

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

IN RE: MINUTES OF MEETING HELD  
MONDAY, FEBRUARY 27, 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 Toni Tiano, Grant Coordinator, to requested that they apply for a Victims of Crime Act grant. (Order M/1849).

At 10:45 A.M., the County Commission discussed the Board of Review and Equalization hearings. Part of the discussion was about Millstone's appraisal. Commissioner Gainer made a motion to move the appraisal on Millstone to last year's amount; the motion died for a lack of a second. (Order A/2012 board decision and Order A/2012 board decision2)

The County Commission authorized the release of an Irrevocable Letter of Credit for Wakefield Addition Subdivision Phase Four. (Order M/1850)

At 11:39 A.M. the County Commission adjourned sine Die as the Board of Review and Equalization.


**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

M/1849, M/1850, A/board sine die and A/2012 board decision.

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

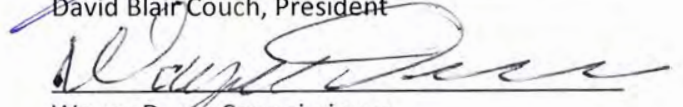
APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



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David Blair Couch, President



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Wayne Dunn, Commissioner



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Stephen Gainer, Commissioner

To listen to this meeting, please refer to DVD labeled February 27, 2012.

Wood County Commission Meeting  
Held February 27, 2012

**Please Print**

|     |  |
|-----|--|
| 1.  | Charles B Thornton                           |
| 2.  | Jim Miracle - update Carlisle Limbee Project |
| 3.  | Toni Tiano                                   |
| 4.  | Rich Shaffer Assessor                        |
| 5.  | Dean Cottrell Deputy Assessor                |
| 6.  | Steve Sheppard Deputy Assessor               |
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# Wood County Commission

2/27/2012

1 Court Square, Suite 203  
Parkersburg, WV 26101

|                 |   |  |
|-----------------|---|--|
| <b>9:30 AM</b>  | APPROVE AND SIGN MINUTES, ORDERS, PURCHASE ORDERS, INVOICES, NEW ROAD NAMES AND ANY OTHER ADMINISTRATIVE DUTIES   | MARTY SEUFER,<br>COUNTY<br>ADMINISTRATOR |
| <b>10:30 AM</b> | VOCA GRANT  | TONI TIANO, GRANT<br>CONSULTANT          |
| <b>10:40 AM</b> | DISCUSS BOARD OF REVIEW AND EQUALIZATION PROPERTIES   |  |
|                 |   |  |
| Special notes:  | <ol style="list-style-type: none"> <li>1. Vacancies on Boards and Commissions</li> <li>2. Building Enforcement Properties</li> <li>3. Contribution Requests</li> <li>4. County Facilities</li> <li>5. Fire Hydrants in the County</li> <li>6. Discuss Long Term Disability Insurance</li> <li>7. Jury Box Chairs</li> </ol> |  |



FEBRUARY 27, 2012

2/27/12  
70/32

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE  
RELEASE OF THE ROAD BOND FOR WAKEFIELD ADDITION  
SUBDIVISION, PHASE IV.

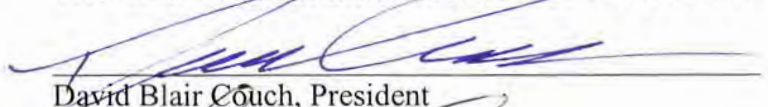
**ORDER**

On this date, the County Commission of Wood County, upon a motion by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, did hereby APPROVE the release of an Irrevocable Letter of Credit for Wakefield Addition Subdivision Phase Four (IV). Said Letter of Credit was issued by Williamstown Bank, Inc. on behalf of Conrad Development, LLC in the amount of nine thousand one hundred thirty-five dollars and zero cents (\$9,135.00). Said Release was given upon the recommendation of Wood County Compliance Officer, John Reed.

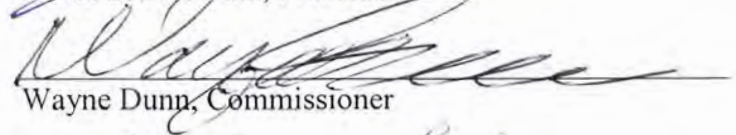
Information relating to the Wakefield Addition Subdivision Phase Four (IV) is on file in the Office of the County Administrator.

APPROVED:

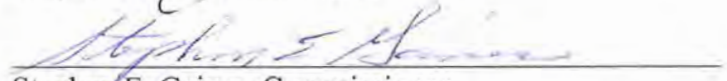
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen E. Gainer, Commissioner

M/1850

FEBRUARY 27, 2012

2/27/12  
70/31

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 VICTIMS OF CRIME ACT GRANT.


**ORDER**

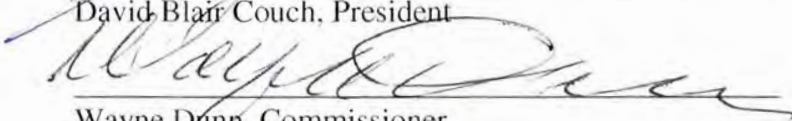
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer, and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE an Application for a West Virginia Division of Justice and Community Services for a Victims of Crime Act Grant Program. Said grant is in the amount of thirty-nine thousand two hundred forty-three dollars and zero cents (\$39,243.00).


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

M/1849



VOCA Application Checklist

2/27/12  
7/1/11

Applicant: Wood County Commission

Amount  
Requested:

\$39,243.00

- X General Administrative Information – Page 1
  - X Applicant Information Complete
  - X Type of Agency is Marked
  - X Project Director Information Complete
  - X Fiscal Officer Information Complete
  - X Amount Requested is Complete
  - X Percent Breakdown by Crime Category is Complete
  - X Number of Years Previously Funded is Provided
  - X Estimated Number of Victims to be Served is Provided
  - X Geographic Area to be Served is Provided
  - X Project Title is Provided
  - X Project Description is Provided
  - X Authorized Official Information is Complete – with ORIGINAL Signature
  
- X Budget Information – Pages 2 - 4
  - X Budget Summary (Complete with Applicant Name and FEIN Number)
  - X Funding Strategy Complete
  - X Budget Detail Provided (for all applicable agencies & categories)
  - X Budget Justification Provided (Detailed w/ match included & labeled)
  
- X 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/Statement of Need
  - ☞ Underserved Populations Component
  - ☞ Limited Language Proficiency Plan
  - ☞ Volunteer Recruitment and Utilization Plan
  - ☞ Program Description and/or Solution to the Problem
  - ☞ Collaboration
  - ☞ Plan of Sustainability
  
- X Goals and Objectives – Page 6

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



- X Organizational Charts – Page 7  
Included both an organizational chart for each agency requesting funding. The chart also includes:
    - ☞ Staff members
    - ☞ Titles
    - ☞ Salaries
    - ☞ Source of salaries
  
  - X Hiring Procedures and Job Descriptions – Page 8  
Hiring procedures, job descriptions, and applicable resumes and licenses are provided for each agency requesting personnel funding.
  
  - X Standard and Special Conditions  
ORIGINAL signature of the Authorized Official is provided
  
  - X Attachments A through G
    - X Organization Budget for Applying Agency
    - X List of Governing Board Members (Board of Director Members, Advisory Board Members, County Commissions, City Council, etc.)
    - Support Letters (**For New Projects Only**)
    - X Memorandum of Understanding
    - Proof of Non-Profit Status for **New Projects Only**:
      - ☞ Articles of Incorporation with proof of approval by WVSOS Office
      - ☞ Certificate of Incorporation issued by the WVSOS Office
      - ☞ IRS Determination Letter
    - X CCR Certification
- Sample Blank Evaluation Form

**Victim of Crime Act (VOCA)  
Victim Assistance Grant  
Program Application**

**General Administrative Information  
Page 1**

|                          |  |  |
|--------------------------|--|--|
| <b>Applicant Agency:</b> | Wood County Commission                               | <b>Type of Agency</b><br><input type="checkbox"/> State<br><input checked="" type="checkbox"/> County<br><input type="checkbox"/> Municipal<br><input type="checkbox"/> Non-Profit |
| <b>Address:</b>          | One Court Square, Suite 203<br>Parkersburg, WV 26101 |  |
| <b>Phone:</b>            | 304-424-1984   |  |
| <b>Fax Number:</b>       | 304-424-0194   |  |

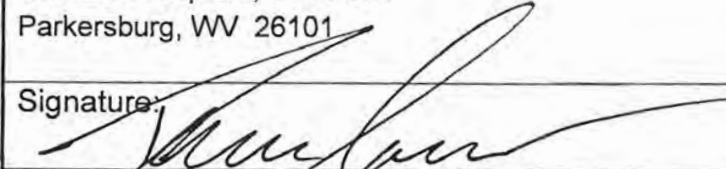
|                                 |  |                               |  |
|---------------------------------|--|-------------------------------|--|
| <b><u>Project Director:</u></b> | Toni Tiano   | <b><u>Fiscal Officer:</u></b> | Jamie Six  |
| <b>Address:</b>                 | Wood County Courthouse<br>One Court Square, Suite 203<br>Parkersburg, WV 26101 | <b>Address:</b>               | Wood County Clerk<br>One Court Square<br>Parkersburg, WV 26101 |
| <b>Phone:</b>                   | 304-428-7760   | <b>Phone:</b>                 | 304-424-1850   |
| <b>Fax:</b>                     | 304-485-2925   | <b>Fax:</b>                   | 304-424-0194   |
| <b>Email:</b>                   | tianoknopp@suddenlink.net  | <b>Email:</b>                 | jamiesix@woodcountywv.com                                      |

**Amount Requested:** \$39,243.00      **Amount Awarded:** [REDACTED]  
**Project Period:** July 1, 2012 – June 30, 2013

|   |  |                                |
|---|--|--------------------------------|
| <b>Percent Breakdown by Crime Category:</b> | <b>Number of years previously funded:</b> 16                           | <b>Geographic Area Served:</b> |
| 80 Domestic Violence                        |  | County(ies): Wood              |
| 15 Sexual Assault                           | <b>Estimated number of victims to be served by grant:</b> <u>3,100</u> | Population: 86,956             |
| 3 Child Abuse                               |  | Rural/Urban: Urban             |
| 2 Underserved Pop.                          |  |                                |

**Project Title:** Wood County Prosecuting Attorney's Victims Advocate Program  
**Project Description:** This project involves the hiring of a full-time Victims Advocate and a part-time Victims Advocate Assistant to serve an estimated 3,100 victims in Wood County.

