

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

IN RE: MINUTES OF MEETING HELD  
MONDAY, JUNE 4, 2012

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

The County Commission, upon a motion duly made, seconded and passed, approved an Erroneous Assessment Applications in regard to: personal property for Roxie Blackwell; personal property for Matthew Bosgraff; supplemental property for Stephen M. Butcher; personal property for Computer Technology Solutions; personal property for Sharon K. Burdette-Williams; personal property for Mike Habeb; personal property for Henshaw Orthopaedics, Inc.; personal property for Thomas W. Mitchell; personal property for Robert W. Stephens, Jr.; personal property for Fifth & Green Co. Inc.; and real estate for Linda Sam. (Copies attached)

The County Commission did not approve an Erroneous Assessment Application in regard to real property for James A. Morgan, II. (The Assessor and Prosecutor did not sign.)

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

#### **AGENDA AND DISCUSSION ITEMS**

At 10:30 A.M., the County Commission met with Fred Rader from the Mid-Ohio Valley Regional Council to select an Asbestos Inspection Company for the Happy Valley Flood Mitigation Program. (Order M/1982)

At 10:45 A.M., the County Commission met with Cliff Hecker who presented an application for an Innovative Programming Grant for an event for the Wounded Warrior Project. The commission advised Mr. Hecker that they will take the application under consideration within the next two weeks when they are reviewing any potential revenue remaining in the current fiscal budget.

At 11:00 A.M., the County Commission opened and awarded bids for the demolition of the former Magistrate Court building located at 208 Avery Street, Parkersburg, West Virginia. The bid was awarded to Empire Builders, Inc. Such sealed bids were received pursuant to a Legal Notice appearing in the Parkersburg News and Sentinel on May 15, 2012 and May 22, 2012. Sealed bids were received from the following: (Order M/1984)

1. Tim Graham Excavating, LLC  
2607 Beverly Street  
Parkersburg, WV 26101
  - Bid Price - \$16,900.00
  
2. J.C. Bosley Construction, Inc.  
PO Box 67  
Mineral Wells, WV 26150
  - Bid Price - \$26,200.00
  
3. Empire Builders, Inc.  
101 Empire Lake Drive  
Parkersburg, WV 26101
  - Bid Price - \$25,500.00

At 11:39 A.M., Brian Tregoning from Fox Engineering addressed the commission to inform them of the energy services his company provides. He specifically addressed their services relating to wireless towers being built within the county.

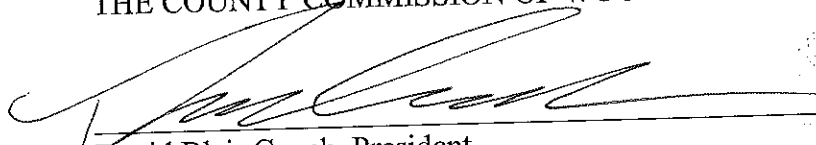
Having no further scheduled appointments or business to attend to, the County Commission  
adjourned.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

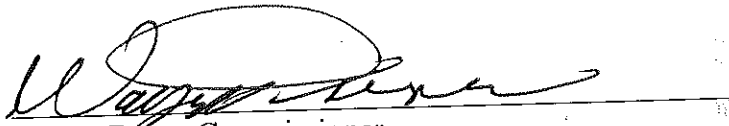
M/1982, M/1983, M/1984, M/1985, M/1986, M/1987, M/1988

APPROVED:

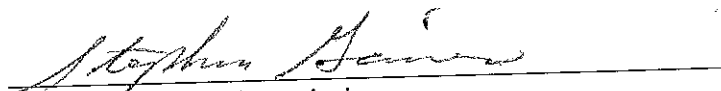
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

To listen to this meeting, please refer to DVD labeled June 4, 2012.

Wood County Commission Meeting  
Held June 4, 2012

Please Print

1.	FRED RADER
2.	Cliff HECKER
3.	Brinn Tregoning
4.	
5.	
6.	
7.	
8.	
9.	
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15.	
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17.	
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20.	



