

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

IN RE: MINUTES OF MEETING HELD
THURSDAY, MARCH 28, 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 9:50 A.M., the County Commission met with Mayor and State Senator David Nohe of Vienna; Mayor Bob Newell of Parkersburg; Delegate Dan Poling; Wood County Assessor Rich Shaffer; Steve Sheppard from the Assessor's Office and Dennie Huggins from the Sheriff's Tax Office. They met to discuss the recent closing of the West Virginia Division of Motor Vehicles in Parkersburg. They had a teleconference with the DMV.

At 10:30 A.M., the County Commission met with Jeff Williams, Director of the Wood County Day Report Center and Toni Tiano, Grant Consultant to present a grant application for the next fiscal year. The County Commission authorized President Couch to execute the Application requesting funds in the amount of \$667,983.00. (Order M/1378)

At 10:45 A.M., the County Commission presented the 2011/2012 budget to the elected officials in attendance. Those present were Jason Wharton, Prosecuting Attorney; Rich Shaffer, Assessor; Jamie Six, County Clerk and Jeff Sandy, Sheriff. Several others were in attendance. (Order M/1380)

At 11:00 A.M, the County Commission discussed the ambulance services within the County. Members of St. Joseph's Ambulance Service, Camden-Clark Ambulance Service and Life Ambulance Service were present. Greg Smith from Camden Clark addressed the County Commission regarding the services being provided. Wayne White from the Parkersburg Fire Department informed the Commission that he has seen a problem with coverage occasionally being provided from Wirt County or Williamstown. Randy Lowe, E-911 Director, addressed some of the questions that arose. Commissioner Couch was not present for this meeting due to a potential conflict of interest.

At 11:30 A.M., the County Commission met with Bob Tebay to discuss a funding request for Henderson Hall and the Oil and Gas Museum.

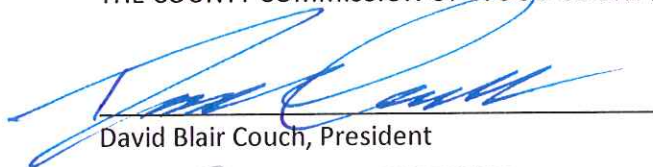
ORDERS APPROVED AND ATTACHED TO THESE MINUTES

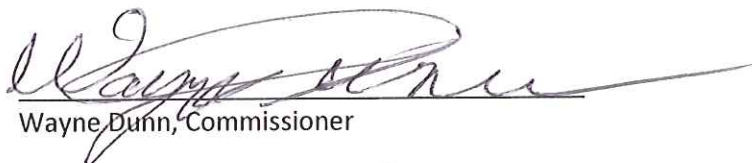
A//726, A/727, A/728, A/729, A/730, M/1378, M/1379, M/1380,

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

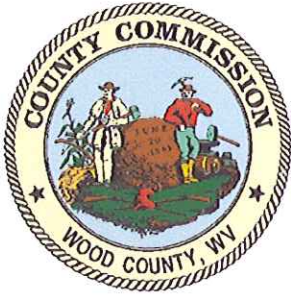

Stephen Gainer, Commissioner

To listen to this meeting, please refer to DVD labeled March 28, 2011.

Wood County Commission Meeting
Held March 28, 2011

Please Print

1.	DENNIE Huggins
2.	Daniel Poling
3.	DAVID Noke
4.	Rich Shaffer
5.	Toni Tiano
6.	Jeff Williams
7.	Greg Smith. CCMC/SI Joe Ambalauy
8.	Carolyn Deckert - WCM Ext
9.	Jason Wharton
10.	Rhea Guen
11.	Dwain Whitley SJA
12.	JACOB CARR SJAS
13.	LARRY STEPHENS - CAMDEN CLARK
14.	Wayne White
15.	Paul Foster SJAS
16.	Randy Lowe
17.	
18.	
19.	
20.	



Wood County Commission

03/28/2011
 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
10:30 AM	GRANTS	TONI TIANO, GRANT CONSULTANT AND JEFF WILLIAMS, DAY REPORT CENTER DIRECTOR
10:45 AM	APPROVE BUDGET FOR FISCAL YEAR 2011/2012	
11:00 AM	AMBULANCE SERVICES	DWANE WEEKLEY AND LARRY STEPHENS
11:30 AM	FUNDING REQUEST FOR HENDERSON HALL AND OIL AND GAS MUSEUM	BOB TEBAY

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
9. Video Lottery – Woodridge

3/28/11
69/417

MARCH 28, 2011

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 February, 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.

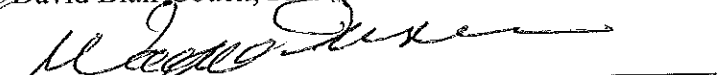
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

3/28/11
69/417

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: 2/1/11 TO: 2/28/11	

PROJECT CASH EXPENDITURES

Account #	Amount
F11HS-03-406	\$-0-
TOTAL	\$-0-

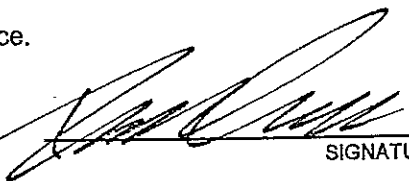
CERTIFICATION:

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

TYPED NAME & TITLE



SIGNATURE

3/24/11
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

3/28/11
69/417

MARCH 28, 2011

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

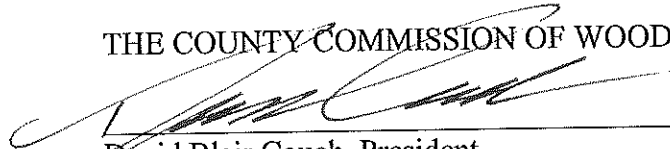
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement 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 February, 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.

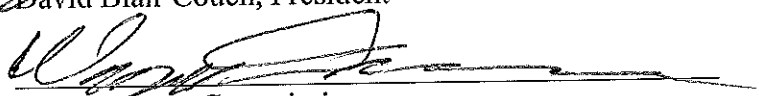
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator

APPROVED:

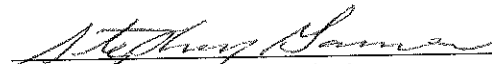
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

3/28/11
69/417

2 Hale Street, Suite 100
Charleston, WV 25301

TELEPHONE: (304) 558-6080

FAX: (304) 558-6083

REQUEST FOR REIMBURSEMENT

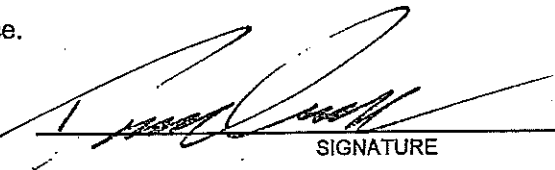
RECEIVED (For DCJS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Grant Number: F11HS-03-408
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 2/1/11 TO: 2/28/11

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  3/24/11
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

3/28/11
69/417

MARCH 28, 2011

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

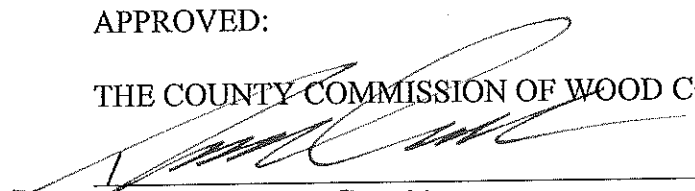
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A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.


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

GOVERNOR'S HIGHWAY SAFETY PROGRAM

3/28/11
69/417

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: 2/1/11 TO: 2/28/11

PROJECT CASH EXPENDITURES

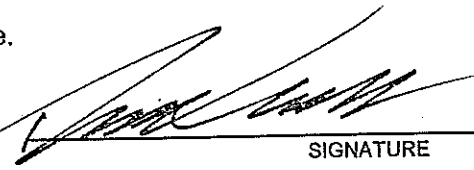
Account #	Amount
F11-HS-03-410-HFR	\$-0-
TOTAL	\$-0-

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.

BY: David Blair Couch, President
Wood County Commission



3/24/11
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

3/28/11
69/418

MARCH 28, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

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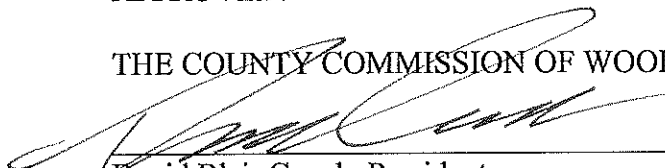
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THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

3/28/11
69/418

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: F10HS-03-2011
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 2/1/11 TO: 2/28/11

PROJECT CASH EXPENDITURES

Account #	Amount
F11HS-03-2011	\$-0-
TOTAL	\$-0-

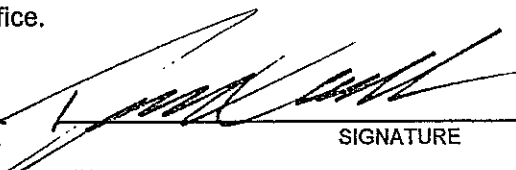
CERTIFICATION:

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.

BY: David Blair Couch, President
Wood County Commission

TYPED NAME & TITLE



SIGNATURE

3/24/11

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

3/28/11
69/418

MARCH 28, 2011

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

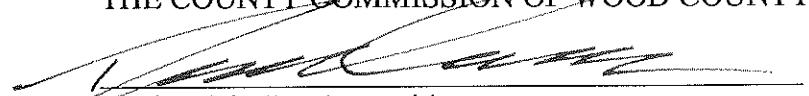
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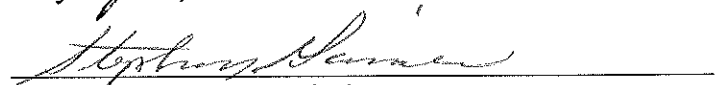
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Wayne Dunn, Commissioner


Stephen Gainer, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

2 Hale Street, Suite 100
Charleston, WV 25301

3/28/11
69/478

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: 2/1/11 TO: 2/28/11

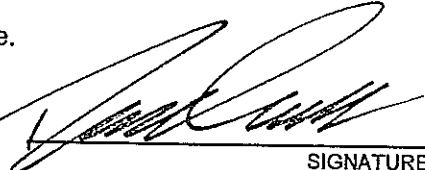
PROJECT CASH EXPENDITURES

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  3/24/11
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

3/28/11
69/419

MARCH 28, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA


IN RE: THE COUNTY COMMISSION DID HEREBY APPROVE THE
SUBMISSION OF THE 2011/2012 GENERAL FUND BUDGET.

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 APPROVE the 2011/2012 fiscal year Wood County General Fund Budget. Said budget total is eighteen million, nine hundred forty thousand, seven hundred ninety-two dollars and zero cents (\$18,940,792.00).

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1380

3/28/11
69/419

MARCH 28, 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
AGREEMENT FOR THE FORT BOREMAN TRAIL GRANT.

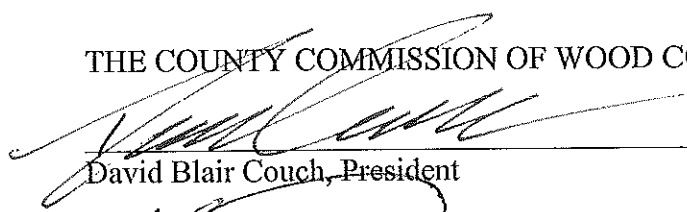
ORDER

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 an Agreement for the West Virginia Division of Highways
Fort Boreman Trail Grant.

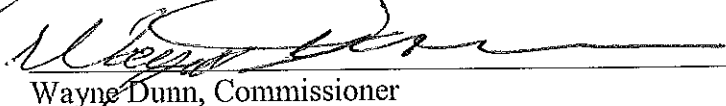
A copy of said Agreement is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1379

3/28/11
69/419

AGREEMENT

STATE PROJECT: S354-FOR/TB-1. 00

FEDERAL PROJECT: NRT-2011(047)D

FORT BOREMAN HISTORICAL PARK TRAIL

WOOD COUNTY

THIS AGREEMENT, executed in duplicate, made and entered into this _____ day of _____, 201____, by and between the **WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS**, hereinafter called "**DEPARTMENT**" and the **WOOD COUNTY COMMISSION**, hereinafter called "**SPONSOR**".