*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.*

|   |  |
|---|--|
| <b>Authorized Official:</b> David Blair Couch   | <b>Title:</b> President  |
| <b>Address:</b> Wood County Commission<br>One Court Square, Suite 203<br>Parkersburg, WV 26101        | <b>Phone:</b> 304-424-1984<br><b>Fax:</b> 304-424-0194<br><b>E-Mail:</b> seufer@woodcountywv.com |
| <b>Signature:</b>  | <b>Date:</b> 2-27-12   |



|  |                               |
|--|-------------------------------|
| Applicant: <b>Wood County Commission</b> | FEIN Number: <b>556000417</b> |
|  | DUNS Number: <b>106819493</b> |

| Category                | VOCA Requested Funds | Other Funds       | Total Budget       |
|-------------------------|----------------------|-------------------|--------------------|
| Personnel / Contractual | \$38,743.00          | \$9,811.00        | \$48,554.00        |
| Travel / Training       | \$-0-                | \$-0-             | \$-0-              |
| Space                   |                      | \$-0-             | \$-0-              |
| Other                   | \$500.00             | \$-0-             | \$500.00           |
| <b>Totals</b>           | <b>\$39,243.00</b>   | <b>\$9,811.00</b> | <b>\$49,054.00</b> |

**Funding Strategy**

| Funding Source(s)                | Amount             | Status |
|----------------------------------|--------------------|--------|
| VOCA Grant Funds                 | \$39,243.00        | A      |
| Wood County Prosecuting Attorney | \$9,811.00         | C      |
|                                  |                    |        |
|                                  |                    |        |
|                                  |                    |        |
|                                  |                    |        |
| <b>Total</b>                     | <b>\$49,054.00</b> |        |

- 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 VOCA Funds | Other Funds       | Recommendation |
|--|----------------------|-------------------|----------------|
| <u>Personnel / Contractual</u>   |                      |                   | DJCS Use Only  |
| Victims Advocate – Tiffany Kiger – Salary - \$12.62/hour x 2,080 hours             | \$26,250.00          |                   |                |
| Insurance - \$220/month x 12 months  | \$2,640.00           |                   |                |
| Part-Time Victims Advocate – Contractual – 20 hours/week x 50 weeks x \$9.853/hour | \$9,853.00           |                   |                |
| MATCH  |                      | \$7,411.00        |                |
| Victims Advocate Salary/Benefits   |                      | \$2,400.00        |                |
| Volunteer Hours - \$8/hour x 300 hours   |                      |                   |                |
| <u>Travel / Training</u>   |                      |                   |                |
| <u>Space:</u>  |                      |                   |                |
| <u>Other</u>   |                      |                   |                |
| Brochures/books on victims' rights to distribute to victims and general public     | \$500.00             |                   |                |
| <b>Total Requested VOCA Funds</b>  | <b>\$39,243.00</b>   |                   |                |
| <b>Total Other Funds</b>   |                      | <b>\$9,811.00</b> |                |
| <b>Total of Recommendation (DJCS Only)</b>   |                      |                   |                |



Provide here a justification and explanation of the budget items shown on pages 3 and 3a of this application. This should contain specific criteria and data used to arrive at estimates and/or costs for all items listed. In completing the project budget narrative, please identify data by the major budget category involved (e.g., Personnel/Contractual, Travel/Training, Equipment, and Other). Please differentiate between project grant and matching funds (if applicable). For all Personnel/Contractual positions (salary, hourly, overtime) that are requesting Fringes please list the percentages (%) for each. For all hourly positions (not salaried) please include an hourly rate and the number of hours to be worked per month. **Please note that effective July 1, 2012 all salaried positions (whether it be 100%, 80%, etc.) will be reimbursed on a 12 month cycle. Example: If you are a salaried employee requesting 100% of your salary of \$35,000, the most you will be reimbursed for a month period is \$2,916.66. If you are a salaried employee requesting 80% of your total salary of \$35,000, the most you will be reimbursed per month will be \$2,333.33 over 12 months, not to exceed the \$28,000, or 80% of the \$35,000 salary.**

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

Additionally, provide an identified breakdown of matching funds. **Be sure to label the matching funds breakdown as such.** Attach additional pages if necessary.

**Personnel/Contractual – VOCA Funds**

Full-time Victims Advocate – Total Salary - \$36,012 per year; 73% - or \$26,250 – is being requested through VOCA Grant Funding

Salary - \$12.62/hour x 2,080 hours = \$26,250.00

Insurance - \$220/month x 12 months = \$2,640.00

Assistant Victims Advocate – Part-time – Contractual

\$9.853/hour x 20 hours/week x 50 weeks = \$9,853.00

**TOTAL VOCA Personnel/Contractual - \$38,743.00**

**Personnel/Contractual – Match Funds**

Benefits associated with Full-time Victims Advocate:

Salary - \$4.69/hour x 1,580.25 hours = \$7,411.00

Volunteer Time:

\$8.00/hour x 300 hours = \$2,400.00

**TOTAL MATCH Personnel/Contractual - \$ 9,811.00**

**Other – VOCA Funds**

Purchase of brochures, pamphlets, etc. on victims' rights for distribution to victims and the general public - \$500.00

**TOTAL VOCA Other Funds - \$500.00**



Please provide information that presents and explains the proposed project. State clearly and in concise detail the **purpose and direction of the project**, including identifying the specific problem, **background on project**, **evaluation of local needs**, **description of underserved populations** (including plan for outreach and services) and a **limited language proficiency plan**, **volunteer utilization and recruitment plan**, and plan of sustainability of project. Attach additional pages if necessary.

**A. Problem Statement.** Together the Wood County Prosecuting Attorney's Office and the Wood County Magistrate deal with a tremendous amount of cases each year – over 6,000 cases. The Prosecuting Attorney's Office, on average, deals with 600 felony cases per year while the Magistrate Court has an average of approximately 5,500 cases per year. Of these Magistrate cases over 55 percent of them involve a victim who is in need of services.

The Wood County Victims Advocate Program in 1996. Prior to this time, there was not one individual who was looking out for the best interest of the victims and providing them with information on not only their case but also information on appropriate services. As a result, victims often felt lost in the system and many times did not have information on when hearings were to be held, the next steps in the procedure, and changes in dates, strategies, and locations. Often times, the offender was better informed about the legal system and what was happening with the case than the victim.

However, since the Victims Advocate Program began in Wood County these victims have become much better informed on the specifics of their case and what is going to happen. They are also now provided with information on services that may assist them and either the Advocate or the Assistant Advocate explains how they can receive the services. The victims are also provided with assistance in completing the Victims Compensation form as well as with any other follow-up information which is needed on the form. Victims now have a person they can contact if they have a question on something or just want to talk to about their situation. Sometimes victims just need someone they can vent their frustrations to and the Victims Advocate/Assistant serve as a sounding board. This program has also allowed victims to become much more active in their cases and allows them to feel they are being treated more fairly and are part of the entire process.

The number of victims served by this Program has grown tremendously over the past fourteen years. The program began its first year in 1996 with 229 victims. However, this number has increased over the years to some years having as many as 3,766 victims being served. On average, approximately 2,500 victims are served per year.



The number of services provided to these victims has been remarkable as they have increased from 382 in 1996 to a high of 9,307. However, over the past five years the number of service per year has averaged almost 6,200.

During the past year, the Victim's Advocate Program served 3,408 victims which was similar to the previous year of 3,584 victims. However, the number of services increased during the past year as there were 9,681 services provided compared to 7,035 services during the previous year. This averages almost 300 victims a month or at least 10 per day. Without this Program very few of these victims would have been aware of or received these services as well as the necessary information on their case.

While numbers are kept on the number of victims that participated in the Program, these numbers do not include the members of the victims' families who also directly, or indirectly, benefited from these services and the assistance provided to the victim. If somehow these individuals were included, the numbers would at least triple.

**B. Underserved Population.** The Wood County Victims Advocate Program will be coordinating efforts with the Wood County STOP Team (which she is a member) with regards to the underserved population that will be served during this grant year - LGBTQQI victims. On average the Wood County Prosecuting Attorney's Office deals with one person per month who falls within this category while the Family Crisis Intervention Center deals with an average of three per year.

Part of this reason for low numbers may be the lack of education and/or knowledge individuals have on this subject. Also, sometimes these victims believe they will not be treated fairly and do not even bother to seek services. For these reasons, the Victims Advocate will work, along with the STOP Team, to reach out to this group and to provide them with educational informational on what they can do to seek help and the various services which are available to them.

The Victims Advocate will work with the STOP Team on developing a brochure for this underserved population and will also assist with distributing these brochures and other pertinent information to establishments which are frequently visited by these individuals. The Advocate will also work with the STOP Team is they are able to obtain enough interest to provide presentations to this subpopulation group.

The Victims Advocate will also work closely with those who identify a LGBTQQI victim. Many of these identifications will come from the Assistant Prosecuting Attorney for Domestic Violence and the Family Crisis Intervention Center. When these groups become aware of a LGBTQQI victim, they will identify the Victims



Advocate so she is able to immediately contact them and see what assistance she can provide to them.

