

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

IN RE: MINUTES OF MEETING HELD  
MONDAY, JANUARY 23, 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 held a public hearing in regard to the closure of a portion of Sleepy Hollow Road. Several residents were present speaking in favor of closing the road. No objections were heard. The County Commission, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, Ordered the closure of a portion of Sleepy Hollow Road, with the reserve for rights to utility usage. See description of area in attached Order. (Order A/905)

At 11:00 A.M., the County Commission appointed James Leach and Lewis Rexroad as Ballot Commissioners. (Order M/1820) The County Commission, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch approved an Emergency Absentee Voting Policy. (Order A/901) Jamie Six, County Clerk and Melody Ross, County Clerk's Office were present. Lewis Rexroad was sworn in as the Republican Ballot Commissioner.

At 11:10 A.M., the County Commission met with Sheriff Jeff Sandy and Sheriff Department employees T.R. Smith and Rick Woodyard to discuss radio upgrades needed by the department.

They also discussed communication challenges at the new Wood County Justice Center and their intent to place a Hummer vehicle into operation for emergency purposes.

At 11:42 A.M., the County Commission met with Toni Tiano, Grant Consultant, who requested they apply for the annual Stop Domestic Violence Grant. Prosecuting Attorney Jason Wharton was in attendance to support the grant. (Order M/1806)

The County Commission authorized David Blair Couch, as President, to sign a partial release on Lot Number 61 of Woodland Falls Subdivision. (Order M/1805)

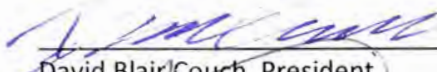
**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

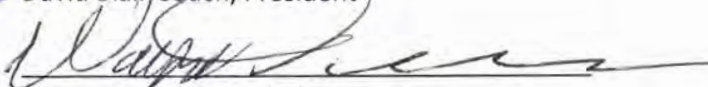
M/1805, M/1806, M/1820 A/901, A/905 and A/906.

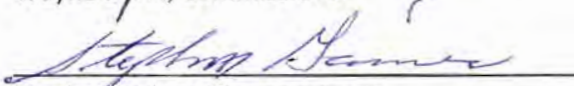
Having no further scheduled appointments or business to attend to, the County Commission adjourned.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

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

To listen to this meeting, please refer to DVD labeled January 23, 2012.

Wood County Commission Meeting  
Held January 23, 2012

Please Print

1.	Martin J. Newberry
2.	Brenda Guthrie
3.	Tom Guthrie
4.	KAREN JACKSON
5.	Janeh Barue
6.	GREG SMITH
7.	LEWIS REXROAD
8.	T.R. SMITH
9.	J.S. SANDY
10.	R. L. WOODYARD
11.	Toni Tiano
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	



# Wood County Commission

1/23/2012  
 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, COUNTY ADMINISTRATOR
<b>10:30 AM</b>	PUBLIC HEARING DISCUSS POSSIBLE CLOSURE OF SLEEPY HOLLOW ROAD	
<b>11:00 AM</b>	BALLOT COMMISSIONER APPOINTMENTS	MELODY ROSS, COUNTY CLERK'S OFFICE
<b>11:05 AM</b>	DISCUSS RADIO UPGRADE	RICK WOODYARD AND TOM SMITH, SHERIFF'S DEPARTMENT
<b>11:35 AM</b>	STOP DOMESTIC VIOLENCE GRANT	TONI TIANO, GRANT CONSULTANT
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. Discuss Change Orders for Justice Center</li> <li>6. Discuss change orders for the Energy Program</li> <li>7. Discuss Sheriff's vehicles for Tom Smith</li> <li>8. Discuss Wood County Housing Program</li> <li>9. Discuss Suddenlink Franchise Renewal</li> </ol>	

1/23/12  
70/5

JANUARY 23, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPROVED AN EMERGENCY  
ABSENTEE VOTING POLICY.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby ORDER the adoption of an Emergency Absentee Voting Policy. West Virginia State Code §3-3-5c authorizes the County Commission to adopt a policy extending emergency absentee voting procedures in their County.

The following policy is hereby adopted by this County Commission:

A person qualified to vote an absent voter's ballot as defined by West Virginia Code §3-3-1 and who is confined or expects to be confined on the day of the election in:

*Hospitals within Washington County, Ohio and Jackson County, West Virginia.*

*Duly Licensed Health Care Facilities within Wood County.*

*Nursing Homes within Wood County.*

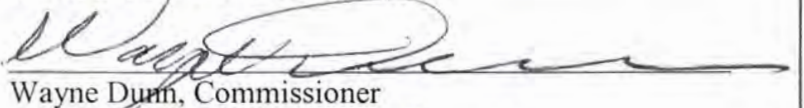
A copy of this ORDER shall be sent to the Secretary of State Office.

APPROVED:

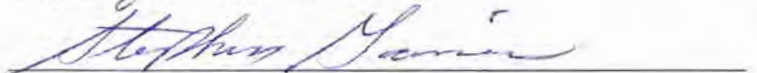
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, Commissioner



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

A/901

1/23/12  
70/6

JANUARY 23, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ADOPTED A RESOLUTION IN  
REFERENCE TO BUDGET REVISION NO. 4 IN THE GENERAL  
COUNTY FUND BUDGET FOR THE FISCAL YEAR 2011/2012.

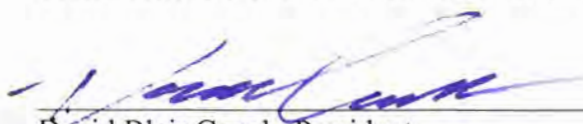
**ORDER**


On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, adopted a Resolution in reference to Budget Revision No. 4 in the General County Fund Budget for the fiscal year 2011/2012. The Request for Revision to the Approved Budget, being submitted to the West Virginia State Auditor - Chief Inspector Division, Charleston, West Virginia, was signed by David Blair Couch, President of the Wood County Commission.

A copy of the Resolution and Request for Revision are attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

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

A/906

Office of the County Commission of Wood County, West Virginia

Commissioners  
David Blair Couch  
Wayne Dunn  
Steve Gainer



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

1/23/12  
20/6



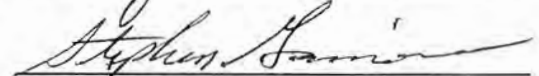
RESOLUTION

At a regular session of the county commission, held January 23, 2012 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Wood. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the county commission does hereby direct the General county budget be revised **PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS**, as shown on budget revision number 4, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Wayne Dunn and seconded by Steve Gainer, the vote thereon was as follows:

	<input checked="" type="radio"/> Yes	or	<input type="radio"/> No
	<input checked="" type="radio"/> Yes	or	<input type="radio"/> No
	<input checked="" type="radio"/> Yes	or	<input type="radio"/> No

WHEREUPON, David Blair Couch, declared said resolution be, and the same is, hereby adopted as so stated above, and the President authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

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

Assessor  
Rich Shaffer

Circuit Clerk  
Carole Jones

County Clerk  
Jamie Six

Prosecuting Attorney  
Jason Wharton

Sheriff  
Jeff Sandy

Ora Ash, Director  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26302  
 Phone: 627-2415 ext. 5114  
 Fax: 627-2417

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER

**2011-2012**

FY

**1**

FUND

**4**

REV. NO.

**1 of 2**

PG. OF NO.

County of Wood

GOVERNMENT ENTITY

Person To Contact Regarding

PO Box 1474

Budget Revision: **Kristi Williams**

STREET OR PO BOX

Phone: **304-424-1854**

Fax: **304-424-1809**

Parkersburg

26102

CITY

ZIP CODE

COUNTY

Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
327	Charges for Services	70,210	6,644		76,854
382	Refunds/Reimbursements (External Sources)	350,410	14,419		364,829
322	Federal Grants	121,576	662,417		783,993
366	Miscellaneous Revenue	126,458	3,273		129,731
323	State Grants	60,700	431,000		491,700
399	Transfers Assessor's Valuation Fund	729,953	4,317		734,270

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)**

1,132,432

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
699	Contingencies	330,492		28,414	302,078
401	County Commission	3,336,913	19,904	64,758	3,292,059
702	Reimbursable Jail Costs	743,093	11,013		754,106
700	Sheriff-Law Enforcement	3,447,534	31,769	3,929	3,475,374
442	Federal Grants	194,657	662,417		857,074
428	Data Processing	83,770	15,914		99,684
900	Parks & Recreation	168,675	75		168,750
701	Sheriff-Service of Process	140,592	5,562		146,154
405	Prosecuting Attorney	1,138,758	5,687		1,144,445
443	State Grants	52,330	431,000		483,330
402	County Clerk	921,456	6,908		928,364
403	Circuit Clerk	635,579	5,180		640,759

**NET INCREASE/(DECREASE) Expenditures**

1,132,432

APPROVED BY THE STATE AUDITOR

BY:   
 Director, Local Government Services Division Date

*[Handwritten Signature]*  
 AUTHORIZED SIGNATURE OF ENTITY

*01-26*  
 APPROVAL DATE



**EXPENDITURES (CONT'D)**

County of Wood

LGSD: BR030810 County of Wood

CONTROL NUMBER **2011-2012**

1

4

BUDGET REVISION REQUEST-SUPPLEMENT

FY

FUND

REV#

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	FY INCREASE	FUND DECREASE	REVISED AMOUNT
404	Sheriff-Treasurer	666,403	5,181		671,584
406	Assessor	571,374	3,454		574,828
407	Assessor's Valuation Fund	729,953	4,317		734,270
412	Agricultural Agent	130,868	863		131,731
424	Courthouse	391,946	2,590		394,536
705	Home Confinement	221,780	1,726		223,506
711	Emergency Services	84,832	431		85,263
712	Communication Center	1,518,136	10,362		1,528,498
731	Community Based Corrections Program	748,050	5,180		753,230
	#N/A				
	#N/A				
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NET INCREASE/(DECREASE) Expenditures (this page)

34,104

BUDGET REVISION REQUEST-SUPPLEMENT-REVENUES

FY

FUND

REV #

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
397	Payroll Reimbursements	2,324,331	10,362		2,334,693
	#N/A				
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NET INCREASE/(DECREASE) Revenues (THIS PAGE)					10,362

1/23/12  
70/k

JANUARY 23, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN A PARTIAL  
RELEASE ON LOT NUMBER 61 OF WOODLAND FALLS  
SUBDIVISION.


