

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

IN RE: MINUTES OF MEETING HELD
MONDAY, APRIL 16, 2012

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 10:30 A.M., the County Commission met with Joanne Powell and Kevin Trippett from Westbrook Health Services. They updated the Commission on their facility and discussed the property owned by the County at 1011 Mission Drive.

At 10:56 A.M., the County Commission met with Wood County Sheriff's Department employees T.R. Smith and Deputy Scott Jefferson, along with Williamstown High School Principal, Pat Peters. They requested the Commission sign an application for a PRO Officer Grant. The County Commission approved the request. (Order A/947)

At 11:45 A.M., the County Commission discussed the available lots in the Happy Valley Flood Mitigation program. The County Commission authorized the leasing of properties to West Virginia University at Parkersburg. (Order M/1910)


ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/1910 and A/947.

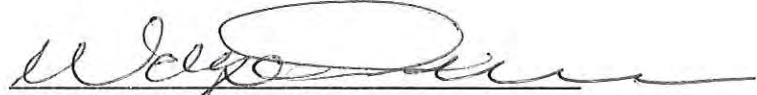
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 11:58 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

To listen to this meeting, please refer to DVD labeled April 16, 2012.

Wood County Commission Meeting
Held April 16, 2012

Please Print

1.	Jeff Williams
2.	JoAnn Powell
3.	Kevin TRIPLET
4.	Larry Blair
5.	Scott Jefferson
6.	T.R. Smith
7.	William P. Peters
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11.28



Wood County Commission

4/16/2012
1 Court Square, Suite 203
Parkersburg, WV 26101

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	UPDATE ON WESTBROOK	JOANNE POWELL
10:45 AM	PRO OFFICER GRANT	TONI TIANO, GRANT CONSULTANT
11:00 AM	PROPOSAL TO LEASE VACANT HAPPY VALLEY PROPERTY FOR WVU-P SCHOOL OF AGRICULTURE	
Other items for discussion:	<ol style="list-style-type: none">1. Assign office space to County Coroner and Project Lifesaver2. Discuss vacancies on Parks and Recreation (Mountwood Park) Board	

4/16/12
70/58

APRIL 16, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

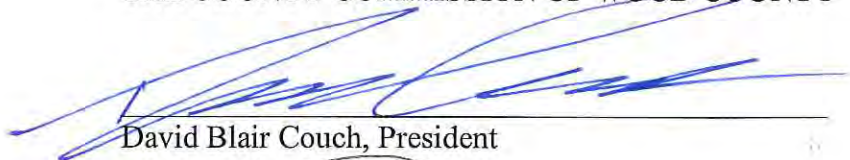
IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE
LEASING OF LOTS IN HAPPY VALLEY TO WVU-P.

ORDER

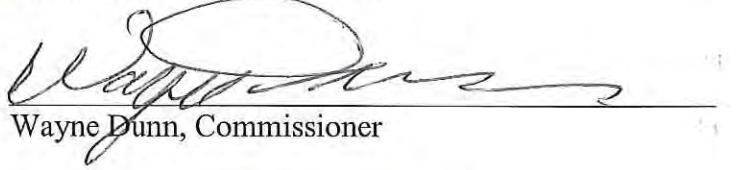
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, did hereby AUTHORIZE the leasing of properties located in Happy Valley to West Virginia University at Parkersburg. Said lots are previously non-leased lots from Phase I and Phase II of the Happy Valley Flood Mitigation Project. Said properties will be used in an educational program at the college.

APPROVED:

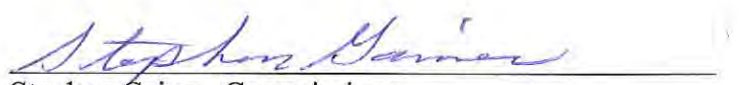
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1910

APRIL 16, 2012

4/16/12
70/58

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 JAG GRANT FOR A PRO OFFICER AT
WILLIAMSTOWN HIGH SCHOOL

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 Application for a West Virginia Department of Military Affairs and Public Safety – Division of Justice and Community Services for a Justice Assistance Grant (JAG) for a Prevention Resource Officer (PRO) for Williamstown High School. Said grant is in the amount of twenty-eight thousand dollars and zero cents (\$28,000.00).

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 E. Gainer, Commissioner

A/947

4/16/12
70/58

APRIL 16, 2012

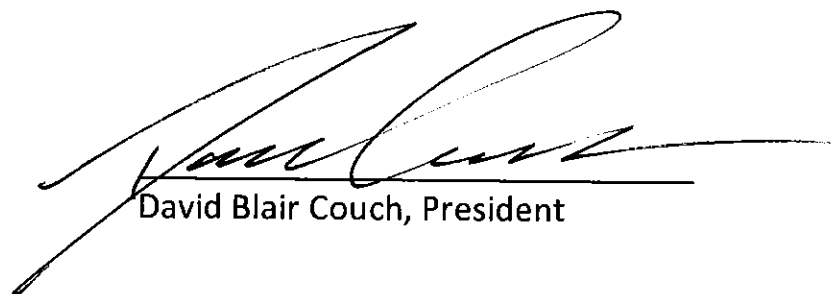
IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

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 JUSTICE ASSISTANCE GRANT (JAG).

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 Justice Assistance Grant Program to continue the hiring of a Prevention Resource Officer (PRO) within the Wood County Sheriff Department for Williamstown High School.

Dated this 16th day of April 2012.



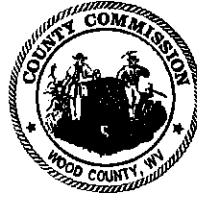
David Blair Couch, President

Certified to be a true copy of a Resolution adopted at a regular meeting of the Wood County Commission held on April 16, 2012.

Jamie Six, County Clerk
Wood County Commission

Office of the County Commission of Wood County, West Virginia

Commissioners
David Blair Couch
Wayne Dunn
Steve Gainer



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

April 16, 2012

Ms. Bonnie L. Bevers
Senior Justice Program Specialist
WV Division of Justice and Community
Services
1204 Kanawha Boulevard East
Charleston, West Virginia
25301

Dear Ms. Bevers:

Please find enclosed an application from the Wood County Commission for funding through the Justice Assistance Grant (JAG) Program. This funding request is for the continuation of the PRO Officer at Williamstown High School. If you have any questions on this or desire any additional information, please feel free to contact Toni Tiano, grant consultant, at 304-428-7760. 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 Justice Assistance Grant Application Checklist

Applicant: Wood County Commission

**Amount
Requested:**

\$28,000.-

- General Administrative Information – Page 1
 - Applicant Information Complete
 - Type of Agency 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
 - DUNS and FEIN Numbers are 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 Project

- Goals and Objectives – Page 6

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

- Collaboration Participants – Page 7
 - List of Members Provided
 - Contact Information for all Participants

- Organizational Charts – Page 8
Included 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 position requesting personnel funding.

- Attachments A through D
 - Operational Budget and 3-year Plan
 - Plan of Sustainability
 - Other Required Program Information
 - Standard and Special Conditions – ORIGINAL signature of the Authorized Official MUST be provided.

West Virginia Justice Assistance 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: 304-424-0194	Type of Agency: <input type="checkbox"/> State <input checked="" type="checkbox"/> County <input type="checkbox"/> Municipality
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Project Director: TR Smith PD Title: Operations Officer Address: Wood County Sheriff Dept 401 Second St., Suite 11 Parkersburg, WV 26101 Phone: 304-424-1940 Fax: 304-424-1832 Email: tsmith@woodcountywv.com	Fiscal Officer: Jamie Six FO Title: County Clerk Address: One Court Square Parkersburg WV 26101 Phone: 304-424-1850 Fax: 304-424-0194 Email: jamiesix@woodcountywv.com
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Funds Requested: \$28,000.00 **Amount Awarded:** _____
Match Proposed: \$25,805.00 _____
Project Period: July 1, 2012 – June 30, 2013 (for DJCS use only)

Number of years previously funded: 4 **Estimated Number to be Served:** 650
Geographic Area(s) Served: Williamstown
Total Population: 2,996
DUNS Number: 103819496
FEIN Number: 556000417
Project Title: Williamstown High School Prevention Resource Officer

Project Description: To continue the PRO Officer at Williamstown High School through the assignment of a Deputy within the Wood County Sheriff Department to serve as the PRO Officer

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: One Court Square, Suite 203 Parkersburg WV 26101	AO Title: President Phone: 304-424-1984 Fax: 304-424-0194 E-Mail: seufer@woodcountywv.com
Signature:	Date:

West Virginia Justice Assistance Grant Program Application	Budget Summary Page 2
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Applicant: Wood County Commission	FEIN Number: 556 000 417
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Budget Category	WV JAG Requested Funds (A)	Local (Match) Funds (B)	Total Budget (A + B)
Personnel/Contractual	\$28,000.00	\$25,805.00	\$53,805.00
Travel/Training	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Totals	\$28,000.00	\$25,805.00	\$53,805.00

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

Funding Strategy

Funding Source(s)	Amount	Status
Justice Assistance Grant	\$28,000.00	A
Wood County Board of Education	\$13,500.00	C
Wood County Sheriff Office	\$12,305.00	C
Total	\$53,805.00	

Funding Source - Separately list each source of funds that will be used in the program.