C. Limited Language Proficiency – The vast majority of the clients served by the Victims Advocate and the Assistant do not have a problem with the English language as well over 98 percent of the population is English-speaking Caucasian. However, the Victims Advocate Program does have a plan in place to assist those with limited English proficiency. The Victims Advocate Program thru the Wood County Prosecuting Attorney's Office has a strong relationship with the administration at West Virginia University-Parkersburg, Marietta College, Washington State Community College, and Ohio Valley University. These institutions have on-staff members who are able to speak various languages and are more than willing to provide their assistance. Additionally, the County's 9-1-1 Center has two different contacts for bilingual persons. These contacts have agreed to be on-call 24 hours/day, 7 days/week to provide the necessary services.

The local hospital – Camden-Clark Medical Center - has available staff which can assist with sign language. The Family Crisis Intervention Center (FCIC) is part of the West Virginia Coalition Against Domestic Violence (WVCAD) which has a language line that is a 24-hour telephone interpreting service. This line provides immediate access to qualified interpreters in over 100 languages. The FCIC also has a TDD telephone to assist with those who are hearing impaired.

D. Volunteer Recruitment and Utilization Plan. Wood County's Victims Advocate Program has utilized volunteers since its inception and plans to continue this policy. During this upcoming year, contact will be made with the colleges in the area to recruit volunteers who are interested in doing an internship with the Program. This has proven to be successful over the past years and should continue to be so. However, with the interns they are usually only with the Program for a semester, and the Program then recruits students for another system.

In addition to recruiting volunteers from the local colleges, the Victims Advocate Program will also work with the Volunteer Action Center to recruit volunteers. The Volunteer Action Center maintains a list of individuals who are interested in performing volunteer work and is able to match the appropriate individual with the right agency.

The Victims Advocate will also contact the Retired Senior Volunteer Program to recruit volunteers. This program works with seniors who are interested in volunteering, and in some instances, they are able to pay these individuals.

During the course of the grant year, the Victims Advocate Program averages four volunteers. These volunteers perform a lot of clerical functions that help out the Advocate and Assistant. Some of these include filing, sending out surveys and



compiling results, organizing files, and answering the telephone.

In addition, the Victims Advocate Program will sometime receive contacts from people who received information on the Program or were present at a presentation made by the Victims Advocate. Some of these people have also become volunteers for the Program.

E. Program Description and/or Solution to the Problem. The overall goal of this program is to provide the appropriate services and information to victims of crime in Wood County. This is provided by the Victims Advocate and the Victims Advocate Assistant working with the victims. Contact is made with these victims as soon as the Victims Advocate Program becomes aware of the case. The vast majority of these cases occur in Magistrate Court, so the Victims Advocate and Assistant spend a considerable amount of time in this Court.

When the Advocate or the Assistant meets with a victim, they explain the legal process to the victim and what they can expect to happen over the next few weeks or months. The Advocate/Assistant explains what the various hearings are about, when they will be held, what they need to do, etc. They also help the victims with their testimony. In many cases the victims are nervous, and the Advocate will sit with them prior to their testimony to help them cope. In some cases the Advocate/Assistant also attend the Court proceedings. Often the victims have no other support while the offender will have an attorney. In these cases, the victim is able to lean on the Advocate for support and guidance during their process.

The Victims Advocate and Assistant also provide the victim with information on various services that are available to assist them as well as information on the Victim Compensation Claim Forms. Many of them are not aware of the various services or the compensation claim form. The Victims Advocate and Assistant keep abreast of the various available programs as well as particular program requirements so they are able to provide the victims with correct information.

With the presence of a Victims Advocate and Assistant, the victims are provided with someone they can contact if they have a question, don't understand something, or just need someone to talk to about their situation. Unfortunately without these individuals there would not be anyone available in the Prosecuting Attorney's Office that would be able to provide all these services to victims as the Attorneys currently have many cases they are handling.

The Program has had an impact on the crime victims in Wood County as last year 3,408 victims received 9,681 services. Without this Program there would have been no one available to provide these victims with information regarding, but



not limited to, transportation needs, emergency financial assistance, counseling, shelter, legal advocacy, and assistance filing compensation claim forms.

The supervision of the Victims Advocate and the Assistant Victims Advocate is provided by the Prosecuting Attorney. The Victims Advocate answers directly to the Prosecuting Attorney who is a hands-on manager and is aware of what the Victims Advocate and Assistant are working on. He is available for them to discuss things issues and cases, and he provides appropriate suggestions and directions as to how to deal with certain situations.

Volunteers are used with this Program, and on average there are four volunteers per year. The volunteers assist with a lot of the clerical work items such as filing, answering the telephone, compiling survey results, etc. As a result of these volunteers providing these services, it enables the Victims Advocate and Assistant more time to assist the victims with their needs.

**F. Collaboration.** The Victims Advocate Program works with various agencies throughout the County. One of the main agencies it works with is the Family Crisis Intervention Center as many of the victims served are domestic violence or sexual assault victims. The Program also collaborates with the various law enforcement agencies in the County as they both have a vested interest in the case.

Other agencies that the Victims Advocate Program collaborates with include the West Virginia Department of Health and Human Resources, Westbrook Health Services, Camden Clark Medical Center, West Virginia Victims Compensation Program, Voices for Children - Court Appointed Special Advocates, West Virginia Division of Corrections Victim Services, Wood County STOP Team, Children's Home Society of West Virginia, Mothers Against Drunk Driving, 9-1-1 Center, Wood County Multi-Disciplinary Team, Wood County Day Report Center, and Wood County Magistrates.

In addition to the agencies listed above and the Memorandums of Understanding included with this application, the Victims Advocate Program also collaborates with other agencies that can provide services or assistance to the victims. Some of these include churches for emergency financial assistance, legal aid, and various counseling agencies.

**G. Plan of Sustainability.** If VOCA funds were eliminated, Wood County would seek to obtain funding from other sources in order to continue this valuable program. Contact will be made with the Wood County Commission to seek additional funding for the Prosecuting Attorney's Office in order to retain these two positions. The County currently pays a portion of the Advocate's salary and



insurance, and her benefits.

Wood County would also search for other grant funding opportunities for the Program through grants.gov, state funded programs, and private foundations. The Prosecuting Attorney is strongly committed to this program and the benefits it provides. He will do everything he can to continue this Program which will continue to maintain the various collaboration efforts the Office has developed through this Program.

Goal Number: 1      **The Wood County Victims Advocate Program will work with a variety of victims and assist them with services throughout the 2012 – 2013 grant period.**

Objective Number: 1      By the conclusion of the grant period, a minimum of 3,100 victims in Wood County will be served and will be provided services by either the Victims Advocate or the Victims Advocate Assistant.

Outcome Measure:      This data will be collected on a monthly basis from the data reports which are prepared by both the Victims Advocate and the Victims Advocate Assistant.

Activities to meet objective:      Timeline for each activity:

- |   |             |
|---|-------------|
| 1. The Victims Advocate and/or the Assistant will review cases presented to the Prosecuting Attorney's Office and/or the Magistrate Court.  | 1. On-Going |
| 2. The Victims Advocate and/or the Assistant will make contact with each victim to provide information on the Program and to determine what assistance/services are needed by the victim. | 2. On-Going |
| 3.  | 3.          |
| 4.  | 4.          |

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Objective Number: 2      By the conclusion of the grant period, a minimum of 5,750 services will be provided to Wood County victims.

Outcome Measure:      This data will be collected on a monthly basis from the data reports which are prepared by both the Victims Advocate and the Victims Advocate Assistant.

Activities to meet objective:      Timeline for each activity:

- |  |             |
|--|-------------|
| 1. The Wood County Victims Advocate and/or the Assistant will provide the appropriate services and/or referrals for each victim. | 1. On-Going |
| 2. The victims will be assisted by either the Advocate or the Assistant with the completion of the Victims Compensation Forms.   | 2. On-Going |
| 3.   | 3.          |
| 4.   | 4.          |



Goal Number: 2      During the grant year, the Victims Advocate and the Assistant will emphasize the underserved population – victims who are LGBTQQI.

Objective Number: 1      At the conclusion of the grant period, the Victims Advocate and/or Assistant will work with at least 15 LGBTQQI victims.

Outcome Measure:      Monthly data reports will provide information on the number of LGBTQQI victims served and the number and type of services which they received.

Activities to meet objective:      Timeline for each activity:

- |   |             |
|---|-------------|
| 1. The Victims Advocate and/or the Assistant will be notified when there is a LGBTQQI victim.                                     | 1. On-Going |
| 2. The Victims Advocate and/or the Assistant will attempt to contact the victim and provide information and appropriate services. | 2. On-Going |
| 3.  | 3.          |
| 4.  | 4.          |

---

Objective Number: \_\_\_\_\_

Outcome Measure:

Activities to meet objective:      Timeline for each activity:

- |    |    |
|----|----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |

6-C

Goal Number: 3 During the grant year, interested individuals and/or students will be provided with opportunities to assist victims in Wood County.

Objective Number: 1 At the conclusion of the grant period, at least 300 hours of volunteer services will be provided by a minimum of four volunteers.

Outcome Measure: Time sheets will be maintained by each volunteer who participates in the Victims Advocate Program.

Activities to meet objective:

Timeline for each activity:

1. The Victims Advocate will contact area colleges and universities to solicit interns/volunteers for the Program.

1. On-Going

2. The Victims Advocate will contact appropriate social service agencies – such as Volunteer Action Center, Senior RSVP, etc. – to solicit volunteers for the Program.

2. On-Going

3. Victims Advocate Program volunteers will be provided a job description of their job duties and will be overseen by the Advocate and/or the Assistant.