**ORDER**

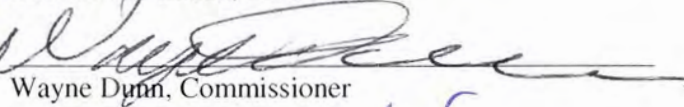
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign a Partial Release on Lot Number Sixty-one (61) of Woodland Falls Subdivision. Said Subdivision is on record in the Office of the Clerk of the County Commission of Wood County, West Virginia, in Plat Book Number One A (1-A) at Page Five Hundred Sixty-Nine (569), to which Plat reference is hereby made and had for a more particular description. With the approval of said Partial Release, the County Commission does hereby release the lien in regard to Lot Number Sixty-one (61) of the certain Notice of Lien which is dated February 16, 1995, executed by Ronald J. Mullenix and Rita K. Mullenix, as shown in Lien Book 639, at Page 482, which said Notice of Lien secures a bond in the amount of fifty thousand dollars and zero cents (\$50,000.00). In all other respects, the Notice of Lien shall remain and be a valid and subsisting lien on the premises described therein.

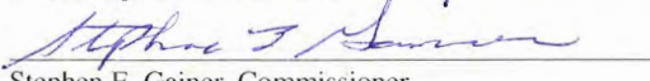
Said Partial Release is to be shown of record in the Office of the Clerk of the County Commission of Wood County. A copy of said Partial Release is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

  
\_\_\_\_\_  
Stephen E. Gainer, Commissioner

M/1805

1/23/12  
70/6

PARTIAL RELEASE

KNOW ALL MEN BY THESE PRESENTS: That the COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA does hereby release the lien of that certain notice of lien, which is dated February 16, 1995, executed by **Ronald J. Mullenix** and **Rita K. Mullenix**, as shown of record in the Office of the Clerk of the County Commission of Wood County, West Virginia, in Lien Book 639, at page 482, which said notice of lien secures a bond in the amount of Fifty Thousand and no/100ths (\$50,000.00) Dollars.

INSOFAR AND INSOFAR ONLY, as the said notice of lien constitutes a lien against the following described real estate situate in the District of Union, County of Wood and State of West Virginia, more particularly bounded and described as follows:

**BEING** all of Lot No. **Sixty-one (61)** of **Woodland Falls Area No. 4**, a plat of which said subdivision is of record in the Office of the Clerk of the County Commission of Wood County, West Virginia, in Plat Book No. 1-A, at page 569, to which plat reference is hereby made and had for a more particular description of said lot by metes and bounds.

In all other respects the said notice of lien shall remain and be a valid and subsisting lien on the premises described therein.

IN WITNESS WHEREOF, said COUNTY COMMISSION OF WOOD

COUNTY, WEST VIRGINIA, has caused this Partial Release to be executed on this the 23<sup>rd</sup> day of January, 2012.

COUNTY COMMISSION OF WOOD COUNTY,  
WEST VIRGINIA

By [Signature]  
Its COMMISSION PRESIDENT

STATE OF WEST VIRGINIA

COUNTY OF WOOD, TO-WIT:

The foregoing instrument was acknowledged before me this 23<sup>rd</sup> day of January, 2012, by DAVID BLAIR, COUCH, PRESIDENT for the County Commission of Wood County, West Virginia, on behalf of the County Commission of Wood County, West Virginia.



Angela M. Graham  
Notary Public

My commission expires: MAY 18, 2014

This instrument was prepared by:  
Robert T. Goldenberg, Attorney at Law  
The Goldenberg Law Firm, PLLC  
The Rivers Office Park  
200 Star Avenue, Suite 222  
Parkersburg, West Virginia 26101

JANUARY 23, 2012

1/23/12  
707

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 STOP VIOLENCE AGAINST WOMEN  
GRANT.

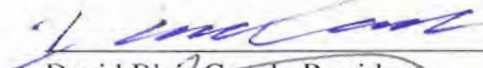
**ORDER**

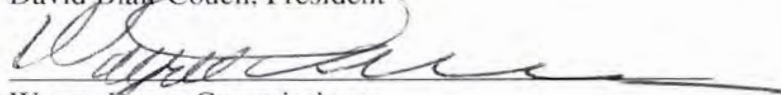
On this date, the County Commission of Wood County, upon a motion made by Wayne  
Dunn, seconded by Steve Gainer, and made unanimous by David Blair Couch, did hereby  
AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the  
County Commission, to EXECUTE an Application for a West Virginia Division of Justice and  
Community Services for the STOP Violence Against Women Program. Said grant is in the  
amount of twenty-eight thousand nine hundred seventy dollars and zero cents (\$28,970.00).

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/1806

*Approved by the County Commission on January 23, 2012*

Commissioners  
David Blair Couch  
Wayne Dunn  
Steve Gainer



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

1/23/12  
70/7

January 23, 2012

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

Dear Ms. Brown:

Please find enclosed an application from the Wood County Commission for funding through the STOP Violence Against Women Grant Program. The funding from this Program will go towards the continual hiring of a Domestic Violence Assistant Prosecuting Attorney and overtime funds for the Wood County Sheriff Department.

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

Sincerely,

David Blair Couch  
President

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

Assessor  
Rich Shaffer

Circuit Clerk  
Carole Jones

County Clerk  
Jamie Six

Prosecuting Attorney  
Jason Wharton

Sheriff  
Jeff Sandy



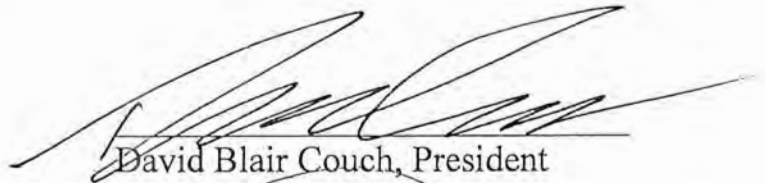
## RESOLUTION

January 23, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

Be it resolved by the Wood County Commission, Parkersburg, West Virginia, that the President of the Commission be and is hereby authorized to sign a grant application for the STOP Violence Against Women Program from the Division of Justice and Community Services. The purpose of this grant application is to continue the hiring of an Assistant Prosecutor for Domestic Violence for the Wood County Prosecuting Attorney's Office and to provide overtime funds for the Wood County Sheriff Department with regards to domestic violence, sexual assault, date rape, stalking, and other related crimes. This is in accordance with the grant application attached to this Resolution.

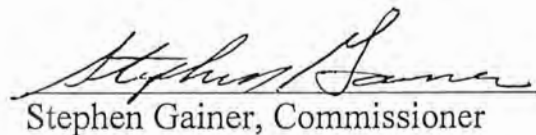
NOW THEREFORE, the County Commission of Wood County in regular session does hereby adopt this Resolution.



David Blair Couch, President

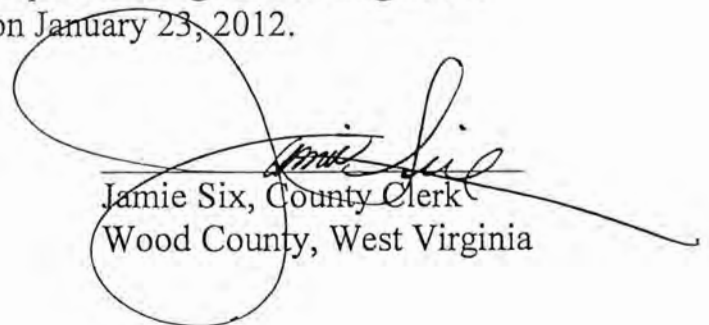


Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

Certified to be a true copy of a Resolution adopted at a regular meeting of the County Commission of Wood County held on January 23, 2012.



Jamie Six, County Clerk  
Wood County, West Virginia

STOP VAWA Application Checklist

Applicant: Wood County Commission

Amount  
Requested:

\$28,970

- 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 List of Participating Agencies 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, FEIN & DUNS Numbers)
  - 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
  - ☞ 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 is required for each objective.
  
- X **STOP Team/Advisory Committee Members – Page 7**
  - X List of Members Provided (including all required core members)

- X **Organizational Charts – Page 8**  
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 9**  
Hiring procedures, job descriptions, certificates, licenses and applicable resumes are provided for each agency requesting personnel funding.
  
- X **Attachments A through C**
  - X List of Governing Board Members for Each Agency Requesting Funds
  - X **STOP Team Protocol Certification** with Original Signature of AO  
**(Team Applications Only)**
  - Victim Service Consultation Description **(State Programs Only)**
  
- X **Appendix C-H**
  - X **Appendix C**– Central Contractor Registration Certification
  - X **Appendix D** – Standard and Special Conditions and Assurances  
**ORIGINAL signature of the Authorized Official is provided.**
  - X **Appendix E** – Commitment Certification Signed and Received from all STOP Team members (or MOU)
  - Appendix F** – Certification of Advisory Board Members or attach MOU/Support Letters (State-wide Projects Only)
  - Appendix G** - Proof of Non-Profit Status **(New Applicants Only):**
    - ☞ Articles of Incorporation with proof of approval by WVSOS Office
    - ☞ Certificate of Incorporation issued by the WVSOS Office
    - ☞ IRS Determination Letter
  - X **Appendix H** – Attach a copy of blank evaluation form

<b>Applicant Agency:</b> Wood County Commission <b>Address:</b> One Court Square, Suite 203 Parkersburg, WV 26101  <b>Phone:</b> 304-424-1984 <b>Fax Number:</b> 304-424-0194	<b>Type of Agency</b> <input type="checkbox"/> State <input checked="" type="checkbox"/> County <input type="checkbox"/> Municipal <input type="checkbox"/> Non-Profit
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<b>Project Director:</b> Toni Tiano <b>Address:</b> Wood County Courthouse One Court Square, Suite 203 Parkersburg, WV 26101  <b>Phone:</b> 304-428-7760 <b>Fax:</b> 304-485-2925 <b>Email:</b> tianoknopp@suddenlink.net	<b>Fiscal Officer:</b> Jamie Six <b>Address:</b> Wood County Clerk One Court Square Parkersburg, WV 26101  <b>Phone:</b> 304-424-1850 <b>Fax:</b> 304-424-0194 <b>Email:</b> jamiesix@woodcountywv.com
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Amount Requested: **\$28,970.00**      Amount Awarded: [REDACTED]  
 Project Period: **July 1, 2012 – June 30, 2013**

Percent Breakdown by Crime Category:  
 94 Domestic Violence  
 4 Sexual Assault  
 1 Stalking  
 1 Dating Violence

Number of years previously funded: 15  
 Estimated number of victims to be served by grant: 600

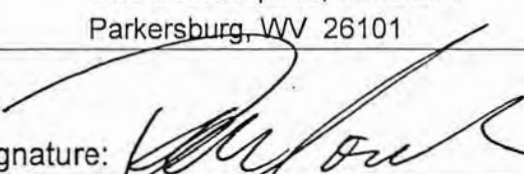
Geographic Area Served:  
 County(ies): Wood  
 Population: 86,956  
 Rural/Urban: Urban

List Participating Agencies: Wood County Prosecuting Attorney, Wood County Sheriff, Parkersburg Police, Vienna Police, Wood County Day Report Center, Wood County Commission on Crime, Delinquency and Correction, Family Crisis Intervention Center, Department of Health and Human Resources, Westbrook Health Services

Project Title: **Wood County STOP Team**

Project Description: This project involves the hiring of personnel to work with victims in both the Wood County Prosecuting Attorney's Office and the Wood County Sheriff Department. It also includes the continual expansion of the STOP Team.