Amount - Enter the amount received or anticipated for each

Status - Indicate the status of each funding source as follows:

P – Projected grant, loan or donation

A – Application submitted and under review

C – Funds Committed

R – Funds received, appropriated or on hand

Detailed Project Cost by Budget Category	Requested JAG Funds	Local Funds Utilized	Grant Funds Approved
<p><u>Personnel / Contractual:</u> PRO Officer - Wood County Sheriff Department Deputy Scott Jefferson Salary - \$18.6889/hour x 2,080 hours Benefits: FICA - \$38,873 x .0765</p> <p>WC - \$38,873 x .0306</p> <p>Retirement - \$38,873 x .13</p> <p>Health Insurance - \$476.18 x 12 mos.</p> <p><u>Travel / Training:</u></p> <p><u>Equipment (\$1,000/unit):</u></p> <p><u>Other:</u></p>	<p>\$28,000.00</p>	<p>\$10,873.00</p> <p>\$2,974.00</p> <p>\$1,190.00</p> <p>\$5,054.00</p> <p>\$514.00</p>	<p>(DJCS Use Only)</p>
Total Requested JAG Funds	\$28,000.00		
Total Local Matching Funds		\$25,805.00	
Total Funds APPROVED for Project			(For DJCS Only)

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.

GRANT FUNDS

PERSONNEL/CONTRACTUAL:

Deputy Scott Jefferson with the Wood County Sheriff Department will serve as the PRO Officer. Deputy Jefferson is paid \$18.6889/hour for an annual salary of \$38,873. Of this \$38,873, \$28,000 will be provided by grant funds.

MATCH FUNDS

PERSONNEL/CONTRACTUAL:

Deputy Scott Jefferson is paid higher than the \$28,000 of personnel/contractual funds allocated by the grant. The remaining amount of this salary - \$10,873 - will come from match funds provided by the Wood County Board of Education.

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

FICA - $\$38,873 \times .0765 = \$2,974$

Workers Comp. - $\$38,873 \times .0306 = \$1,190$

Retirement - $\$38,873 \times .13 = \$5,054$

Health Insurance - $\$476.18/\text{mo.} \times 12 \text{ mos.} = \$5,714$

The total cost of these benefits is \$14,932. The Wood County Board of Education is providing \$13,500 of match funds of which \$10,873 will go towards Deputy Jefferson's salary. This leaves a remaining balance of \$2,627 which will be provided by the Board of Education to the benefits of Deputy Jefferson.

The remaining cost of the benefits is \$12,305 which will be paid for by the Wood County Sheriff Department.

Please provide information that describes the proposed project. State clearly and in concise detail the purpose and direction of the project, including all components described in the project narrative section of the application instructions. All components must be addressed in the order listed in the instructions. Attach additional pages if necessary and label additional pages as 5a, 5b, 5c, etc.

PROBLEM STATEMENT

Williamstown High School (WHS) serves on an average of 650 students per year in grades 7 - 12. It is located in Williamstown - a small City of 2,996 people - in Wood County, West Virginia - population of 86,915. While WHS is a small school compared to other schools within the County and the State, it still has its share of problems.

During the 2009-2010 school year WHS had 8 tobacco, alcohol, and drug suspensions. This number decreased to 5 during the 2010-2011 school year. this may be due to several awareness classes being taught to combat the problem with the use of tobacco, alcohol, and drugs among the youth.

The attendance at the High School has increased from 93.93% at the end of the 2009-2010 school year to 94.535 at the end of the 2010-2011 school year. This may be due in part to parents and students stating that felt safer at the school with a PRO Officer there.

In May 2011 249 students in grades 8th, 10th, and 12th participated in the wood County PRIDE Survey. The PRIDE Survey questioned students about a variety of subjects including the use of tobacco, alcohol, and drugs as well as safety issues at school. The following is a summary of some of thees results for WHS.

- 30.1 percent of those surveyed indicated they used tobacco products on an annual basis.
- 53.7 percent stated they used alcohol on an annual basis.
- Approximately 20 percent of the students said they used marijuana on an annual basis.

As can be expected, the highest use in each of these categories occurred with 12th grade students who reported the following:

- 40 percent used tobacco
- 68.3 percent used alcohol
- 33.3 percent used marijuana

However, the number of those using in 8th grade were also significant as:

- 19 percent used tobacco
- 35 percent used alcohol
- Approximately 12 percent used marijuana

Survey results also indicated the older the student was the less harmful they believed these substances were to them. For instance, 83 percent of the 6 - 8th graders surveyed believed marijuana to be harmful or very harmful while only 60 percent of 12th graders believed this to be true. Typically students perceive a decreasing amount of disapproval from their friends as they grow older which accounts for peer pressure. For example, 72 percent of 6 - 8th graders perceived their friends disapproved of the use of marijuana while only 45 percent of 9 - 12th graders felt their friends did not approve of marijuana. Similar numbers were also stated for the use of alcohol and tobacco.

The age students begin to experiment with tobacco, alcohol, and marijuana becomes younger over the years. Sixth - eighth graders responded they first used tobacco products when they were 11.8 years old, they first used alcohol when they were 12.2 years old, and they first used marijuana when they were 12.6 years old. These numbers are younger than those reported by the 9 - 12th graders who stated they first used tobacco when they were 12.8 years old, first used alcohol when they were 13.8 years, and first used marijuana when they were 14.1 years.

Overall, students believe there is not a problem to obtain alcohol, marijuana, or tobacco products. Of the students surveyed at WHS:

- 51.6 percent believed it was fairly or very easy to obtain tobacco and when broken out by grades 63 percent of the 9 - 12th graders believed this.
- 58.5 percent of all the students believed it was fairly or very easy to get alcohol and again when broken out by grades, 71.2 percent of the 9 - 12th graders believed this.
- 40.7 percent of all students believed marijuana was fairly or very easy to obtain.

Violence continues to be a concern at WHS as the PRIDE Survey indicated almost one-third of the students surveyed felt threatened by another student and approximately 16 percent were afraid at school. The students felt the following locations to be the most unsafe:

- On the school bus - 18.3 percent
- In the parking lot - 17.9 percent
- In the bathroom - 16.9 percent
- In the cafeteria - 16.7 percent
- In the gym - 14.6 percent
- In the classroom - 14.2 percent
- At ballgames - 14.2 percent
- In the halls - 13.8 percent

From these numbers, it can be seen that even though WHS is a small school, the students are facing the same concerns and issues that students at a larger high school face.

PROGRAM DESCRIPTION

In order to address these issues among the students, WHS would like to continue its PRO Officer at the School. The PRO Officer will follow the guidelines and requirements of the PRO Officer Program. The Program has been successful the past few years it has been in operation, and the PRO Officer is reaching the students.

During the 2010 - 2011 school year, the Officer taught 61 classes which reached a total of 1,979 students. These classes ranged from WV motor vehicle law, drinking and its affects, drinking and driving, domestic violence, drug awareness, and bullying. The PRO Officer was able to get into the classrooms and establish a rapport with the students. Many of the students, and the parents, now feel comfortable coming to the PRO Officer when they have problems or when they hear about things other students may be doing.

This grant is proposing to continue with the PRO Officer at WHS and to assist the students at the School before problems and issues become worse. As data indicates, there are quite a few offenses occurring at the School, and the students are similar to those at larger schools when it comes to many issues. It is important to maintain the presence of the PRO Officer and to have him not only interact with the students in the classroom but also on a one-on-one basis. Some of the activities being proposed during this upcoming year includes continue to educate the students on being smart and safe in making the right decisions when it comes to drugs, alcohol, violence, and bullying. This will be done by teaching classes to the students and with school activities such as assemblies with different preventive programs set up by the school. It is anticipated that outside guest presenters will come to the school on at least a monthly basis. Some of these include: Williamstown Police Department, Williamstown Fire Department, Department of Natural Resources, SOBER Program, Family Crisis and Intervention Center, Wood County SAFE Team, Victims Advocate, and Juvenile and Adult Probation Offices.