3. On-Going

4.

4.

Objective Number: \_\_\_\_\_

Outcome Measure:

Activities to meet objective:

Timeline for each activity:

1.

1.

2.

2.

3.

3.

4.

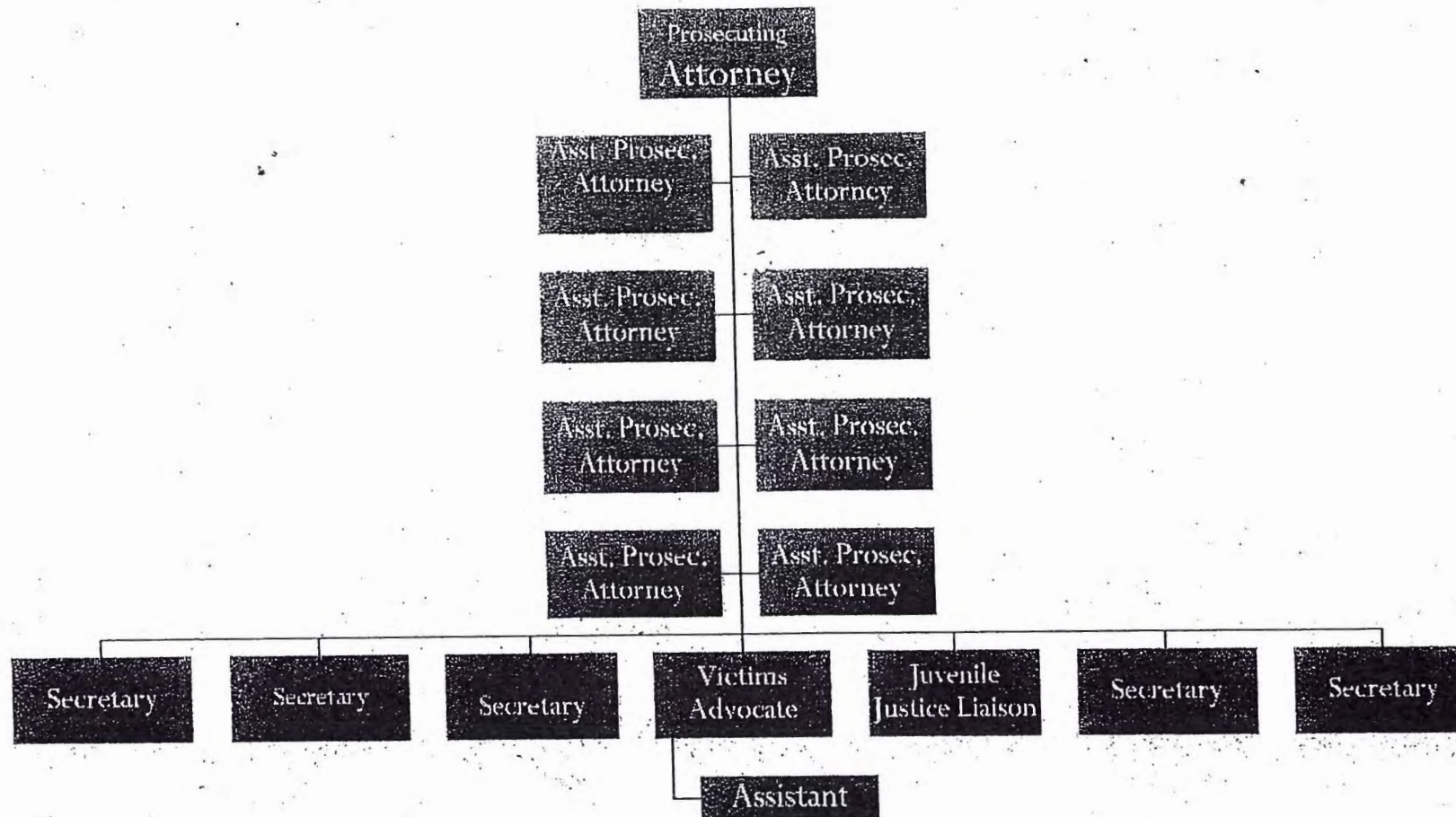
4.



Please use this page or attach a copy of your agency's organizational chart and the proposed organizational chart for this project. Please list all staff members, position titles, salaries, and funding source for salaries.

Please see attached.

# Wood County Prosecuting Attorney's Office





WOOD COUNTY PROSECUTING ATTORNEY'S OFFICE  
 Staff, Salary, and Funding Source  
 1/17/12

| <u>STAFF</u>       | <u>POSITION</u>     | <u>SALARY</u> | <u>FUNDING SOURCE</u>       |
|--------------------|---------------------|---------------|-----------------------------|
| Jason Wharton      | Prosecuting Atty.   | \$96,600      | General Fund                |
| Jodie Boylen       | Assistant Pros.     | \$92,060.64   | General Fund                |
| Sean Francisco     | Assistant Pros.     | \$75,829.68   | General Fund                |
| Pat Lefebure       | Assistant Pros.     | \$74,311.44   | General Fund                |
| Katrina Christ     | Assistant Pros.     | \$60,312      | General Fund                |
| Russ Skogstad      | Assistant Pros.     | \$50,311.92   | General Fund                |
| Kirsten Lefebure   | Assistant Pros.     | \$50,311.92   | General Fund                |
| Megan Underwood    | Assistant Pros.     | \$46,812      | General Fund                |
| David McCullough   | Assistant Pros.     | \$46,812      | General Fund                |
| Tiffany Kiger      | Victims Advocate    | \$36,012.24   | General Fund/<br>VOCA Grant |
| Clarence Hodge     | Asst. Vict. Adv.    | \$8,925       | VOCA Grant                  |
| Amy Eschbacher     | Juvenile Just. Lia. | \$31,826.40   | General Fund                |
| Rhea Guice         | Secretary           | \$41,116.56   | General Fund                |
| Patti Roush        | Secretary           | \$36,533.76   | General Fund                |
| Debra George-Ryder | Secretary           | \$31,826.40   | General Fund                |
| Rachel Lewis       | Secretary           | \$25,500      | General Fund                |

Provide a brief statement outlining your 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 this grant. If position(s) are currently filled, then include a resume, applicable certificates and licenses, and other supporting documentation for each position filled.

The Victims Advocate position in the Wood County Prosecuting Attorney's Office is a full-time position with the "standard" benefits received by all employees of the Wood County Prosecuting Attorney's Office/Wood County Commission. Tiffany Kiger is the current Victims Advocate and has had this position since November 2009. It is anticipated she will continue with this position during the upcoming grant year.

If the position should become vacant, the Prosecuting Attorney will post the job availability and requirements in-house. This will allow for any interested County employees to apply for this position. Interviews will be conducted with those deemed qualified for the position. In appropriate, reference checks will be conducted. If it is decided there is no one in-house who qualifies for this position, it will then be advertised in the local newspapers.

A help wanted ad will be developed and placed in the local newspapers. Resumes will be solicited, reviewed, and three – five candidates will be selected for an interview. After the interviews have been completed, references and other items will be checked. The position will be offered to the best candidate.

A copy of the job description and Ms. Kiger's resume are attached.

The Assistant Victims Advocate position is currently filled by Clarence Hodge, and it is anticipated he will continue in this position during the upcoming grant year. This position is part-time, and there are no benefits associated with it. Attached is a copy of the job description and Mr. Hodge's resume.

If this position should become vacant during the grant period, the same procedure for hiring the Victims Advocate will be followed for the Assistant Victims Advocate.



# JOB DESCRIPTION VICTIMS ADVOCATE

## GENERAL DESCRIPTION OF DUTIES

The Victims Advocate will administer a Program that will deliver services to victims/witnesses in the criminal justice system. Particular emphasis will be placed on those victims of rape/sexual assault, spousal abuse, and child abuse cases and on felony cases in the Wood County Prosecuting Attorney's Office.

These services will include, but not be limited to, the following:

- Meet with individuals on an as-needed basis,
- Assist the victims in obtaining restitution and recovery of property used as evidence,
- Serve as a liaison between the victim and the various agencies involved with the case,
- Recruit and supervise volunteers,
- Collect and record data on the number and amount of services provided,
- Assist crime victims at judicial proceedings, particularly felony cases,
- Provide referrals to victims to the appropriate agencies,
- Perform public speaking engagements to schools, groups, etc., and
- Supervise the Victims Advocate Assistant.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of West Virginia Law; the ability to work with victims; the ability to collect data and prepare reports; the ability to communicate clearly and concise, both orally and written; the ability to establish and maintain effective working relationships with community social service organizations and agencies, fellow employees, and the public; and the ability to meet deadlines.

## ACCEPTABLE EXPERIENCE AND TRAINING

Graduation from an accredited college or university with a degree in criminal justice, counseling, psychology, social work, or a related field; and a minimum of one year experience working in a related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**Tiffany F. Kiger**  
1701 Spring Street  
Parkersburg, WV 26101  
(304) 615-7138  
[tkiger@woodcountywv.com](mailto:tkiger@woodcountywv.com)

#### Education

West Virginia University, Morgantown, WV  
Eberly College of Arts and Sciences  
Bachelor of Arts in Political Science, May 2003

#### Relevant Work Experience

Wood County Prosecuting Attorney's Office (December 2006-November 2009)

- Juvenile Justice Liaison
  - Work with the Court, Juvenile Probation, and Wood County Schools
  - Provide service working with families and victims
  - Community service follow-up
  - Coordinate Coalition Team meeting for State Grant purposes
  - Monthly State Grant Reporting.