*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>Address:</b> Wood County Commission One Court Square, Suite 203 Parkersburg, WV 26101	<b>Title:</b> President  <b>Phone:</b> 304-424-1984 <b>Fax:</b> 304-424-0194 seufer@woodcountywv.com
<b>Signature:</b> 	<b>Date:</b> 1/23/12

Applicant: <b>Wood County Commission</b>	FEIN Number: <b>556 000 417</b>
	DUNS Number: <b>103819496</b>

Category	STOP VAWA Requested Funds	Other Funds	Total Budget
Personnel / Contractual	\$28,970.00	\$10,715.00	\$39,685.00
Travel / Training	-0-	-0-	-0-
Space	-0-	-0-	-0-
Other	-0-	-0-	-0-
<b>Totals</b>	<b>\$28,970.00</b>	<b>\$10,715.00</b>	<b>\$39,685.00</b>

**Funding Strategy**

Funding Source(s)	Amount	Status
STOP Violence Against Women Grant	\$28,970.00	A
Wood County Prosecuting Attorney's Office	\$8,866.00	C
Wood County Sheriff Department	\$1,849.00	C
<b>Total</b>	<b>\$39,685.00</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

**PROSECUTION BUDGET PAGE**

Detailed Project Cost by Budget Category	Requested STOP Funds	Other Funds	Recommendation
<u>Personnel / Contractual</u> Assistant Prosecuting Attorney for Domestic Violence – 25 hours/week x 50 weeks x \$19.18/hour  <u>MATCH:</u> Salary - \$3.18/hour x 25 hours/week x 50 weeks Retirement - \$23,970 x .105 FICA - \$23,970 x .0765 Workers Comp - \$23,970 x .0212 Health Insurance  <u>Travel / Training</u>  <u>Space:</u>  <u>Other</u>	23,970	3,975 2,517 1,834 508 32	DJCS Use Only
<b>Total Requested STOP VAWA Funds</b>	<b>23,970</b>		
<b>Total Other Funds</b>		<b>8,866</b>	
<b>Total of Recommendation (DJCS Only)</b>			

**LAW ENFORCEMENT BUDGET PAGE**

Detailed Project Cost by Budget Category	Requested STOP Funds	Other Funds	Recommendation
<p><u>Personnel / Contractual</u> Overtime for Wood County Sheriff Department Deputies – OT to be at Deputies OT Rate</p> <p>MATCH: Benefits paid to the WCSD Deputies will be used as a match. These include retirement, workers comp., and unemployment. The total of these rates will be at least .2012 of salary. The WCSD will pay a portion of the OT salary cost in order to meet the match requirement.</p> <p><u>Travel / Training</u></p> <p><u>Space:</u></p> <p><u>Other</u></p>	5,000	1,006  843	DJCS Use Only
<b>Total Requested STOP VAWA Funds</b>	<b>5,000</b>		
<b>Total Other Funds</b>		<b>1,849</b>	
<b>Total of Recommendation (DJCS Only)</b>			

Please provide specific information that presents and explains each proposed expense for the project. State clearly and in concise detail the breakdown and justification of need for each item requested for funding in the Budget Detail pages. Additionally, provide an identified breakdown of matching funds. Be sure to label the matching funds breakdown as such. Attach additional pages if necessary. If salary, list salary and the percentage of salary being requested. If hourly, ensure it is broke down by how much per hour and how many hours per month. Also, make sure all benefits are specific by percentages for **each** funded staff, and each funded agency.

**Personnel/Contractual: VAWA FUNDS**

Full-time Assistant Prosecuting Attorney for Domestic Violence – Total Salary - \$46,812 per year; 51% of salary is being requested through VAWA grant funding.

Salary - \$19.18/hour x 25 hours/week x 50 weeks = \$23,970

Wood County Sheriff Department Deputies – Total of \$5,000 is requested for Wood County Sheriff Department for overtime costs involved with domestic violence, sexual assault, date rape, stalking, and related crimes handled by the Department. The Deputy will be paid his overtime rate.

**Personnel/Contractual: MATCH FUNDS**

Full-time Assistant Prosecuting Attorney for Domestic Violence - \$8,866 – Includes benefits, insurance, and additional personnel costs paid by the Wood County Prosecuting Attorney's Office.

Salary - \$3.18/hour x 25 hours/week x 50 weeks	\$3,975
Retirement - \$23,970 x .105	\$2,517
FICA - \$23,970 x .0765	\$1,834
Workers Comp - \$23,970 x .0212	\$ 508
Health Insurance	\$ 32
TOTAL	\$8,866

**Wood County Sheriff Department Deputies - \$1,849**

Benefit Costs – The benefit cost for the Deputies for retirement and workers comp. is 2012 of the \$5,000 or \$1,006. These are standard benefit costs paid to all deputies which work overtime.

OT Salary – The remaining \$843 will be paid for from overtime salary costs which will not be charged to the grant. These overtime salary costs will be for time worked on domestic violence, sexual assault, stalking, date rape, or other related crimes.

These matching funds will be provided by the Wood County Sheriff Department.



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), and plan of sustainability of project. Attach additional pages if necessary.

#### **PROBLEM STATEMENT**

- A. Specific Problem – Domestic violence, sexual assault, stalking, and date rape continues to remain a problem. It is a problem that knows no bounds and can affect individuals and families regardless of race, age, economic status, religion, nationality, sex, or educational background. The number of cases is staggering. In West Virginia there were 15,278 domestic violence cases filed in West Virginia Family Court in 2009. This number represents an increase from the 2007 figure of 14,779 domestic violence cases filed.**

Approximately 37 percent of women seeking injury related treatment in a hospital emergency room were there because of injuries inflicted by a current or former spouse or partner. Domestic violence accounts for 22 percent of the violent crimes experienced by women and 3 percent of the violent crimes experienced by men.

One-third of all homicides in West Virginia are related to domestic violence. Over two-thirds of all women murdered in West Virginia are killed by a family or household member. Domestic violence is more than three times more likely to occur when couples are experiencing high levels of financial strain. West Virginia is located in Appalachia where there is a high level of unemployment as well as high level of households at or below the poverty level.

Wood County has also seen an increase in domestic violence. The number of domestic violence calls made to the County's 911 Center was 3,652 in 2011 which increased from 3,462 in 2010. The number has continued to rise as in 2009 there was 3,419 domestic violence calls, 3,424 calls in 2008, and 3,122 in 2007. The number of calls in 2011 represents a 17 percent increase over the call level in 2007.

Of these calls, the greatest number was received by the Parkersburg Police Department which had 2,190 calls. This was an increase over 2010's call level of 2,039. The Wood County Sheriff Department which had 965 calls compared to 959 in 2010. The numbers for the Vienna Police Department actually decreased from 242 calls in 2010 to 215 calls in 2011. The West Virginia State Police Detachment at Parkersburg witnessed a substantial increase in calls which went from 156 in 2010 to 234 in 2011. Williamstown Police Department which had 48 calls in 2011 as compared to 66 calls in 2010.

The Wood County 911 Center reported 119 sexual assault/abuse calls in 2011 which was a decrease from the 143 reported in 2010 and 158 reported in 2009. These 2011 cases were broken out as follows by department: Parkersburg Police Department – 69 calls (82 calls in 2010), Wood County Sheriff Department – 39 calls (51 calls in 2010), Vienna Police Department – 8 calls (6 calls in 2010), West Virginia State Police Detachment at Parkersburg – 2 calls (3 calls in 2010), and Williamstown Police Department – 1 call (1 call in 2010).

From these calls, the Parkersburg Police Department had 343 domestic violence reports taken. The Vienna Police Department had 38 domestic violence reports, 1 sexual assault report, and 1 sex abuse report.

Services provided by the local domestic violence agency – Family Crisis Intervention Center (FCIC) – indicate that in the 2010-11 period there were 1,362 client contacts made in Wood County. There were also 664 domestic violence petitions filed which is the highest number during the past five years. The units of services provided to clients were also the highest in 2010-11 period than any other year during the previous five year period. have remained fairly consistent over the last several years. During 2010 – 11, there was a total of 1,943 shelter nights.

- B. Underserved Population – The underserved population to be served by the Wood County STOP Team is victims of domestic violence, sexual assault, stalking, or date rape who are also LGBTQQI. 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 STOP Team hopes 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.

The STOP Team will develop a brochure for them and will visit establishments these individuals frequent and distribute brochures and other pertinent items and information. The information provided will not only be specific to this subpopulation but it will also contain materials on domestic violence, sexual assault, stalking, and date rape in general. If the STOP Team is able to obtain enough interest, they will also provide presentations to this subpopulation group.

In addition, the STOP Team will work with any other social service, government, non-profit, etc. agency which works with this subpopulation. Information will be provided to them to not only distribute to these individuals but also to the staff so they will become better educated in this area.