PROJECT ASSESSMENT/EVALUATION

The following indicators will be used to evaluate the results of this program. Some of these indicators will compare end of school year data while others will be gathered from the daily activities of the PRO Officer.

- Reduction of juvenile crime in the community and in the school.
- Increase in school attendance.
- Decrease in truancy.
- Decrease in the number of DUI arrests of juveniles.
- Decrease in school suspensions for tobacco, drugs, and alcohol.
- Types of classes conducted.
- Amount of one-on-one and group counseling provided.
- Number of students reached by the various programs.

- Number of guest presenters and/or programs.

This data will be provided by various agencies: Williamstown High School, PRO Officer, Williamstown Police Department, Juvenile Probation Office, Wood County Board of Education, and Wood County Sheriff Department.

STRATEGIC PLAN

The community of Williamstown was involved with this grant application through its Local School Improvement Council, of which the PRO Officer is a member and attends the meetings. At each meeting the PRO Officer discusses what he has been doing, problems he has encountered, successes, etc. Included in this application is a listing of the participants of the LSIC which shows there is a broad range of representation.

In addition to the PRO Officer describing his activities, reports are provided regarding overall school issues and problems. From this the LSIC, school administration, and PRO Officer work together to address these concerns. The LSIC may make suggestions to the PRO Officer regarding projects they would like to see him undertake to address issues. They evaluate his progress at each LSIC meeting and provide support as needed. The LSIC is also a good resource for the PRO Officer if he is in need of knowing who to contact for specific presentations or other issues.

- Goal - Broad statement about what the program intends to accomplish. This statement should state the long-term desired impact of the program, set scope or foundation, state long-range target or purpose, identify target population, and state the condition to be changed.
- Objective - A specific statement of the desired short-term, immediate outcome of the program which will show accomplishment of the goal. Each objective must be **S.M.A.R.T.** (Specific, Measurable, Attainable, Results oriented and Time bound).
- Outcome Measure - The data or tool used to measure achievement of the objective. How will data be collected, analyzed, and results shared.
- Activities - What will be done and who will accomplish it. **You must have at least one (1) activity per objective.**
- Timeline - When will the activity begin and end. **You must have a timeline for each activity.**

Goal Number:	<u>1</u>	A PRO Officer at Williamstown High School will work with the students to impress upon them the importance of attending school.
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Objective Number: 1 The number of ninth grade school students with less than a 90% attendance rate during the 2012 - 13 school year will decrease by 3 percent in comparison to baseline data for the 2011 - 12 school year.

Outcome Measure: School Attendance Records for 2011 - 12 school year and the 2012 - 13 school year will be used.

Activities to meet objective:

Timeline for each activity:

1. The PRO Officer will work as a member of the DOP Committee at Williamstown High School.

1. On-Going

2. The PRO Officer will monitor monthly attendance rates.

2. Monthly

3. The PRO Officer will bring in community support groups which will work toward promoting a higher school participation rate among students.

3. Monthly

4.

4.

Objective Number: _____

Outcome Measure:

Activities to meet objective:

Timeline for each activity:

Goal Number: 2 **Students at Williamstown High School will receive the counseling services needed in order to address problems and issues they are facing.**

Objective Number: 1 The PRO Officer will spend at least 20 percent of his time working with students in a classroom or individual counseling session.

Outcome Measure: PRO Officer time sheets will indicate amount of time spent on counseling activities.

Activities to meet objective:

Timeline for each activity:

1. The PRO Officer will work with staff on designing lessons which meet the State CSOs.

1. On-Going

2. The PRO Officer will work with community agencies that provide relative resources to help studnets learn at a higher level.

2. Monthly

3. The PRO Officer will work with school counselor and school administration to retain confidentiality in all student and family matters.

3. On-Going

4.

4.

Objective Number: _____

Outcome Measure:

Activities to meet objective:

Timeline for each activity:

1.

1.

2.

2.

3.

3.

4.

4.

Goal Number: _____

Objective Number: _____

Provide a membership list of the all parties collaborating on this project, including name, title, agency affiliation, mailing address, telephone number, fax number, and email address for each member. *Letters of commitment or MOU's from each board member, reflecting their understanding of the requirements of the Collaboration will not be required but is encouraged for this grant application.*

Please see attached.

**Williamstown High School
2011-2012
Local School Improvement Council**

Cathy Chadock
1127 Jericho Road
Walker, WV 26180
304-679-3267

Margie Miller
433 Williams Ave
Williamstown, WV 26187
304-615-4336

Steve Eddy
15 Painters Crossing
Williamstown, WV 26187
304-375-3644

Pat Peters
804 Victoria Ave
Williamstown, WV 26187
304-375-2090

Scott Jefferson
122 Aspen Lane
Williamstown, WV 26187
304-375-2281

Ben Petty
203 8th Street
Williamstown, WV 26187
304-481-2890

Kelli Kiselica
32 Alexander Drive
Williamstown, WV 26187
304-375-9444

Ron Seebaugh
188 Maple Shades Court
Mineral Wells, WV 26150
304-489-3561

Shannon McCale
133 Metta Crest Cir
Waverly, WV 26184
304-893-8391

Sharon Sheridan
188 Greenbrier Ave
Williamstown, WV 26187
304-375-3664

Sylvia Miles
109 East 5th Street
Williamstown, WV 26187
304-375-2452

Tracy Wigal
412 Cherry Ave
Williamstown, WV 26187
304-210-8788

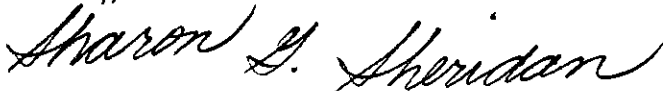
April 13, 2012

To Whom It May Concern:

This is in reference to the *Prevention Resource Officer Grant* as it pertains to Williamstown High School. As a former teacher at Williamstown High I can vouch for the improvement in the safety of our students due to the presence of a Wood County Deputy Sheriff at the school for the last five years. The officer's presence has improved so many aspects of the school environment and the demeanor of the students.

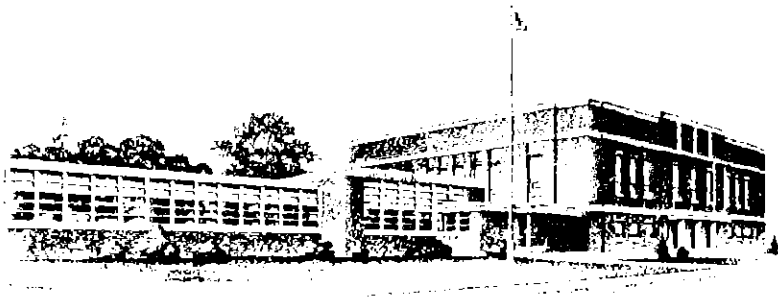
Officer Scott Jefferson has been the Prevention Resource Officer for the past three years and has done an excellent job. He is a vital member of our Local School Improvement Council. He is respected by the students and staff and is available when needed. He has helped with the security issues at the school and safety issues of individual children. I cannot imagine what Williamstown High School would be without his presence on a daily basis. It would not be an improvement.

Sincerely,

A handwritten signature in cursive script that reads "Sharon G. Sheridan". The signature is written in black ink and is positioned below the word "Sincerely,".

Sharon G. Sheridan

Local School Improvement Council (L.S. I. C.), President



Williamstown High School

219 W. Fifth Street

Williamstown, West Virginia 26187

304/375-6151

April 10, 2012

West Virginia Assistance Grant Program
Wood County Commissioners
Wood County Sheriff's Department

RE: Williamstown High School's Prevention Resource Officer

To whom it may concern:

I am writing this letter in response to today's meeting with the grant writer for the Wood County Sheriff's Department. In this meeting, we discussed possible goals and objectives for the pending grant application. Through the current grant, The Williamstown High School Prevention Resource Officer, Deputy Scott Jefferson, is required to keep records and to show a positive statistical change in the safety atmosphere at WHS. I believe that Deputy Jefferson has fulfilled and exceeded the expectations placed on him, yet some of his actions can never be shown in any statistics or records.

In a specific example of his positive influence on WHS, last fall Deputy Jefferson was able to alter a potentially devastating event at our school. The details are as follows: He received a call from a female student late one evening at his residence. She had been corresponding with another student on a social media website called Facebook. She expressed her concern about the male student's alarming conversation. She stated that the young man was depressed, planning to commit suicide. Also, he was planning to kill many students at Williamstown High School. He wanted to know where she was in the building during her school day so that he would not harm her. Deputy Jefferson immediately reviewed the information and found it to be a realistic threat. He promptly called his watch commander. Because of his swift actions, a search warrant was obtained. He and other officers executed a search of the young man's home. Once in custody, the young man told the judge of his plans to be absent the morning after his conversation with the female student, allowing him time to steal weapons at his uncle's resident. He was going to bring these weapons to the school in a guitar case and take over a classroom, shooting his fellow classmates. The troubled young man has since been institutionalized at a mental health facility, where he is currently being treated.