WCHS/FOX 11 Television, Charleston, WV (December 2005-November 2006)

- Account Executive
  - Creating and presenting advertising ideas to area businesses
  - Attracting and closing advertisers to promote themselves via television
  - Attain budgeted revenue goals
  - Prospecting customers and generating leads

Standard Distributing, Charleston, WV (February 2004-December 2005)

- Sales Representative
  - Responsible for the addition of new accounts
  - Maintenance of existing accounts
  - Coordinator of promotional wine tasting events
  - Representation of various wineries and their products



## JOB DESCRIPTION

### ASSISTANT VICTIMS ADVOCATE

This position is a part-time position within the Wood County Prosecuting Attorney's Office. The position will assist the County's Victims Advocate with the delivery of services to victims and witnesses in the criminal justice system with a particular emphasis placed with working with victims in the Wood County Magistrate Court.

The Assistant Victims Advocate must have the ability to communicate clearly and concisely, must develop a working knowledge of services available to victims, must establish and maintain working relationships with community agencies, and must meet all applicable deadlines.

The Assistant Victims Advocate must have at least an Associate Degree in criminal justice, counseling, psychology, social work, or a related field and a minimum of one year experience working in a related field.

The Assistant Victims Advocate must also adhere to a strict confidentiality policy and must also pass a criminal background check.

# **PRESENTATION OF QUALIFICATIONS**

**CLARENCE E. HODGE**

**810 Main Street  
Belpre, Ohio 45714  
740.401.0778  
740.401.0779 (fax)**



## SUMMARY OF QUALIFICATIONS

49 years extensive experience in all phases of police and security work, which includes work as a supervisor, investigator, other supervisor positions and police chief. Formal training includes accredited police science programs on local, state, and federal levels. Worked as a Special Deputy US Marshal for the Federal Courts as court security officer. Attended Federal classes in Court Security. I was employed by large investigative firm as a Master Investigator working Insurance Fraud Claims. Currently employed as security Shift Supervisor for a major Hospital. Also currently hold a private investigators license in Ohio for an Investigative firm on part-time bases. Current up to date First -Aid, CPR, AED and firearms certifications.

Accomplishments include successful undercover narcotics, pornography, theft investigations, and assistant coordinator of five-county drug task force. Have been registered with the States of OH, PA, IN, KY and WV as private investigator and have developed a good relationship with tri-state area police agencies. I am currently certified to carry a firearm under the Ohio CCW and Federal CCW laws.

## EDUCATIONAL BACKGROUND

In addition to numerous on-day seminars dealing with such subjects as burglary, drugs, sex crimes, frauds, and being certified to use NCIC, L.E.A.D.S. and RCIC computer networks, background includes the following formal training:

### CENTRAL OHIO POLICE ACADEMY

|                                  |                         |
|----------------------------------|-------------------------|
| Advance Sex Crime Investigations | 20 Hours Firearm Update |
| Death Investigations Update      | D.U.I Detection Update  |
| Juvenile Procedures              | Crisis Intervention     |

### OHIO POLICE OFFICERS ACADEMY

|                                      |   |
|--------------------------------------|---|
| Domestic Violence Laws               | Missing, Abused, &<br>Neglected Children    |
| Street Drugs Investigation           | Hostage Incidents--Managing<br>for on Scene |
| Small Department Management          | 20 Hours Firearm Update                     |
| Traffic Laws & Truck Enforcement     | Retired Federal Firearms CCW                |
| 24 Hours Cultural Sensitivity Course |   |
| 16 Hours Haz-Mat                     |   |
| Current State of Ohio CCW License    |   |

### HAMILTON COUNTY CORONER? OFFICE

Investigation of Homicide

### REGIONAL POLICE ACADEMY

|                                  |   |
|----------------------------------|---|
| Fingerprint Classification       | Advanced Latent Fingerprint<br>Techniques |
| RCIC & L.E.A.D.S. Certifications |   |

### DEPARTMENT OF JUSTICE

|                             |                                   |
|-----------------------------|-----------------------------------|
| Narcotics & Dangerous Drugs | Law Enforcement & Dangerous Drugs |
| Advanced Narcotics School   |                                   |

**CINCINNATI POLICE ACADEMY**

Basic Programs in Police Sciences

Criminal Code Training

**Police Officer Certification**  
**M.P.H. CORPORATION**  
Radar School

**STATE OF OHIO FIRE ACADEMY**

40 Hours Basic Crime Prevention School

**FEDERAL LAW ENFORCEMENT TRAINING CENTER**

Hostage Situations  
High Threat Trials  
Physical Security Aids  
Site Survey & Security

Non-Verbal Communications  
Mechanics of Arrest & Defense  
Explosive Recognition & Bomb  
Search

**CASE WESTERN UNIVERSITY**

Auto Theft Investigation

**CLARK TECHNICAL COLLEGE**

Narcotics Identification & Investigation  
Search & Seizure  
Interview & Interrogation  
Homicide & Rape Investigations

Juvenile Officer  
Organized Crime  
Violent Crimes

**BUREAU OF CRIMINAL INVESTIGATIONS**

Physical Evidence

Criminal Investigations

**LEBANON POLICE ACADEMY**

Case Development

Burglary Investigations

**HAMILTON COUNTY REGIONAL ACADEMY**

Liquor Law Enforcement  
Narcotics & Drug Abuse

Emergency Vehicle  
Operations

**PRINCETON HIGH SCHOOL**

Diploma



## PROFESSIONAL EXPERIENCE

|   |                            |
|---|----------------------------|
| Securitas Security Services<br>Shift Supervisor   | 08/2010-Present            |
| MJM Investigations, Inc<br>Master Investigator  | 10/2000- 12/2008           |
| Triad Investigative Group<br>Owner/Investigator-Columbus, Ohio (full time)  | 8/98 10/2000               |
| Triad Security Consultants - Cincinnati/Columbus/Belpre Ohio<br>Owner /Security Consultant (Part-Time)  | 9/91 - Present             |
| Investigative Services - Thornville, Ohio<br>Investigator (Business Slow) started own company full time   | 6/93 - 5/94<br>9/96 - 8/98 |
| New Rome Police Department - New Rome, Ohio<br>Warrant Office (Part-Time)   | 6/93 - 5/94<br>9/96 9/98   |
| H&H Security Consultants & Investigations, Inc.<br>Investigator (Company Out of Business)   | 1/88 - 1/92                |
| Arlington Heights Police Department - Arlington Heights, Ohio<br>Police Officer/Warrant Division (Laid-Off, Budget Cuts) (Part-Time)            | 2/90 - 1/93                |
| General Security Services Corp. - Minneapolis, Minnesota<br>Special Deputy U.S. Marshal (Dayton Post)<br>(Conflict with Investigations Company) | 9/90 - 9/91                |
| Atkins Industries Corp. - Cincinnati, Ohio<br>Vice President of Operations (Out of Business) (Part-Time)  | 11/89 - 9/90               |
| Shawnee Hills Police Department - Shawnee Hills, Ohio<br>Lieutenant (Moved to Cincinnati) (Part-Time)   | 10/88 - 2/90               |
| General Security Services Corp. - Minneapolis, Minnesota<br>Supervisor-Lieutenant (Company Lost Contract) (Columbus Post Federal Bld)           | 9/88 - 10/89               |
| Village of Centerburg Police Department - Centerburg, Ohio<br>Police Chief/Officer (Contracted with Sheriff? Department)                        | 5/85 - 9/88                |
| Jowa Security - Toledo, Ohio<br>Special Deputy U.S. Marshall (Columbus Post) (Part-Time)  | 11/84 - 1/86               |
| Professional Law Enforcement. - Dayton<br>Undercover Investigator (Lost Contracts)  | 6/82 - 8/84                |

City of Sharonville Police Department- Sharonville, Ohio  
Police Officer/Investigator

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2/69 - 6/82

City of Greenhills Police Department - Greenhills, Ohio  
Police Officer (moved to Larger Dept.)

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9/66 - 12/69

HAMILTON COUNTY SHERIFF DEPARTMENT  
Special Deputy Sheriff

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1962 - 9/66

### PROFESSIONAL AFFILIATIONS

Former Member - Fraternal Order of Police  
Narcotic Association of Regional Coordinating Officers (NARCO)  
International Narcotic Enforcement Officers  
American Law Enforcement Officers Association(Former)  
Police Intelligence Coordinating Agency  
Hamilton County police Association  
Ohio Association of Security Officers  
Ohio Association of Private Investigators  
National Association of Private Investigators  
Sharonville Police Association  
International Police Chiefs Association(Former)



CLARENCE E. HODGE  
810 Main Street  
Belpre, Ohio 45714  
740.401.0778

References

Keith Hosteller  
1810 19<sup>th</sup> Street  
Parkersburg, WV 26101  
~~(304) 433-8510 cell~~  
(304) 863-5477 Home

Steven Braden  
Assistant Vice President Field Operations  
MJM Inc.  
910 Paverstone Drive  
Raleigh, NC 27615  
1-800-756-6569 ext 2608

Terry Russell  
Field Supervisor  
Securitas Security Services, USA  
4421 Emerson Ave  
Parkersburg, WV 26101  
(304) 422-2090

Chief Michael Schappa  
Sharonville Police Department  
10900 Reading Road  
Sharonville, Ohio 45241  
(513) 563- 1147