# Wood County Commission

6/4/2012  
 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>	SELECT ASBESTOS INSPECTOR FOR HAPPY VALLEY PROJECT	TIM MEEKS, MID-OHIO VALLEY REGIONAL COUNCIL
<b>10:35 AM</b>	SMALL CITIES BLOCK GRANT DRAWDOWN FOR CLAYWOOD PARK RISER RIDGE PROJECT	TIM MEEKS, MID-OHIO VALLEY REGIONAL COUNCIL
<b>10:45 AM</b>	DISCUSS INNOVATIVE PROGRAMMING GRANT	CLIFF HECKER
<b>11:00 AM</b>	BID OPENING – DEMOLITION OF STRUCTURE LOCATED AT 208 AVERY STREET	
<b>11:30 AM</b>	TECHNOLOGY MEETING	BRIAN TREGONING
<b>Other items for discussion:</b>		

JUNE 4, 2012

6/4/12  
72/90

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED THE MID-OHIO VALLEY REGIONAL COUNCIL TO CONTRACT WITH AET FOR ASBESTOS INSPECTION SERVICES FOR THE HAPPY VALLEY FLOOD MITIGATION GRANT, PHASE IV.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Steve Gainer and made unanimous by Wayne Dunn, did hereby AUTHORIZE the Mid-Ohio Valley Regional Council to contract with Accredited Environmental Technologies, Inc. (AET), Media, Pennsylvania, for Asbestos Inspection Services for Happy Valley Flood Mitigation Grant Program, Phase IV. Said services are at a cost of one thousand two hundred twenty-five dollars and zero cents (\$1,225.00).

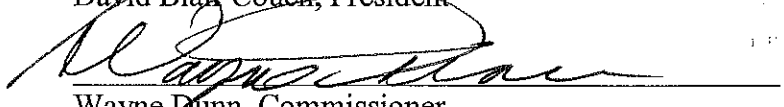
Documentation regarding The Happy Valley Flood Mitigation Project, Phase III is on file in the Office of the County Administrator.

APPROVED:

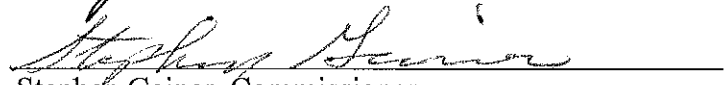
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1982

6/4/12  
70/87

JUNE 4, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY EXECUTE A RESOLUTION THAT AUTHORIZED DAVID BLAIR COUCH AS PRESIDENT, TO EXECUTE DRAWDOWN #11 FOR THE CLAYWOOD PARK PSD RISER RIDGE WATER EXTENSION PROJECT IN THE AMOUNT OF \$4,052.75.

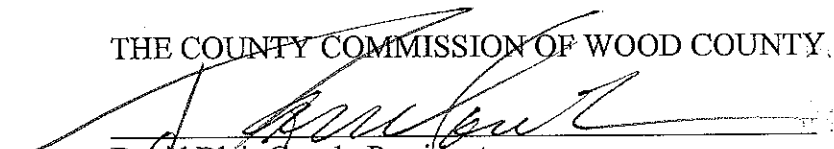
**ORDER**

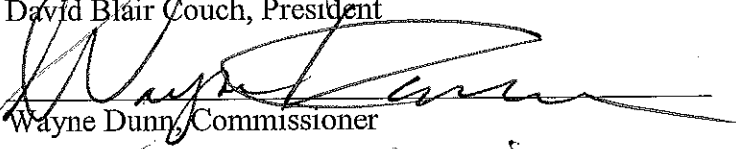
On this date, the County Commission of Wood County upon a motion made by David Blair Couch, seconded by Stephen Gainer, and made unanimous by Wayne Dunn, did hereby EXECUTE a DRAWDOWN that hereby AUTHORIZES David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE Drawdown Number eleven (11) for the Claywood Park Public Service District Riser Ridge Water Extension Project. Said drawdown is in the amount of four thousand fifty-two dollars and seventy-five cents (\$4,052.75).


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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY,

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

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

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

M/1983

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

6/4/12  
70/89

June 4th, 2012

Ms. Kelly Workman  
Community Development  
West Virginia Development Office  
Building #6, Room 553  
State Capitol Complex  
Charleston, WV 25305

RE: Wood County Commission  
Claywood Park PSD Riser Ridge Water Extension Project  
08-SCBG-0058


Dear Ms. Workman:

Enclosed is Drawdown #11 (Final) for the referenced project. The invoice enclosed is for Administration (Mid-Ohio Valley Regional Council \$4,052.75).

I hereby certify that the services or product represented as being provided by these invoices have been accepted and found to be satisfactory under the terms, conditions, and specifications of the contract. The costs claimed by the consultant for services rendered are reasonable and conform with program regulations and requirements, and I have determined that such services are not excessive or unnecessary and hereby authorized that payments be made for service rendered.

Included with this final drawdown request is the Small Cities Block Grant Final Performance Report for the project. Should you have any questions or need additional information, please contact our project administrator, Tim Meeks at the Mid-Ohio Valley Regional Council (304) 422-4993 ext. 135.

