCESS:

The applicant agrees to discharge if necessary - at the request of DJCS - knowledgeable, competent personnel (preferably a Project Director) to participate in a contemplated "peer review" process/advisory council. The purpose of this process would be to assist DJCS in making grant funding recommendations and furthered policy development regarding individual grant programs throughout the State. This would be no more than 2-3 days per annum.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

19. NON-SUPLANTING:

Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.

20. MATCHING CONTRIBUTION:

The grantee will have available, and will expend as needed, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by the West Virginia Division of Justice & Community Services. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines established by the West Virginia Division of Justice & Community Services for this program. All grantees must maintain records that clearly show the source, the amount and the timing of all matching contributions. Please be reminded that match is not "required"; however, if it is committed and indicated on the budget pages of this application, then this special condition is affected.

21. PROJECT INCOME:

All income earned by the grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by DJCS as are established for granted funds. All grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

22. CONSULTANT FEES:

Approval of this grant does not indicate an approval of consultant rates in excess of \$450 per day. Specific and detailed justification must be submitted to, and approved by DJCS prior to obligation or expenditure of such funds.

23. SUSPENSION OF FUNDING:

DJCS may suspend, in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document; or,
- Other cause shown.

24. SANCTIONS FOR NONCOMPLIANCE:

In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, DJCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the grantee until the grantee complies;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

25. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES

The grantee shall submit one copy of all reports and proposed publications resulting from this agreement to DJCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the West Virginia Division of Justice & Community Services (or simply "DJCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia or the Division of Justice & Community Services."

"This project supported by Grant No. _____ awarded by the West Virginia Division of Justice & Community Services and the U.S. Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also included the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position of policies of the United State Department of Justice."

26. PROPERTY ACCOUNTABILITY:

The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by DJCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from DJCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to DJCS. Property must be used for the intended grant purposes, if not being used in accordance with terms of the grant property will revert back to DJCS.

27. CRIMINAL PENALTIES:

Whoever embezzles or endeavors to embezzle, willfully misapplies, steals or obtains by fraud any funds, assets, or property which are the subject of grant or contractor or other form of assistance pursuant to this title, whether received directly or indirectly from the administration; or whether receives, conceals, or retains such funds, assets, or property to his use or gain, knowing such funds, assets, or property to have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to the Act shall be subject to prosecution under the provisions of Section 1011 of Title 18, United States Code. Any law enforcement and criminal justice program or project underwritten, in whole or in part, by any grant, or contract or other form of assistance pursuant to the Act, whether received directly or indirectly from the administration, shall be subject to the provisions of Section 871 of Title 18, United States Code.

28. REPORTS:

Each grantee shall submit such reports as DJCS shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

29. PURCHASING:

When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or other agency.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

30. COLLABORATION W/OTHER FED. AND STATE GRANTS:

Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment and any other resources deemed necessary by DJCS.

31. INFORMATION SYSTEMS:

With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:

- a. That all computer programs (software produced under this grant) will be made available to DJCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
- b. To provide a complete copy of the computer programs and documentation, upon requests, to DJCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
- c. That whenever possible all application programs will be written in standardized programming languages (i.e. Cobol, Fortran, C, C++, XML, etc.) or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
- d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916/392-2550) should be contacted to determine availability of software prior to any development effort.

32. INCIDENT BASED REPORTING COMPLIANCY:

Grant applicants (cities & county commissions) will not be considered for funding if the applicant is not current with submitting Incident Based Reporting (IBR) information to the West Virginia State Police (if applicable). Grantees must remain current with submitting IBR information to the West Virginia State Police or grant funding will be withheld until such time as that grantee becomes IBR compliant.

33. TIME EXTENSIONS:

In general, time extensions for this program will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated.

34. USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:

Grantee understands and agrees that it cannot use any grant 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.

35. LIMITED ENGLISH PROFICIENCY:

Grantee must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information on the civil rights responsibilities that grantees have in providing language services to limited English proficiency individuals, please see the website www.jep.gov.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

36. COMPUTER EQUIPMENT:

Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. The following are minimum hardware requirements, as well as software requirements, established by DJCS for this grant program, which must be recognized when purchasing computer equipment, in whole or in part, utilizing grant funds:

Minimum Hardware Requirements:

- Intel Pentium III 733 MHz Processor; 133MHz front side bus
- 512K L2 Cache
- 128 MB SDRAM 100 MHz expandable to at least 384 MB
- 10 Gig. EIDE Ultra ATA 7200RPM Hard Drive
- 3.5" 1.44 MB Floppy Diskette Drive
- 48X Max Internal CD-ROM drive or 8X DVD-ROM drive
- 3 PCI, 1 16-bit ISA slot, 1 PCI/ISA (shared), 1 AGP slot
- ATI 8 MB AGP 2X Rage Pro Video Card
- 1 Parallel, 2 Serial, 2 USB
- 101/104-Key Keyboard (PS/2)
- PS/2 Port Compatible Mouse

Recommended Hardware Components:

- Mid-tower case
- 16-Bit 3D Sound Blaster Compatible w/ 64 voice wavetable and speakers (may be integrated)
- 3Com 10/100 PCI Ethernet Network Card
- APC UPS Backup power protection (adequate size to handle power load)
- Iomega Internal Zip Disk Drive

Software Requirements:

Whenever possible, software should operate within open industry standards. For example, Windows 2000 Operating System, Microsoft Office 2000 Professional, etc.