*Good reference!*

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

**STANDARD CONDITIONS AND ASSURANCES**

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

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

**1. LAWS OF WEST VIRGINIA:**

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

**2. LEGAL AUTHORITY:**

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

**3. RELATIONSHIP:**

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

**4. COMMENCEMENT WITHIN 60 DAYS:**

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

**5. OPERATIONAL WITHIN 90 DAYS:**

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

**6. WRITTEN APPROVAL OF CHANGES:**

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



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

**STANDARD CONDITIONS AND ASSURANCES**

**7. CIVIL RIGHTS COMPLIANCE:**

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

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

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

**8. PRESS RELEASE:**

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

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

**9. LOBBYING:**

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

**10. ACCESS TO RECORDS:**

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

**11. CONFLICT OF INTEREST:**

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

**12. POLITICAL ACTIVITY:**

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



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

**STANDARD CONDITIONS AND ASSURANCES**

**13. RELEASE OF INFORMATION:**

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

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

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

**14. NATIONAL AND STATE EVALUATION EFFORTS:**

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

**15. OBLIGATION OF PROJECT FUNDS:**

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

**16. USE OF FUNDS:**

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

**17. ALLOWABLE AND UNALLOWABLE COSTS:**

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

**18. PEER REVIEW SUB GRANTEE EVALUATION PROCESS:**

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



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

**STANDARD CONDITIONS AND ASSURANCES**

**19. NON-SUPLANTING:**

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

**20. MATCHING CONTRIBUTION:**

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

**21. PROJECT INCOME:**

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

**22. CONSULTANT FEES:**

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

**23. SUSPENSION OF FUNDING:**

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

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

**24. SANCTIONS FOR NONCOMPLIANCE:**

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

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



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

**STANDARD CONDITIONS AND ASSURANCES**

**25. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES:**

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

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

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



**WEST VIRGINIA  
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**STANDARD CONDITIONS AND ASSURANCES**

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

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

**31. INFORMATION SYSTEMS:**

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

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

**32. INCIDENT BASED REPORTING COMPLIANCY:**

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

**33. TIME EXTENSIONS:**

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

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

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

**35. LIMITED ENGLISH PROFICIENCY:**

Grantee must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information on the civil rights responsibilities that grantees have in providing language services to limited English proficiency individuals, please see the website [www.lep.gov](http://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-tower case
- 16-Bit 3D Sound Blaster Compatible w/ 64 voice wavetable and speakers (may be integrated)
- 3Com 10/100 PCI Ethernet Network Card
- APC UPS Backup power protection (adequate size to handle power load)
- Iomega Internal Zip Disk Drive

**Software Requirements:**

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

**Warranty Requirements:**

3 Year on-site warranty

**37. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:**

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



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**STANDARD CONDITIONS AND ASSURANCES**

**38. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:**

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

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

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

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

- III.) If an audit must be conducted pursuant to OMB Circular A-133 and A-110, a copy of the audit shall be submitted to DJCS 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. 10<sup>th</sup> 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 7<sup>th</sup> 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](http://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](http://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.



**WEST VIRGINIA  
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**VICTIM OF CRIME ACT (VOCA) GRANT  
SPECIAL CONDITIONS AND ASSURANCES**

**58. ADMINISTRATIVE CHANGES:**

The applicant must advise DJCS immediately in writing if there are any changes in the: (1) Project Director, (2) Fiscal Officer, (3) Authorized Official, or (4) VOCA Grant-funded staff position(s). Please also submit to DJCS a new membership list if there are any changes in the members of a governing board, such as County Commission or City Council, or changes in members of the Advisory Board/Committee.

**59. LATE REPORTING:**

Applicant understands that projects which become 60 days delinquent in the submission of reporting requirements will forfeit one month of reimbursable expenses for the entire project. Each additional 30 days past the initial 60-day delinquency period shall result in an additional forfeiture of a month's reimbursable expenses.

**60. CLIENT FILES:**

Applicant must maintain client files for all victims served to document type of crime and services provided throughout the grant period. Sub-grantee also agrees to collect and maintain Civil Rights information, where such information is voluntarily furnished by those receiving service, on race, sex, national origin, age and disability. These records are to be available at any time for review by DJCS.

**61. CLIENT SURVEYS/EVALUATIONS:**

The applicant is required to implement client surveys for evaluation purposes. DJCS may require a copy of these surveys/evaluations or request proof survey is being implemented. All surveys/evaluations must ensure client confidentiality. All surveys/evaluations will include the two following outcome measures: (1) Victim safety, (2) Public awareness, results will be required on the VOCA Annual Performance Report.

**62. CLIENT CONFIDENTIALITY:**

Applicant must maintain a written confidentiality policy that prohibits the disclosure of victim's name, address, phone number, any contact information, or any other personally identifying information without prior voluntary written consent of the victim (or legal guardian). Client information should only be accessible to authorized direct service staff of the funded program. All programs who also receive funds under the STOP Violence Against Women Act (VAWA) must adhere to all confidentiality requirements under the Violence Against Women Reorganization Act of 2005.

**63. NOTIFICATION OF VICTIM COMPENSATION PROGRAM:**

Applicant is required to assist crime victims in seeking available and eligible crime victim compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of the victim compensation fund, assisting with the application forms and procedures, obtaining necessary documents, and/or checking on claim status.

**64. GRANT FILE:**

Applicant must maintain a grant file containing all grant-related documents, such as the grant agreement, monthly financial reports, monthly progress reports, and any grant-related correspondence. In some situations, the project site maybe at a different location than the official sub-grantee. Therefore, an official grant file should be maintained by both the official sub-grantee and the project site. These records are to be available at any time for review by DJCS.



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**VICTIM OF CRIME ACT (VOCA) GRANT**  
**SPECIAL CONDITIONS AND ASSURANCES**

**65. ADMINISTRATIVE MANUAL:**

All pertinent information in regard to the Victim of Crime Act and amendments and all applicable federal and state laws, orders, circulars and regulations are updated and maintained in the appropriate administrative manual by sub-grantees

**66. TRAVEL/TRAINING:**

Any applicant receiving VOCA Grant funding for training must submit in writing to DJCS a training plan, and must also request in writing any adjustments to a training plan. Also, any VOCA grant-funded staff position who attends any training workshop or conference must submit a written narrative identifying the training, its purpose, what specific workshops were attended, and the useful information obtained that will assist in implementing the VOCA grant project. **All training must be approved in advance by DJCS** by submitting a written request (from project director) identifying the staff person who will be attending, the name of the conference and purpose, and attaching a brochure outlining the costs and the agenda.

**Please note** – sub-grantee representatives (project director and VOCA-funded staff positions/volunteers) may be required to attend training workshops deemed critical by DJCS.

**67. VOCA FUNDED TRAINING EVENTS:**

All agenda topics and trainers must be pre-approved by DJCS for any training events (conferences, workshops, symposiums, etc.) paid for with VOCA funds. A written request must be submitted to DJCS prior to entering into any agreements for agenda topics, speakers, and/or trainers. The request must include workshop descriptions and speaker biographies.

**Please note** – all VOCA funded training events must include an evaluation component and the results of the evaluations must be submitted to DJCS with the corresponding monthly report.

**68. INTERAGENCY AGREEMENTS:**

Where applicable, sub-grantee must develop a formal referral and inter agency agreements in a Memorandum of Understanding (MOU); copies of interagency agreements and referral Memorandum of Understanding are to be submitted with the application.

**69. HIRING PROCEDURES:**

Hiring procedures outlined in the grant application should be followed in hiring VOCA grant-funded staff positions. Staff hired must meet the qualifications outlined in the job description for the position. DJCS is to be advised in writing if there are any difficulties in filling VOCA grant-funded staff positions.

**70. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS:**

Such organizations receiving VOCA funds must ensure that services are offered to all victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the VAWA funded project. Further, participation in such activities by individuals receiving services must be voluntary.

**71. VOLUNTEERS:**

The applicant must utilize at least one volunteer during the grant period, as well as VOCA-funded staff to implement the grant project

**72. ACTIVITIES THAT MAY COMPROMISE VICTIM SERVICES:**

Applicants are strongly discouraged from proposing projects or supporting programs that include any activities that may compromise victim safety as outlined in the Victim of Crime Act.



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**VICTIM OF CRIME ACT (VOCA) GRANT  
SPECIAL CONDITIONS AND ASSURANCES**

**73. AUDITS:**

All programs will submit a copy of an audit to DJCS each fiscal year. Additionally, programs who are not required to submit an audit under §12-4-14 are still required to submit a copy of an audit or an annual internal financial review to the Program Administrator at DJCS, showing the total budget expenditures and revenues from all sources for the prior year, along with a systematic method for timely and appropriate resolution of findings and/or recommendations

**74. BOARD OF DIRECTORS:**

Non-profit agencies are required to maintain a Board of Directors that will meet at least quarterly to review the status of grant objectives, to develop strategies for resolving any problems or barriers, and to perform periodic evaluations. Board Meeting minutes must be submitted with corresponding monthly reports. All state and local government agencies must submit any county commission minutes (which discuss the sub-grant or VOCA staff) or advisory board meeting minutes with the corresponding monthly reports

**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.**

  
\_\_\_\_\_  
Authorized Official Signature (Original)

Please use this page or attach to this page an agency-wide annual operating budget. An organization budget should be submitted for each agency requesting funding.

Please see attached budget.