This situation could not be publicized; therefore, Deputy Jefferson is unable to state it in his records for his end-of-year documentation. Without his positive presence and work with the students, this situation could have been a tragedy highlighted on the national news networks.

Please consider this letter a case in point for the deep need of a Prevention Resource Officer at our high school.

Should you have any questions, please contact me at the high school.

Sincerely,

William P. Peters, Principal



WILLIAMSTOWN POLICE DEPARTMENT
100 West Fifth Street
Williamstown, WV 26187

Phone
(304) 375-7761

April 11, 2012

To Whom it May Concern,

I would like to address the subject of the Prevention Resource Officer in Williamstown High School. Since its inception, the PRO Officer at Williamstown High School, along with having a closed campus, has been a tremendous asset to this community. Not only are students not randomly roaming the City on foot anymore, we also had the safety issue of students in vehicles rushing to and from fast food restaurants at lunch time causing speeding complaints, littering and even hit and runs. These things used to happen on a weekly basis and are now a thing of the past. Before the PRO Program we were called to the school on a weekly basis for smoking, truancy and on occasion an unruly or intoxicated student.

By having a Deputy Sheriff as a PRO it covers problems of jurisdiction as his area is the entire County whereas our officers are somewhat limited to those students residing inside the City if a follow up investigation is warranted.

Another plus is the backup by the PRO when my Officers or I need assistance in a serious domestic or multiple vehicular accident or serious injury or fatality. This is fortunately a rare incident but extremely helpful when confronted with these types of events.

This program is a true asset to this City, the Community, the teachers and students and to my department. I hope it continues with the trust and camaraderie that it has had thus far.

Respectfully submitted,

A handwritten signature in black ink that reads "Chief B. D. Adkins".

Chief B. D. Adkins
Williamstown P. D.
Williamstown, WV 26187



DIVISION OF NATURAL RESOURCES
2311 Ohio Avenue
Parkersburg, West Virginia 26101
Telephone (304) 420-4550
Fax (304) 420-4554

Earl Ray Tomblin
Governor

Frank Jezioro
Director

From: Sgt. Chris A. McKnight
Regional Training Officer
WVDNR (Law) VI
2311 Ohio Ave.
Parkersburg, WV 26101
(304) 420-4550

To whom it may concern,

Deputy Scott L. Jefferson is currently applying to become one of our Hunter Education Instructors. He is going to offer this program to the Williamstown Schools in his Resource Officer position. Our officers including myself will be assisting him with this course during his required work day at the school. The course is a mandatory ten hour course. It is required for anyone born on or after January 1, 1975 to purchase a hunting license or stamp in this state.

His help will be greatly appreciated and will contribute to the success of our Hunter Education Program.

Sincerely,

A handwritten signature in black ink, appearing to read "Sgt. Chris A. McKnight".

Sgt. Chris A. McKnight
R.T.O.

Williamstown Volunteer Fire Company, Inc.



411 West Fifth Street
Williamstown, West Virginia 26187-1114
Fire Station 375-3960
Emergency 375-6164
Or 485-7711

April 13, 2012

To Whom It May Concern:

We, the members of the Williamstown Volunteer Fire Company, greatly appreciate the Williamstown High School Prevention Resource Officer being readily available to assist in our community.

Having the Resource Officer has helped tremendously in reducing traffic accidents related to school traffic. Also, this officer has made himself available to assist with fire prevention and safety awareness efforts.

Furthermore, one of the greatest benefits to our department and community has been having the Resource Officer assist in simulating car crashes during prom time. As this officer is a familiar face to the students, we feel the program is more effective. We feel these simulations are a major factor in saving lives.

Respectfully,


James J. Ruf, Chief
Williamstown Volunteer Fire Company

April 13, 2012

To Whom It May Concern:

This is in reference to the Prevention Resource Office Grant and Williamstown High School.

I was a Wood County teacher for 39 years. 25 of those years were spent at Williamstown High School. Society and culture, as well as parenting methods have changed in the last 30 plus years and the students of Williamstown High School are no different.

We had a Prevention Resource Officer at Williamstown High School the last two years I was a teacher. What a plus! He made a positive change in the behavior and culture of Williamstown High School.

As president of the Academic Boosters I am still concerned with the learning environment our children experience on a daily basis. Officer Scott Jefferson has been the Prevention Resource Officer for the past three years and has done an excellent job. He is respected by the students and staff and is available when needed. He has helped with the security issues at the school and safety issues of individual children. He has children in the school system and is very concerned with the academics at Williamstown High. He is a positive influence and a necessity at Williamstown High School.

Sincerely,

A handwritten signature in black ink that reads "Sharon G. Sheridan". The signature is written in a cursive style with a long, sweeping underline.

Sharon G. Sheridan

Academic Boosters, President

Please use this page to provide (or attach a copy of) the program's organizational chart which includes the proposed funded positions for this project. Please list all staff members, position titles, salaries, and funding source for salaries.

Please see attached.

Public Safety Operations
Wood County Sheriff's Office

Executive Officer
Captain Rick Woodyard

Uniform Division
Captain Matt Smith
Commander of Uniform Operations

Drug Interdiction
Lieutenant
Gary Parsons

Gary Deem

Major Crimes
Captain Mark King
Commander of Major Crimes Operations

Lieutenant
Jeff Hamric

Lieutenant
Dave Massey

PNTF Agent

Lieutenant Graham
Deputy Deweese

Evidence
Room

Lieutenant
Bruce Riffle

Detectives
Sgt. Waldron
Corporal White
Greenwalt
Modesitt

Domestic Violence
Deputy Butcher

Sergeant
Rob Sims

Deputies
George
Six
Swiger

Sergeant
Jason Allen

Deputies
Murphy
Butcher
Jefferson

Sergeant
Dave Bussey

Deputies
DeWeese
Hupp

Sergeant
Kent
Stephens

Deputies
Cochran
Tennant
T. Allen

Sergeant
Larry
Kearns

Deputies
Windland
Schaad

Sergeant
Bret Pickens

Deputies
Frazier
M.E. Smith

Overtime rates for Deputies 2011-2012

1. Jason Allen @ 29.96
2. Timothy Allen @ 23.51
3. Dave Bussey @ 30.17
4. Brian Butcher @ 26.12
5. Mike Cochran @ 25.89
6. Mike Deem @ 26.03
7. Justin Dewese @ 25.98
8. Charlie Frazier @ 28.17
9. Rick George @ 25.80
10. Shawn Graham @ 32.15
11. James Greenwalt @ 32.15
12. Jeff Hamric @ 32.63
13. Matt Hupp @ 23.51
14. Scott Jefferson @ 27.99
15. Larry Kearns @ 30.00
16. Mark King @ 34.77
17. Dave Massey @ 31.80
18. Shana Modest @ 25.94
19. Tom Murphy @ 28.02
20. Gary Parsons @ 32.31
21. Brett Pickens @ 30.35
22. Bruce Rittle @ 32.15
23. Zach Schaad @ 23.51
24. Andrew Shriver @ 25.73
25. Rob Sims @ 29.96
26. Cory Six @ 23.51
27. Matt Smith @ 34.29
28. Marcus Smith @ 25.80
29. Kent Stephens @ 30.00
30. Brian Swiger @ 25.80
31. Dave Tennant @ 28.17
32. Camille Waldron @ 30.30
33. Bob White @ 28.86
34. Ryan Windland @ 25.80
35. Rick Woodyard @ 34.77

Provide a brief statement outlining the program agency's procedures for hiring employees who are funded under this grant. Include with this application a job description and qualifications for the position(s) proposed under the grant. If position(s) are currently filled, please include a resume for each position filled.

The PRO Officer at Williamstown High School is currently filled by a Deputy with the Wood County Sheriff Department - Lt. Scott Jefferson. If Lt. Jefferson were to leave the Wood County Sheriff Department or take another position within the Department, the Sheriff would appoint another Deputy to fill this position. If Lt. Jefferson left the Sheriff Department, the Department would be required to backfill the position and hire another Deputy. However, if Lt. Jefferson was reassigned to another position within the Department and another Deputy became the PRO Officer, the Sheriff would not need to hire another Deputy.

Attached is a copy of Lt. Jefferson's resume and the job description for the PRO Officer.