- C. Limited Language Proficiency – The vast majority of the clients served by the STOP Team and its members do not have a problem with the English language as well over 98 percent of the population is English-speaking Caucasian. However, the STOP Team does have a plan in place to assist those with limited English proficiency. All of the STOP Team agencies have a strong relationship with the administration at West Virginia University-Parkersburg, Marietta College, Washington State Community College, and Ohio Valley University. These institutions have individuals on-staff 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. Program Description and/or Solution to the Problem – The overall goal of Wood County's STOP Team continues to be the provision of better services and response to victims of domestic violence, sexual assault, stalking, date rape, and other related crimes. The way to provide improved services and response is for the various agencies that work with these victims and provide services to all work together to discuss problems and solutions, to discover what other agencies are doing and what services are available, to collaborate with other agencies in order to provide the best and most effective services possible, and to become better educated and informed on how to deal with these victims.

Wood County's STOP Team involves not only the three core members – prosecution, law enforcement, and non-governmental, non-profit service provider – but it also includes representatives from appropriate, key agencies which deal with these victims. Some of these agencies which participate with the STOP Team includes: Wood County Day Report Center, Westbrook Health Services, West Virginia Department of Health and Human Resources, and the Wood County Commission. As appropriate,

representatives from other agencies are approached to join and become an integral part of this Team. One of the projects the STOP Team will be working on in this upcoming year is to have a member of Legal Aid become an active STOP Team member.

The Wood County Prosecuting Attorney's Office will continue to devote an Assistant Prosecutor for Domestic Violence to handle all the domestic violence, sexual assault, stalking, date rape, and other related crime which come thru the County's Magistrate Court System as well as felony charges which are handled by the Circuit Court. The Assistant Prosecutor will also be very active in the STOP Team meetings and will participate in the various trainings, educational components, and presentations. The Assistant will serve as a resource for law enforcement and other agencies to contact for legal information, updates, and clarification with regards to these issues.

Several members of the Prosecuting Attorney's Office are active members of the STOP Team. These members include the Assistant Prosecutor for Domestic Violence, the Prosecuting Attorney, and the Victims Advocate. All will participate in the various trainings, educational components, and presentations and add their areas of expertise to these venues. The Victims Advocate is able to disseminate information to victims of sexual assault as she, or the FCIC victim advocate, is called when there is a sexual assault case. In addition, the Victims Advocate will also be in contact with the sexual assault victim after the incident and help to guide her thru the judicial process.

Both Advocates also work with domestic violence, date rape, and stalking victims and provide them with a variety of information on available services, the judicial process, and what they can expect.

During 2011 the Assistant Prosecutor for Domestic Violence accepted 427 cases for prosecution which was a decline from the previous year of 503 and from 2009's figure of 518. There were no cases which were refused. Of these cases that were resolved, 145 pled as charged, 8 cases were acquitted, 1 pled to a lesser charge than originally charged, and 1 was a deferred adjudication. Unfortunately the remaining number of cases was dismissed. The vast majority of these dismissals occur because the victim does not appear on the day of the trial. The Prosecuting Attorney's Office realizes this is a major problem and is trying to develop some type of remedy to this situation. This Office is working on using other resources and evidence to attempt to go forward with domestic violence cases without the victim's testimony. However, in many cases, the only evidence is the victim's testimony.

Law enforcement agencies within the County are active members of the STOP Team and the Program. Most often law enforcement officers are the first to arrive on the scene, and in some cases they are the only agency to deal with the domestic violence case. The officers must be well prepared with regards to how to handle the case and the information provided at the scene. They must also be knowledgeable of community resources and services which are available for both the victim and the offender. It is important they gather the appropriate evidence so this case will be able to move forward and not be dismissed due to lack of evidence. It is also imperative that they provide the victim with information concerning the victim advocate and the help she will be able to provide.

If the officer is called to a sexual assault case, date rape, etc., then he has the ability to contact the Victims Advocate with the Prosecuting Attorney's Office or the FCIC to assist with the case. Sometimes the Advocate will come to the scene while other times she will meet them at the hospital. The Victim Advocate is available at a crucial time in the case for the victim.

The Wood County Sheriff Department will continue their response to domestic violence, sexual assault, date rape, stalking, and other related crimes. They will be seeking overtime funds to help them with these cases. These overtime funds will be used for additional investigation which may need to be done on these cases, related court costs, or serving of domestic violence subpoenas. The Sheriff Department also has a domestic violence/sexual assault officer who reviews these cases to determine if all the appropriate information is contained with the file and to help determine the best procedure to follow.

The STOP Team will still continue to meet on a monthly basis. It has become more active over the past few years, and it is anticipated its activities will increase during the upcoming year. The agencies which are involved are quite active. New member agencies are added as appropriate with the Team currently trying to get a member from Legal Aid and a member from the medical community. It is hoped that by the end of the grant year, five new, appropriate agencies will become involved with the STOP Team.

These monthly meetings have become very beneficial as agencies are becoming more knowledgeable about what other agencies are doing. The STOP Team members have taken time to showcase different agencies which provide a presentation on the services they provide and how they impact the victims of domestic violence, sexual assault, stalking, and date rape.

These meetings also enable STOP Team members to discuss any upcoming Cases and any potential problems or issues with it. The Team members are provided an opportunity to discuss a variety of topics so when the case is presented, the Team members present a united front.

The STOP Team meetings also provide time for agencies to discuss training issues that are needed for not only their agency but also for the general public, victims, etc. The Team is able to develop a schedule of trainings, topics, and who the presenters will be. Agency representatives will be responsible for going back to their agency heads to discuss and work out any training issues.

The STOP Team members periodically reviews the STOP Team Protocol to ensure all agencies are following the appropriate guidelines and procedures and to make any necessary revisions to the Protocol. In addition, the STOP Team also periodically reviews the requirements and guidelines for a STOP Team to ensure they are in compliance with these rules.

The Team has also completed two of the four mandatory training assignments.

The supervision of the Assistant Prosecutor for Domestic Violence is provided by the Prosecuting Attorney. The Wood County Sheriff will supervise the deputies within that Department. The Project Director will oversee the various agencies involved with this grant to ensure they are properly spending their grant funds, collecting the necessary data, and working towards providing more and efficient services to the victims. The Director will also work with the STOP Team with regards to administrative functions such as meeting schedules, minutes, and reminding the members of their requirements. The presentations and trainings on domestic violence issues will not be done by the Project Director but will be done by the STOP Team members who have extensive experience in dealing with these victims.

Volunteers are indirectly used with this program as those who serve on the STOP Team - beyond the required core members - are doing so on a voluntary basis because of their desire to help victims. Some of the presentations may be "after hours" which requires them to help beyond their regular work day.

Wood County's STOP Project has made an impact on its targeted population, but it is not something that can easily be documented. The Project has spent a considerable amount of time getting other key organizations to become involved with the program which several of them have. As a result of this, these agencies and individuals are more aware of the issue of domestic violence, what services are available, and how each member fits together. In addition, there have been some trainings to agencies and the targeted audience which should have an impact.

E. Collaboration - During the past grant year, the Wood County STOP Team has continued to come together as a more active and cohesive agency than in prior years. Many of the member agencies have been involved with the Program for several years; however due to a variety of reasons have new members sitting around the table which can help to revive a Team. For instance, the Wood County Prosecuting Attorney's Office, the Wood County Sheriffs Office, and the Parkersburg Police Department have been members of the STOP Team since it originated almost 15 years ago. However, due to personnel changes, the STOP Team has representatives in the positions of Prosecuting Attorney, Assistant Prosecuting Attorney for Domestic Violence, Victims Advocate, Wood County Sheriff, Wood County Chief Deputy, Wood County Sheriff's Department STOP Team representative, and City of Parkersburg Police Department STOP Team representative who each have been on the Team for approximately three years. Other agencies which have been involved with the STOP Team since it began include the Family Crisis Intervention Center and the Vienna Police Department. It has turned out to be a positive step to have new members from existing agencies as they bring a breath of fresh air to the Team and have been very involved and instrumental in several of the activities the Team has undertaken.

There are several new agencies that have come on-board during the past two years. These agencies Wood County Day Report Center, West Virginia Department of Health and Human Resources, and Westbrook Health Services. All these agencies bring a different type of perspective to domestic violence issues and are able to provide the Team with information regarding the services their agency can provide, their knowledge and dealing with domestic violence issues, and how they can work together on this issue.

There are still other agencies that the STOP Team is working on getting involved with the project. These include the Wood County Magistrates, Wood County Circuit Court Judges, Legal Aid, Camden-Clark Medical Center, and Williamstown Police Department. These are the initial ones the group is working on and others include Mid-Ohio Valley Regional Health Department, Family Court Judges, and Wood County Schools. The STOP Team will continue to work to get as many appropriate agencies as possible to become active, participating members. All of these agencies bring something different to the table, and all obtain the benefit of networking and collaborating with other agencies.

F. Plan of Sustainability - It is the desire of all that is involved with this grant and the STOP Team to continue if STOP VAWA Funds were not available. There are several working relationships that are being developed that would continue on. For instance, a cross-training was recently held between staff members of the Family Crisis Intervention Center and staff of Westbrook Health Services. As a result of this training, both parties were better able to understand the roles and functions of the other agency. Also, Family Crisis Intervention Center learned

information about how to deal with domestic violence victims who have mental health issues, and Westbrook Health Services learned how to work better with those patients who have a mental health disability and are also victims of domestic violence.

Also, trainings have been done by a variety of agencies who otherwise might not be mentioning domestic violence and/or sexual assault in their presentations to the various groups that are providing information to. These types of partnerships and collaborations should continue on even if no STOP funding was available.

If no STOP funds were available, the Prosecuting Attorney's Office would still continue to prosecute domestic violence cases; however, they may not be able to afford to allocate a single prosecutor to this issue. The Assistant Domestic Violence Prosecutor adds consistency to the domestic violence issue and serves as an informational point who law enforcement agencies and others can contact when there is a domestic violence/sexual abuse situation. Without this one key person, agencies would have to hunt down the various assistant prosecutors to determine who has the case and seek their assistance. In some situation this could potentially create a barrier.