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

| Expenditures                             | General Fund                |                               | Coal Severance Fund      |                            |
|--|-----------------------------|-------------------------------|--------------------------|----------------------------|
|  | General Budget<br>2010-2011 | General Budget<br>2011 - 2012 | Coal Budget<br>2010-2011 | Coal Budget<br>2011 - 2012 |
| <b>GENERAL GOVERNMENT #401-699</b>       |                             |                               |                          |                            |
| 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<br>2010-2011 | General Budget<br>2011 - 2012 | Coal Budget<br>2010-2011 | Coal Budget<br>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%<br>of Budget | 282,411                     | 331,186                       |                          |                            |
| <b>TOTAL GENERAL GOVERNMENT</b>                    | <b>12,244,338</b>           | <b>8,765,330</b>              |                          |                            |



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

| Expenditures                            | General Fund                |                               | Coal Severance Fund      |                            |
|---|-----------------------------|-------------------------------|--------------------------|----------------------------|
|   | General Budget<br>2010-2011 | General Budget<br>2011 - 2012 | Coal Budget<br>2010-2011 | Coal Budget<br>2011 - 2012 |
| <b>PUBLIC SAFETY #700 - 799</b>         |                             |                               |                          |                            |
| 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                                 |                             |                               |                          |                            |
| <b>TOTAL PUBLIC SAFETY</b>              | <b>8,304,030</b>            | <b>8,959,356</b>              |                          |                            |



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

| Expenditures                               | General Fund                |                               | Coal Severance Fund      |                            |
|--|-----------------------------|-------------------------------|--------------------------|----------------------------|
|  | General Budget<br>2010-2011 | General Budget<br>2011 - 2012 | Coal Budget<br>2010-2011 | Coal Budget<br>2011 - 2012 |
| <b>HEALTH &amp; SANITATION #800 - 899</b>  |                             |                               |                          |                            |
| 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                   |                             |                               |                          |                            |
| <b>TOTAL HEALTH &amp; SANITATION</b>       | <b>171,250</b>              | <b>171,250</b>                |                          |                            |
| <b>CULTURE &amp; RECREATION #900 - 949</b> |                             |                               |                          |                            |
| 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                           |                             |                               |                          |                            |
| <b>TOTAL CULTURE &amp; RECREATION</b>      | <b>871,481</b>              | <b>821,608</b>                |                          |                            |



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

| <b>Expenditures</b>                     | General Fund                |                               | Coal Severance Fund      |                            |
|---|-----------------------------|-------------------------------|--------------------------|----------------------------|
|   | General Budget<br>2010-2011 | General Budget<br>2011 - 2012 | Coal Budget<br>2010-2011 | Coal Budget<br>2011 - 2012 |
| <b>SOCIAL SERVICES #950 - 959</b>       |                             |                               |                          |                            |
| 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                         |                          |                            |
| <b>TOTAL SOCIAL SERVICES</b>            | <b>51,500</b>               | <b>51,500</b>                 |                          |                            |
| <b>CAPITAL PROJECTS #960 - 999</b>      |                             |                               |                          |                            |
| 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

| <b>Expenditures</b>         | General Fund                   |                                  | Coal Severance Fund         |                               |
|-----------------------------|--------------------------------|----------------------------------|-----------------------------|-------------------------------|
|                             | General<br>Budget<br>2010-2011 | General<br>Budget<br>2011 - 2012 | Coal<br>Budget<br>2010-2011 | Coal<br>Budget<br>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    |                                |                                  |                             |                               |
| <b>TOTAL CAPITAL OUTLAY</b> | 485,220                        | 277,937                          | 271,800                     | 309,608                       |
| <b>Total Expenditures</b>   | 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           |
| <b>01</b>      | <b>Grand Totals -General Fund Revenues</b> | <b>22,127,819</b> | <b>19,046,981</b> |



Please use this page or attach to this page the name, address, and telephone number for each member of the agency's governing board (County Commission, City Council, Board of Directors, etc).

WOOD COUNTY COMMISSION

David Blair Couch  
President  
Wood County Commission  
One Court Square, Suite 203  
Parkersburg, WV 26101  
304-424-1984

Dr. Wayne Dunn  
Commissioner  
Wood County Commission  
One Court Square, Suite 203  
Parkersburg, WV 26101  
304-424-1984

Steve Gainer  
Commissioner  
Wood County Commission  
One Court Square, Suite 203  
Parkersburg, WV 26101  
304-424-1984



Please attach in this section a memorandum of understanding between all Victim Service Providers in the Program's Service area and other key agencies that demonstrate interagency linkages in providing services. The MOU must clearly identify each agencies responsibility to the VOCA Project and must be signed (original signatures) by individuals of authority from each agency

Please see attached.

*Memorandum of Understanding*

**The Wood County Prosecuting Attorney Office  
Victim Assistance Program**

**And**

**Family Crisis Intervention Center, Wood County**

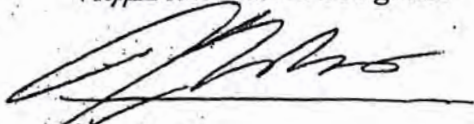
The aforementioned parties hereby agree to provide professional service to domestically abused or assaulted victims and/or sexually assaulted victims of crime throughout the judicial process. The undersigned agree to pledge a continuing commitment to work together to protect and serve victims of crime with respect, dignity and confidentiality; to provide information to the victim of the status of their case; to provide emotional support and to educate the client of the emotional cycle of the crime victim and their families; to insure the victim of their rights under the Victims of Crime Protection Act of 1984.

**Mission Statement - Wood County Victim Assistance Program**


It is the mission of the Wood County Victim Assistance Program to help victims of crime in achieving justice with compassion, dignity and respect; to provide aid in the recovery of emotional healing, monetary loss, and to secure justice for a safer community; and to implement the Victims of Crime Protection Act of 1984.

**This Memorandum of Understanding has been agreed upon by:**

**Wood Count Prosecuting Attorney's Office  
Victim Assistance Program**

  
Signature

**Family Crisis Intervention Center  
Wood County**

  
Signature



*Memorandum of Understanding*

**The Wood County Prosecuting Attorney's Office  
Victim Assistance Program  
And  
Voices for Children Foundation's CASA**

The aforementioned parties hereby agree to provide professional services to abused and neglected children throughout the judicial process. The undersigned agree to pledge a continuing commitment to work together to protect and serve victims of crime with respect, dignity and confidentiality; to provide information to the victim and victim's guardian or parent of the status of their case; to provide emotional support and education the client of the emotional cycle of the crime victim and their families; and to ensure the victim of their rights under the Victims of Crime Protection Act of 1984.

**Mission Statement - Wood County Victim Assistance Program**


It is the mission of the Wood County Victim Assistance Program to help victims of crime in achieving justice with compassion, dignity and respect; to provide aid in the recovery of emotional healing, monetary loss, and to secure justice for a safer community; and to implement the Victims of Crime Protection Act of 1984.

This Memorandum of Understanding has been agreed upon by:

Wood Count Prosecuting Attorney's Office  
Assistance Program

  
Signature

Voices for Children Victim  
CASA  
Wood County

  
Signature

All sub-grantees are required to be registered with the Central Contractor Registration (CCR) and to update this information on a yearly basis.

I certify that I have read all the requirements of the Central Contractor Registration (CCR) as specified in the Standard Conditions and Assurances and various our agencies registration is updated and current. This information will be available upon request.



Authorized Official Signature (Original)



Project Director's Signature (Original)



All sub-grantees are required to submit a **blank copy of a program evaluation of services.**

Attach a blank copy of your program's victim program evaluation of services. Evaluations are a requirement for the VOCA Grant Program. Additionally, all VOCA-funded programs are required to utilize evaluations of victim services throughout the duration of the grant period.

# Prosecuting Attorney - VOCA

## SURVEY

In order to serve you better as a victim and/or witness and to insure that your needs are addressed, please take some time to fill out this survey. The answers to this survey will provide us with the necessary information to address your concerns. Please indicate your response by circling a number from 1 to 5, with 1 being poor and 5 being excellent. There is space provided after each answer for any additional comments you may have.

1. Were your questions and concerns addressed?

1 2 3 4 5

---

---

---

2. Were you made to feel as if your needs and concerns are important?

1 2 3 4 5

---

---

---

3. Did the victim advocate advise what to expect during the judicial process?

1 2 3 4 5

---

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---

4. Did the victim advocate advise you of the programs available to you?

1 2 3 4 5

---

---

---

5. Did the victim advocate make you feel safe during the process?

1 2 3 4 5

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2/27/12  
70/31

FEBRUARY 27, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE BOARD OF REVIEW AND EQUALIZATION CLOSING  
ORDER

**ORDER**

On this date, the County Commission of Wood County, in Regular Session, completed the Review and Equalization of the property assessments for the year 2012 in the County of Wood, State of West Virginia. Having made their decisions on all complainants that appeared before this Commission while sitting as the Board of Review and Equalization and in accordance with Chapter 11, Article 3, Section 24 of the West Virginia Code, as amended, the County Commission does now adjourn, SINE DIE. Said complainants will be notified of all decisions made.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

  
\_\_\_\_\_  
Stephen Gainer, Commissioner

A/board sine die

2/27/12  
70/27

FEBRUARY 27, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ORDERED CHANGES IN  
PROPERTY ASSESSMENT FOR THE YEAR 2012 AFTER  
SITTING AS THE BOARD OF REVIEW AND  
EQUALIZATION.

**ORDER**

At 10:40 A.M., the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, ORDERED that the following changes in the Property Assessment for the year 2012 be made.