WILLIAMSTOWN PRO OFFICER

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

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

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

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

The Wood County Sheriff Department shall be responsible for the control and direction of all aspects of employment of the Deputy assigned as the PRO Officer. The Wood County Sheriff Department shall ensure that the exercise of the law enforcement powers by the PRO Officer is in compliance with the authority granted by law.

Deputy Leland Scott Jefferson
Wood County Sheriff's Department
401 Second Street Suite 11
Parkersburg, WV 26101
304-424-1834
ljefferson@woodcountywv.com

Objective:

To work as the Prevention Resource Officer at Williamstown High School providing instruction and education to reduce problems with substance abuse, domestic violence, bullying, and maintain a safe and drug free school to assist in drop out prevention.

Skills:

- Great communication skills
- Multi task
- Good mentoring skills
- Very safety conscience
- Can work long hours and shift's
- Works well with others
- Physically fit and healthy
- Good basic computer skills
- Able to resolve conflict
- Organized instructor skills
- Experienced working with youths
- 16 years law enforcement experience

Work History:

March 2001 to Present: Wood County Sheriff's Department
328 2nd Street
Parkersburg, WV 26101
304-424-1834
Deputy Sheriff

April 1999 to March 2001: Wood County Correctional Center
300 2nd Street
Parkersburg, WV 26101
304-424-1945
Correction Officer / Home Confinement Officer

July 1995 to April 1998: Williamstown Police Department
100 West 5th Street
Williamstown, WV 26187
304-375-4935
Patrolman

Education and Schools:

Graduate from Parkersburg Catholic High School 1991

Attended 1 ½ years at West Virginia University Parkersburg in Criminal Justice

WV State Police 95th Basic Academy

WV Correctional 145th Academy

FBI CJIS Instructor Development School

Wood County Sheriff's Office Level I SWAT Operator School

The Career Center Adult Technical Training Chemical Operator I

Personal Achievement:

Eagle Scout

References:

Principle Pat Peters
Williamstown High School
304-375-6151

Assistant Principle Randy Edge
Williamstown High School
304-375-6151

Athletic Director Jeff Givens
Williamstown High School
304-375-6151

**West Virginia Justice Assistance
Grant Program Application**

**Operational Budget
Attachment A**

Attach the operational budget for this program along with a brief 3-year strategic financial and programmatic plan of operation. Only one 3-year plan is required as long as all entities included in the application are sufficiently covered in the plan.

WOOD COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2010-2011	General Budget 2011 - 2012	Coal Budget 2010-2011	Coal Budget 2011 - 2012
GENERAL GOVERNMENT #401-699				
401 County Commission	3,641,765	2,663,852		
402 County Clerk	933,762	917,548		
403 Circuit Clerk	627,212	634,926		
404 Sheriff - Treasurer	697,883	660,536		
405 Prosecuting Attorney	1,243,741	1,134,550		
406 Assessor	575,883	571,374		
407 Assessor's Valuation Fund	635,437	729,953		
408 Statewide Computer Network	89,451	89,451		
409 Sheriff's Tax Processing				
410 County Surveyor				
411 Fiduciary Supervisor				
412 Agricultural Agent	131,087	130,726		
413 Elections - County Clerk	269,123	317,308		
415 Magistrate Court	5,000	6,000		
416 Circuit Court				
417 County Administrator				
418 Purchasing Department				
419 Personnel Office				
420 Custodial				
421 Civil Service				
423 Insurance Program (Self Insured)				
424 Courthouse	397,740	389,212		
425 Other Buildings				
426 Printing				
427 Microfilm				
428 Data Processing	108,754	80,000		
429 Regional Development Authority	28,708	28,708		
430 Community Development				
431 Economic Development	30,000	30,000		
432 Industrial Development				
433 Geographic Information Systems (GIS)				
434 Airports	50,000	50,000		
435 Public Works Department				
436 Rehabilitation of Property				
437 Acquisition of Property				
438 Building Inspection	31,655			
439 Planning & Zoning				
440 Engineering				
441 Housing Authority				

WOOD COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2010-2011	General Budget 2011 - 2012	Coal Budget 2010-2011	Coal Budget 2011 - 2012
442 Federal Grants	2,026,100			
443 State Grants	416,522			
444 Other Grants				
445 Litigation Reserve				
446 Parking				
447 Finance Department				
448 Courthouse Annex				
449 Worthless Check				
450 Farm Preservation Program				
451 Zoning Board				
452 Teen Court				
460 County Clerk Operations	22,104			
696 Transfer to Financial Stabilization Fund				
697 Contributions to Comms/Authorities				
698 Transfers/Reimb. (Audit Findings)				
699 Contingencies - Not to Exceed 10% of Budget	282,411	331,186		
TOTAL GENERAL GOVERNMENT	12,244,338	8,765,330		

WOOD COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2010-2011	General Budget 2011 - 2012	Coal Budget 2010-2011	Coal Budget 2011 - 2012
PUBLIC SAFETY #700 - 799				
700 Sheriff - Law Enforcement	3,458,073	3,380,424		
701 Sheriff - Service of Process	143,738	138,797		
702 County Jail - Reimbursable J/C	739,605	739,142		
703 County Jail - Nonreimbursable J/C				
704 Regional Jail	1,850,000	1,750,000		
705 Home Confinement	229,605	221,780		
706 Concealed Weapons				
707 Investigative Services	9,600	9,600		
708 Police Special Duty	14,502	14,809		
709 Juvenile Detention Center				
710 Civil Defense				
711 Emergency Services	81,810	84,618		
712 Communication Center	1,487,549	1,518,136		
713 Fire Department	166,973	176,000		
714 Fire Coordinator				
715 Ambulance Authority				
716 Dog Warden/Humane Society	92,575	175,000		
717 Central Garage				
718 Flood Control	5,000	3,000		
719 Watershed Project				
720 Dams & Dredging				
721 Local Law Enforcement Block Grant				
722 Public Safety Grant				
723 Public Safety Grant				
724 Public Safety Grant				
725 Public Safety Grant				
726 Public Safety Grant				
727 Public Safety Grant				
728 Public Safety Grant				
729 Public Safety Grant				
730 Courthouse Security				
731 Community Based Corrections Program	25,000	748,050		
732 Rapid Response				
733 Mapping and Addressing				
734 Local Emergency Planning Commission				
735 Project Lifesaver				
736 K-9				
TOTAL PUBLIC SAFETY	8,304,030	8,959,356		

WOOD COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2010-2011	General Budget 2011 - 2012	Coal Budget 2010-2011	Coal Budget 2011 - 2012
HEALTH & SANITATION #800 - 899				
800 Local Health Department	94,000	94,000		
801 Mental Health	70,000	70,000		
802 Other Health Programs	5,250	5,250		
803 Hospital				
804 Dental Clinic				
805 Vital Statistics	2,000	2,000		
806 Sewer				
807 Storm Sewer				
808 Solid Waste Authority				
809 Water				
810 Garbage Department				
811 Landfill/Incinerator				
812 Recycling Center				
813 Litter Control				
814 Federal Grants - H & S				
815 State Grants - H & S				
TOTAL HEALTH & SANITATION	171,250	171,250		
CULTURE & RECREATION #900 - 949				
900 Parks & Recreation	213,665	168,305		
901 Swimming Pools				
902 4 - H Camp	20,000	20,000		
903 Arts & Humanities	34,588	35,714		
904 Museum Commission	3,000	5,211		
905 Fair Associations/Festivals	40,375	36,716		
906 Youth Camp				
907 Summer Youth Program	1,750	1,250		
908 Community Center				
909 Historical Commission	20,500	18,000		
910 Civic Promotion				
911 Visitor's Bureau				
912 Travel Council	247,000	246,355		
913 Beautification				
914 Rails to Trails				
915 Hotel/Motel Promotion of Tourism				
916 Library	290,603	290,057		
917 Law Library				
918 Federal Grants				
919 State Grants				
TOTAL CULTURE & RECREATION	871,481	821,608		

WOOD COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2010-2011	General Budget 2011 - 2012	Coal Budget 2010-2011	Coal Budget 2011 - 2012
SOCIAL SERVICES #950 - 959				
950 Social Services	8,500	10,500		
951 Human Resources				
952 Senior Citizens	40,000	40,000		
953 Public Transit				
954 Federal Grants				
955 State Grants				
956 Homeless Shelter				
957 Family Law Judge				
958 Community Council				
959 Cemeteries	3,000	1,000		
TOTAL SOCIAL SERVICES	51,500	51,500		
CAPITAL PROJECTS #960 - 999				
960 General Government				
961 Public Safety				
962 Health & Sanitation				
963 Culture & Recreation				
964 Social Services				
965 Central Garage				
966 Geographic Information System (GIS)				
972 Federal Grants				
973 Federal Grants				
974 State Grants				
975 County Clerk				
976 Circuit Clerk				
977 Assessor				
978 Prosecuting Attorney				
979 Sheriff-Treasurer			271,800	309,608
980 Sheriff-Law Enforcement				
981 Sheriff-Jail				
982 Data Processing				
983 Election - County Clerk				
984 Circuit Court				
985 Community Development				
986 County Commission	485,220	277,937		
987 Courthouse				
988 Other Buildings				
989 Extension Services				
990 Other Boards & Authorities				
991 Purchasing				