Law enforcement agencies would continue to respond to domestic violence/sexual assault cases, attend overtime court cases, and serve petitions. These overtime costs will have to be absorbed by an agency's regular budget funds which may result in other projects and activities suffering due to a lack of funds. However, as a result of the education and trainings that have been done on domestic violence, law enforcement agencies in Wood County have taken a strong stand against domestic violence and will continue to proactively fight domestic violence by working to ensure that the proper amount of time and investigation is provided for each case.

Also, as a result of the various STOP Team meetings, agencies have come to realize the need for collaboration and the need to learn from each other. This type of partnership will continue after funding is gone. Also in place is a Wood County Protocol for violent crime against women. This Protocol will continue to serve as a guide and a review manual to ensure that proper procedures are being followed.



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

<b>Goal Number:</b>	<b><u>1</u></b>	<b>The Wood County Prosecuting Attorney's Office will see an increase in the number of guilty of highest convictions.</b>
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**Objective Number:** 1 By the end of the grant year there will be a 2 percent increase in the number of guilty of highest convictions as compared to the number during the prior grant period. This percent will increase from 34 percent to at least 36 percent.

**Outcome Measure:** This data will be collected each month on the Prosecutor's monthly data report from the domestic violence cases/files. All the months will be totaled at the end of the grant period and compared to those of the prior grant period.

**Activities to meet objective:**

**Timeline for each activity:**

1. The Assistant Prosecutor for Domestic Violence will review each domestic violence related case that is referred to the Prosecuting Attorney's Office and will determine the best strategy for the case.

1. On-Going

2. The Assistant Prosecutor for Domestic Violence will work with the Victims Advocate to explain the process to the victim and to assist with referrals to other services as needed.

2. On-Going

3. The Assistant Prosecutor will work with the STOP Team to provide trainings and information on domestic violence and sexual assaults to agencies that work with domestic violence and/or sexual assault victims as well as the general public and LGBTQQ subpopulation group.

3. October 2012, January 2013, March 2013, and May 2013

Goal Number:	<u>2</u>	The Wood County Sheriff Department will experience a more coordinated approach to domestic violence, sexual assault, stalking, and date rape cases.
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Objective Number: 1 By the end of the grant year, the Deputy in charge of domestic violence for the Wood County Sheriff Department will be involved in a minimum of 150 sexual assault, domestic violence stalking, and/or date rape cases which require further investigation and follow-up.

Outcome Measure: This data will be collected each month on the law enforcement monthly report. This number will be compared with the number of cases which require further investigation and follow-up.

Activities to meet objective:

Timeline for each activity:

1. Wood County Sheriff Department Deputies will continue to respond to all domestic violence, sexual assault, stalking, and date rape cases as they have previously done.

1. On-Going

2. Domestic violence, sexual assault, stalking, and date rape cases which require further investigation will be referred to the Deputy in charge of domestic violence.

2. On-Going

3. The Deputy in charge of domestic violence will provide the necessary time and/or assign it to the appropriate party to fully and completely investigate the case.

3. On-Going

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Objective Number: 2 By the end of the grant year at least 150 domestic violence, sexual assault, stalking, and/or date rape victims will become better informed of domestic violence/sexual assault/stalking/date rape procedures and services which are available.

Outcome Measure: Notes will be provided in case files with regards to information provided to them.

Activities to meet objective:

1. The Wood County Sheriff Department will gather brochures, flyers, etc. on domestic violence, sexual assault, stalking, and/or date rape services offered in the community.
2. As Deputies meet with domestic violence, sexual assault, stalking, and/or date rape victims, they will provide the victim with information on local services and procedures.
3. A client survey will be provided to each victim served.

Timeline for each activity:

1. On-Going
2. On-Going
3. On-Going

Goal Number:	<u>3</u>	<b>The underserved population of LGBTQQI who are victims of domestic violence, sexual assault, stalking, and/or date rape will become better informed regarding available community services and how to avoid these incidents.</b>
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Objective Number:

1

Throughout the grant year, there will be at least one training/presentation/educational opportunity per quarter that will be geared towards this underserved population.

Outcome Measure:

Records will be maintained by each Team member who provides a presentation/training/educational opportunity including information such as how many people were reached, where was the presentation, topic of presentation, etc.

Activities to meet objective:

1. At the first STOP Team meeting after the grant has been approved, the Team will discuss this goal and possible venues for presentations, trainings, and educational opportunities.
2. Various STOP Team members will provide these presentations, trainings, and educational opportunities to this underserved population group.
3. Information will be presented at the monthly STOP Team meetings on the activities the members undertook during the previous month.

Timeline for each activity:

1. July 2012
2. On-Going
3. On-Going

List the name, title, agency affiliation, mailing address, telephone number, fax number, email address, and amount of time on the team for each STOP team member. Certification of commitment from each team member, reflecting their understanding of the requirements of the STOP team will also be required for Appendix H of the application. (Statewide projects are required to submit membership list and Certification Commitment Form signed by each of their STOP related advisory board/committee).

Judi Ball  
Director, Family Crisis Intervention Center  
PO Box 695  
Parkersburg, WV 26102  
304-428-2333  
[fcic@citynet.net](mailto:fcic@citynet.net)  
16 Years

TR Smith  
Director of Administrative Operations  
Wood County Sheriff Department  
328 Second Street  
Parkersburg, WV 26101  
304-424-1834  
304-424-1832 – fax  
[tsmith@woodcountywv.com](mailto:tsmith@woodcountywv.com)  
4 Years

Captain Delmas Barker  
Parkersburg Police Department  
One Government Square  
Parkersburg, WV 26101  
304-424-8444  
304-424-8404 – fax  
[d.barker@netassoc.net](mailto:d.barker@netassoc.net)  
3 Years

Sgt. Rod Shuman  
Vienna Police Department  
609 29<sup>th</sup> Street  
Vienna, WV 26105  
304-295-8563

304-295-8314  
[vpd148@viennapolice.com](mailto:vpd148@viennapolice.com)  
1 Year

Derek Synder  
Westbrook Health Services  
2121 Seventh Street  
Parkersburg, WV 26101  
304-485-1721  
[dsnyder@westbrookhealth.com](mailto:dsnyder@westbrookhealth.com)  
1 Year

Hernando Escandon, LPC, CCAC  
Wood County Day Report Center  
916 Market Street  
Parkersburg, WV 26101  
304-422-8570  
304-422-8579 – fax  
[hepease@suddenlink.net](mailto:hepease@suddenlink.net)  
5 Years

Jeff Williams  
Director, Wood County Day Report Center  
916 Market Street  
Parkersburg, WV 26101  
304-422-8570  
304-422-8579 – fax  
[drc\\_jeff@live.com](mailto:drc_jeff@live.com)  
3 Years

Toni Tiano  
Grant Consultant  
Wood County Commission  
One Court Square, Suite 203  
Parkersburg, WV 26101  
304-428-7760  
304-485-2925 – fax  
[tianoknopp@sudeenlink.net](mailto:tianoknopp@sudeenlink.net)

16 Years

Jason Wharton, Prosecuting Attorney  
315 Market Street  
Parkersburg, WV 26101  
304-424-1776  
304-424-1785 – fax  
[jwharton@woodcountywv.com](mailto:jwharton@woodcountywv.com)

3 Years

Megan Underwood  
Assistant Prosecutor to Domestic Violence  
315 Market Street  
Parkersburg, WV 26101  
304-424-1776  
304-424-1785 – fax  
[munderwood@woodcountywv.com](mailto:munderwood@woodcountywv.com)

3 Years

Tiffany Kiger  
Victims Advocate  
315 Market Street  
Parkersburg, WV 26101  
304-424-1776  
304-424-1785 – fax  
[tkiger@woodcountywv.com](mailto:tkiger@woodcountywv.com)

Laurea Ellis  
WV Department of Health and Human Resources  
5<sup>th</sup> Street  
Parkersburg, WV 26101  
304-420-2560  
304-420-4889 – fax  
[Laurea.J.Ellis@wv.gov](mailto:Laurea.J.Ellis@wv.gov)

5 Years

Deputy Brian Butcher  
Wood County Sheriff Department

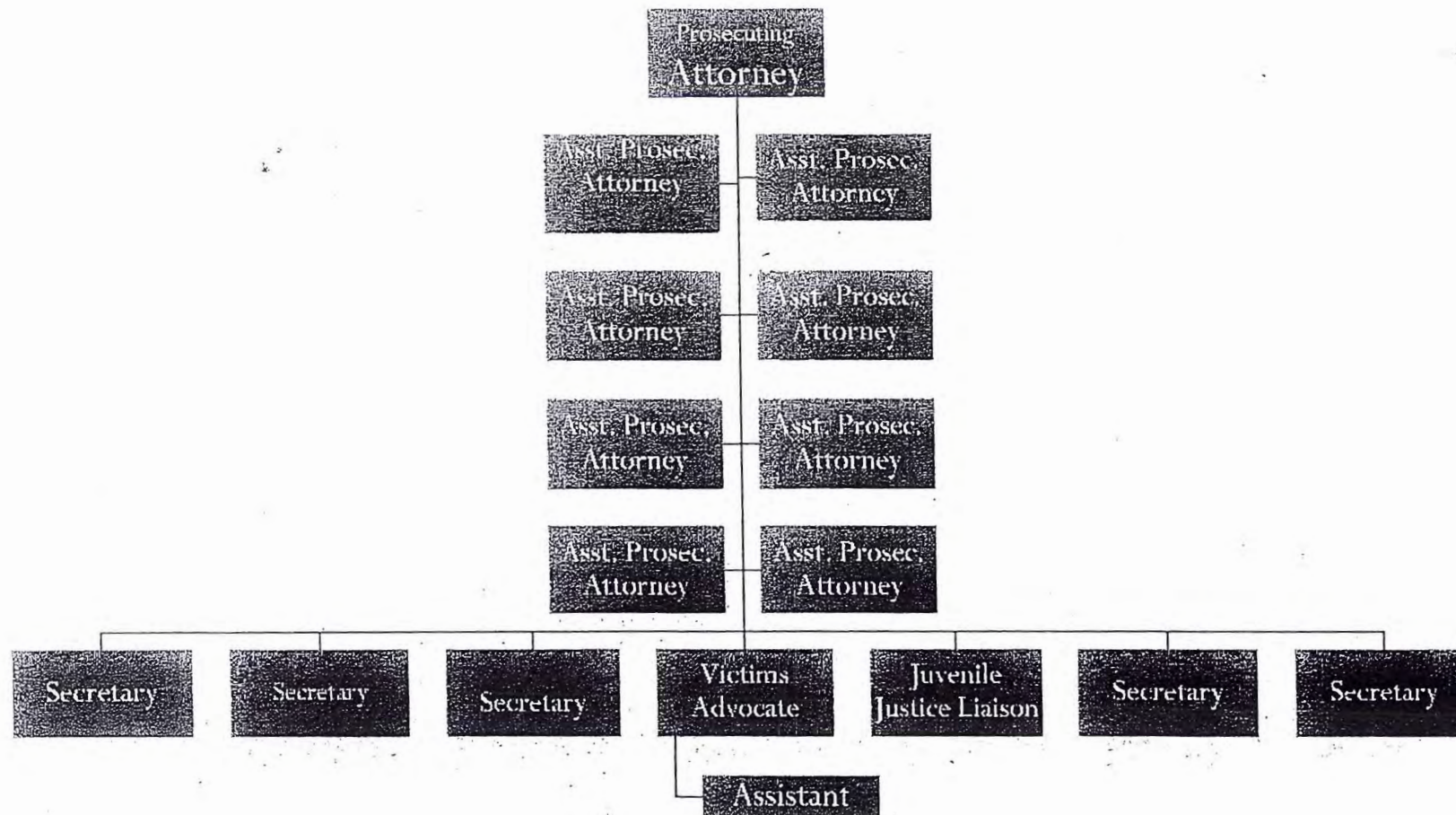
328 Second Street  
Parkersburg, WV 26101  
304-424-1834  
304-424-1832 – fax  
[bbutcher@woodcountywv.com](mailto:bbutcher@woodcountywv.com)  
1 Year