Respectfully,

  
David Blair Couch  
President, Wood County Commission

Enclosure

Cc: Cerrone Associates, Inc.  
Virginia McDonald, USDA-RD  
Todd Grinstead, Claywood Park PSD

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



# Financial Report

To:  
 Community Development Division  
 Building 6, Room 553  
 State Capitol Complex  
 Charleston, WV 25305

From:  
 Wood County Commission  
 1 Courthouse Sq. -- Suite 203  
 Parkersburg, WV 26101

Project Title: Claywood Park PSD Riser Ridge Water Ext. Project Grant No.: 08SCBG0058

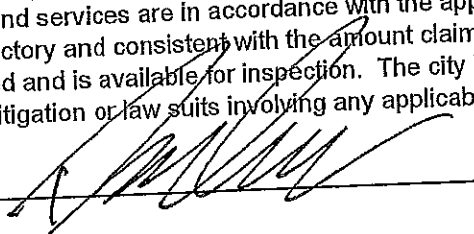
Period Covered by This Document: February 14, 2012 to June 4, 2012

Document Number: 11 Percent of Work Completed: 100.00%

Amount of Small Cities Funds on Hand at Time of This Request: 0

Cost Categories	Approved Budget Amount	Amount Requested To Date	Amount Requested This Draw	Total Amount Requested	Amount Disbursed To Date
A. Administration	\$ 40,000.00	\$ 35,947.25	\$ 4,052.75	\$ 40,000.00	\$ 35,947.25
B. Architectural/ Engineering Professional	\$ 190,000.00	\$ 190,000.00		\$ 190,000.00	\$ 190,000.00
C. Inspection				\$ -	
D. Accounting				\$ -	
E. Permits				\$ -	
F. Construction Improvements	\$1,267,400.00	1,267,400.00		\$ 1,267,400.00	1,267,400.00
G. Legal				\$ -	
H. Land Acquisition				\$ -	
I. Tap Fees	\$2,600.00	2,600.00		\$ 2,600.00	2,600.00
J. Other (explain)				\$ -	
<i>Explanation:</i>				\$ -	
K. Subtotal	\$1,500,000.00	\$1,495,947.25	\$4,052.75	\$1,500,000.00	\$1,495,947.25
L. Less Actual Program Income on Hand					
M. Less Anticipated Program Income					
N. Total	\$1,500,000.00	1,495,947.25	4,052.75	1,500,000.00	1,495,947.25

I certify that cost claimed by this report is correct and just and is based upon actual requirements; that the work and services are in accordance with the approved project agreement; and that the work and services are satisfactory and consistent with the amount claimed. Supporting documentation is on file to verify the cost claimed and is available for inspection. The city is not involved in any court litigation or law suits involving any applicable laws contained in the grant contract.

Signature   
 President, Wood County Commission  
 Title

Date

Regional Council

# MOVRC

Mid-Ohio Valley Regional Council

Invoice	INV00000000000790
Date	1/31/2012
Page	1

P.O. Box 247 • 531 Market Street • Parkersburg WV 26101  
 Phone: (304) 422-4993 • Fax: (304) 422-4998  
[www.movrc.org](http://www.movrc.org)

**Bill To:**

WOOD COUNTY COMMISSION  
 NO. 1 COURT SQUARE  
 SUITE 203  
 PARKERSBURG, WV 26101

**Ship To:**

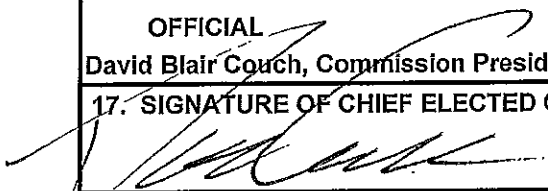
WOOD COUNTY COMMISSION  
 NO. 1 COURT SQUARE  
 SUITE 203  
 PARKERSBURG, WV 26101

Purchase Order No.		Customer ID		Salesperson ID		Shipping Method		Payment Terms		Reg/Ship Date		Master No.	
RISERRIDGE#32		WOOD01						Net 30		1/31/2012		0	
Ordered	Shipped	B/O	Item Number	Description				Discount	Unit Price	Ext. Price			
1	1	0	LABOR	LABOR				\$0.00	\$4,329.85	\$4,329.85			
1	1	0	TRAVEL	TRAVEL WOOD COUNTY COMMISSION RISER RIDGE WATER EXTENSION PROJECT ADMINISTRATIVE SERVICES JANUARY 2012				\$0.00	\$10.20	\$10.20			
<p>Commission only responsible for                      \$4,052.75                      per Agreement.</p>													

PROJECT MANAGER: TIM MEEKS 304-422-4993 EXT. 135

Subtotal	\$4,340.05
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$4,340.05