WOOD COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2010-2011	General Budget 2011 - 2012	Coal Budget 2010-2011	Coal Budget 2011 - 2012
992 Communication Center				
993 Dog Warden				
994 Emergency Services				
995 Service of Process				
996 Ambulance				
997 Water				
998 Parks & Recreation				
999 Streets and Highways				
TOTAL CAPITAL OUTLAY	485,220	277,937	271,800	309,608
Total Expenditures	22,127,819	19,046,981	271,800	309,608

WOOD COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012

Account Number	01 GENERAL FUND REVENUE SUMMARY	Budgeted Revenues	Budgeted Revenues
		2010-2011	2011 - 2012
295	Nonspendable Fund Balance		
296	Restricted Fund Balance		
297	Committed Fund Balance		
298	Assigned Fund Balance	402,252	
299	Unassigned Fund Balance	1,073,395	900,000
301 01	Property Taxes - Current Expense (Page 3-Net)	11,433,430	10,837,359
301 02-05	Prior Year Taxes		305,000
301 06	Supplemental Taxes		265,668
301 07	Surplus		
301 08	Delinquent & Nonentered Land Fund		
301 09	Redemptions from State Auditor		6,500
301 10	Prior Years Fifth and Other Prior Years		
301 11	Tax Lien Surplus		20,000
301 12	Tax Loss Restoration		
301 90	Property Taxes - Excess Levy (Page 4-Net)		
301 91	Property Taxes - Excess Levy (Page 4-Net)		
301 92	Property Taxes - Excess Levy (Page 4-Net)		
302	Tax Penalties, Interest & Publication Fees	160,000	175,000
303	Dog Taxes		
304	Property Transfer Tax	325,000	310,000
306	Gas and Oil Severance Tax	40,000	40,000
307	Horse and Dog Racing Tax		
308	Wine & Liquor Tax	25,000	30,000
309	Hotel Occupancy Tax	475,000	473,760
310	Waste Coal Producing Counties		
311	Payment in Lieu of Taxes	255,000	255,000
312	Synthetic Fuel Tax		
317	Licenses	12,000	10,000
318	Building Permits	20,000	20,000
319	Miscellaneous Permits	1,200	1,200
322	Federal Grants	1,902,156	
323	State Grants	403,612	
324	Other Grants		
325	Federal Payment in Lieu of Taxes		
327	Charges for Services	18,025	67,629
328	Magistrate Court Clerk		
329	Sheriff's Service of Process	35,000	35,000
330	Sheriff's Earnings	15,000	15,000
331	County Clerk's Earnings	276,500	276,500
332	Circuit Clerk's Earnings	80,000	100,000

WOOD COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012

Account Number	01 GENERAL FUND REVENUE SUMMARY	Budgeted Revenues	Budgeted Revenues
		2010-2011	2011 - 2012
333	Prosecuting Attorney's Earnings	7,000	7,000
334	Accident Reports	4,000	4,000
335	Motor Vehicle License Fee	8,000	8,000
336	Map Sales		
337	Clerk Deed Fees		
339	Parks & Recreation Fees		
340	Rents & Concessions	1,140,000	75,000
341	Landfill/Incinerator Fees		
342	Airport Revenue		
343	Cemetery Revenue		
344	Ambulance Fees		
345	Emergency Services Fees		
346	Emergency 911 Fee		
347	Special Patrol/Security Systems		
348	Franchise Agreement		
349	Inspection Fees	2,667	
350	IRP Fees (Interstate Registration Plan)	50,000	50,000
351	Jail Fees		
361	Fines, Fees & Court Costs	20,000	20,000
362	Regional Jail Operations Partial Reimbursement	175,000	150,000
365	Interest Earned	25,000	20,000
366	Miscellaneous Revenue	164,206	100,000
367	Sheriff's Commission	12,000	12,000
368	Confiscated Property		
369	Commissions	7,000	7,000
370	Gaming Income	40,000	40,000
371	Recycling Programs		
372	Filing Fees		5,000
373	Video Lottery	250,000	260,000
374	Planning Commission Revenue	100	
375	Sale of Materials	2,500	100
376	Royalties		
377	Sale of Bonds		
378	Proceeds from Bond Restructuring		
379	Lease Purchase Revenue		
380	Contributions/Transfer from Other Entities	17,000	32,000
381	Charges to Other Entities	1,964	
382	Refunds/Reimbursements (External Sources)	282,262	285,000
383	Parking	15,000	15,000
384	Sale of Fixed Assets	15,000	15,000

WOOD COUNTY, WEST VIRGINIA
FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012

Account Number	01 GENERAL FUND REVENUE SUMMARY	Budgeted Revenues	Budgeted Revenues
		2010-2011	2011 - 2012
385	Gain/Loss on Sale of Fixed Assets		
388	Transfers Other Funds		
390	Emergency 911 Reimbursement		
391	Dog & Kennel Reimbursement		
392	Concealed Weapons Reimbursements	13,578	12,201
393	Home Confinement Reimbursements	229,605	221,780
394	General School Reimbursements	460,000	450,000
395	Magistrate Court Reimbursements	60,000	60,000
396	Worthless Check Reimbursements		
397	Payroll Reimbursements	1,537,930	2,324,331
398	Transfers from Rainy Day Fund		
399	Transfers Assessor's Valuation Fund	635,437	729,953
01	Grand Totals -General Fund Revenues	22,127,819	19,046,981

The budgets for the Wood County Commission and the Wood County Board of Education are largely based upon the amount of taxes they are able to collect as taxes make up the majority of their revenue. The vast majority of their expenses are fixed costs as personnel, benefits, and necessary operational expenses make up the majority of their expenditures.

Over the next three years, the Wood County Sheriff Department will work with both the Wood County Commission and the Wood County Board of Education to ensure that funds are available for this position. The Sheriff Department will continue to inform them of the success of the PRO Officer Program and how it is helping the students at Williamstown High School.

The PRO Officer does not require much to operate – only the salary and benefit costs of a Wood County Sheriff Department Deputy. Additional funds are not required so as long as the budgets for the County Commission and the Board of Education are able to remain fairly consistent to the current budget the PRO Officer position may be able to remain.

Please attach in this section a detailed outline of future funding strategies, and an outline of funding plans should federal funding sources cease to exist. Please detail fundraising strategies; local donations; city, county, and state funding contributions; as well as plans to maintain positions and program goals in current and future economic strains.

If grant funding for this position was no longer available, the Wood County Commission and the Wood County Sheriff Department would review their financial situation to determine if this was a position which could be retained by utilizing County funds. Contact would also be made with the Wood County Board of Education to determine if they would be able to contribute additional funding for this position. Currently the Board of Education provides \$13,500, and a review would be done of their budget to determine if they would be able to provide additional funding. Contact would also be made with the City of Williamstown to determine if they would be able to provide any funding for this position since Williamstown High School is located within their boundaries.

In addition, the County would also contact local funding agencies to determine if a local grant would be available to fund this position. Some possible funding sources include: Parkersburg Area Community Foundation, Sisters of St. Joseph Charitable Fund, and McDonough Foundation.

Another option may be for the Wood County Commission to work with the City of Parkersburg who currently has two PRO Officers. If the three positions are combined together, the two agencies may be able to apply for a grant from a larger, regional foundation such as the Claude Worthington Benedum Foundation.

Wood County will pursue whatever means may be necessary to maintain this position.