Warranty Requirements:

3 Year on-site warranty

37. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:

Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.ojp.gov/ajidm.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

38. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:

- I.) Federal Office of Management and Budget (OMB) Circular A-133 sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending Federal awards. If applicable, this grant shall adhere to the audit requirements set forth in OMB Circular A-133 at the time of award.

As of 10/1/04, the requirements set forth by OMB Circular A-133 are as follows: Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office.

- II.) OMB Circular A-110 sets forth standards for obtaining consistency and uniformity for the audit of institutions of higher education, hospitals, and other non-profit organizations expending Federal awards. This grant shall adhere to the audit requirements set forth in OMB Circular A-110.

As if 10/1/04, the requirements set forth by OMB Circular A-110 are as follows: Recipients and sub recipients that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133.

- III.) If an audit must be conducted pursuant to OMB Circular A-133 and A-110, a copy of the audit shall be submitted to DCJS as well as to the Federal clearinghouse.

As of 10/1/04, the Federal clearing house is as follows:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132

39. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

- I.) Sub grantee assures that it has read, understands, and is in full compliance with all requirements as set forth in §12-4-14., Code of West Virginia, or as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with §12-4-14. Sub grantee further understands that if it is currently debarred or is not in compliance with §12-4-14., it is ineligible to receive funding from the West Virginia Division of Justice Community Services.

40. CONFIDENTIALITY OF RESEARCH INFORMATION:

Pursuant to Section 229 of the Act, research information identifiable to an individual, which was obtained through a project funded wholly or in part with United States Department of Justice program funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).

41. LEASE AGREEMENTS:

Grantee agrees to provide DJCS with a description of proposals to use grant funds to enter into lease arrangements with private entities for the purpose of fulfilling the goals and objectives of this project.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

42. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Each grantee certifies, that it has executed and has on file, an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E, or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required. All EEO findings should be reported to Office for Civil Rights, Office of Justice Programs, US Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531

43. VETERANS PREFERENCE:

This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. DJCS defines "suitable preference" as the requirement that a grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

44. IMMIGRATION AND NATURALIZATION VERIFICATION:

The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.

45. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

It is the sense of DJCS that to the greatest extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.

46. PERSONNEL TRAINING:

For projects involving payment of personnel or overtime pay, DJCS reserves the right to require training as a condition of the grant before or at any time during the project period.

47. ACCOUNTING REQUIREMENTS:

Grantee agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, must be retained and be available for audit purposes.

48. OFFICE OF JUSTICE PROGRAMS (OJP) FINANCIAL GUIDE:

Grantee agrees to comply with the financial and administrative requirements as set forth in the current edition of the OJP Financial Guide.

49. TRANSFER OF FUNDS PROHIBITION:

The grantee is expressly prohibited from transferring funds between any DJCS programs.

50. MARKING OF EQUIPMENT:

Grantee will ensure that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the West Virginia Division of Justice & Community Services."

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

51. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:

Grantee acknowledges that DJCS reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support.

Grantee agrees to consult with DJCS re the allocation of any patent rights that arise from, or are purchased with, this funding.

52. CENTRAL CONTRACTOR REGISTRATION:

Grantee agrees to register with the Central Contractor Registration (CCR), www.ccr.gov and provide documentation to DJCS within 30 days of award notification that they have done so.

53. DATA UNIVERSAL NUMBERING SYSTEM:

Grantee agrees to acquire a Data Universal Numbering System (DUNS) number, www.dnb.com and provide documentation to DJCS within 30 days of award notification that they have done so.

54. JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:

Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974, reauthorized 2002.

- Deinstitutionalization of status offenders (DSO).
- Separation of juveniles from adults in institutions (separation).
- Removal of juveniles from adult jails and lockups (jail removal).
- Reduction of disproportionate minority contact (DMC), where it exists.

This includes, but is not limited to, completing the annual the WV Certification of Non-Secure Facilities and submitting to DJCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

55. BIDDING PROCEDURES:

Funds for renovation, expansion or construction awarded to grantees or subgrantees, which require the letting of any single contract amounting to \$100,000 or more to a private company or individual shall require: a bid guarantee equivalent to 5% (five percent) of the bid price; the bid guarantee must consist of a firm commitment such as a bid bond, certified check, or negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified after forms are presented to the successful bidder; a performance bond on the part of the 100% (one hundred percent) of the contract price ("Performance bond" means a bond executed in connection with a contract to ensure payments required by all persons supplying labor and materials in the execution of the work provided for in the contract.); a payment bond on the part of the contractor for 100% (one hundred percent) of the contract price. ("Payment bond" is one executed in connection with a contract to ensure payment as required by law, of all persons supplying labor or materials in the execution of the work provided for in the contract.) Recipient/subgrantee is expected to follow the competitive bid process in the award of contracts involving Federal grant funds.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