**SMALL CITIES BLOCK GRANT  
FINAL PERFORMANCE REPORT  
COVER SHEET**

1. NAME OF GRANTEE Wood County Commission		2. PROJECT NUMBER 08SCBG0058X	
3. ADDRESS OF GRANTEE 1 Courthouse Square Parkersburg, WV 26101		4. NAME OF CHIEF ELECTED OFFICIAL David Blair Couch	
		5. TELEPHONE NO. OF CHIEF ELECTED OFFICIAL (304) 424-1852	
		6. COUNTY Wood	7. REGION V
8. NAME OF PROJECT Claywood Park PSD: Riser Ridge Water Extension		9. DATE OF AWARD 01/14/09	10. AMOUNT OF AWARD \$1,500,000
11. APPROVED PROJECT PERIOD From: 1/14/2009 To: 1/14/2012		12. AMENDED PROJECT PERIOD From:	
13. CITIZEN'S WRITTEN COMMENTS: <u> X </u> NO comments received (check if applicable)			
13a. CITIZEN'S WRITTEN COMMENTS: Submitted to West Virginia Development Office with this report are:			
a. a copy of each written citizen comment on the grantee's community development performance under this grant which was received during the period since the grant was approved.			
b. the grantee's assessment of the comment, and			
c. a description of any action taken or to be taken in response to the comment, as required by the Housing and Community Development Act of 1974, as amended.			
14. THE GRANTEE'S AUTHORIZED OFFICIAL REPRESENTATIVE CERTIFIES THAT:			
a. To the best of its knowledge and belief the data in this report was true and correct as of the date of the report in item 18.			
b. The records described in the State's Grants Management Handbook are being maintained and will be made available upon request.			
c. Federal assistance made available under the SCBG program is not being utilized to substantially reduce the amount of local financial support for community development activities below the level of such support prior to the start of the SCBG being reported here.			
15. NAME, ADDRESS & TELEPHONE NO. OF PERSON WHO CAN BEST ANSWER QUESTIONS ABOUT THIS REPORT Robert Leach -- MOVRC  531 Market Street Parkersburg, WV 26101 (304) 422-4993		16. TYPED NAME AND TITLE OF CHIEF ELECTED OFFICIAL David Blair Couch, Commission President	
		17. SIGNATURE OF CHIEF ELECTED OFFICIAL 	
		18. DATE	

SMALL CITIES BLOCK GRANT  
FINAL PERFORMANCE REPORT

1. NAME OF GRANTEE:  
Wood County Commission

RELOCATION AND REAL PROPERTY ACQUISITION

2. PROJECT NUMBER: 08SCBG0058X

	(a) TOTAL	(b) NO. OF OWNERS	(c) NO. OF TENANTS
3. HOUSEHOLDS (FAMILIES AND INDIVIDUALS):			
4. BUSINESSES AND NONPROFIT ORGANIZATIONS:	N/A	N/A	N/A
5. FARMS:			

	PART B. RELOCATION PAYMENTS AND EXPENSES UNDER UNIFORM ACT		
	ACTUAL EXPENSES--(SECTION 202(a))	(a) NO. OF CLAIMS	(b) AMOUNT PAID
6. PAYMENTS FOR MOVING		N/A	
7. EXPENSES FOR HOUSEHOLDS	FIXED PAYMENT INCLUDING DISLOCATION ALLOWANCE-- (SECTION 202(b))	N/A	
8. PAYMENTS FOR MOVING EXPENSES FOR	ACTUAL EXPENSES--(SECTION 202(a))	N/A	
9. BUSINESS AND NON-PROFIT ORGANIZATIONS	PAYMENT IN LIEU OF ACTUAL EXPENSES--(SECTION 202(a))	N/A	
10. PAYMENTS FOR MOVING EXPENSES	ACTUAL EXPENSES--(SECTION 202(a))	N/A	
11. FOR FARMS	PAYMENT IN LIEU OF ACTUAL EXPENSES--(SECTION 202(c))	N/A	
12. REPLACEMENT HOUSING PAYMENTS FOR HOMEOWNERS--(SECTION 203(a))		N/A	
13. RENTAL ASSISTANCE PAYMENT (TENANTS AND CERTAIN OTHERS)--(SECTION 204(1))		N/A	
14. DOWNPAYMENT ASSISTANCE (TENANTS AND CERTAIN OTHERS)--(SECTION 204(2))		N/A	
15. HOUSING ASSISTANCE AS LAST RESORT--(SECTION 206(a))		N/A	
16. RELOCATION ADVISORY ASSISTANCE AND SERVICES COST--(SECTION 205)			
17. TOTAL (SUM OF LINES 6 THROUGH 16)			