West Virginia Justice Assistance Grant Program Application	Other Required Program Information Attachment C
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A copy of the following information must be submitted (as applicable) with this attachment in order for the application to be complete. Please refer to page xvii of the application instructions for more details:

1. **Current Task Force Memorandum of Understanding**
2. **Law Enforcement Entry Level Salary Certifications**
3. **Prevention Resource Officer Board of Education Agreement**
4. **Memo of IBR Compliance from West Virginia State Police** (all city, county, and state agencies are required to have this. If multiple cities or counties are covered under this application, a Memo must be provided for EACH participating agency)
5. **501c3 Documents and Articles of Incorporation**
6. **Active CCR Documentation**

Prevention Resource Officer (PRO)

Certification of Entry Level Salary & Benefits

(Must be included with all PRO Applications)

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

Participating Department: Wood County Sheriff's Office

<i>Leland S. Jefferson</i>	ASSIGNED PREVENTION RESOURCE OFFICER: YEARLY	BASIC ENTRY LEVEL OFFICER: YEARLY
SALARY:	\$ 38,873.04	\$ 35,663.00
BENEFITS:		
FICA	\$ 2973.79	\$ 2728.22
Workers Compensation	\$ 1189.52	\$ 1091.29
Retirement	\$ 5053.50	\$ 4636.19
Unemployment	\$ - 0 -	\$ - 0 -
Insurance:		
Health:	\$ 5714.16	\$ 5714.16
Life	\$	\$
Death	\$	\$
Dental	\$	\$
Eye	\$	\$
Other:	\$	\$
OTHER: Please list: (No clothing allowance)	\$ - 0 -	\$ - 0 -
OTHER: Please list (No clothing allowance)	\$ - 0 -	\$ - 0 -
TOTAL SALARY & BENEFITS	\$ 53,804.01	\$ 49,832.86

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

Signature: _____

[Signature]
Authorized Official, Sheriff or Chief

Date: _____

4/10/12

AGREEMENT

This Agreement, made and entered into this _____ day of _____, 2012__ by and between the WOOD COUNTY SHERIFF'S OFFICE (hereinafter referred to as "GRANTEE" and the WOOD County Board of Education, West Virginia hereinafter referred to as "BOARD".)

WITNESSETH

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

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

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

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

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

SECTION 1. DUTIES AND RESPONSIBILITIES OF GRANTEE

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

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

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

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

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

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

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

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

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

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

The following Section may change per grantee:

SECTION 2. DUTIES AND RESPONSIBILITIES OF BOARD

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

2.02 Payments shall be made in twelve installments upon submission of monthly invoices by the GRANTEE and certification by the principal or his/her designee that the services rendered were satisfactory. ~~The monthly payments shall be based on a rate of \$_____ per hour and shall be made within _____ days of receipt of the invoice.~~
ONE LUMP SUM PAYMENT OF \$13,500.00 SHALL BE MADE WITHIN 90 DAYS OF INVOICE

The following Section may change per grantee:

SECTION 3. TERM OF AGREEMENT

3.01 This agreement shall be made for a 12-month term beginning the 1 day of JULY (*July*) 2012, through the 30th day of JUNE (*June*) 2013.

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

SECTION 4. TERMINATION

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

SECTION 5. INVALID PROVISION

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

SECTION 6. INDEMNIFICATION

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

SECTION 7. ASSIGNMENT

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

SECTION 8. NO WAIVER

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

SECTION 9. COMPLETE AGREEMENT

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

SECTION 10. CHOICE OF LAW

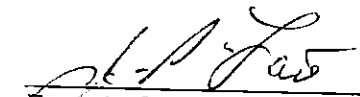
10.01 This Agreement shall be governed by and construed and interpreted according to the laws of the State of West Virginia. It shall be binding upon and insure to the benefit of the successors of the GRANTEE and BOARD.

SECTION 11. NOTICES

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

Grantee Name

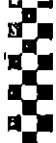
Date



Board of Education

3-7-12
Date

To be passed by both entities WOOD COUNTY SHERIFF'S OFFICE and the
Wood County Board of Education.



WEST VIRGINIA STATE POLICE
728 Jefferson Road
South Charleston, West Virginia 25309-1698
wvstatepolice.com

Earl Ray Tomblin
Governor

Colonel C. R. "Jay" Smithers
Superintendent



Phone: (304) 746-2237
Fax: (304) 746-2437

MEMORANDUM

TO: Peggy S. Allen
FROM: WEST VIRGINIA STATE POLICE
INCIDENT BASED REPORTING
DATE: February 1, 2012
RE: Incident Based Reporting

This will serve as verification that the WOOD COUNTY SHERIFF'S OFFICE is current in submitting Incident Based Reporting (IBR) information to the West Virginia State Police as of the date shown above.


James Cochran
UCR/Criminal History Supervisor



Certification for: WOOD, COUNTY OF (Doing Business As:WOOD COUNTY CIRCUIT CLERKS OFFICE)
 DUNS: 103819496
 Certification Validity:
 From: 12/16/2011 07:21:43 AM (EST)
 To: 12/16/2012 07:21:43 AM (EST)

By submitting this certification, I, **toni tiano**, am attesting to the accuracy of the representations and certifications contained herein. I understand that I may be subject to penalties if I misrepresent **WOOD, COUNTY OF (Doing Business As:WOOD COUNTY CIRCUIT CLERKS OFFICE)** in any of the above representations or certifications to the Government.

READ ONLY

- Vendor will provide information with specific offers to the Government.
- I certify that I have read and understand the provision.

52.203-11 Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (Sept 2007)

- (a) Definitions. As used in this provision—"Lobbying contact" has the meaning provided at 2 U.S.C. 1602(8). The terms "agency," "influencing or attempting to influence," "officer or employee of an agency," "person," "reasonable compensation," and "regularly employed" are defined in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions"(52.203-12).
- (b) Prohibition. The prohibition and exceptions contained in the FAR clause of this solicitation entitled "Limitation on Payments to Influence Certain Federal Transactions" (52.203-12) are hereby incorporated by reference in this provision.
- (c) Certification. The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract.
- (d) Disclosure. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.
- (e) Penalty. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by 31 U.S.C. 1352. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure required to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(End of Provision)

READ ONLY

- Vendor will provide information with specific offers to the Government.
- I certify that I have read and understand the provision.

52.209-2 Prohibition on Contracting with Inverted Domestic Corporations—Representation (May 2011)

- (a) Definitions. Inverted domestic corporation and subsidiary have the meaning given in the clause of this contract entitled Prohibition on Contracting with Inverted Domestic Corporations (52.209-10):
 Internal Revenue Code. An inverted domestic corporation as herein defined does not meet the Internal Revenue Code at 26 U.S.C. 7874.

CCR Registration

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

Registration Status: Active in CCR; Registration valid until 12/15/2012.

DUNS: 103819496

DUNS PLUS4:

CAGE/NCAGE: 4FSR6

Legal Business Name: WOOD, COUNTY OF

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

TIN/EIN: 556000417

SSN:

Division Name:

Division Number:

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

Physical Street Address 1: #2 GOVERNMENT SQUARE RM 133

Physical Street Address 2:

Physical City: PARKERSBURG

Physical State: WV

Physical Foreign Province:

Physical Zip/Postal Code: 26101-5353

Physical Country: USA

Mailing Name: WOOD COUNTY CLERKS OFFICE

Mailing Street Address 1: ONE COURT SQUARE, SUITE 203

Mailing Street Address 2:

Mailing City: PARKERSBURG

Mailing State: WV

Mailing Foreign Province:

Mailing Zip/Postal Code: 26101-7500

Mailing Country: USA

Business Start Date: 01/01/1892

Delinquent Federal Debt: No

Fiscal Year End Date: 06/30

Number of Employees for This Location: 210

Number of Employees for All Affiliates: 210

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

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

Company Security Level:

Highest Employee Security Level:

DUN & BRADSTREET LINKAGE

This information comes from Dun & Bradstreet and is not editable by CCR users.

You may contact D&B Customer Service at 1-866-705-5711 (U.S. only) or govt@dnb.com (US and International) to verify your company name, physical address, or parent information in their system.

DUNS: 103819496

Linkage Info Date: 11/27/2011

Headquarters Parent POC

DUNS: 086211729

Name: COUNTY OF WOOD

Address: 1 COURT SQ STE 203

City: PARKERSBURG

State: WV

Zip/Postal Code: 26101-7500

Country: USA

Phone:

Global Ultimate POC

DUNS: 086211729

Name: COUNTY OF WOOD

Address: 1 COURT SQ STE 203

City: PARKERSBURG

State: WV

Zip/Postal Code: 26101-7500

Country: USA

Domestic Ultimate POC

DUNS: 086211729

Name: COUNTY OF WOOD

Address: 1 COURT SQ STE 203

City: PARKERSBURG

State: WV

Foreign Province:

Zip/Postal Code: 26101-7500

Country: USA

CORPORATE INFORMATION

Type of Organization

U.S. Government Entity

Business Types/ Grants

12 - U.S. Local Government

V2 - Grants

C7 - County

DISASTER RESPONSE INFORMATION

Bonding Levels

**Construction Bonding Level, Per Contract
(dollars):**

**Construction Bonding Level, Aggregate
(dollars):**

Service Bonding Level, Per Contract (dollars):

Service Bonding Level, Aggregate (dollars):

Geographic Areas Served

No geographic areas specified

GOODS / SERVICES**North American Industry Classification System (NAICS)**

921140 - Executive and Legislative Offices, Combined

Product Service Codes (PSC)

Federal Supply Classification (FSC)

9999 - Miscellaneous Items

SMALL BUSINESS TYPES

SDB, 8A and HubZone certifications come from the Small Business Administration and are not editable by CCR vendors.