WITNESSETH that,

WHEREAS, DEPARTMENT and **SPONSOR** have determined that a project for the rehabilitation of the non-motorized trail system at Fort Boreman Historical Park is an eligible project for funding under the Recreational Trails Program, as apportioned in the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU); and

WHEREAS, DEPARTMENT desires to cooperate with **SPONSOR** in accomplishing the project; and

WHEREAS, by Resolution bearing the date of the _____ day of _____, 2011, the Wood County Commission directed the proper authorities to execute, acknowledge and deliver this Agreement, a copy of which Resolution is affixed hereto and made a part hereof;

NOW THEREFORE, it is mutually agreed as follows:

- A. That **SPONSOR** may contract with a qualified consultant for design, engineering and bid specification documents for the rehabilitation/development of the non-motorized trail system at Fort Boreman Historical Park and shall submit such designs to **DEPARTMENT** for review and approval prior to any construction then contract with a qualified contractor for construction of those project elements approved within the

design plan, which may include: trail construction, pedestrian bridge(s), tread improvement/hardening, retaining wall(s), drainage, rip rap, signage, safety fencing and pedestrian amenities. All rehabilitation/new construction will comply with the definitions of sustainable/accessible as detailed in the **SPONSOR'S** "Fort Boreman Historical Park Trails Assessment Report for the Wood County Commission" of January 15, 2009 and (where applicable) the "Forest Service Trail Accessibility Guidelines" (FSTAG). Any conflict between sustainability and accessibility design standards are to be resolved in favor of accessibility. Any deviation from FSTAG must be documented as an exception and included within the **SPONSOR'S** project file. The above described scope of work is to hereafter be referred to as "**PROJECT**".

- B. That **SPONSOR** shall provide for, or cause to be provided for, the future maintenance of **PROJECT** for a period of no less than ten (10) years once the work under this Agreement is completed.
- C. That the total eligible project cost as set by this Agreement is ninety-eight thousand three hundred fifty-three dollars (\$98,353) and the amount of funds available for reimbursement from **DEPARTMENT** shall be eighty percent (80%) of the funds expended by **SPONSOR** for eligible project costs, up to a maximum reimbursement of seventy-eight thousand six hundred eighty-two dollars (\$78,682). **SPONSOR** shall be responsible for the remaining twenty percent (20%) of the eligible project costs that are expended, in addition to all costs deemed ineligible by **DEPARTMENT**. **SPONSOR** will also be responsible, at the one hundred percent (100%) level, for any and all costs in excess of the total eligible project cost as set by this Agreement. **SPONSOR'S** twenty percent (20%) match for the estimated total eligible project cost is nineteen thousand six hundred seventy-one dollars (\$19,671).
- D. That **SPONSOR** will submit to **DEPARTMENT**, as the minimum match, a check payable to the West Virginia Division of Highways for the sum of nineteen thousand six hundred seventy-one dollars (\$19,671). The check shall be submitted with the Agreement upon execution by the **SPONSOR**.
- E. That **SPONSOR** may submit invoices to **DEPARTMENT**, on no more often than a monthly basis, for up to one hundred percent (100%) reimbursement to **SPONSOR** for the performance of work set forth herein, and certify that the invoices properly represent approved work that has been satisfactorily completed. Each invoice must be accompanied by an up-to-date progress report detailing work undertaken and percentage of completion that reflects the reimbursement sought.

- F. That when using a contractor, **SPONSOR** will comply, and insure compliance, with established provisions of the West Virginia Prevailing Wage Code. Federal Davis-Bacon Wage Codes do not apply to this project.
- G. That the following attachment(s) is incorporated herein and made a part hereof as though fully set out herein: Attachment A-1 – "Grant Program General Clauses and Covenants (April 7, 2009)."

IN WITNESS WHEREOF, the parties hereto have caused their respective names to be signed by their duly authorized officers.

<p>WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS</p> <p>_____ (signature)</p> <p>_____ (title)</p>	<p style="text-align: right;">ATTESTED BY:</p> <p>_____ (signature)</p> <p>_____ (title)</p>
--	---



<p>SPONSOR'S REPRESENTATIVE WOOD COUNTY COMMISSION</p> <p><i>[Handwritten Signature]</i> _____ (signature)</p> <p><i>Commission President</i> _____ (title) <i>Wood County</i></p>	<p style="text-align: right;">ATTESTED BY:</p> <p><i>[Handwritten Signature]</i> _____ (signature)</p> <p><i>County Administrator</i> _____ (title)</p>
---	--

(To be executed in duplicate)

Distribution:
 Master File
 Wood County Commission

ATTACHMENT A-1
RECREATIONAL TRAILS GRANT PROGRAM
GENERAL CLAUSES AND COVENANTS
(April 7, 2009)

1. **SPONSOR**, by signature on the attached Agreement, confirms that it has both the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this Agreement.
2. **SPONSOR** shall not begin work, or cause any work to begin, for which costs **SPONSOR** intends to seek reimbursement, until such time that **SPONSOR** receives written notice to proceed from **DEPARTMENT**.
3. **SPONSOR** is responsible for **PROJECT** oversight and inspection during any and all phases of construction, as well as for obtaining all necessary permits. **SPONSOR** shall provide and maintain competent and adequate supervision at the construction site to ensure that the completed work conforms with the **DEPARTMENT** approved plans and specifications and shall furnish progress reports and/or such other information as may be required by **DEPARTMENT**.
4. **SPONSOR** agrees, as between **DEPARTMENT** and **SPONSOR**, that **SPONSOR** shall be responsible for any and all suits, claims, liability, losses, liens and demands, fines, costs, criminal and civil penalties, causes of action or any other obligations arising out of or in any manner connected with the work performed by **SPONSOR**, its agents, employees or contractors, under this Agreement, during or any time after such work is being or has been performed, including (without limitation) liability involving bodily injury, death, property damage or any violation or alleged violation of any Federal, State or local law or regulation, except for any liability or damages due to the willful or intentional unlawful acts or the negligence of **DEPARTMENT**, its employees, agents or contractors.
5. **SPONSOR**, unless otherwise noted in the attached agreement, shall erect a sign, made of a durable material, at least four foot by eight foot (4' x 8') in size, at the site of the **PROJECT** where it can be viewed by persons in the area of the **PROJECT**. It will, at minimum, contain the following information in letters clearly legible:

(NAME OF PROJECT)

This project includes funding from the Federal Highway Administration's Recreational Trails Program administered by the West Virginia Department of Transportation, Division of Highways

Recreational Trails Funds

\$ _____

Such sign is to be placed at the site immediately following **SPONSOR'S** receipt of notice to proceed and remain at the site until the **PROJECT'S** final inspection by **DEPARTMENT**.

6. **SPONSOR** shall establish safeguards to prohibit employees from using their positions for a purpose that constitutes, or presents the appearance of, either personal or organizational conflict of interest, or personal gain.
7. **SPONSOR** shall comply with and ensure compliance with all Federal Statutes relating to the Anti-Lobbying Requirement, Pub. L. 101-121, Section 319, 31 U.S.C. § 1352, that prohibits the recipient, or any lower tier subrecipients, of a Federal contract, grant, loan or cooperative Agreement from expending Federal funds to pay any person for influencing or attempting to influence a Federal agency or the Congress in connection with the awarding of any Federal contract, the making of any Federal grant or loan or the entering into of any cooperative Agreement.
8. **SPONSOR** agrees to establish a proper accounting system in accordance with generally accepted accounting standards or agency directives, and shall be responsible for insuring that its consultant(s) and/or contractor(s)/subcontractor(s) maintain all books, document papers, records, supporting cost proposals, accounting records, employees time cards, payroll records and other evidence pertaining to costs incurred in the **PROJECT** and is to make such materials available at all reasonable times during the contract period and for four (4) years after the date of **DEPARTMENT'S** closing of the project, for inspection and/or audit by **DEPARTMENT**, Federal Highway Administration, or any other authorized representative of either the State or Federal government.
9. **SPONSOR**, unless otherwise noted in the attached Agreement, agrees to complete **PROJECT** within two (2) years after the date the notice to proceed is issued by **DEPARTMENT**. Failure to meet this deadline, without good and acceptable cause, may cancel **DEPARTMENT'S** participation in this

PROJECT, at the sole discretion of **DEPARTMENT**, and any remaining funds may be forfeited by **SPONSOR**; repayment of the **PROJECT'S** Federal portion may also be required. It is the express responsibility of **SPONSOR** to inform **DEPARTMENT**, in an expeditious manner, if any condition arises which may result in this deadline not being met.

10. **SPONSOR** acknowledges that construction contracts are required to be advertised and awarded to the lowest responsible and responsive bidder through competitive bidding, while consulting services are to be chosen by solicitation of letter of qualifications, interview of candidate, and selection based on qualification, rather than price. Any deviation from these processes requires prior written approval by **DEPARTMENT**. In addition, **SPONSOR** acknowledges and agrees that no contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with Executive Orders 12549 and 12689, "Debarment and Suspension" and 49 CFR 29.
11. **SPONSOR** must retain a copy of all newspaper advertisements for requests for proposals for consultant and/or contractor/subcontractor bids, and a copy of all proposals and bids received for consideration. The documents must be kept on file by **SPONSOR** pending Final Audit by **DEPARTMENT**.
12. **SPONSOR** must retain a copy of the contract for the consultant(s) and/or contractor(s)/subcontractor(s) chosen. To ensure compliance with requirements, all bid documents and request for proposal/consultant documents must be kept on file by **SPONSOR** pending Final Audit by **DEPARTMENT**.
13. **SPONSOR**, if it is a non-Federal entity and has received five hundred thousand dollars (\$500,000) or more in Federal funds in the prior fiscal year, shall furnish to **DEPARTMENT** a single or program-specific audit conducted for that year in accordance with the provisions of the Office of Management and Budget Circular No. A-133.
14. **SPONSOR** shall notify **DEPARTMENT**, at least thirty (30) days in advance, of any ceremonies or "ribbon-cutting" celebrations commemorating the **PROJECT**.
15. **SPONSOR** shall recognize both **DEPARTMENT** and the Federal Highway Administration in all press releases, announcements, brochures, websites and/or literature concerning the **PROJECT**.

requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

20. **SPONSOR** shall comply with, and ensure compliance by its consultant(s) and contractor(s)/subcontractor(s) with, all Federal statutes, executive orders, rules, and regulations regarding the "Americans With Disabilities Act," 28 CFR 35 and 29 CFR 1830 and with the "General Prohibitions Against Discrimination," 28 CFR 35 and all other regulations under Title II of "The American With Disabilities Act" which are applicable.
21. **SPONSOR** shall comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234) which requires recipients in a special flood hazard area to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
22. It is the policy of **DEPARTMENT** that Disadvantaged and Women-owned Business Enterprises shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds.
23. **DEPARTMENT** shall review the **PROJECT'S** applicability to both Federal Highway Administration and State requirements for a Federally funded project and if the **PROJECT** qualifies, will complete the appropriate documents for a Programmatic Categorical Exclusion or Categorical Exclusion for compliance with the National Environmental Policy Act (NEPA) and Section 106 of the National Historic Preservation Act of 1966, as amended (106 process).
24. **SPONSOR** shall be responsible for any additional documentation, actions, or permits necessary for compliance with the NEPA and the 106 process, which include but are not limited to documentation, actions, or permits involving; archaeological surveys, 4(f) statements, noise assessment and abatement, air quality impact assessment and abatement, water quality impact assessment and abatement, hazardous waste/underground toxic assessment and abatement, navigable stream impact assessment and abatement, wetland impact assessment and abatement, endangered species impact assessment and abatement, wild and scenic river impact assessment and abatement, and/or any other environmental, cultural, or natural impact statement and abatement as applicable.
25. **SPONSOR** shall secure all necessary approvals, permits and licenses from all other governmental agencies as may be required to complete **PROJECT**. This obligation shall include the responsibility for the preparation or revision of

environmental impact statements, environmental assessments, environmental reports or other documents required by law and/or environmental litigation; and the defense of environmental litigation resulting from the planning, design and/or construction of **PROJECT**. At the **DEPARTMENT'S** request, **SPONSOR** shall furnish to **DEPARTMENT**, prior to advertising and letting **PROJECT**, evidence of the approvals, permits, licenses and approved environmental documents.