	(a) NO. OF CLAIMS	(b) AMOUNT PAID
PART C. DISPLACEMENT NOT SUBJECT TO THE UNIFORM ACT		

18. MOVING AND RELATED EXPENSES	N/A	
19. REPLACEMENT HOUSING PAYMENTS (HOMEOWNER AND RENTAL)	N/A	
PART D. REAL PROPERTY ACQUISITION SUBJECT TO UNIFORM ACT	(a) NO. OF PARCELS	(b) COMPENSATION
20. TOTAL PARCELS ACQUIRED	N/A	
PART E. ADMINISTRATIVE RELOCATION APPEALS FILED UNDER UNIFORM ACT		TOTAL NO.

21. TOTAL NUMBER OF ADMINISTRATIVE RELOCATION APPEALS FILED IN CONNECTION WITH PROJECT		N/A
NAME OF PERSON PREPARING THIS FORM AND DATE:	SIGNATURE OF APPROVING OFFICIAL AND DATE:	
Robert Leach, May 24th, 2012		

TITLE AND PHONE NUMBER:  
Grants Coordinator, MOVRC (304) 422-4993

TITLE: Commission President

6/4/12  
70/89

JUNE 4, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION OPENED AND AWARDED BIDS  
FOR THE DEMOLITION OF THE FORMER WOOD COUNTY  
MAGISTRATE COURT BUILDING.

**ORDER**

On this date, the County Commission of Wood County, at 11:00 A.M., did hereby OPEN sealed bids for the demolition and asbestos abatement of the former Wood County Magistrate Court building located at 208 Avery Street, Parkersburg, West Virginia. Such sealed bids were received pursuant to a Legal Notice appearing in the Parkersburg News and Sentinel on May 15, 2012 and May 22, 2012. Sealed bids were received from the following:

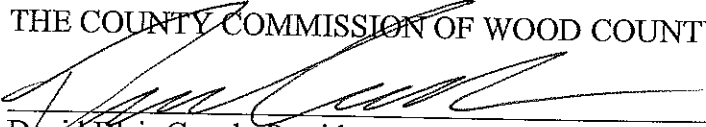
1. Tim Graham Excavating, LLC  
2607 Beverly Street  
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  - Bid Price - \$16,900.00
  
2. J.C. Bosley Construction, Inc.  
PO Box 67  
Mineral Wells, WV 26150
  - Bid Price - \$26,200.00
  
3. Empire Builders, Inc.  
101 Empire Lake Drive  
Parkersburg, WV 26101
  - Bid Price - \$25,500.00

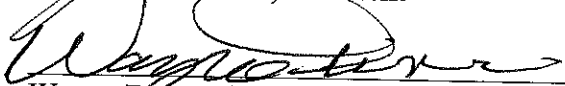
The County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by David Blair Couch and made unanimous by Stephen Gainer, did RECEIVE said bids for review.

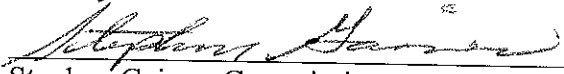
Upon review, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by Wayne Dunn and made unanimous by David Blair Couch, did hereby AWARD the bid to Empire Builders, Inc. The low bid submitted by Tim Graham Excavating, LLC was incomplete.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Wayne Dunn, Commissioner

  
Stephen Gainer, Commissioner

M/1984

6/4/12  
70/98

JUNE 4, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE A  
GRANT CONTRACT AGREEMENT FOR A VICTIM ADVOCATE  
GRANT.

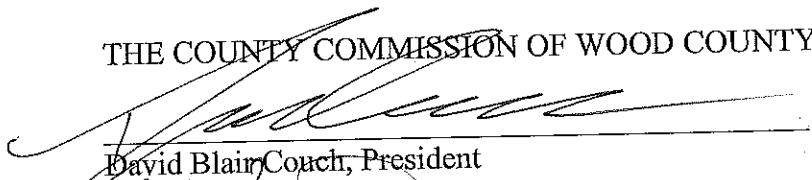
**ORDER**

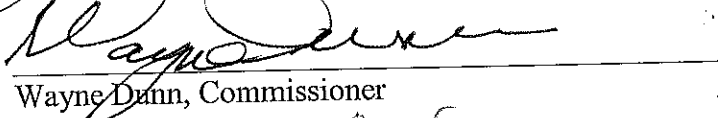
On this date, the County Commission of Wood County, upon a motion made by Wayne  
Dunn, seconded by Steve Gainer, and made unanimous by David Blair Couch, did hereby  
AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the  
County Commission, to EXECUTE a Grant Contract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