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. An organization chart for each agency requesting funding should be included.

Please see attached information.

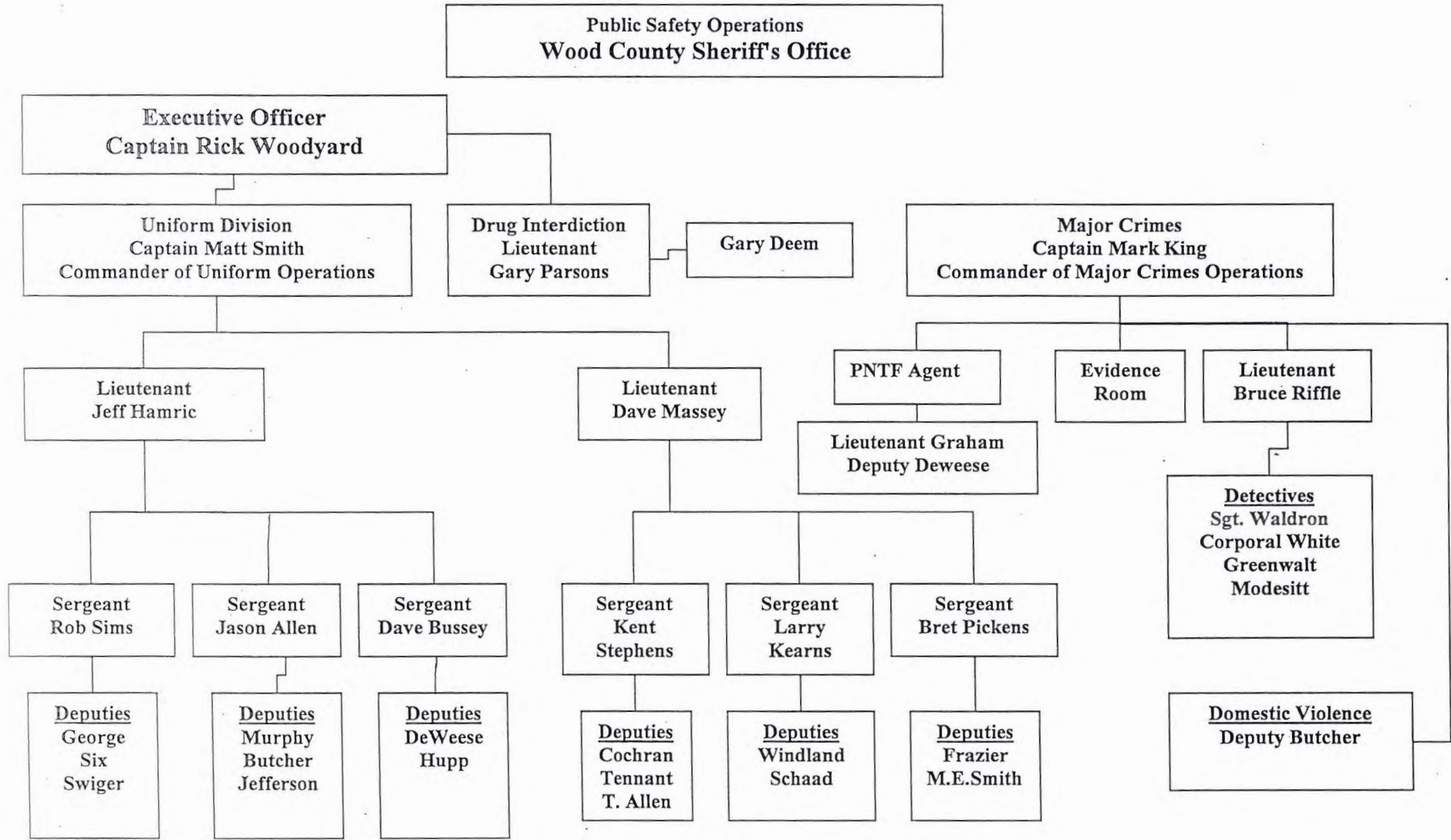


# Wood County Prosecuting Attorney's Office



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/ 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



## Overtime rates for Deputies 2011-2012

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



Provide a brief statement outlining 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, certificates and licenses to show qualifications for each position filled. These items should be submitted for each agency requesting funding.

The Wood County Prosecuting Attorney's Office desires to continue the employment of Megan Underwood as its Assistant Domestic Violence Prosecutor for Domestic Violence. Ms. Underwood was hired for this position in January 2009. In this position, Ms. Underwood will be involved with domestic violence, sexual assault, stalking, date rape, and other related crimes.

If Ms. Underwood was to leave this position, the Prosecuting Attorney would either assign someone from within the Office to fill this position or advertise for another attorney to fill the vacancy. If this position is filled from within the Office, then an advertisement seeking resumes to replace the individual who took this position will be placed in the local newspapers.

If there is no one from within the agency to assume this position, the Prosecuting Attorney will place an ad in the local newspapers for an Assistant Prosecuting Attorney for domestic violence, sexual assault, stalking, date rape, and other related crimes.

With regards to the Wood County Sheriff Department, the Department will not be hiring any individuals as their request does not involve a full-time position. Instead, current Deputies will work overtime on cases involving domestic violence, sexual assault, stalking, date rape, and other related crimes.

**JOB DESCRIPTION  
ASSISTANT PROSECUTING ATTORNEY**

**GENERAL DESCRIPTION OF DUTIES**

The Assistant Prosecuting Attorney will be involved on a part-time basis with all domestic violence cases pursued by the Wood County Prosecuting Attorney's Office. The Attorney will work on all cases from the initial statement to the final disposition of the case. In addition, the Attorney will work with law enforcement agencies, the Family Crisis Intervention Center, and other agencies as necessary on domestic violence cases. The Attorney will also attend any appropriate training, meetings, etc. on domestic violence issues.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of West Virginia Law and more specifically domestic violence laws and issues.

**ACCEPTABLE EXPERIENCE AND TRAINING**

Graduation from an accredited college or university with a law degree and a desire to work with domestic violence cases.

# MEGAN POWELL UNDERWOOD

1316 19<sup>TH</sup> St. ■ Vienna, WV 26105 ■ (304) 482-9434 ■ [meganpowellwvu@hotmail.com](mailto:meganpowellwvu@hotmail.com)

## EDUCATION

**West Virginia University College of Law**

Morgantown, WV

*Juris Doctor*

May 2006

- GPA 3.04

**Marshall University**

Huntington, WV

*Bachelor of Arts in Criminal Justice*

May 2003

- GPA 3.8
- *Magna cum laude* graduate
- National Golden Key Honor Society
- Phi Eta Sigma Honor Society

## EXPERIENCE

**West Virginia Supreme Court of Appeals- 4<sup>th</sup> Judicial Circuit**

Parkersburg, WV

*Law Clerk*

Nov. 2007- Present

- Research statutory and case law to aid Judge Waters in daily proceedings
- Observe a variety of hearings and trials
- Compose memos to the Judge and help prepare orders
- Compile and input Abuse and Neglect data for the WV Abuse and Neglect website

**Disabilities, Injuries, and Law**

Parkersburg, WV

*Attorney*

Oct. 2006- Nov. 2007

- Primarily worked with Veterans and Social Security Disability
- Attended Social Security Disability hearings
- Completed work for the appeals process for both Social Security and Veterans Affairs
- Assisted in other areas of practice including personal injury, workers' compensation, and family law

**Mountain State Blue Cross Blue Shield**

Parkersburg, WV

*Legal Intern*

Summer 2005

- Completed a compliance assessment and evaluation
- Extensive research of the Federal Organizational Sentencing Guidelines, Sarbanes-Oxley Act, the Health Care Compliance Professional's manual, and OIG Guidances
- Created a document containing the findings, recommendations, and work plan for the compliance program
- Worked on a revision of the Mountain State Code of Conduct



William B. Summers, Attorney at Law

Parkersburg, WV

*Legal Assistant*

Summer 2003

- Assisted in many areas for this solo practice, including criminal cases; civil cases, such as divorces and custody issues; wills and real estate transactions
- Conducted extensive research of legal issues pertaining to West Virginia law
- Developed answers, pleadings, and parenting plans
- Attended Magistrate and Circuit Court

#### PROFESSIONAL AFFILIATIONS

- Member of the Bar, State of West Virginia, admitted 2006.