26. **SPONSOR** shall comply with, and ensure compliance by its consultant(s) and contractor(s)/subcontractor(s) with, all applicable standards, executive orders or regulations, if applicable, issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401 et. seq.), the Federal Water Pollution Control Act (33 U.S.C. §§ 1251 et. seq.), and the Energy Policy and Conservation Act (Pub. L. 94-163).
27. **SPONSOR** shall administer all contracts/subcontracts and be responsible for insuring that all work shall be performed and purchases made in a manner satisfactory to **DEPARTMENT** and in accordance with the established practices and procedures of the **DEPARTMENT**, and all Federal and State laws, rules, regulations, executive orders, policies and procedures which include, but are not limited to, those included in the Recreational Trails Program Revised Guidelines and Application Package, the Federal Aid Policy Guide 23 CFR 633A and entitled "PART 633 - REQUIRED CONTRACT PROVISIONS", and the Rules and Regulations of the West Virginia Department of Transportation, Division of Highways, Series I Section 8 entitled Procurement Procedures for Negotiated Contracts, as applicable.
28. **SPONSOR** acknowledges and agrees that **DEPARTMENT** and the Federal Highway Administration reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for governmental purpose(s):
 - a) the copyright of any work developed under this grant, subgrant or contract under this grant or subgrant; and
 - b) any rights of copyright to which a grantee, subgrantee, consultant, or contractor acquires or purchases ownership with support from this grant.
29. **DEPARTMENT** shall bear one hundred percent (100%) of all administrative costs incurred by **DEPARTMENT**, such as reviewing and processing invoices from **SPONSOR**.

30. **SPONSOR** acknowledges and agrees that the future sale, lease, transfer of title or modification in use of any property either purchased with, or receiving improvements funded through, this Agreement and occurring within the specified maintenance term requires prior approval by **DEPARTMENT** and/or the Federal Highway Administration and could require repayment, by the **SPONSOR**, of Federal funds involved.

31. **SPONSOR** acknowledges and agrees that failure to adhere to and comply with, and ensure compliance by its consultant(s), contractor(s) and subcontractor(s) with any item in the attached Project Agreement may result in the repayment, by the **SPONSOR**, of any and all Federal funds expended on the project. It will be at the sole discretion of the Federal Highway Administration and/or the **DEPARTMENT** to determine if the violation warrants repayment and the amount to be repaid. Prior to any obligation of repayment, **SPONSOR** shall be provided with a written notice of any alleged violation and allowed a reasonable opportunity to cure said violation.

MARCH 28, 2011

COPY
3/28/11 69/419

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION

WHEREAS, the West Virginia Department of Transportation, Division of Highways and the Wood County Commission have determined that a project for the rehabilitation of the non-motorized trail system at Fort Boreman Historical Park is an eligible applicant for funding on the Recreational Trails Program; and

WHEREAS, the West Virginia Department of Transportation, Division of Highways desires to cooperate with the Wood County Commission in accomplishing the project; and

WHEREAS, the County Commission of Wood County has reviewed the Grant Program Agreement for the listed project and accepts the conditions therein,


NOW THEREFORE, BE IT RESOLVED, that David Blair Couch, in his official capacity as President, is authorized to sign the Grant Program Agreement in regard to the Federal Highway Administration's Recreational Trails Program administered by the West Virginia Department of Transportation, Division of Highways:

RECREATIONAL TRAILS FUNDS - \$19,671.00

RESOLVED this 28TH day of March, 2011.

APPROVED:

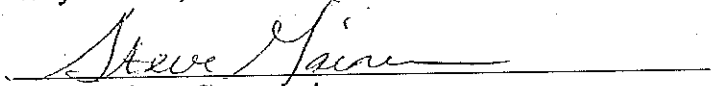
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Steve Gainer, Commissioner

3/28/11
69/418

MARCH 28, 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 FOR A COMMUNITY CORRECTIONS 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 Community Corrections Grant.
Said Application is with the West Virginia Department of Military Affairs and Public Safety-
Division of Justice and Community Services in the amount of six hundred sixty-seven thousand
nine hundred eighty-three dollars and zero cents (\$667,983.00).


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/1378

MARCH 28, 2011

3/28/11
69/418

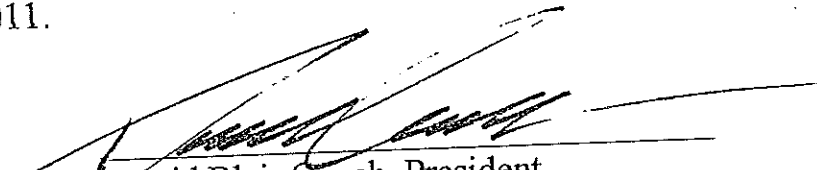
IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION


A RESOLUTION TO AUTHORIZE THE FILING OF AN APPLICATION BY THE PRESIDENT OF THE WOOD COUNTY COMMISSION FOR A GRANT WITH THE WEST VIRGINIA DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY – DIVISION OF JUSTICE AND COMMUNITY SERVICES – FOR THE PURPOSE OF APPLYING FOR A COMMUNITY CORRECTIONS GRANT FOR THE DAY REPORT CENTER.

Be it resolved by the Wood County Commission, Parkersburg, West Virginia that the President of the Commission be and is hereby authorized to apply for a grant through the Community Corrections Grant Program to continue and to expand the Wood County Day Report Center.

Dated this 28th day of March 2011.



David Blair Couch, President

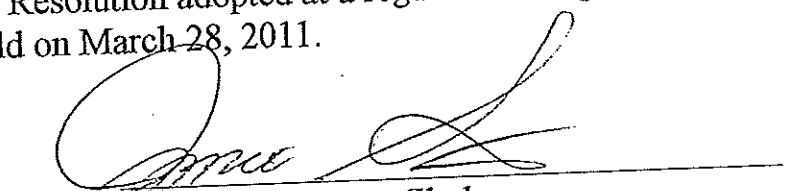


Wayne Dunn, Commissioner



Steve Gainer, Commissioner

Certified to be a true copy of a Resolution adopted at a regular meeting of the Wood County Commission held on March 28, 2011.



Jamie Six, County Clerk
Wood County

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

March 28, 2011

Mr. Jason Metzger
West Virginia Division of Justice
and Community Service
1204 Kanawha Boulevard East
Charleston, WV 25301

Dear Mr. Metzger:

Please find enclosed an application from the Wood County Commission for funding through the Community Corrections Grant Program for funding for the continuation and expansion of the Wood County Day Report Center.

If you have any questions on this application 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

West Virginia Community Corrections Application Checklist

Applicant: Wood County Commission Amount Requested: \$667,983.00

- General Administrative Information – Page 1
 - Applicant Information Complete
 - Type of Agency is Marked
 - Type of Application is Marked
 - Project Director Information Complete
 - Fiscal Officer Information Complete
 - Amount Requested is Complete
 - Local Funds Committed
 - Number of Years Previously Funded is Provided
 - Estimated Number of Offenders to be Served is Provided
 - Geographic Area to be Served is Provided
 - Total Population for Geographic Area Provided
 - Project Title is Provided
 - Project Description is Provided
 - Authorized Official Information is Complete – with ORIGINAL Signature

- Budget Information – Pages 2 - 4
 - Budget Summary (Complete with Applicant Name and FEIN Number)
 - Funding Strategy Complete
 - Budget Detail Provided (including proper match detail)
 - Budget Justification Provided (Detailed w/match included & labeled)

- Project Narrative – Page 5

Narrative addresses all minimum information contained within the grant application instructions section – including, but not limited to (and in this order):

 - ☞ Problem Statement
 - ☞ Program Description and/or Solution to the Problem
 - ☞ Program Assessment/Evaluation
 - ☞ Strategic Plan for Local Community Criminal Justice Board
 - ☞ Plan of Sustainability

- Goals and Objectives – Page 6

At least two goals and at least one objective for each goal are required for each discipline requesting funding. An activity, an outcome measure, and an implementation schedule are required for each objective.

- Community Corrections Board Members – Page 7
 - List of Members Provided
 - Membership acceptable by WV Code, Program Guidelines, and Applicant Working Agreement standards

- Organizational Charts – Page 8
Included both an organizational chart for program requesting funding. The chart also includes:
 - ☞ Staff members
 - ☞ Titles
 - ☞ Salaries
 - ☞ Source of salaries

- Hiring Procedures and Job Descriptions – Page 9
Hiring procedures, job descriptions, and applicable resumes are provided for each agency requesting personnel funding.

- Special Conditions – Page 10-14
ORIGINAL signature of the Authorized Official is provided on Page 14.

- Attachments A through C
 - Operational Budget and 3-year Plan
 - Commitment Letters from all LCCJ Board Members (or MOU)
 - Other Required Program Information

West Virginia Community Corrections Grant Program Application	General Administrative Information Page 1
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Applicant Agency: Wood County Commission Address: One Court Square, Suite 203 Parkersburg, WV 26101 Phone: (304) 424-1984 Fax Number: (304) 424-1970	Type of Agency: <input type="checkbox"/> State <input checked="" type="checkbox"/> County Type of Application: <input checked="" type="checkbox"/> For State Funds <input type="checkbox"/> No State Funds
--	---

Project Director: Toni Tiano PD Title: Consultant Address: One Court Square, Suite 203 Parkersburg, WV 26101 Phone: (304) 428-7760 Fax: (304) 485-2925 Email: tianoknopp@suddenlink.net	Fiscal Officer: Jamie Six FO Title: Wood County Clerk Address: One Court Square Parkersburg, WV 26101 Phone: (304) 424-1850 Fax: (304) 424-1970 Email: jamiesix@woodcountywv.com
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State Funds Requested: \$667,983.00 **Amount Awarded:** _____
Local Funds Utilized: \$296,699.00 *2011 2012* (for DJCS use only)
Project Period: July 1, ~~2010~~ - June 30, 2011

Number of years previously funded: 7
Estimated Number to be Served: 475

Geographic Area(s) Served: Wood, Roane, and Jackson Counties

Total Population: 129,820.00

Project Title: Mid-Ohio Valley Regional Day Report Center

Project Description: The Day Report Center currently serves the counties of Wood, Jackson, and Roane with plans in the upcoming year to expand to at least three additional surrounding counties.

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 funding is provided.

Authorized Official: David Blair Couch Address: Wood County Commission One Court Square, Suite 203 Parkersburg, WV 26101 Signature:	AO Title: President Phone: (304) 424-1984 Fax: (304) 424-1970 E-Mail: wvcouch@suddenlink.net Date: 03/28/2011
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**WEST VIRGINIA
COMMUNITY CORRECTIONS
PROPOSAL APPLICATION**

**Budget Summary
PAGE - 3**

Applicant: Wood County Commission	Federal Employer Identification Number (FEIN): 556000417
---	--

Category	State Community Corrections Funds (A) *	Local Funds (B) **	Total Funds (A + B)
Personnel/Contractual	\$574,030	\$220,655	\$794,685
Travel/Training	\$7,880	\$600	\$8,480
Equipment	\$0	\$0	\$0
Other	\$86,073	\$75,444	\$161,517
Total Budget	\$667,983	\$296,699	\$964,682

FUNDING STRATEGY

Funding Source(s)	Amount	Status
State Community Corrections Funds:	\$667,983	A
Local Funds:		
Wood County Commission, Jackson County Commission, Roane County Commission	\$296,699	C
Total:	\$964,682	

* Total of column A shall be placed in the space on page 1 – item number 5, for State Funds Requested.