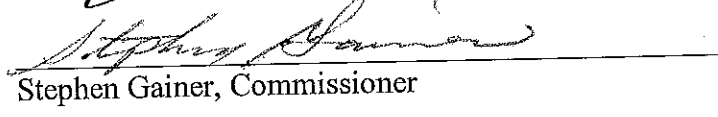
A copy of said Contract is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

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

M/1985

6/4/12  
20/98

**GRANT CONTRACT AGREEMENT**

**BETWEEN**

**DIVISION OF JUSTICE AND COMMUNITY SERVICES**

**AND**

**Wood County Commission**

**12-VA-008**

This **AGREEMENT**, entered into this **15<sup>th</sup>** day of **May, 2012** by the Director of the Division of Justice and Community Services, hereinafter referred to as "DJCS", and the Wood County Commission hereinafter referred to as "Grantee."

**WHEREAS**, DJCS is the recipient of a Victims of Crime Act (VOCA) Program Grant from the United States Department of Justice, and

**WHEREAS**, the Grantee is an eligible applicant who is desirous of receiving funds for **These funds will provide for the salaries of a full-time Victim Advocate and a part-time Victim Advocate in the Wood County Prosecuting Attorney's Office to provide direct services to crime victims in Wood County.**

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

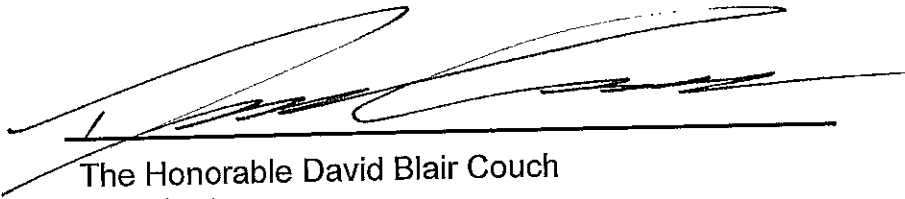
1. The Grantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.
2. DJCS agrees to assist the Grantee to perform such tasks and functions as set forth in the application which is attached hereto and made part hereof, hereinafter referred to as Attachment A.
3. The Grantee shall do, perform, and carry out in a satisfactory and proper manner as determined by DJCS all duties, tasks and functions necessary to implement the application which is hereto attached as Attachment A.
4. The Grantee will commence its duties under the Agreement on **July 1, 2012**, and shall continue those services/activities until **June 30, 2013**. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.



5. In consideration of the services rendered by the Grantee, the sum of up to **\$39,243.00** shall be obligated by DJCS and said amount shall be deemed to be the maximum compensation to be received for this Agreement unless a written modification is entered into between the parties amending this Agreement.
6. It is the understanding of all parties to this Agreement that DJCS by joining in the Agreement does not pledge, or promise to pledge, the credit of the State of West Virginia, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State of West Virginia.
7. To be eligible for any and all payments of the grant amount, the Grantee shall submit a Request for Funds once per month to DJCS. Upon receipt of said request, DJCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of Attachment A, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to DJCS by the twentieth (20th) day of each month.
8. Grantee hereby represents that it possesses the legal authority to contract for this Agreement and that attached hereto and made a part hereof as Attachment B is a certified copy of the resolution, motion or similar action which was clearly adopted or passed by the Grantee's governing body; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Grantee is a State agency, the completed application signed by the agency head is sufficient.
9. Grantee agrees to abide by the grant conditions, terms, assurances and certifications which are a part of Attachment A and such other special terms and conditions that DJCS has set forth in Attachment C which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.
10. If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner, obligations under this Agreement, the DJCS may withhold payments to the Grantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the DJCS reasons for taking said action.
11. DJCS and Grantee may from time to time require changes in the scope of services performed hereunder. Grantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation hereunder or work to be performed, which are mutually agreed upon between the parties shall be in writing.
12. If for any reason funds received by DJCS are suspended or terminated, in whole or in part, funding for this Agreement shall cease.

13. Grantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DJCS a final report on forms provided by DJCS. Said reports shall reflect actual costs incurred during the terms of this Agreement.
14. The parties hereto agree that notice shall be given by personal service or served when mailed certified U.S. Mail, postage prepaid, return receipt requested to the following addresses:
  - a. Division of Justice and Community Services  
1204 Kanawha Boulevard, East  
Charleston, West Virginia 25301
  - b. **Grantee Mailing Address:**  
  
Wood County Commission  
One Court Square, Suite 203  
Parkersburg, West Virginia 26101
15. The Grantee shall hold and save DJCS and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the Grantee.