Business Types Expiration Date

North American Industry Classification System (NAICS)

The small business size status is derived from the receipts, number of employees, assets, barrels of oil, and/or megawatt hours entered by the vendor during the registration process.

NAICS Code	Description	Small Business	Emerging Small Business
921140	Executive and Legislative Offices, Combined	No	No

FINANCIAL INFORMATION**Electronic Funds Transfer (EFT)**

Financial Institution: UNITED BANK, INC

ABA Routing Number: 051900395

Account Number: 000388381

Account Type: Checking

Lockbox Number:

Authorization Date: 12/16/2011

Automated Clearing House (ACH)

U.S. Phone:

Non-U.S. Phone:

Fax:

Email Address: mrhodes@woodcountywv.com

Remittance Information

Name: WOOD COUNTY CLERKS OFFICE

Address Line 1: ONE COURT SQUARE, SUITE 203

Address Line 2:

City: PARKERSBURG

State: WV

Foreign Province:

Accounts Receivable POC

Name: MARK RHODES

Email Address: mrhodes@woodcountywv.com

U.S. Phone: 304-424-1854

Non-U.S. Phone:

Fax: 304-424-1809

Zip/Postal Code: 26101-7500
Country: USA

Accepts credit cards as a method of payment: No

CCR POINTS OF CONTACT

CCR Primary POC (Registrant Name)

Name: TONI TIANO
Email Address: tianoknopp@suddenlink.net
U.S. Phone: 304-428-7760
Non-U.S. Phone:
Fax: 304-485-2925

CCR Alternate POC

Name: TONI TIANO
Email Address: tianoknopp@suddenlink.net
U.S. Phone: 304-428-7760
Non-U.S. Phone:
Fax: 304-485-2925

Government Business Primary POC

Name: MARK RHODES
Email Address: mrhodes@woodcountywv.com
Address Line 1: ONE COURT SQUARE, SUITE
 203
Address Line 2:
City: PARKERSBURG
State: WV
Foreign Province:
Zip/Postal Code: 26101-7500
Country: USA
U.S. Phone: 304-424-1854
Non-U.S. Phone:
Fax: 304-424-1809

Government Business Alternate POC

Name: TONI TIANO
Email Address: tianoknopp@suddenlink.net
Address Line 1: ONE COURT SQUARE, SUITE
 203
Address Line 2:
City: PARKERSBURG
State: WV
Foreign Province:
Zip/Postal Code: 26101-7500
Country: USA
U.S. Phone: 304-428-7760
Non-U.S. Phone:
Fax: 304-485-2925

Past Performance Primary POC

Name:
Email Address:
Address Line 1:
Address Line 2:
City:
State:
Foreign Province:
Zip/Postal Code:
Country:
U.S. Phone:
Non-U.S. Phone:
Fax:

Past Performance Alternate POC

Name:
Email Address:
Address Line 1:
Address Line 2:
City:
State:
Foreign Province:
Zip/Postal Code:
Country:
U.S. Phone:
Non-U.S. Phone:
Fax:

Electronic Business Primary POC

Name: MARK RHODES
Email Address: mrhodes@woodcountywv.com
Address Line 1: ONE COURT SQUARE, SUITE
 203
Address Line 2:
City: PARKERSBURG

Electronic Business Alternate POC

Name: TONI TIANO
Email Address: tianoknopp@suddenlink.net
Address Line 1: ONE COURT SQUARE, SUITE
 203
Address Line 2:
City: PARKERSBURG

State: WV
Foreign Province:
Zip/Postal Code: 26101-7500
Country: USA
U.S. Phone: 304-424-1854
Non-U.S. Phone:
Fax: 304-424-1809

State: WV
Foreign Province:
Zip/Postal Code: 26101-7500
Country: USA
U.S. Phone: 304-428-7760
Non-U.S. Phone:
Fax: 304-485-2925

Previous Business Name
Name:
Address Line 1:
Address Line 2:
City:
State:
Foreign Province:
Zip/Postal Code:
Country:

Government Parent
Name:
Address Line 1:
Address Line 2:
City:
State:
Foreign Province:
Zip/Postal Code:
Country:

Corporate POC
Name:
Email Address:
U.S. Phone:
Non-U.S. Phone:
Fax:

Marketing Partner Identification Number (MPIN)
MPIN: WOOD26101

EDI

Value Added Network:
Interchange ID (ISA) Qualifier:
Interchange Sender ID (ISA) Qualifier:
Functional Group (GS02) Identifier:

EDI POC
Name:
Email Address:
U.S. Phone:
Non-U.S. Phone:
Fax

Receive Remittance Advice Notices (820's) through their VAN provider: ---

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

STANDARD CONDITIONS AND ASSURANCES

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

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

1. LAWS OF WEST VIRGINIA:

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

2. LEGAL AUTHORITY:

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

3. RELATIONSHIP:

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

4. COMMENCEMENT WITHIN 60 DAYS:

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

5. OPERATIONAL WITHIN 90 DAYS:

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

6. WRITTEN APPROVAL OF CHANGES:

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

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

STANDARD CONDITIONS AND ASSURANCES

7. CIVIL RIGHTS COMPLIANCE:

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

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, grantees will take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary.

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

8. PRESS RELEASE:

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

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

9. LOBBYING:

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

10. ACCESS TO RECORDS:

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

11. CONFLICT OF INTEREST:

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

12. POLITICAL ACTIVITY:

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

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

STANDARD CONDITIONS AND ASSURANCES

13. RELEASE OF INFORMATION:

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

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

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

14. NATIONAL AND STATE EVALUATION EFFORTS:

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

15. OBLIGATION OF PROJECT FUNDS:

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

16. USE OF FUNDS:

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

17. ALLOWABLE AND UNALLOWABLE COSTS:

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

18. PEER REVIEW SUB GRANTEE EVALUATION PROCESS:

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

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

STANDARD CONDITIONS AND ASSURANCES

19. NON-SUPPLANTING:

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

20. MATCHING CONTRIBUTION:

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

21. PROJECT INCOME:

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

22. CONSULTANT FEES:

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

23. SUSPENSION OF FUNDING:

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

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

24. SANCTIONS FOR NONCOMPLIANCE:

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

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

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25. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES:

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

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

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

26. PROPERTY ACCOUNTABILITY:

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

27. CRIMINAL PENALTIES:

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

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

28. REPORTS:

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

29. PURCHASING:

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

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

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

31. INFORMATION SYSTEMS:

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

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

32. INCIDENT BASED REPORTING COMPLIANCY:

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

33. TIME EXTENSIONS:

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

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

Grantee understands and agrees that it cannot use any grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

35. LIMITED ENGLISH PROFICIENCY:

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

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36. COMPUTER EQUIPMENT:

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

Minimum Hardware Requirements:

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

Recommended Hardware Components:

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

Software Requirements:

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

Warranty Requirements:

3 Year on-site warranty

37. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:

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

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38. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:

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

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

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

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

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

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

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

39. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

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

40. CONFIDENTIALITY OF RESEARCH INFORMATION:

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

41. LEASE AGREEMENTS:

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

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42. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

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

43. VETERANS PREFERENCE:

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

44. IMMIGRATION AND NATURALIZATION VERIFICATION:

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

45. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

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

46. PERSONNEL TRAINING:

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

47. ACCOUNTING REQUIREMENTS:

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

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

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

49. TRANSFER OF FUNDS PROHIBITION:

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

50. MARKING OF EQUIPMENT:

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

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

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

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

52. CENTRAL CONTRACTOR REGISTRATION:

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

53. DATA UNIVERSAL NUMBERING SYSTEM:

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

54. JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:

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

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

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

55. BIDDING PROCEDURES:

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

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56. COMPLIANCE WITH FEDERAL PROCEDURES:

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

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

57. ADDITIONAL REGULATIONS AND PROCEDURES:

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

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

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

58 LAW ENFORCEMENT INFORMATION SHARING SYSTEMS:

To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdiction, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

59 LAW ENFORCEMENT TASK FORCE TRAINING:

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

60 PRO PROGRAM CONDITIONS:

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

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

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

(Original) Authorized Official Signature