** Total of column B shall be placed in the space on page 1 – item number 5, for Local Funds Utilized.

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

**WEST VIRGINIA
COMMUNITY CORRECTIONS**

PROPOSAL APPLICATION

ITEMIZATION OF FUNDS BY CATEGORY

PAGE - 4

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<p><u>Personnel/Contractual:</u> Day Report Center Regional Director- \$58,598 - Jeff Williams Retirement- \$58,598 x .14 FICA- \$58,598 x .041 Workers Comp.- \$58,598 x .0212 Health Insurance - \$666.08/mo. x 12 mos. Day Report Center Regional Assistant Director- \$35,006.40 - Vacant Retirement- \$35,006.40 x .14 FICA- \$35,006.40 x .041 Workers Comp.- \$35,006.40 x .0212 Health Insurance- \$666.08/mo. x 12 mos.</p> <p><u>Travel/Training:</u></p> <p><u>Equipment:</u></p> <p><u>Other:</u></p>	<p>\$7,993</p>	<p>\$58,598.00 \$8,204 \$2,493 \$1,242</p> <p>\$35,006 \$4,901 \$1,435 \$742 \$7,893</p>	
Total Local Funds:	\$7,993		
Total State Community Corrections Funds:		\$120,524	
Total APPROVED for Project:			

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

**WEST VIRGINIA
COMMUNITY CORRECTIONS
PROPOSAL APPLICATION**

ITEMIZATION OF FUNDS BY CATEGORY
PAGE - 4 - A

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<p><u>Personnel/Contractual:</u> Clinical Director- \$45,802 - Hernando Escandon Retirement- \$45,802 x .14 FICA- \$45,802 x .041 Workers Comp- \$45,802 x .0212 Health Insurance - \$666.08/mo. x 12 mos. Case Manager/Substance Abuse Counselor- \$35,360- Britney Williams Retirement- \$35,360 x .14 FICA- \$35,360 x .041 Workers Comp- \$35,360 x .0212 Health Insurance- \$666.08/mo. x 12 mos.</p> <p><u>Travel/Training:</u></p> <p><u>Equipment:</u></p> <p><u>Other:</u></p>		<p>\$45,802 \$5,412 \$1,878 \$1,242 \$7,993 \$35,360 \$4,850 \$1,450 \$750 \$7,993</p>	
Total Local Funds:			
Total State Community Corrections Funds:		\$113,830	
Total APPROVED for Project:			

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

**WEST VIRGINIA
COMMUNITY CORRECTIONS
PROPOSAL APPLICATION**

ITEMIZATION OF FUNDS BY CATEGORY
PAGE - 4 - B

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<p><u>Personnel/Contractual:</u></p> <p>Case Manager/Substance Abuse Counselor - \$29,619 - Amy Church Retirement- \$29,619 x .14 FICA- \$29,619 x .041 Workers Comp.- \$29,619 x .0212 Health Insurance - \$666.08/mo. x 12 mos.</p> <p>Case Manager/Substance Abuse Counselor- \$32,989 - Deb Murphy Retirement- \$32,989 x .14 FICA- \$32,989 x .041 Workers Comp.- \$32,989 x .0212 Health Insurance- \$1,120/mo. x 12 mos.</p> <p><u>Travel/Training:</u></p> <p><u>Equipment:</u></p> <p><u>Other:</u></p>		<p>\$29,619 \$4,147 \$1,214 \$628 \$7,993</p> <p>\$32,989 \$4,618 \$1,353 \$699 \$13,440</p>	
<p>Total Local Funds:</p>			
<p>Total State Community Corrections Funds:</p>		<p>\$96,700</p>	
<p>Total APPROVED for Project:</p>			

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

WEST VIRGINIA COMMUNITY CORRECTIONS

PROPOSAL APPLICATION

ITEMIZATION OF FUNDS BY CATEGORY
PAGE - 4 - C

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<u>Personnel/Contractual:</u> Case Manager - \$23,317 - Rose Parsons Retirement - \$23,317 x .14 FICA - \$23,317 x .041 Workers Comp - \$23,317 x .0212 Health Insurance - \$666.08/mo. x 12 mos. Site Coordinator/Case Manager - \$29,536 - Jeanette Easton - Jackson/Roane Retirement - \$29,536 x .14 FICA - \$29,536 x .041 Workers Comp - \$29,536 x .0212 Health Insurance - \$666.08/mo. x 12 mos.		\$23,317 \$3,264 \$956 \$494 \$7,993 \$29,536 \$4,135 \$1,211 \$626 \$7,993	
<u>Travel/Training:</u>			
<u>Equipment:</u>			
<u>Other:</u>			
Total Local Funds:			
Total State Community Corrections Funds:		\$79,525	
Total APPROVED for Project:			

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

WEST VIRGINIA COMMUNITY CORRECTIONS

PROPOSAL APPLICATION

ITEMIZATION OF FUNDS BY CATEGORY
PAGE - 4 - D

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<p><u>Personnel/Contractual:</u></p> <p>Case Manager - \$24,960 - Tommy Hartley - Jackson/Roane Retirement - \$24,960 x .14 FICA - \$24,960 x .041 Workers Comp - \$24,960 x .0212 Health Insurance - \$666.08/mo. x 12 mos.</p> <p>Counselor - \$35,006 - Laura Rinard - Jackson Retirement - \$35,006 x .14 FICA - \$35,006 x .041 Workers Comp - \$35,006 x .0212 Health Insurance - \$666.08/mo. x 12 mos.</p> <p><u>Travel/Training:</u></p> <p><u>Equipment:</u></p> <p><u>Other:</u></p>		\$24,960 \$3,494 \$1,023 \$529 \$7,993 \$35,006 \$4,901 \$1,435 \$742 \$7,993	
Total Local Funds:			
Total State Community Corrections Funds:		\$88,076	
Total APPROVED for Project:			

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

WEST VIRGINIA COMMUNITY CORRECTIONS

PROPOSAL APPLICATION

ITEMIZATION OF FUNDS BY CATEGORY

PAGE - 4 - E

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<p><u>Personnel/Contractual:</u></p> <p>Administrative Assistant - \$22,360 - Patsy Brookover Retirement - \$22,360 x .14 FICA - \$22,360 x .041 Workers Comp. - \$22,360 x .0212 Health Insurance - \$666.08/mo. x 12 mos.</p> <p>Case Manager - \$27,040 - Vacant - Roane Retirement - \$27,040 x .14 FICA - \$27,040 x .041 Workers Comp. - \$27,040 x .0212 Health Insurance - \$666.08/mo. x 12 mos.</p> <p><u>Travel/Training:</u></p> <p><u>Equipment:</u></p> <p><u>Other:</u></p>		<p>\$22,360 \$3,130 \$947 \$474 \$7,993</p> <p>\$27,040 \$3,786 \$1,109 \$573 \$7,993</p>	
Total Local Funds:			
Total State Community Corrections Funds:		\$75,375	
Total APPROVED for Project:			

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

**WEST VIRGINIA
COMMUNITY CORRECTIONS
PROPOSAL APPLICATION**

ITEMIZATION OF FUNDS BY CATEGORY
PAGE - 4 - F

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<p>Personnel/Contractual:</p> <p>Medical Lab Technician - \$35,090 - Jana Singer Retirement- \$35,090 x .14 FICA- \$35,090 x .041 Workers Comp.- \$35,090 x .0212 Health Insurance - \$666.08/mo. x 12 mos.</p> <p>Van Driver/General Staff - \$18,200 - Amy Barton Retirement- \$18,200 x .14 FICA- \$18,200 x .041 Workers Comp.- \$18,200 x .0212 Health Insurance- \$1,120/mo. x 12 mos.</p> <p>Travel/Training:</p> <p>Equipment:</p> <p>Other:</p>	<p>\$35,090 \$4,913 \$1,439 \$744 \$7,993</p> <p>\$18,200 \$2,548 \$746 \$386 \$13,400</p>		
Total Local Funds:	\$85,459		
Total State Community Corrections Funds:			
Total APPROVED for Project:			

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

WEST VIRGINIA COMMUNITY CORRECTIONS

PROPOSAL APPLICATION

ITEMIZATION OF FUNDS BY CATEGORY

PAGE - 4 - 6

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<p><u>Personnel/Contractual:</u></p> <p>Van Driver/General Staff - \$18,200 - Bill Kincaid</p> <p>Retirement- \$18,200 x .14</p> <p>FICA- \$18,200 x .041</p> <p>Workers Comp.- \$18,200 x .0212</p> <p>Health Insurance- \$666.08/mo. x 12 mos.</p> <p>Misc. Overtime - Various Staff Members</p>	<p>\$18,200</p> <p>\$2,548</p> <p>\$746</p> <p>\$386</p> <p>\$7,993</p> <p>\$3,000</p>		
<p><u>Travel/Training:</u></p>			
<p><u>Equipment:</u></p>			
<p><u>Other:</u></p>			
Total Local Funds:	\$32,873		
Total State Community Corrections Funds:			
Total APPROVED for Project:			

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

**WEST VIRGINIA
COMMUNITY CORRECTIONS
PROPOSAL APPLICATION**

ITEMIZATION OF FUNDS BY CATEGORY
PAGE - 4 -H

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<p><u>Personnel/Contractual:</u> Contractual Services: Lab Technician - Kara Farmer - \$16.00 x 100 hrs. Lab Director - Suzanne Williams - \$90.00 x 12 hrs. After Hours Security - Brian Thornton - \$10.00 x 312 hrs. General Staff - Megan Saunders - \$8.75 x 1,560 hrs. - Jackson General Staff - Jessica Harris - \$10.50 x 1,560 hrs. - Roane Counselor - Chuck Conner - \$15.00 x 1,560 hrs. - Roane Counselor - Vacant - \$18.00 x 1,040 hrs. - Roane General Staff - \$10.50 x 1,560 hrs. - Roane</p> <p><u>Travel/Training:</u></p> <p><u>Equipment:</u></p> <p><u>Other:</u></p> 	<p>\$1,600 \$1,080 \$3,120 \$13,650 \$16,380 \$23,400 \$18,720 \$16,380</p>		
Total Local Funds:	\$94,330		
Total State Community Corrections Funds:			
Total APPROVED for Project:			

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

WEST VIRGINIA COMMUNITY CORRECTIONS

PROPOSAL APPLICATION

ITEMIZATION OF FUNDS BY CATEGORY
PAGE - 4 - J

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<p><u>Personnel/Contractual:</u></p> <p><u>Travel/Training:</u></p> <p><u>Equipment:</u></p> <p><u>Other:</u></p> <p>Copier Rental Wood County - \$221 x 12 mos. Jackson County - \$222 x 12 mos. Roane County - \$222 x 12 mos.</p> <p>Utilities - Wood County Gas - \$444 x 12 mos. Electric - \$817 x 12 mos. Water - \$150.00 x 12 mos.</p>		<p>\$2,652 \$2,664 \$2,664</p> <p>\$5,328 \$9,804 \$1,800</p>	
Total Local Funds:			
Total State Community Corrections Funds:		\$24,912	
Total APPROVED for Project:			

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

**WEST VIRGINIA
COMMUNITY CORRECTIONS
PROPOSAL APPLICATION**

ITEMIZATION OF FUNDS BY CATEGORY
PAGE - 4 - K

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<u>Personnel/Contractual:</u> <u>Travel/Training:</u> <u>Equipment:</u> <u>Other:</u> Utilities - Jackson County Gas - \$90 x 12 mos. Electric - \$80 x 12 mos. Water - \$23 x 12 mos. Trash - \$60 x 12 mos. Water Cooler Service: Wood County - \$65 x 12 mos. Jackson County - \$85 x 12 mos. Roane County - \$24 x 12 mos.	 \$780 \$780 \$288	 \$1,080 \$960 \$276 \$720	
Total Local Funds:	\$1,848		
Total State Community Corrections Funds:		\$3,036	
Total APPROVED for Project:			

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

WEST VIRGINIA COMMUNITY CORRECTIONS

PROPOSAL APPLICATION

ITEMIZATION OF FUNDS BY CATEGORY

PAGE - 4 - L

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<u>Personnel/Contractual:</u> <u>Travel/Training:</u> Misc. Trainings <u>Equipment:</u> <u>Other:</u> Supplies: Wood County DRC and Drug Testing Lab - \$5,833/mo. x 12 mos. Jackson County - \$100/mo. x 12 mos. Roane County - \$100/mo. x 12 mos. Vehicle Items - \$100/mo. x 12 mos.	\$600 \$69,996 \$1,200 \$1,200 \$1,200		
Total Local Funds:	\$74,196		
Total State Community Corrections Funds:			
Total APPROVED for Project:			

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

3/28/11
69/418

MARCH 28, 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 FOR A COMMUNITY CORRECTIONS GRANT.

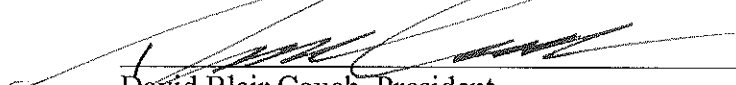
ORDER

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 Community Corrections Grant.
Said Application is with the West Virginia Department of Military Affairs and Public Safety-
Division of Justice and Community Services in the amount of six hundred sixty-seven thousand
nine hundred eighty-three dollars and zero cents (\$667,983.00).