**IN WITNESS WHEREOF**, the parties hereto attach their signatures representing that each is acting with full authority.



The Honorable David Blair Couch  
President  
Wood County Commission

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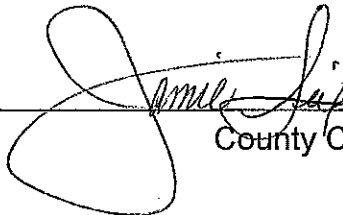
**J. Norbert Federspiel, Director**  
**Division of Justice and Community Services**

## RESOLUTION

The County Commission of **Wood County** met on 6/4/12 (date) with a quorum present and passed the following resolution.

Be it resolved that the County Commission hereby authorizes David Blair Couch, President of Wood County Commission to act on its behalf to enter into a contractual agreement with the Division of Justice and Community Services to receive and administer grant funds pursuant to provisions of the Victims of Crime Act (VOCA) grant program.

Signed:

  
County Clerk



U.S. Department of Justice  
Office of Justice Programs  
Office of the Comptroller

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### I. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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 in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than 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 in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510--

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connec-

tion with a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620--

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant,

- 1) Abide by the terms of the statement; and
- 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check \_\_\_ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check \_\_\_ if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620--

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

Wood County Commission, One Court Square, Suite 203,  
Parkersburg, WV 26101

2. Application Number and/or Project Name

12-VA-008 / VOCA

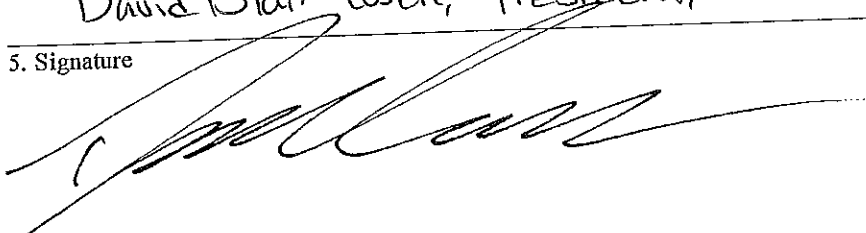
3. Grantee IRS/Vendor Number

556 000 417

4. Typed Name and Title of Authorized Representative

David Blair Coch, President, Wood County Commission

5. Signature



6. Date

6/4/12

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

**STANDARD CONDITIONS AND ASSURANCES**

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

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

**1. LAWS OF WEST VIRGINIA:**

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

**2. LEGAL AUTHORITY:**

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

**3. RELATIONSHIP:**

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

**4. COMMENCEMENT WITHIN 60 DAYS:**

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

**5. OPERATIONAL WITHIN 90 DAYS:**

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

**6. WRITTEN APPROVAL OF CHANGES:**

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

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

**7. CIVIL RIGHTS COMPLIANCE:**

Grantee will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § § 12131-34); the Education Amendments of 1972 (20 U.S.C. § § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § § 6101-07); 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations-OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations-Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Exec. Order No. 13279 (equal protection of the laws for faith-based and community organizations); Exec. Order No. 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and neighborhood organizations); and 28 C.F.R. pt.38 (U.S. Department of Justice Regulations-Equal Treatment for Faith-Based Organizations).

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the grantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and the West Virginia Division of Justice and Community Services.

**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  
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**STANDARD CONDITIONS AND ASSURANCES**

**13. RELEASE OF INFORMATION:**

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

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

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

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

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

**15. OBLIGATION OF PROJECT FUNDS:**

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

**16. USE OF FUNDS:**

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

**17. ALLOWABLE AND UNALLOWABLE COSTS:**

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

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

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



**WEST VIRGINIA  
DIVISION OF JUSTICE & COMMUNITY  
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**STANDARD CONDITIONS AND ASSURANCES**

**19. NON-SUPPLANTING:**

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

**20. MATCHING CONTRIBUTION:**

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

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

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

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

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

**26. PROPERTY ACCOUNTABILITY:**

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

**27. CRIMINAL PENALTIES:**

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

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

**28. REPORTS:**

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

**29. PURCHASING:**

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

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

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

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

**31** INFORMATION SYSTEMS:

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

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

**32** INCIDENT BASED REPORTING COMPLIANCY:

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

**33** TIME EXTENSIONS:

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

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

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

**35** LIMITED ENGLISH PROFICIENCY:

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

**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.oip.gov/gjxdm](http://www.it.oip.gov/gjxdm).

WEST VIRGINIA  
DIVISION OF JUSTICE & COMMUNITY  
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STANDARD CONDITIONS AND ASSURANCES

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

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

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

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

As of 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.