**STOP Violence Against Women  
Grant Program Application**

**Membership of Governing Board  
Attachment A**

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) for each agency requesting funding.

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

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


STOP Violence Against Women  
Grant Program Application

STOP Team Protocol Certification  
Attachment B  
(Team Applications Only)

As required in the STOP Violence Against Women Program Guidelines, all Team applicants are required to have established and implemented as a minimum requirement for each Team Protocol the following:

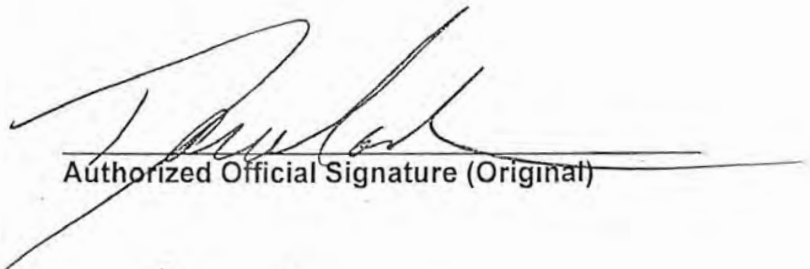
- a. Address the Team's response to all four crimes (domestic violence, dating violence, sexual assault, and stalking). *Include Firearms removal/storage information. Also include protocol for law enforcement agencies protocol for law enforcement officers charged with domestic violence, dating violence, sexual assault and stalking crimes.*
- b. Each core discipline (victim services, cultural specific organization (if applicable), law enforcement, and prosecution) must have their individual sections, which address the response to all four violence against women crimes.
- c. Protocol also includes the following:
  1. Response and service at the pre-investigation, investigative, prosecution, and re-entry/aftercare stages, including who responds, what the response/service is, and how the response/service is coordinated.
  2. Mechanisms the Team has in place to: (1) measure compliance with the established Protocol, and (2) measure effectiveness of response and service to victims.
  3. Description of the policies in place for law enforcement officer involved (perpetrated) violence against women cases.
  4. Firearms and ammunition prohibition and removal.
- d. Team members agree to review and evaluate the established protocol on at least an annual basis and submit any revisions to DJCS.
- e. Team members agree to keep current on all local, state, and federal laws, guidelines, and regulations pertinent to violence against women crimes and to appropriately address those laws in the established protocol. Examples; state and local firearms prohibition for domestic violence offenders, polygraph prohibition for sexual assault victims, new revisions to the state stalking law.
- f. Applicant agrees to ensure that victim safety is top priority of the protocol.
- e. Applicant agrees to maintain an updated copy of the protocol during each grant period to be available during on-site reviews and/or at the request of DCJS or the Grant Advisory Committee.

I certify that I have read all the requirements of the STOP Team Protocol and agree to comply with these requirements.

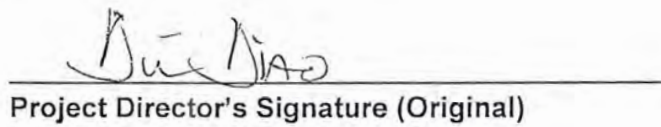
  
Authorized Official Signature (Original)

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 STOP Team Central Contractor Registration (CCR) as specified in the Standard Conditions and Assurances and that our agencies registration is updated and current. This information will be available upon request to staff from DJCS.



Authorized Official Signature (Original)



Project Director's Signature (Original)



Certification for: WOOD, COUNTY OF (Doing Business As:WOOD COUNTY CIRCUIT CLERKS OFFICE)  
 DUNS: 103819496

Certification Validity:

From: 12/16/2011 07:21:43 AM (EST)

To: 12/16/2012 07:21:43 AM (EST)

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

**READ ONLY**

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

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

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

(End of Provision)

**READ ONLY**

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

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

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

**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:**

These 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 and funded agencies 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 and funded agencies 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  
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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.

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

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

**31.** INFORMATION SYSTEMS:

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

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

**32.** INCIDENT BASED REPORTING COMPLIANCY:

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

**33.** TIME EXTENSIONS:

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

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

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

**35.** LIMITED ENGLISH PROFICIENCY:

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

**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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**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 EEOP 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.



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**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) STOP VAWA 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 STOP Team or Advisory Board/Committee.

**59. LATE REPORTING:**

Funded agencies 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. All requests for reimbursements and accompanying documents are due to DJCS by the 20<sup>th</sup> of each month.

**60. CLIENT FILES:**

Funded agencies must maintain client files for all victims served to document type of crime and services provided throughout the grant period. Funded agencies also agrees to collect and maintain 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:**

All funded agencies are 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.

**62. CLIENT CONFIDENTIALITY:**

All funded community-based agencies 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). All confidentiality policies must adhere to all confidentiality requirements under the Violence Against Women Reorganization Act of 2005. All funded agencies must maintain confidentiality as required under the Violence Against Women Reorganization Act of 2005.

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

All funded agencies are 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:**

Sub-grantee 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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65. ADMINISTRATIVE MANUAL:

All pertinent information in regard to the Violence Against Women Act of 1994 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 sub-grantee and/or funded agency receiving STOP VAWA 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 STOP VAWA grant-funded staff position who attends any training workshop or conference must submit a written narrative identifying the training, its purpose, what specific workshops they want to attend, and the useful information obtained that will assist in implementing the STOP VAWA grant project. **All trainings 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 STOP VAWA-funded staff positions/volunteers) and/or STOP Team members may be required to attend training workshops deemed critical by DJCS.

67. VAWA-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 STOP VAWA funds. A written request must be submitted to DJCS 90 days 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 STOP VAWA 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 and funded agencies must develop a formal referral protocol and interagency agreements; copies of interagency agreements and referral protocols may be required to be submitted with the application.

69. HIRING PROCEDURES:

Hiring procedures outlined in the grant application should be followed in hiring STOP VAWA 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 STOP VAWA grant-funded staff positions.

70. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS:

Such organizations receiving VAWA 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. CONSULTATION WITH VICTIM SERVICES:

All law enforcement, prosecution, and court applicants are required to consult with local non-profit victim service programs during the course of developing their application in order to ensure the proposed activities are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

72. ACTIVITIES THAT MAY COMPROMISE VICTIM SERVICES:

Grantee and funded agencies agrees that grant funds will not support activities that may compromise victim safety, such as pre-trial diversion programs, the placement of offenders in couples counseling, family counseling, joint victim-offender counseling, mandatory counseling for victims, penalizing victims for refusing to testify, or promoting procedures that require victims to seek legal sanctions against their abusers, or the placement of perpetrators in anger management programs.

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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. PLANNING AND EVALUATION TEAM:

The applicant is required to maintain an interagency Planning and Evaluation Team (STOP Team) 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. This team must adhere to all minimum requirements contained in the STOP VAWA program guidelines. Statewide projects may use an advisory board or committee for this purpose.

75. PRESENTATIONS TO PRIMARY OR SECONDARY SCHOOL:

The grantee and funded agencies agrees that grant funds will not be used to support the development or presentation of a domestic violence, sexual assault, dating violence and/or stalking curriculum for primary or secondary schools. The grantee further agrees that grant funds will not be used to teach primary or secondary school students from an already existing curriculum.

76. TEXT MESSAGING:

Applicant and all funded agencies will develop and implement a written policy which bans employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers

77. FORENSIC MEDICAL EXAMINATIONS:

In order to be eligible for VAWA grant funds the grantee and funded agencies understands a forensic medical exam is provided to all victims of sexual assault free of charge and does not require the victim to participate in the criminal justice system or cooperate with law enforcement unless they choose to do so. *(Pursuant to recent statutory changes, local prosecutor approval is no longer required for either performing an exam or for billing the Institute for said exam. See 168 CSR 1, et. Seq)*

78. POLYGRAPH TESTING PROHIBITION:

In order to be eligible for VAWA Grant funds the grantee and funded agencies will ensure in their policies or practices that no law enforcement officer, prosecuting attorney or other government agency or funded agency ask or require an adult, youth or child victim of an alleged sexual assault or sex offense defined under Federal, State, Tribal, Territory, or local law; to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense. The refusal of a victim to submit to a polygraph examination or truth telling examination shall not prevent the investigation, charging, or prosecution of an alleged sex offense.

79. EQUIPMENT:

The grantee and funded agencies agrees that grant funds will not be used to support the purchase of law enforcement equipment, including uniforms, safety vests, shields, weapons, bullets, and armory or to support chemical dependency or alcohol abuse programs that are not an integral part of a court-mandated batterer intervention program.

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80. PUBLIC AWARENESS:

The grantee and funded agencies agrees grant funds will not be used to conduct public awareness or community education campaigns or related activities. Grant funds may be used to support, inform, and provide outreach to victims about available services.

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. I understand all funded agencies are held to these Standard and Special Conditions and will be made aware of the requirements if funded.



Authorized Official Signature (Original)

As required in the STOP Violence Against Women Program Guidelines, all Team applicants are required to have established a STOP Team. By signing the below Certification of commitment all members have an understanding of the project and are willing to assist in meeting the expectations of the grant requirements.

*NOTE: An MOU that clearly identifies and outlines each agency's responsibility to the STOP project and is signed by individuals with authority to enter into agreements for each agency, will also be accepted. Please add additional pages if needed*

- a. All core members must have **active** participation and **regular attendance** at Team meetings. A high level of commitment from all core members to work collaboratively must be demonstrated.
- b. Maintain a Team protocol for responding to violence against women crimes. Regular reviews and necessary revisions should be an on-going process. *Note: Protocols must include the firearms information.*
- c. Team members will be expected to address violence against women issues within their own organizational services and employment practices.
- d. The application, Team protocol, and required reports must have input from all core members. These three topics should be recurring topics at Team meetings.

All components of the application apply to the entire Team, whether all entities are STOP funded or not.

All required paperwork must be completed in a timely and thorough manner.

- e. Application, protocol, membership, and meeting topics must address all four violence against women crimes (domestic violence, dating violence, sexual assault, and stalking).
- f. Community Awareness of services available and where victims can receive services must be conducted as a Team.