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/1378

MARCH 28, 2011

111111111111

3/28/11
69/418


IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION


A RESOLUTION TO AUTHORIZE THE FILING OF AN APPLICATION BY THE PRESIDENT OF THE WOOD COUNTY COMMISSION FOR A GRANT WITH THE WEST VIRGINIA DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY - DIVISION OF JUSTICE AND COMMUNITY SERVICES - FOR THE PURPOSE OF APPLYING FOR A COMMUNITY CORRECTIONS GRANT FOR THE DAY REPORT CENTER.

Be it resolved by the Wood County Commission, Parkersburg, West Virginia that the President of the Commission be and is hereby authorized to apply for a grant through the Community Corrections Grant Program to continue and to expand the Wood County Day Report Center.


Dated this 28th day of March 2011.



David Blair Couch, President

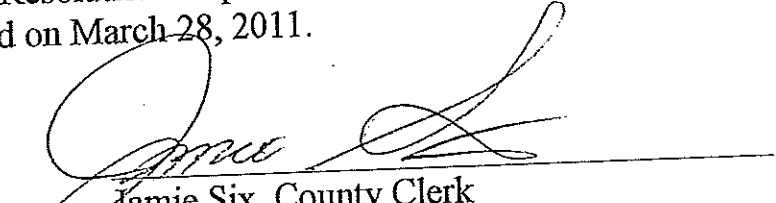


Wayne Dunn, Commissioner



Steve Gainer, Commissioner

Certified to be a true copy of a Resolution adopted at a regular meeting of the Wood County Commission held on March 28, 2011.



Jamie Six, County Clerk
Wood County

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

March 28, 2011

Mr. Jason Metzger
West Virginia Division of Justice
and Community Service
1204 Kanawha Boulevard East
Charleston, WV 25301

Dear Mr. Metzger:

Please find enclosed an application from the Wood County Commission for funding through the Community Corrections Grant Program for funding for the continuation and expansion of the Wood County Day Report Center.

If you have any questions on this application 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

West Virginia Community Corrections Application Checklist

Applicant: Wood County Commission Amount Requested: \$667,983.00

- General Administrative Information – Page 1
 - Applicant Information Complete
 - Type of Agency is Marked
 - Type of Application is Marked
 - Project Director Information Complete
 - Fiscal Officer Information Complete
 - Amount Requested is Complete
 - Local Funds Committed
 - Number of Years Previously Funded is Provided
 - Estimated Number of Offenders to be Served is Provided
 - Geographic Area to be Served is Provided
 - Total Population for Geographic Area Provided
 - Project Title is Provided
 - Project Description is Provided
 - Authorized Official Information is Complete – with ORIGINAL Signature

- Budget Information – Pages 2 - 4
 - Budget Summary (Complete with Applicant Name and FEIN Number)
 - Funding Strategy Complete
 - Budget Detail Provided (including proper match detail)
 - Budget Justification Provided (Detailed w/match included & labeled)

- Project Narrative – Page 5

Narrative addresses all minimum information contained within the grant application instructions section – including, but not limited to (and in this order):

 - ☞ Problem Statement
 - ☞ Program Description and/or Solution to the Problem
 - ☞ Program Assessment/Evaluation
 - ☞ Strategic Plan for Local Community Criminal Justice Board
 - ☞ Plan of Sustainability

- Goals and Objectives – Page 6

At least two goals and at least one objective for each goal are required for each discipline requesting funding. An activity, an outcome measure, and an implementation schedule are required for each objective.

- Community Corrections Board Members – Page 7
 - List of Members Provided
 - Membership acceptable by WV Code, Program Guidelines, and Applicant Working Agreement standards

- Organizational Charts – Page 8
Included both an organizational chart for program requesting funding. The chart also includes:
 - ☞ Staff members
 - ☞ Titles
 - ☞ Salaries
 - ☞ Source of salaries

- Hiring Procedures and Job Descriptions – Page 9
Hiring procedures, job descriptions, and applicable resumes are provided for each agency requesting personnel funding.

- Special Conditions – Page 10-14
ORIGINAL signature of the Authorized Official is provided on Page 14.

- Attachments A through C
 - Operational Budget and 3-year Plan
 - Commitment Letters from all LCCJ Board Members (or MOU)
 - Other Required Program Information

West Virginia Community Corrections Grant Program Application	General Administrative Information Page 1
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Applicant Agency: Wood County Commission Address: One Court Square, Suite 203 Parkersburg, WV 26101 Phone: (304) 424-1984 Fax Number: (304) 424-1970	Type of Agency: <input type="checkbox"/> State <input checked="" type="checkbox"/> County Type of Application: <input checked="" type="checkbox"/> For State Funds <input type="checkbox"/> No State Funds
--	---

Project Director: Toni Tiano PD Title: Consultant Address: One Court Square, Suite 203 Parkersburg, WV 26101 Phone: (304) 428-7760 Fax: (304) 485-2925 Email: tianoknopp@suddenlink.net	Fiscal Officer: Jamie Six FO Title: Wood County Clerk Address: One Court Square Parkersburg, WV 26101 Phone: (304) 424-1850 Fax: (304) 424-1970 Email: jamiesix@woodcountywv.com
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State Funds Requested: \$667,983.00 **Amount Awarded:** _____
Local Funds Utilized: \$296,699.00 *2011 2012* *(for DJCS use only)*
Project Period: July 1, 2010 – June 30, 2011

Number of years previously funded: 7
Estimated Number to be Served: 475

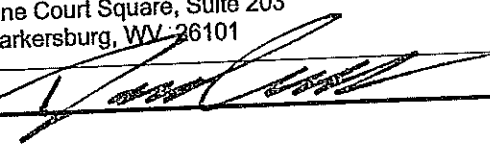
Geographic Area(s) Served: Wood, Roane, and Jackson Counties

Total Population: 129,820.00

Project Title: Mid-Ohio Valley Regional Day Report Center

Project Description: The Day Report Center currently serves the counties of Wood, Jackson, and Roane with plans in the upcoming year to expand to at least three additional surrounding counties.

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 funding is provided.

Authorized Official: David Blair Couch Address: Wood County Commission One Court Square, Suite 203 Parkersburg, WV 26101 Signature: 	AO Title: President Phone: (304) 424-1984 Fax: (304) 424-1970 E-Mail: wvcouch@suddenlink.net Date: 03/28/2011
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**WEST VIRGINIA
COMMUNITY CORRECTIONS
PROPOSAL APPLICATION**

**Budget Summary
PAGE - 3**

Applicant: Wood County Commission	Federal Employer Identification Number (FEIN): 556000417
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Category	State Community Corrections Funds (A) *	Local Funds (B) **	Total Funds (A + B)
Personnel/Contractual	\$574,030	\$220,655	\$794,685
Travel/Training	\$7,880	\$600	\$8,480
Equipment	\$0	\$0	\$0
Other	\$86,073	\$75,444	\$161,517
Total Budget	\$667,983	\$296,699	\$964,682

FUNDING STRATEGY

Funding Source(s)	Amount	Status
State Community Corrections Funds:	\$667,983	A
Local Funds:		
Wood County Commission, Jackson County Commission, Roane County Commission	\$296,699	C
Total:	\$964,682	

* Total of column A shall be placed in the space on page 1 – item number 5, for State Funds Requested.

** Total of column B shall be placed in the space on page 1 – item number 5, for Local Funds Utilized.

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

**WEST VIRGINIA
COMMUNITY CORRECTIONS**
PROPOSAL APPLICATION

ITEMIZATION OF FUNDS BY CATEGORY
PAGE - 4

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<p><u>Personnel/Contractual:</u> Day Report Center Regional Director- \$58,598 - Jeff Williams Retirement- \$58,598 x .14 FICA- \$58,598 x .041 Workers Comp.- \$58,598 x .0212 Health Insurance - \$666.08/mo. x 12 mos. Day Report Center Regional Assistant Director- \$35,006.40 - Vacant Retirement- \$35,006.40 x .14 FICA- \$35,006.40 x .041 Workers Comp.- \$35,006.40 x .0212 Health Insurance- \$666.08/mo. x 12 mos.</p> <p><u>Travel/Training:</u></p> <p><u>Equipment:</u></p> <p><u>Other:</u></p>	<p>\$7,993</p>	<p>\$58,598.00 \$8,204 \$2,403 \$1,242</p> <p>\$35,006 \$4,901 \$1,435 \$742 \$7,893</p>	
<p>Total Local Funds:</p>	<p>\$7,993</p>		
<p>Total State Community Corrections Funds:</p>		<p>\$120,524</p>	
<p>Total APPROVED for Project:</p>			

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

**WEST VIRGINIA
COMMUNITY CORRECTIONS
PROPOSAL APPLICATION**

ITEMIZATION OF FUNDS BY CATEGORY
PAGE - 4 - *A*

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<p><u>Personnel/Contractual:</u></p> <p>Clinical Director- \$45,802 - Hernando Escandon Retirement- \$45,802 x .14 FICA- \$45,802 x .041 Workers Comp- \$45,802 x .0212 Health Insurance - \$666.08/mo. x 12 mos.</p> <p>Case Manager/Substance Abuse Counselor- \$35,360- Britney Williams Retirement- \$35,360 x .14 FICA- \$35,360 x .041 Workers Comp- \$35,360 x .0212 Health Insurance- \$666.08/mo. x 12 mos.</p> <p><u>Travel/Training:</u></p> <p><u>Equipment:</u></p> <p><u>Other:</u></p>		\$45,802 \$6,412 \$1,878 \$1,242 \$7,993 \$35,360 \$4,950 \$1,450 \$750 \$7,993	
Total Local Funds:			
Total State Community Corrections Funds:		\$113,830	
Total APPROVED for Project:			

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

**WEST VIRGINIA
COMMUNITY CORRECTIONS
PROPOSAL APPLICATION**

ITEMIZATION OF FUNDS BY CATEGORY
PAGE - 4 - B

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
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Personnel/Contractual:

Case Manager/Substance Abuse Counselor - \$29,619 - Amy Church
 Retirement- \$29,619 x .14
 FICA- \$29,619 x .041
 Workers Comp.- \$29,619 x .0212
 Health Insurance - \$666.08/mo. x 12 mos.
 Case Manager/Substance Abuse Counselor- \$32,989 - Deb Murphy
 Retirement- \$32,989 x .14
 FICA- \$32,989 x .041
 Workers Comp.- \$32,989 x .0212
 Health Insurance- \$1,120/mo. x 12 mos.

\$29,619
\$4,147
\$1,214
\$628
\$7,993
\$32,989
\$4,618
\$1,353
\$699
\$13,440

Travel/Training:

Equipment:

Other:

Total Local Funds:

Total State Community Corrections Funds:

\$96,700

Total APPROVED for Project:

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

**WEST VIRGINIA
COMMUNITY CORRECTIONS
PROPOSAL APPLICATION**

ITEMIZATION OF FUNDS BY CATEGORY
PAGE - 4 - C

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<u>Personnel/Contractual:</u> Case Manager - \$23,317 - Rose Parsons Retirement - \$23,317 x .14 FICA - \$23,317 x .041 Workers Comp - \$23,317 x .0212 Health Insurance - \$666.08/mo. x 12 mos. Site Coordinator/Case Manager - \$29,536 - Jeanette Easton - Jackson/Roane Retirement - \$29,536 x .14 FICA - \$29,536 x .041 Workers Comp - \$29,536 x .0212 Health Insurance - \$666.08/mo. x 12 mos. <u>Travel/Training:</u> <u>Equipment:</u> <u>Other:</u>		\$23,317 \$3,264 \$956 \$494 \$7,993 \$29,536 \$4,135 \$1,211 \$626 \$7,993	
Total Local Funds:			
Total State Community Corrections Funds:		\$79,525	
Total APPROVED for Project:			