STANDARD CONDITIONS AND ASSURANCES

56. COMPLIANCE WITH FEDERAL PROCEDURES:

The applicant assures that it will comply with the provisions of 28 Code of Federal Regulation (CFR) applicable to grants and cooperative agreements, including:

- a. Part 11, Applicability of Office of Management and Budget Circulars.
- b. Part 18, Administrative Review Procedures.
- c. Part 20, Criminal Justice Information Systems.
- d. Part 22, Confidentiality of Identifiable Research and Statistical Information.
- e. Part 23, Criminal Intelligence Systems Operating Policies.
- f. Part 30, Intergovernmental Review of Department of Justice Programs and Activities
- g. Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures

57. ADDITIONAL REGULATIONS AND PROCEDURES:

In addition, all grantees must comply with the following applicable federal regulations and/or the United States Department of Justice, Office of Justice Programs - M 7100.1D manual, OMB Circulars No. A-21, A-110, A-122, A-128, A-87, E.O. 12372, Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common Rule, and all other applicable Federal regulations, policies, acts and guidelines.

- a. National Environmental Policy Act of 1969 (NEPA).
- b. National Historic Preservation Act of 1966.
- c. Flood Disaster Protection Act of 1973.
- d. Clean Air Act and Federal Water Pollution Control Act Amendments of 1972.
- e. Control Act Amendments of 1972.
- f. Safe Drinking Water Act.
- g. Endangered Species Act of 1973.
- h. Wild and Scenic Rivers Act.
- i. Fish and Wildlife Coordination Act.
- j. Historical and Archaeological Data Preservation.
- k. Coastal Zone Management Act of 1979.
- i. Animal Welfare Act of 1970.
- m. Impoundment Control Act of 1974.
- n. Uniform Relation Assistance and Real Property Acquisitions Policies Act of 1970.
- o. Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended
- p. Death in Custody Act of 2000.

**WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES**

**JUSTICE ASSISTANCE GRANT (JAG)
SPECIAL CONDITIONS AND ASSURANCES**

58 LAW ENFORCEMENT INFORMATION SHARING SYSTEMS:

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 grantee 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.

59 LAW ENFORCEMENT TASK FORCE TRAINING:

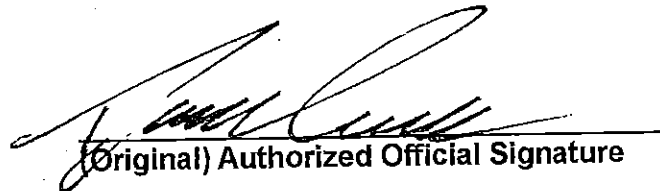
The grantee agrees that within 120 days of award, for any law enforcement task force funded with these funds, the task force commander, agency executive, task force officers, and other task force members of equivalent rank, will complete the required online (internet-based) task force training to be provided free of charge through BJA's Center for Task Force Integrity and Leadership. This training will address task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. Additional information will be provided by BJA regarding the required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfil.org).

60 PRO PROGRAM CONDITIONS:

PRO projects are required to send each PRO to the DJCS training conference and be certified as a PRO before entering the school. This training and requirement is on an annual basis. In addition to the annual training conference, all PRO's must complete or have completed required Conflict Resolution training within 12 months of their initial PRO certification. DJCS requires grantees to assign one, full-time PRO officer per school. The PRO must maintain an office in the assigned school and be present in that school at least 35 hours per week.

Prior to the officer entering the school, grantee must submit to DJCS an Agreement between Law Enforcement and the County Board of Education.

I certify that I have read the entire Standard and Special conditions and assurances of this grant program and agree to comply with these requirements.


(Original) Authorized Official Signature

**Assurance/Certification of Compliance With
Regulations**

**Office for Civil Rights, Office of Justice Programs
U.S. Department of Justice Funds**

For Subgrants Awarded Through the WV Division of Justice and Community Services
(DJCS)

Federal Grant Program Name: Justice Assistance Grant Program JAG

Subgrantee Name: Wood County Commission

Authorized Official's Name: [Signature]

Assurance

As authorized official, I assure and certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this assurance and certification.

This entity will comply with the following statutes and regulations as mandated by law:

Section 3789d(c) of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; Title VI of the Civil Rights Act of 1964, as amended, and Department of Justice Regulation 28 C.F.R. Part 42, Subparts C, D, E; Section 504 of the Rehabilitation Act of 1973, as amended, and Department of Justice Regulation 28 C.F.R. Part 42, Subpart G; Title II of the Americans With Disabilities Act and Department of Justice Regulation 28 C.F.R. Part 35; Title IX of the Education Amendments of 1972 and Department of Justice Regulation 28 C.F.R. Part 54; and The Age Discrimination Act of 1975.

This entity will send all adverse findings of discrimination within the last three years to the Office for Civil Rights to the following address:

Office for Civil Rights
Office of Justice Programs
810 7th Street, NW
Washington, DC 20531