1. Marsha Chenoweth  
Parkersburg City District  
Map 66, Parcel 0089  
  
Adjust total assessment from  
\$50,580.00 to \$49,320.00.  
(Board override)
2. Carl Wilson  
Clay District  
Map 200, Parcel 00A7  
  
No change in assessed valuation.
3. Larry Brown  
Vienna District  
Map 9, Parcel B11  
  
No change in assessed valuation.
4. James Weigle  
Vienna District  
Map 52, Parcel 0001  
  
Adjust total assessment from  
\$10,140.00 to \$7,800.00
5. James Weigle  
Vienna District



Map 52, Parcel 0002

Adjust total assessment from  
\$10,380.00 to \$7,980.00

6. James Weigle  
Vienna District  
Map 52, Parcel 0003

Adjust total assessment from  
\$7,320.00 to \$5,640.00

7. James Weigle  
Vienna District  
Map 52, Parcel 0004

Adjust total assessment from  
\$9,300.00 to \$7,140.00

8. James Weigle  
Vienna District  
Map 52, Parcel 0005

Adjust total assessment from  
\$12,480.00 to \$9,600.00

9. James Weigle  
Vienna District  
Map 52, Parcel 0006

Adjust total assessment from  
\$12,000.00 to \$9,240.00

10. James Weigle  
Vienna District  
Map 52, Parcel 0007

Adjust total assessment from  
\$11,580.00 to \$8,940.00

11. James Weigle  
Vienna District  
Map 52, Parcel 0008

Adjust total assessment from  
\$22,560.00 to \$16,080.00

12. James Weigle

Vienna District  
Map 52, Parcel 0009

Adjust total assessment from  
\$14,580.00 to \$11,220.00

13. James Weigle  
Vienna District  
Map 52, Parcel 0011

Adjust total assessment from  
\$11,220.00 to \$8,640.00

14. James Weigle  
Vienna District  
Map 52, Parcel 0012

Adjust total assessment from  
\$10,600.00 to \$8,220.00

15. James Weigle  
Vienna District  
Map 52, Parcel 0013

Adjust total assessment from  
\$12,240.00 to \$9,420.00

16. James Weigle  
Vienna District  
Map 52, Parcel 0014

Adjust total assessment from  
\$8,400.00 to \$6,480.00

17. James Weigle  
Vienna District  
Map 52, Parcel 0015

Adjust total assessment from  
\$11,220.00 to \$8,640.00

18. James Weigle  
Vienna District  
Map 52, Parcel 0016

Adjust total assessment from  
\$11,100.00 to \$8,580.00



19. James Weigle  
Vienna District  
Map 52, Parcel 0017  
  
Adjust total assessment from  
\$10,680.00 to \$8,220.00
20. James Weigle  
Vienna District  
Map 52, Parcel 0018  
  
Adjust total assessment from  
\$18,000.00 to \$13,860.00
21. James Weigle  
Vienna District  
Map 52, Parcel 0022  
  
Adjust total assessment from  
\$11,400.00 to \$8,760.00
22. James Weigle  
Vienna District  
Map 52, Parcel 0023  
  
Adjust total assessment from  
\$10,860.00 to \$8,340.00
23. James Weigle  
Vienna District  
Map 52, Parcel 0024  
  
Adjust total assessment from  
\$10,500.00 to \$8,100.00
24. James Weigle  
Vienna District  
Map 52, Parcel 0026  
  
Adjust total assessment from  
\$10,320.00 to \$7,920.00
25. James Weigle  
Vienna District  
Map 52, Parcel 0027  
  
Adjust total assessment from  
\$21,540.00 to \$16,560.00

26. James Weigle  
Vienna District  
Map 52, Parcel 0028  
  
Adjust total assessment from  
\$10,320.00 to \$7,920.00
27. James Weigle  
Vienna District  
Map 52, Parcel 0029  
  
Adjust total assessment from  
\$9,480.00 to \$7,320.00
28. James Weigle  
Vienna District  
Map 52, Parcel 0029A  
  
Adjust total assessment from  
\$1,320.00 to \$1,020.00
29. James Weigle  
Vienna District  
Map 52, Parcel 0030  
  
Adjust total assessment from  
\$9,480.00 to \$7,320.00
30. James Weigle  
Vienna District  
Map 52, Parcel 0031  
  
Adjust total assessment from  
\$11,700.00 to \$9,000.00
31. James Weigle  
Vienna District  
Map 52, Parcel 0032  
  
Adjust total assessment from  
\$14,940.00 to \$11,520.00
32. James Weigle  
Vienna District  
Map 52, Parcel 0033  
  
Adjust total assessment from  
\$16,380.00 to \$12,600.00



33. James Weigle  
Vienna District  
Map 52, Parcel 0034  
  
Adjust total assessment from  
\$13,740.00 to \$10,560.00
34. James Weigle  
Vienna District  
Map 52, Parcel 0035  
  
Adjust total assessment from  
\$12,180.00 to \$9,360.00
35. James Weigle  
Vienna District  
Map 52, Parcel 0036  
  
Adjust total assessment from  
\$13,860.00 to \$10,680.00
36. James Weigle  
Vienna District  
Map 52, Parcel 0037  
  
Adjust total assessment from  
\$14,460.00 to \$11,280.00
37. James Weigle  
Vienna District  
Map 52, Parcel 0038  
  
Adjust total assessment from  
\$16,560.00 to \$12,780.00
38. James Weigle  
Vienna District  
Map 52, Parcel 0039  
  
Adjust total assessment from  
\$17,580.00 to \$13,560.00
39. James Weigle  
Vienna District  
Map 52, Parcel 0040  
  
Adjust total assessment from

\$21,300.00 to \$16,380.00

40. James Weigle  
Vienna District  
Map 52, Parcel 0041

Adjust total assessment from  
\$12,300.00 to \$9,480.00

41. James Weigle  
Vienna District  
Map 52, Parcel 0042

Adjust total assessment from  
\$11,940.00 to \$9,180.00

42. James Weigle  
Vienna District  
Map 52, Parcel 0043

Adjust total assessment from  
\$9,120.00 to \$7,020.00

43. James Weigle  
Vienna District  
Map 52, Parcel 0044

Adjust total assessment from  
\$12,420.00 to \$9,540.00

44. James Weigle  
Vienna District  
Map 52, Parcel 0045

Adjust total assessment from  
\$10,920.00 to \$8,400.00

45. James Weigle  
Vienna District  
Map 52, Parcel 0046

Adjust total assessment from  
\$12,360.00 to \$9,540.00

46. James Weigle  
Vienna District  
Map 52, Parcel 0047



Adjust total assessment from  
\$9,420.00 to \$7,260.00

47. James Weigle  
Vienna District  
Map 52, Parcel 0048

Adjust total assessment from  
\$9,360.00 to \$7,200.00

48. James Weigle  
Vienna District  
Map 52, Parcel 0049

Adjust total assessment from  
\$7,380.00 to \$5,700.00

49. Woodridge Orix, LLC Ted Malkove  
Slate District  
Map 110, Parcel 00F1

Adjust total assessment from  
\$889,200.00 to \$698,340.00

50. Algawana Inc. (Worthington Golf Course)  
Parkersburg District  
Map 35, Parcel 0006

Adjust total assessment from  
\$260,580.00 to \$210,240.00

51. GCWV LLC (Golf Club of WV)  
Union District  
Map 220, Parcel 000C

Adjust total assessment from  
\$485,700.00 to \$437,100.00

52. T&Y Inc. (South Hills Golf Course)  
Tygart District  
Map 60, Parcel 000D

Adjust total assessment from  
\$534,180.00 to \$480,780.00

The County Commission of Wood County completed the Review and Equalization of  
the property assessments for the year 2012 in the County of Wood, State of West Virginia.

Having made their decisions on all complainants that appeared before this Commission while sitting as the Board of Review and Equalization and in accordance with Chapter 11, Article 3, Section 24 of the West Virginia Code, as amended, the County Commission, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, does now adjourn, SINE DIE. Said complainants will be notified of all decisions made. Assessor Rich Shaffer and Dean Cottrell, Real Estate Supervisor, were in attendance for this meeting.

APPROVED:

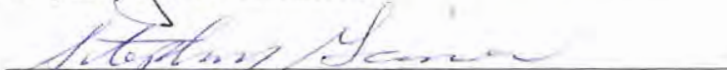
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

A/2012 board decision



2/27/12  
70/32

FEBRUARY 27, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ORDERED A CHANGE IN  
PROPERTY ASSESSMENT FOR THE YEAR 2012 AFTER  
SITTING AS THE BOARD OF REVIEW AND  
EQUALIZATION.

**ORDER**

At 10:40 A.M., the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, and with the agreement of the State of West Virginia, ORDERED that the following changes in the Property Assessment for the year 2012 be made.

Sabic Innovative Plastics  
Lubeck District  
Map 30, Parcel C

Adjust total assessment from  
\$8,297,880.00 to \$8,249,160.00

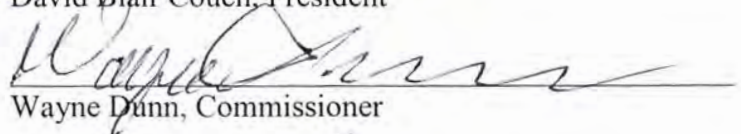
Said complainant will be notified of all decisions made. Assessor Rich Shaffer and Dean Cottrell, Real Estate Supervisor, were in attendance for this meeting.

APPROVED:

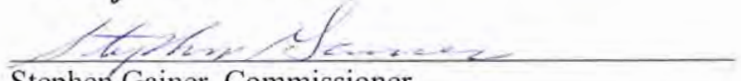
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

2/27/12  
70/27

STATE OF WEST VIRGINIA  
COUNTY OF WOOD

} TO - WIT:

I, CHARLES BRIAN THORNTON, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of WOOD COUNTY CORRECTIONS OFFICER in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

Charles B Thornton

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 27th day of February, 2012

[Signature]  
County Commission of Wood County



# Wood County Office of the Sheriff

*"Leadership Everyday with Honor, Integrity, and Service"*

Date: February 24, 2012  
 To: Wood County finance  
 From: Sheriff Jeff S. Sandy  
 Re: Charles Thornton to full time employee



2/27/12  
 70/27

Part time employee Charles Brian Thornton will start as a full time employee March 1, 2012 in Confinement Operations. His annual salary will be \$24000.00 and it is to be coded to 702-10-187.

Any questions please call Joanne Smith at 304-424-1924.

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Public Safety and Administrative Operations, 328 Second Street, Parkersburg, WV 26101-304-424-1834  
 Confinement Operations, 300 Second Street, Parkersburg, WV 26101-304-424-1945  
 Tax Operations, Market Street, Judge Black Courthouse Annex, Parkersburg, WV 26101-304-424-1910