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

WEST VIRGINIA COMMUNITY CORRECTIONS

PROPOSAL APPLICATION

ITEMIZATION OF FUNDS BY CATEGORY

PAGE - 4 - D

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<p><u>Personnel/Contractual:</u></p> <p>Case Manager - \$24,960 - Tommy Hartley - Jackson/Roane Retirement - \$24,960 x .14 FICA - \$24,960 x .041 Workers Comp - \$24,960 x .0212 Health Insurance - \$666.08/mo. x 12 mos.</p> <p>Counselor - \$35,006 - Laura Rinard - Jackson Retirement - \$35,006 x .14 FICA - \$35,006 x .041 Workers Comp - \$35,006 x .0212 Health Insurance - \$666.08/mo. x 12 mos.</p> <p><u>Travel/Training:</u></p> <p><u>Equipment:</u></p> <p><u>Other:</u></p>		<p>\$24,960 \$3,494 \$1,023 \$529 \$7,993</p> <p>\$35,006 \$4,901 \$1,435 \$742 \$7,993</p>	
Total Local Funds:			
Total State Community Corrections Funds:		\$88,076	
Total APPROVED for Project:			

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

**WEST VIRGINIA
COMMUNITY CORRECTIONS**

PROPOSAL APPLICATION

ITEMIZATION OF FUNDS BY CATEGORY

PAGE - 4 - E

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<p><u>Personnel/Contractual:</u> Administrative Assistant - \$22,360 - Patsy Brookover Retirement - \$22,360 x .14 FICA - \$22,360 x .041 Workers Comp. - \$22,360 x .0212 Health Insurance - \$666.08/mo. x 12 mos. Case Manager - \$27,040 - Vacant - Roane Retirement - \$27,040 x .14 FICA - \$27,040 x .041 Workers Comp. - \$27,040 x .0212 Health Insurance - \$666.08/mo. x 12 mos.</p> <p><u>Travel/Training:</u></p> <p><u>Equipment:</u></p> <p><u>Other:</u></p>		<p>\$22,360 \$3,130 \$947 \$474 \$7,993 \$27,040 \$3,786 \$1,109 \$573 \$7,993</p>	
Total Local Funds:			
Total State Community Corrections Funds:		\$75,375	
Total APPROVED for Project:			

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

WEST VIRGINIA COMMUNITY CORRECTIONS PROPOSAL APPLICATION

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<u>Personnel/Contractual:</u> Medical Lab Technician - \$35,090 - Jana Singer Retirement - \$35,090 x .14 FICA - \$35,090 x .041 Workers Comp. - \$35,090 x .0212 Health Insurance - \$666.08/mo. x 12 mos. Van Driver/General Staff - \$18,200 - Amy Barton Retirement - \$18,200 x .14 FICA - \$18,200 x .041 Workers Comp. - \$18,200 x .0212 Health Insurance - \$1,120/mo. x 12 mos. <u>Travel/Training:</u> <u>Equipment:</u> <u>Other:</u> 	\$35,090 \$4,913 \$1,439 \$744 \$7,993 \$18,200 \$2,548 \$746 \$386 \$13,400		
Total Local Funds:	\$85,459		
Total State Community Corrections Funds:			
Total APPROVED for Project:			

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

**WEST VIRGINIA
COMMUNITY CORRECTIONS
PROPOSAL APPLICATION**

ITEMIZATION OF FUNDS BY CATEGORY
PAGE - 4 - 6

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<u>Personnel/Contractual:</u> Van Driver/General Staff - \$18,200 - Bill Kincaid Retirement- \$18,200 x .14 FICA- \$18,200 x .041 Workers Comp.- \$18,200 x .0212 Health Insurance- \$666.08/mo. x 12 mos. Misc. Overtime - Various Staff Members	\$18,200 \$2,548 \$746 \$386 \$7,993 \$3,000		
<u>Travel/Training:</u>			
<u>Equipment:</u>			
<u>Other:</u>			
Total Local Funds:	\$32,873		
Total State Community Corrections Funds:			
Total APPROVED for Project:			

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

**WEST VIRGINIA
COMMUNITY CORRECTIONS
PROPOSAL APPLICATION**

ITEMIZATION OF FUNDS BY CATEGORY
PAGE - 4 - H

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<u>Personnel/Contractual:</u> Contractual Services: Lab Technician - Kara Farmer - \$16.00 x 100 hrs. Lab Director - Suzanne Williams - \$90.00 x 12 hrs. After Hours Security - Brian Thornton - \$10.00 x 312 hrs. General Staff - Megan Saunders - \$8.75 x 1,560 hrs. - Jackson General Staff - Jessica Harris - \$10.50 x 1,560 hrs. - Roane Counselor - Chuck Conner - \$15.00 x 1,560 hrs. - Roane Counselor - Vacant - \$18.00 x 1,040 hrs. - Roane General Staff - \$10.50 x 1,560 hrs. - Roane	\$1,600 \$1,080 \$3,120 \$13,650 \$16,380 \$23,400 \$18,720 \$16,380		
<u>Travel/Training:</u>			
<u>Equipment:</u>			
<u>Other:</u>			
Total Local Funds:	\$94,330		
Total State Community Corrections Funds:			
Total APPROVED for Project:			

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

**WEST VIRGINIA
COMMUNITY CORRECTIONS
PROPOSAL APPLICATION**

ITEMIZATION OF FUNDS BY CATEGORY
PAGE - 4 - J

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<u>Personnel/Contractual:</u>			
<u>Travel/Training:</u>			
<u>Equipment:</u>			
<u>Other:</u> Copier Rental Wood County - \$221 x 12 mos. Jackson County - \$222 x 12 mos. Roane County - \$222 x 12 mos. Utilities - Wood County Gas - \$444 x 12 mos. Electric - \$817 x 12 mos. Water - \$150.00 x 12 mos.		\$2,652 \$2,664 \$2,664 \$5,328 \$9,804 \$1,800	
Total Local Funds:			
Total State Community Corrections Funds:		\$24,912	
Total APPROVED for Project:			

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

**WEST VIRGINIA
COMMUNITY CORRECTIONS
PROPOSAL APPLICATION**

**ITEMIZATION OF FUNDS BY CATEGORY
PAGE - 4 - K**

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<u>Personnel/Contractual:</u> <u>Travel/Training:</u> <u>Equipment:</u> <u>Other:</u> Utilities - Jackson County Gas - \$90 x 12 mos. Electric - \$80 x 12 mos. Water - \$23 x 12 mos. Trash - \$60 x 12 mos. Water Cooler Service: Wood County - \$65 x 12 mos. Jackson County - \$85 x 12 mos. Roane County - \$24 x 12 mos.			
		\$1,080 \$960 \$276 \$720	
	\$780 \$780 \$288		
Total Local Funds:	\$1,848		
Total State Community Corrections Funds:		\$3,036	
Total APPROVED for Project:			

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

**WEST VIRGINIA
COMMUNITY CORRECTIONS
PROPOSAL APPLICATION**

ITEMIZATION OF FUNDS BY CATEGORY
PAGE - 4 - L

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<u>Personnel/Contractual:</u> <u>Travel/Training:</u> Misc. Trainings <u>Equipment:</u> <u>Other:</u> Supplies: Wood County DRC and Drug Testing Lab - \$5,833/mo. x 12 mos. Jackson County - \$100/mo. x 12 mos. Roane County - \$100/mo. x 12 mos. Vehicle Items - \$100/mo. x 12 mos.	\$600 \$69,996 \$1,200 \$1,200 \$1,200		
Total Local Funds:	\$74,196		
Total State Community Corrections Funds:			
Total APPROVED for Project:			

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

WEST VIRGINIA COMMUNITY CORRECTIONS

PROPOSAL APPLICATION

ITEMIZATION OF FUNDS BY CATEGORY

PAGE - 4 - m

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<p><u>Personnel/Contractual:</u></p> <p><u>Travel/Training:</u></p> <p>Gasoline: Wood County - \$150/mo. x 12 mos. Jackson County - \$150/mo. x 12 mos. Roane County - \$150/mo. x 12 mos. Travel Reimbursement - WV State Travel Regs. to be followed</p> <p><u>Equipment:</u></p> <p><u>Other:</u></p> <p>Parking Permits Snow Removal - Wood - \$50/mo. x 5 mos. Cleaning - Wood - \$80/mo. x 12 mos. Fire Service Fees Postage - Jackson and Roane Counties - \$20/mo. x 12 mos.</p>		<p>\$1,800.00 \$1,800.00 \$1,800.00 \$2,480.00</p> <p>\$320.00 \$250.00 \$960.00 \$627.00 \$240.00</p>	
Total Local Funds:			
Total State Community Corrections Funds:		\$10,277	
Total APPROVED for Project:			

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

**WEST VIRGINIA
COMMUNITY CORRECTIONS
PROPOSAL APPLICATION**

**ITEMIZATION OF FUNDS BY CATEGORY
PAGE - 4 - N**

Budget Category	Local Funds	State Community Corrections Funds	Approved (DCJS Use Only)
<u>Personnel/Contractual:</u>			
<u>Travel/Training:</u>			
<u>Equipment:</u>			
<u>Other:</u>			
Total Local Funds:	\$296,699		
Total State Community Corrections Funds:		\$667,983	
Total APPROVED for Project:			

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

Provide specific information that explains each proposed expense for the project. State clearly and in concise detail the breakdown and justification of need for each item requested for funding in the Budget Detail pages. Also, provide an identified breakdown of matching funds. Be sure to label the breakdown of matching funds as such. Attach additional pages if necessary.

PERSONNEL/CONTRACTUAL - Grant Funds

A total of \$574,030 is being requested in the personnel/contractual category for salary and benefits of employees of the Day Report Center. These positions and their salaries are as follows:

Day Report Center Regional Director - \$58,598
Day Report Center Assistant Regional Director - \$35,006
Clinical Director - \$45,802
Case Manager/Substance Abuse Counselor #1 - \$35,360
Case Manager/Substance Abuse Counselor #2 - \$29,619
Case Manager/Substance Abuse Counselor #1 - \$32,989
Case Manager #1 - \$23,317
Site Coordinator/Case Manager - \$29,536
Case Manager # 2 - \$24,960
Counselor - \$35,006
Administrative Assistant - \$22,360
Case Manager # 3 - \$27,040

The total salary for these 12 positions is \$399,593

As the individuals in these positions are full-time Wood County employees, they will receive the following benefits:

Retirement - $\$399,593 \times .14 = \$55,943$
FICA - $\$399,593 \times .041 = \$16,383$
Workers Comp. - $\$399,593 \times .0212 = \$8,471$

The total for these benefits is \$80,797.

These employees will also receive Wood County's health, life, dental, and vision insurance which is standard for all employees. Of these 12 employees, 10 will receive individual coverage while 1 will receive family coverage. The insurance coverage for the Director will be a portion of the County's match and will not come from grant funds.

$\$666.08/\text{mo.} \times 12 \text{ mos.} \times 10 \text{ employees} = \$79,930$ (individual coverage)
 $\$1,120/\text{mo.} \times 12 \text{ mos.} \times 1 \text{ employee} = \$13,440$ (family coverage)

The total cost for insurance is \$93,370.

PERSONNEL/CONTRACTUAL - Match Funds

A total of \$220,655 is being provided as match funds in the personnel/contractual category for salary and benefits of full-time and contractual employees of the Day Report Center. These positions and their salaries are as follows:

Full-Time Positions

Medical Lab Technician - \$35,090
Van Driver/General Staff # 1 - \$18,200
Van Driver/General Staff # 2 - \$18,200

Total Salary - \$71,490

As the individuals in these positions are full-time Wood County employees, they will receive the following benefits:

Retirement - $\$71,490 \times .14 = \$10,009$
FICA - $\$71,490 \times .041 = \$2,931$
Workers Comp. - $\$71,490 \times .0212 = \$1,516$

The total for these benefits is \$14,456.

These employees will also receive Wood County's health, life, dental, and vision insurance which is standard for all employees. Of these 3 employees, 2 will receive individual coverage while 1 will receive family coverage. The insurance coverage for the Director will also be provided by the County.

$\$666.08/\text{mo.} \times 12 \text{ mos.} \times 3 \text{ employees} = \$23,979$ (individual coverage)
 $\$1,120/\text{mo.} \times 12 \text{ mos.} \times 1 \text{ employee} = \$13,400$ (family coverage)

The total cost for insurance is \$37,379.

There are also several employees who will be employed on a contractual basis with no benefits and/or insurance associated with these positions. These positions are:

Lab Technician - $\$16/\text{hr.} \times 100 \text{ hours} = \$1,600$
Lab Director - $\$90/\text{hr.} \times 12 \text{ hours} = \$1,080$
After Hours Security - $\$10/\text{hr.} \times 312 \text{ hours} = \$3,120$
General Staff # 1 - $\$8.75/\text{hr.} \times 1,560 \text{ hours} = \$13,650$
General Staff # 2 - $\$10.50/\text{hr.} \times 1,560 \text{ hours} = \$16,380$

Counselor # 1 - \$15.00/hr. x 1,560 hours = \$23,400
Counselor # 2 - \$18.00/hr. x 1,040 hours = \$18,720
General Staff - \$10.50/hr. x 1,560 hours = \$16,380

The total cost for contractual employees is \$94,330.