**I certify that I have read and understand all the requirements of members of the STOP Team and agree to comply with these requirements.**

*Judith A. Ball - Family Crisis Intervention Center*  
**Victim Services (insert Agency Name) Signature**  
**(Original)**

As required in the STOP Violence Against Women Program Guidelines, all Team applicants are required to have established a STOP Team. By signing the below Certification of commitment all members have an understanding of the project and are willing to assist in meeting the expectations of the grant requirements.

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- f. Community Awareness of services available and where victims can receive services must be conducted as a Team.

I certify that I have read and understand all the requirements of members of the STOP Team and agree to comply with these requirements.



Prosecutor (insert Agency Name) Signature (Original)

As required in the STOP Violence Against Women Program Guidelines, all Team applicants are required to have established a STOP Team. By signing the below Certification of commitment all members have an understanding of the project and are willing to assist in meeting the expectations of the grant requirements.

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- a. All core members must have **active** participation and **regular attendance** at Team meetings. A high level of commitment from all core members to work collaboratively must be demonstrated.
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- c. Team members will be expected to address violence against women issues within their own organizational services and employment practices.
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All components of the application apply to the entire Team, whether all entities are STOP funded or not.

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- f. Community Awareness of services available and where victims can receive services must be conducted as a Team.

I certify that I have read and understand all the requirements of members of the STOP Team and agree to comply with these requirements.



Other Wood County Commission on Crime,  
Delinquency and Correction  
Signature (Original)

As required in the STOP Violence Against Women Program Guidelines, all Team applicants are required to have established a STOP Team. By signing the below Certification of commitment all members have an understanding of the project and are willing to assist in meeting the expectations of the grant requirements.

*NOTE: An MOU that clearly identifies and outlines each agency's responsibility to the STOP project and is signed by individuals with authority to enter into agreements for each agency, will also be accepted.*

- a. All core members must have **active** participation and **regular attendance** at Team meetings. A high level of commitment from all core members to work collaboratively must be demonstrated.
- b. Maintain a Team protocol for responding to violence against women crimes. Regular reviews and necessary revisions should be an on-going process. *Note: Protocols must include the firearms information.*
- c. Team members will be expected to address violence against women issues within their own organizational services and employment practices.
- d. The application, Team protocol, and required reports must have input from all core members. These three topics should be recurring topics at Team meetings.

All components of the application apply to the entire Team, whether all entities are STOP funded or not.

All required paperwork must be completed in a timely and thorough manner.

- e. Application, protocol, membership, and meeting topics must address all four violence against women crimes (domestic violence, dating violence, sexual assault, and stalking).
- f. Community Awareness of services available and where victims can receive services must be conducted as a Team.

I certify that I have read and understand all the requirements of members of the STOP Team and agree to comply with these requirements.

*Laurea Ellis SSC*  
Other (insert Agency Name) Signature (Original)  
*WVDHHA*



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Prosecutor (insert Agency Name) Signature (Original)

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STOP  
Grant

Team Participation

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I certify that I have read and understand all the requirements of members of the STOP Team and agree to comply with these requirements.

SGT. ROD SHUMAN/VIENNA, PD  
Law Enforcement Officer/Agency (insert Agency Name) Signature (Original)

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I certify that I have read and understand all the requirements of members of the STOP Team and agree to comply with these requirements.

Wood County Day Report Center / *[Signature]*  
Other (insert Agency Name) Signature (Original)

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Parkersburg Police Department

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**I certify that I have read and understand all the requirements of members of the STOP Team and agree to comply with these requirements.**

*Chief George M. Young*  
Vienna Police Department

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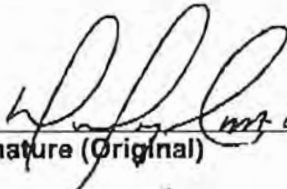
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Westbrook Health Services  Signature (Original), NCC  
Other (Insert Agency Name) Signature (Original)

# Wood County Office of the Sheriff

"Leadership Everyday with Honor, Integrity, and Service"

As required in the STOP Violence Against Women Program Guidelines, all Team applicants are required to have established a STOP Team. By signing the below Certification of commitment all members have an understanding of the project and are willing to assist in meeting the expectations of the grant requirements. *NOTE: An MOU that clearly identifies and outlines each agency's responsibility to the STOP project and is signed by individuals with authority to enter into agreements for each agency, will also be accepted.*

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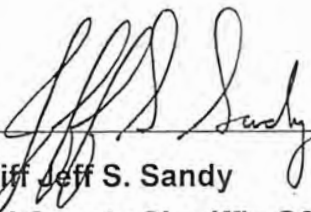
All required paperwork must be completed in a timely and thorough manner.

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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

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\_\_\_\_\_  
Sheriff Jeff S. Sandy  
Wood County Sheriff's Office



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

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

1      2      3      4      5

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3. Did the officer/detective advise what to expect during the investigative process?

1      2      3      4      5

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4. Did the officer/detective advise you of the programs available to you?

1      2      3      4      5

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5. Did the officer/detective make you feel safe during the process?

1      2      3      4      5

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SURVEY

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1. Were your questions and concerns addressed?

1 2 3 4 5

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

1 2 3 4 5

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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

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

1 2 3 4 5

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JANUARY 23, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION HELD A PUBLIC HEARING IN REGARD TO A PETITION TO CLOSE AND VACATE A PORTION OF SLEEPY HOLLOW ROAD. THE COUNTY COMMISSION ORDERED THAT SAID ROAD BE CLOSED.

**ORDER**

On this date, the County Commission of Wood County held a Public Hearing in accordance with Chapter 7, Article 1, Section 3(h) of the Code of West Virginia, 1931, as amended, pursuant to a petition received from William Larue, Karen Jackson and Martha Newberry to close a portion an unimproved and unused thirty (30) foot right of way approximately two hundred seventy and ten one hundredths (273.10) feet on the right side and three hundred five (305) feet on the left side of Sleepy Hollow Road abutting Lots 1, 2, 3, 5 and 6 in Tygart District, Wood County, West Virginia.

It appearing to the County Commission that the Notice of the time and date of said Public Hearing was published as a Class II Legal Advertisement, the same having been published in The Parkersburg News and Sentinel, the newspaper published regularly in Wood County, West Virginia, with said publication appearing on December 29, 2011 and January 5, 2012, all of which appears by an affidavit of publication, which said Affidavit is hereby ORDERED filed.

No objections to the closing and vacating of the portion of Sleepy Hollow Road were heard.

Now therefore, the aforementioned portion of Sleepy Hollow Road, an unimproved and unused right-of-way, not being open and subject to public use and that the use and rights of no persons, firms or corporations in such right-of-way will be impaired or lost by the closing and

vacating hereto, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, does hereby ORDER that the aforementioned portion of Sleepy Hollow Road be CLOSED, but reserve the right for utility use. The County Commission further ORDERS that a copy of this Order be certified by the Clerk of this Commission for entry in the Office of the Clerk of the County Commission of Wood County, West Virginia, pursuant to Chapter 7, Article 1, Section 3(h) of the Code of West Virginia, of 1931, as amended and that the interest of the County of Wood in such road by quit-claim deed be the responsibility of such abutting property owner.

A copy of the county's tax map is attached to this Order and shall be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

---

David Blair Couch, President

---

Wayne Dunn, Commissioner

---

Stephen Gainer, Commissioner

A/905

14.38 Ac  
138/5

N88°W 145.6'

N9°48'E 225.5'

DUPONT RD E

W.V. STATE HIGHWAY RT #95

138/9

1.5 Ac

138/10

2.8 Ac

138/11

61/C

1 Ac

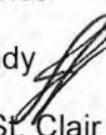
138/B

3.25 Ac



# Wood County Office of the Sheriff

"Leadership Everyday with Honor, Integrity, and Service"

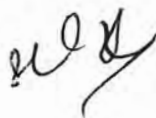
Date: January 20, 2012  
To: Wood County finance  
From: Sheriff Jeff S. Sandy   
Re: New Hire Sherry St. Clair

1/23/12  
70/5

Sherry St.Clair is a new Tax Deputy starting on 1/16/12. Her annual salary will be \$23,000.00 and is to be taken from line item 404-10-103.

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





REC

JAN 2

ADM

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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

# Wood County Office of the Sheriff

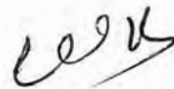
"Leadership Everyday with Honor, Integrity, and Service"

Date: January 20, 2012  
To: Wood County Finance  
From: Sheriff Jeff S. Sandy  
Re: Joshua Boone

1/23/12  
70/5

Joshua Boone (Holding Center Officer) has resigned his position and his last day of employment was 1/16/12. He is to be paid 8 hours for the Martin Luther King holiday at his regular rate of pay and it is to be taken from line item 702-10-185. He is also to be paid for 94 hours of vacation at his regular rate of pay and it is to be taken from line item 702-10-187.

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



RECEIVED

JAN 23 '12

COUNTY  
ADMINISTRATOR

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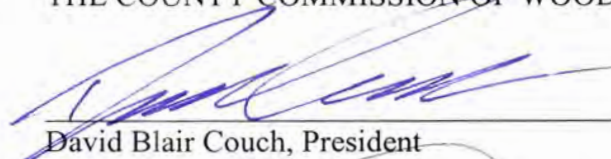
IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

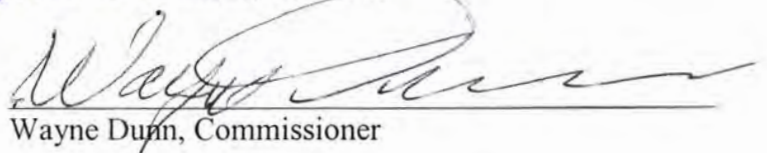
IN RE: ADDENDUM TO MINUTES OF JANUARY 23, 2012

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch and made unanimous by Wayne Dunn, did hereby APPROVE Lewis Rexroad and James Leach to serve as Ballot Commissioners for Wood County as submitted by Jamie Six, County Clerk of Wood County. Said Approval is pursuant to West Virginia State Code Section 3-1-19. (Order M/1820)

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

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



1/23/12  
7015

STATE OF WEST VIRGINIA  
COUNTY OF WOOD

} TO - WIT:

I, Lewis Rexroad, 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 the Republican Ballot Commissioner 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.

Lewis N. Rexroad

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 23<sup>rd</sup> day of JANUARY, 2012.

[Signature]  
County Commission of Wood County