In addition, there is **\$3,000** for misc. overtime costs that are associated with all the various positions in the program.

TRAVEL/TRAINING – Grant Funds

A total of **\$7,880** is being requested in grant funds for travel/training items. These items include the following:

Gasoline expenses for Wood County DRC Center - \$150/mo. x 12 mos. = **\$1,800**
Gasoline expenses for Jackson County DRC Center - \$150/mo. x 12 mos. = **\$1,800**
Gasoline expenses for Roane County DRC Center - \$150/mo. x 12 mos. = **\$1,800**

These gasoline expenses are related to gasoline purchased for the vans which transport DRC clients.

In addition to these gasoline expenses, a total of **\$2,480** is being requested for mileage reimbursements for when a staff person drives their personnel vehicle on DRC business.

TRAVEL/TRAINING – Match Funds

Throughout the grant year, there will be misc. trainings DRC staff members will attend. A total of **\$600** in local funds is being provided for this.

All travel - both grant funds and match funds – will follow West Virginia State Travel Regulations.

OTHER – Grant Funds

A total of **\$86,073** is being requested in grant funds for other items. These items include the following:

Telephone/Fax Service for the three centers:

Wood County - \$763/mo. x 12 mos. = \$9,156
Jackson County - \$327/mo. x 12 mos. = \$3,924
Roane County - \$400/mo. x 12 mos. = \$4,800

Total for phone/fax service = \$17,880

Copier Rental for the three centers:

Wood County - \$221/mo. x 12 mos. = \$2,652
Jackson County - \$222/mo. x 12 mos. = \$2,664
Roane County - \$222/mo. x 12 mos. = \$2,664

Total for copier rental = \$7,980

Utilities for two centers:

Wood County

Gas - \$444/mo. x 12 mos. = \$5,328
Electric - \$817/mo. x 12 mos. = \$9,804
Water - \$150/mo. x 12 mos. = \$1,800

Jackson County

Gas - \$90/mo. x 12 mos. = \$1,080
Electric - \$80/mo. x 12 mos. = \$960
Water - \$23/mo. x 12 mos. = \$276
Trash - \$60/mo. x 12 mos. = \$720

Total for utilities = \$19,968

Rent for the three centers:

Wood County - \$1,500/mo. x 12 mos. = \$18,000
Jackson County - \$1,100/mo. x 12 mos. = \$13,200
Roane County - \$554/mo. x 12 mos. = \$6,648

Total for rent = \$37,848

Misc. items:

Parking Permits = \$320
Snow Removal - \$50/mo. x 5 mos. = \$250 (Wood)
Cleaning - \$80/mo. x 12 mos. = \$960 (Wood)
Fire Service Fees = \$627

Postage - \$20/mo. x 12 mos. = \$240 (Roane and Jackson Counties)

Total for misc. items = \$2,397

The cost for these items is based upon historic cost figures incurred by the DRC during its prior operating years.

OTHER – Match Funds

A total of **\$75,444** will be spent in match funds for other items. These items include the following:

Water cooler service for the three centers:

Wood County - \$65/mo. x 12 mos. = \$780

Jackson County - \$65/mo. x 12 mos. = \$780

Roane County - \$24/mo. x 12 mos. = \$288

Total for water cooler service = \$1,848

Supplies for the three centers:

Wood County DRC and Drug Lab - \$5,833/mo. x 12 mos. = \$69,996

Jackson County - \$100/mo. x 12 mos. = \$1,200

Roane County - \$100/mo. x 12 mos. = \$1,200

Vehicle Items - \$100/mo. x 12 mos. = \$1,200

Total for supplies = \$73,596

The cost for these items is based upon historic cost figures incurred by the DRC during its prior operating years.

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PROBLEM STATEMENT

Since 2004 the Wood County Day Report Center (WCDRC) has been operating with the goal of providing appropriate treatment to as many offenders as possible. The DRC strives to achieve rehabilitation and reduce recidivism with its clients. In addition, in 2009, the WCDRC began the process of "restorative justice" by making sure appropriate offenders assigned to the DRC for community services are in fact taking part in community service. This process is also being carried out in the other two DRCs in Jackson and Roane Counties.

All three counties continue to have many offenders for whom rehabilitation is a better alternative than incarceration. This offender base continues to include both first time and repeat offenders. All three counties continue to have a serious problem with substance abuse along with all types of attendant crimes. Attached are separate documents listing crimes committed in Wood, Jackson, and Roane Counties during the past several years and comparing the number of offenses year to year. These are listed as Attachments A, B, and C.

It is likely that substance abuse and a rise in unemployment rates have contributed to and will continue to contribute to the fluctuations in crime rates from year to year. and since it appears that hard financial times are going to be felt in counties in West Virginia for the next several years, the problems of substance abuse, domestic violence, and property crimes will continue to occur. In order to help prevent the increase of first time and repeat offenders, it is more important than ever that the community take a proactive approach to provide offenders with the appropriate forms of intervention and treatment.

The State's regional jail system and prison continue to be overcrowded and offer little in the way of treatment. As a result of receiving appropriate treatment through the three DRCs, the Program continues to see a recidivism success rate of over 50%, which is in marked contrast to the success of facilities that only incarcerate offenders, where the recidivism success rate hovers at around 20%.

The DRC recognizes that other surrounding counties could benefit from the establishment and delivery of services. As a result, conversations have been and will continue to be held with the governments of Ritchie and Pleasants Counties,

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and the hope is that some sort of arrangement may be possible by the beginning of 2012 to offer services there as well. It is obvious that the Wood County DRC has met the goal of successful expansion, and will continue to do so.

PROGRAM DESCRIPTION

The WCDRC began operations in 2004 with Jackson County Day Report Center added in 2009 and the Roane County Day Report Center added in 2010. At present, the WCDRC is operating Day Report Centers in all three counties under the title of the Mid-Ohio Valley Day Report Center. Wood County is presently in discussions with Wirt County to formalize an agreement between the two counties. This agreement would call for Wood County to offer part-time case management for clients in Wirt County as well as conduct drug screens for all clients in Wirt County, possible through an extension of the County's existing contract with the Wirt County Home Confinement Operation. All other client services would be provided to the clients either at the Wood County DRC or the Roane County DRC. This arrangement is probably the best that can be expected given Wirt County's continued financial problems. The Day Report Centers in all three counties strive to achieve rehabilitation and reduced recidivism with all clients.

Signed contracts are in place with Jackson and Roane Counties and will continue to be in place during the upcoming grant year. Each of these Counties has their own location and their own staff and has made a financial contribution to the Day Report Center. Some of the staff in Roane and Jackson Counties crossover between the two counties, and staff from the Wood County Center visit these satellite offices weekly to provide services as well as program oversight.

It is anticipated a total of 475 clients will be seen by all the sites during the upcoming grant year. As a result of this increase in clients served, two additional staff persons are being requested: case manager for Roane County and an Assistant Day Report Center Director.

The case manager is needed in Roane County due to the increase in clients served as Jackson County staff has had to come to assist the Roane County Office. The Assistant DRC Director will not only assist with the administrative aspects of the office in Wood County but will also free up time so either the Director or the Assistant Director will have ample time to visit each of the outlying sites on a weekly basis. It is important for the Director to keep on top of things and to work on any problems as soon as they occur.

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This Assistant Director will take over some of the administrative functions the Director is currently undertaking to allow for more time to visit the sites. In addition, the Assistant Director may also visit the sites instead of the Director which would free up time for the Director to take care of other items.

The DRC also works with Wood County's Drug Court and provides fee-based services for these clients. Also, Wood County's site is home to one of the few Drug Labs in West Virginia. The Drug Lab provides screening for not only DRC clients but it is also open to the public, businesses, and other government agencies who wish to have their employees screened.

With all these various expansions and changes, the DRC continues to be a community-based correctional program with the implementation of this program provided for in the West Virginia Community Corrections Act. This program offers a means in which the victim, offender, and community can collectively address the criminal issues in Wood, Jackson, and Roane Counties and hopefully three additional counties in the near future.

The DRC still maintains the dual function of sanction imposition and the provision of treatment services to reduce recidivism. The Center provides services for nonviolent offenders and those who otherwise qualify.

All new clients receive an initial intake assessment which continues as they remain in the program. Based upon this initial assessment, the clients are assigned to different types and levels of treatment. The clients are also assigned a case manager for the duration of their stay in the program.

One of the primary goals of the DRC is to facilitate the development and utilization of necessary skills needed for each client to lead a productive and legal lifestyles. Assessments are designed to discover and evaluate all factors that may lead an offender to be at risk for recidivism. If so, the DRC provides the appropriate treatment to counter-react these factors. In addition to providing all levels of substance abuse counseling, education, and BIPPs counseling, the DRC offers programs to deal with anger management, provide support for domestic violence victims, help prevent theft, aid in obtaining a GED, and a much needed and expanded life skills program. The DRC is an accepted provider of programming in four areas of Family Support, seven areas of Family Prevention, and six areas of Foster Family Care as defined by DHHR/CPS. The DRC also works closely with the local Alcoholic and Narcotics Anonymous.

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Therefore, the operation of the program for the upcoming year is fairly simple. The DRC will continue to offer treatment and services for active clients while at the same time enhancing treatment plans and adding additional community service providers as well as expanding the client base of its drug lab. Clients will be received at all sites throughout the year, and each will receive the same procedure with regards to assessments, assignment to courses, community service, follow-up, etc. In addition, the DRC will continue to look for expansion opportunities in neighboring counties.

PROGRAM ASSESSMENT

The assessment of this program will be tied to the goals and objectives outlined in the following pages. An end of the year assessment will be done to determine if these objectives were met. If they were not met, an analysis will be performed to see why they were not met and what, if anything, could have been done to obtain achievement. In addition to the end of the year assessment, informal assessments are performed on the program at DRC staff meeting. During this time period, staff members address issues of concern and solutions are developed. These range from the need for additional classes, different types of classes, schedule changes, additional staff, program expansion, etc.

Staff members are also aware that they can provide information to the DRC Director at anytime there is a problems or aware which needs addresses. So, in this manner, the program is evaluated on a daily basis and changes are made as appropriate. Case managers keep accurate program files and are able to notice trends and patterns in clients' behaviors and achievements. They are able to determine what is working and where changes made need to be made.

COMMUNITY/CRIMINAL JUSTICE INVOLVEMENT

The Wood, Jackson, and Roane County communities have been very supportive of and have participated in the continual development of the regional DRC. As mentioned, interest has also been expressed by some of the neighboring counties. The DRC works closely with the WV Job Services, DHHR, and CPS in all of these counties. Some DRC services continue to be outsourced, and these items include inpatient and residential treatment, medical services, and GED programs. Over 20 community agencies have offered their services for clients to participate in terms of community service.

The local criminal justice system has been very supportive of the DRC. Wood County consists of three Circuit Court Judges and four magistrates. All these individuals receive information on the program and are informed of when the meetings will occur. Since adding on Jackson and Roane Counties, representatives of these counties have become members of the DRC Board. The make-up of the DRC Board meets the State

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requirements with many people taking part in its activities.

The support of the local criminal justice system and the various communities has helped to make the DRC a very successful program. The Board members and others provide suggestions for improvements and are able to have a good read on what is working and not working within their community. This has been very helpful to the DRC staff and has helped to shape the program into meeting the needs of the community as well as the offender.

PLAN OF SUSTAINABILITY

Unfortunately these three counties that currently make up the DRC are like most counties in that finances are always a concern. However, the DRC program is developing ways to continue to operate should grant financing end. One of the ways is through the development and implementation of the Drug Lab. Now that it is up and operating, the services will be marketed on a more aggressive basis to local businesses, government agencies, and non-profit organizations. Several agencies who have met with the DRC regarding the Drug Lab have expressed an interest but are already under contract with another provider. These agencies anticipate switching over to the DRC at the end of their commitment period. In addition, the Drug Lab will be marketed to surrounding counties. Revenue will be obtained from this Lab which will assist with the DRC.

In addition, funds are also collected from the clients of the DRC. While these funds would not be enough to operate the entire program, they assist with program costs. Counties who actively participate in the DRC are noticing a decline in their regional jail bill. If grant funding ceased, these counties will be approached to provide additional funding based upon the amount of money they are saving from their jail bill. Also, as jail rates increase, the Counties will see more of a savings with the DRC.

The DRC also has developed a working and financial relationship with the Regional Drug Court. Services are provided to many of the Drug Court clients by the DRC staff for a monthly fee. This fee helps offset costs.

The DRC would also seek out other sources of financing from private foundations and other sources. The positive impact this program is making should help secure some of these funds.

ATTACHMENT A - Offenses Charged in Wood County

OFFENSE	2006	2007	2008	2009	2010
ASSAULT	19	27	40	29	29
B & E	10	28	33	32	28
BATTERY	113	120	166	159	137
BRANDISHING	11	14	13	18	15
BURGLARY	31	48	52	57	33
CS	139	104	64	55	69
CSL	249	332	383	256	167
DV BATTERY	294	236	228	268	276
DV BATTERY II	21	16	19	26	29
DV BATTERY III	X	X	X	17	10
DV ASSAULT	X	X	X	37	37
DV ASSAULT II	X	X	X	1	2
DV ASSAULT III	X	X	X	17	1
DC	143	164	171	121	125
DOP	135	156	155	106	122
DUI	385	423	342	280	204
DUI 2	150	153	126	87	75
DUI 3	43	51	27	27	16
DUI/DEATH	X	X	X	1	1
DUI/INJURY	X	X	X	16	5
EMBEZZ	15	23	17	5	8
FP	62	55	78	46	30
FORG	31	35	45	32	18
OBSTR	280	236	234	200	175
PC	31	28	41	39	23
PI	354	299	342	273	221
PETIT LARCENY	X	X	X	166	192
PL2	X	X	X	7	0
SHOPLIFT	59	151	152	134	87
SR DUI	175	228	181	159	125
SR DUI 2	19	38	34	29	28
SRD3	X	X	X	10	11
UTTER	40	43	44	39	18
VPO	95	83	120	135	105
RD	X	X	X	30	24

ATTACHMENT B: Offenses Charged in Jackson County

OFFENSE	2009	2010
ASSAULT	24	10
B & E	5	14
BATTERY	31	34
BRANDISHING	0	13
BURGLARY	11	22
CS	8	50
CSL	7	55
DOM BATT	46	102
DOM BATT (2nd)	7	6
DC	14	12
DOP	24	32
DUI	50	79
DUI (2nd)	19	16
DUI (3rd)	4	6
EMBEZZ	1	1
FP	0	2
FORG	35	9
OBSTR	3	36
PC	21	20
PI	10	8
RECK DR	23	6
SHOPLIFT	4	11
SR DUI	6	25
SR DUI (2nd)	27	11
UTTER	12	7
VPO	34	18

Grant Goal(s) & Objective(s)

Goal Number: The DRC will continue to operate and provide appropriate services to offenders assigned to the DRC and the Courts.

Objective Number: By the end of the grant year at least 475 offenders will be referred to the DRC.

Outcome Measure: Individual files will be maintained on each person referred to the DRC.

Baseline Data:

Activities to meet objective:

Timeline for each activity:

- | | |
|--|-------------|
| 1. Individuals are referred to the DRC. | 1. On-Going |
| 2. Assessment is performed on each individual to determine appropriate requirements. | 2. On-Going |
| 3. Individual performs necessary program requirements. | 3. On-Going |
| 4. Individual meets with Case Manager and others. | 4. On-Going |

Objective Number: By the end of the grant year at least 67% of those referred to the DRC will have successfully completed the Program.

Outcome Measure: Individual case files will document the status of each person's progress.

Baseline Data:

Activities to meet objective:

Timeline for each activity:

- | | |
|---|-------------|
| 1. Individuals will be assigned program requirements. | 1. On-Going |
| 2. Case manager will review status of program requirements. | 2. On-Going |
| 3. Case manager will meet with offender to determine if requirements will be completed. | 3. On-Going |
| 4. Case manager will work with each offender on areas where there is difficulty. | 4. On-Going |

Objective Number:

Outcome Measure:

Baseline Data:

Activities to meet objective:

Timeline for each activity:

- | | |
|-------------------------|-------------------------|
| 1. <input type="text"/> | 1. <input type="text"/> |
| 2. <input type="text"/> | 2. <input type="text"/> |
| 3. <input type="text"/> | 3. <input type="text"/> |
| 4. <input type="text"/> | 4. <input type="text"/> |

Grant Goal(s) & Objective(s)

Goal Number: The DRC will continue to broaden the sources of support for treatment services.

Objective Number: By the end of the grant year the DRC will work with at least 35 Drug Court clients.

Outcome Measure: Individual files will be maintained on Drug Court clients referred to the DRC.

Baseline Data:

- | Activities to meet objective: | Timeline for each activity: |
|---|-----------------------------|
| 1. Individuals will be referred to Drug Court. | 1. On-Going |
| 2. Assessment is performed on each individual. | 2. On-Going |
| 3. Individuals who are in need of DRC services will be referred to the DRC. | 3. On-Going |
| 4. Case manager will meet with the individuals and begin services. | 4. On-Going |

Objective Number: By the end of the grant year, the DRC will add an additional six clients to its Drug Lab.

Outcome Measure: Records will be maintained of existing Drug Lab clients and new clients added.

Baseline Data:

- | Activities to meet objective: | Timeline for each activity: |
|---|-----------------------------|
| 1. Information on the Drug Lab will be distributed throughout the region. | 1. On-Going |
| 2. Meetings will be held with interested participants. | 2. On-Going |
| 3. Contracts will be developed and signed. | 3. On-Going |
| 4. Drug tests will occur. | 4. On-Going |

Objective Number:

Outcome Measure:

Baseline Data:

- | Activities to meet objective: | Timeline for each activity: |
|-------------------------------|-----------------------------|
| 1. <input type="text"/> | 1. <input type="text"/> |
| 2. <input type="text"/> | 2. <input type="text"/> |
| 3. <input type="text"/> | 3. <input type="text"/> |
| 4. <input type="text"/> | 4. <input type="text"/> |

Goal(s) & Objective(s)

Goal Number: The DRC will expand its client restitution and community service.

Objective Number: By the end of the grant year the DRC will work with at least 35 Drug Court clients.

Outcome Measure: At least 13,000 community service hours will be performed by the end of the grant period.

Baseline Data:

Activities to meet objective:

Timeline for each activity:

- | | |
|--|-------------------------|
| 1. Each offender will be assigned a number of community service hours. | 1. On-Going |
| 2. Community service hours will be performed by the clients and overseen by DRC staff. | 2. On-Going |
| 3. As appropriate, large community service projects will be performed. | 3. On-Going |
| 4. <input type="text"/> | 4. <input type="text"/> |

Objective Number: By the end of the grant year, the DRC will have at 30 non-profit/government agencies with regards to community service.

Outcome Measure: Records will be maintained on each agency that participates in the program.

Baseline Data:

Activities to meet objective:

Timeline for each activity:

- | | |
|--|-------------------------|
| 1. The DRC will inform agencies of the availability of individuals to perform community service. | 1. On-Going |
| 2. Agencies will agree to DRC rules and requirements. | 2. On-Going |
| 3. Community service will be performed. | 3. On-Going |
| 4. <input type="text"/> | 4. <input type="text"/> |

Objective Number:

Outcome Measure:

Baseline Data:

Activities to meet objective:

Timeline for each activity:

- | | |
|-------------------------|-------------------------|
| 1. <input type="text"/> | 1. <input type="text"/> |
| 2. <input type="text"/> | 2. <input type="text"/> |
| 3. <input type="text"/> | 3. <input type="text"/> |
| 4. <input type="text"/> | 4. <input type="text"/> |

Grant Goal(s) & Objective(s)

Goal Number: The DRC will expand its program area.

Objective Number: By the end of the grant year the DRC will add at least three additional counties.

Outcome Measure:

Baseline Data:

Activities to meet objective:

Timeline for each activity:

- | | |
|--|--|
| 1. <input type="text" value="Potential Counties will be contacted regarding the DRC."/> | 1. <input type="text" value="On-Going"/> |
| 2. <input type="text" value="Meetings will be set-up with appropriate officials to explain the DRC."/> | 2. <input type="text" value="On-Going"/> |
| 3. <input type="text" value="Signed agreements will be entered into by the County and DRC."/> | 3. <input type="text" value="On-Going"/> |
| 4. <input type="text" value="Clients in these counties will begin to receive services."/> | 4. <input type="text" value="On-Going"/> |

Objective Number:

Outcome Measure:

Baseline Data:

Activities to meet objective:

Timeline for each activity:

- | | |
|-------------------------|-------------------------|
| 1. <input type="text"/> | 1. <input type="text"/> |
| 2. <input type="text"/> | 2. <input type="text"/> |
| 3. <input type="text"/> | 3. <input type="text"/> |
| 4. <input type="text"/> | 4. <input type="text"/> |

Objective Number:

Outcome Measure:

Baseline Data:

Activities to meet objective:

Timeline for each activity:

- | | |
|-------------------------|-------------------------|
| 1. <input type="text"/> | 1. <input type="text"/> |
| 2. <input type="text"/> | 2. <input type="text"/> |
| 3. <input type="text"/> | 3. <input type="text"/> |
| 4. <input type="text"/> | 4. <input type="text"/> |

Provide a membership list of the LCCJB, including name, title, agency affiliation, mailing address, telephone number, fax number, email address, and amount of time on the board for each member. *Letters of commitment or MOU's from each board member, reflecting their understanding of the requirements of the Board will be required for Attachment C of this grant application.*

Please see attached.

COMMUNITY CORRECTIONS BOARD MEMBERS

1. Melissa Wilkinson: Advocating for Rights for Victims
P.O. Box 811
Ripley, WV 25271
304-373-2275-W
304-532-6776-H
m.wilkinson@jacksoncountywv.com

2. Greg Nangle: Law Enforcement/ Public at Large
#1 Government Square
P.O. Box 1167
Parkersburg, WV 26102
304-424-8444-W
gdnagle@netassoc.net

3. Christina Smith: Public at Large
The Arc
914 Market Street
Parkersburg, WV 26101
304-422-3151-W
Christina.smith@arcwd.org

4. Ed Alfred: Board of Education
1709 28th Street
Vienna, WV 26105
304-295-9025-H
Bevy52@suddenlink.net

5. Sheriff Jeff Sandy: Sheriff of Wood County
328 2nd Street
Parkersburg, WV 26101
304-424-1834-W
sheriffsandy@woodcountywv.com

6. Judi Ball: Domestic Violence
P.O. Box 695
Parkersburg, WV 26101
304-428-2333-W
fcic@citynet.net

7. Jason Wharton: Wood County Prosecutor
317 Market Street
Parkersburg, WV 26101
304-424-1776-W
jwharton@woodcountywv.com

8. D. Blair Couch: Wood County Commissioner (Community Corrections Board President)

#1 Court Square
Parkersburg, WV 26101
304-424-1976-W
304-834-0306-H
wvcouch@suddenlink.net

9. Courtney Stanle: Public at Large

#51Meadowbrook Drive
Parkersburg, WV 26101
304-485-1539-H
2stanleys@suddenlink.net

10. Tommy Nutter: Jackson County Commissioner.

Jackson County Court House
Ripley, WV 25271
304-372-6291-W
commission@jacksoncountywv.com

11. Kevin Postalwait: Jackson County Public Defender

P.O. Box 797
Ripley, WV 25271
kevin@postalwaitlaw.com

12 Joshua W. Downey: Roane County Prosecutor

200 Main Street
Spencer, WV 25276
304-927-2091

Receives Meeting Notices:

Judge Reed	Magistrate Purkey
Judge Waters	Magistrate Bradley
Judge Beane	Magistrate Marshall
Judge Nibert	Magistrate Jackson
Judge Evans	Magistrate Casto
	Magistrate Reynolds

Each member of the Community Correction Board was appointed by the Wood County Commission. The Board has subcommittees consisting of voting board members and ex-officio members are assigned various functions. There is an Executive Committee which consists of the officers and they participate in the interview process for new employees.