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

**STANDARD CONDITIONS AND ASSURANCES**

**42** EQUAL EMPLOYMENT OPPORTUNITY PLAN:

The grantee will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR) and the West Virginia Division of Justice and Community Services, if it has received a single award of \$500,000 or more. If the grantee receives \$25,000 or more and has 50 or more employees, it will maintain a current EEOP on file and submit an EEOP Certification Form to the OCR, certifying that its EEOP is on file. For public grantee agencies receiving less than \$25,000, or public grantee agencies with fewer than 50 employees, regardless of the amount of the award, the grantee will provide an EEOP Certification Form to the OCR certifying it is not required to submit or maintain an EEOP. EEOP Certification Forms are available at: <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

**43** VETERANS PREFERENCE:

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

**44** IMMIGRATION AND NATURALIZATION VERIFICATION:

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

**45** PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

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

**46** PERSONNEL TRAINING:

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

**47** ACCOUNTING REQUIREMENTS:

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

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

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

**49** TRANSFER OF FUNDS PROHIBITION:

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

**50** MARKING OF EQUIPMENT:

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



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

**STANDARD CONDITIONS AND ASSURANCES**

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

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

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

**52 CENTRAL CONTRACTOR REGISTRATION:**

Grantee agrees to register with the Central Contractor Registration (CCR), [www.ccr.gov](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.

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

**STANDARD CONDITIONS AND ASSURANCES**

**56** **COMPLIANCE WITH FEDERAL PROCEDURES:**

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

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

**57** **ADDITIONAL REGULATIONS AND PROCEDURES:**

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

- a. National Environmental Policy Act of 1969 (NEPA).
- b. National Historic Preservation Act of 1966.
- c. Flood Disaster Protection Act of 1973.
- d. Clean Air Act and Federal Water Pollution Control Act Amendments of 1972.
- e. Control Act Amendments of 1972.
- f. Safe Drinking Water Act.
- g. Endangered Species Act of 1973.
- h. Wild and Scenic Rivers Act.
- i. Fish and Wildlife Coordination Act.
- j. Historical and Archaeological Data Preservation.
- k. Coastal Zone Management Act of 1979.
- 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.

**58** **RELIGIOUS ACTIVITIES**

Grantees must ensure that services are offered without regard to religious affiliation and that 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 funded project. Participation in such activities by individuals receiving services must be voluntary.



To the best of my knowledge the applicant has and will comply with all of the attached Standard Conditions and Assurances.

**Authorized Official:**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**WEST VIRGINIA**  
**DIVISION OF Justice and Community**  
**Services**

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

**59. ADMINISTRATIVE CHANGES:**

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

**60. LATE REPORTING:**

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

**61. CLIENT FILES:**

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

**62. CLIENT SURVEYS/EVALUATIONS:**

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

**63. CLIENT CONFIDENTIALITY:**

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

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

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

**65. GRANT FILE:**

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

**WEST VIRGINIA**  
**DIVISION OF Justice and Community**  
**Services**

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

**66. ADMINISTRATIVE MANUAL:**

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

**67. TRAVEL/TRAINING:**

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

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

**68. VOCA FUNDED TRAINING EVENTS:**

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

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

**69. INTERAGENCY AGREEMENTS:**

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

**70. HIRING PROCEDURES:**

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

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

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

**72. VOLUNTEERS:**

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

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

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

**WEST VIRGINIA**  
**DIVISION OF Justice and Community**  
**Services**

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

**74. 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

**75. BOARD OF DIRECTORS:**

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

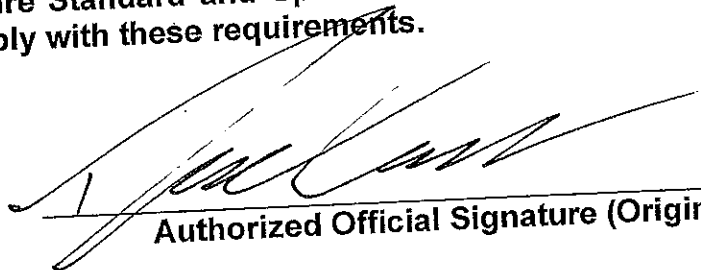
**76. Printed Materials:**

Any brochures or materials printed with VOCA funds must be submitted to DJCS 30 days for approval prior to printing.

**77. Debarment:**

Any funded agency that is debarred with the State of West Virginia or Federally must inform DJCS in writing within 30 days of becoming debarred and have a plan of action stating the steps to address this issue. Funds will be frozen and the sub-grantee has 30 days to address this issue and then funds may be deobligated.

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

  
Authorized Official Signature (Original)

**CERTIFICATION FORM**

Recipient Name and Address: Wood County Commission, One Court Square, Parkersburg, WV 26101

Grant Title: VOCA Grant Number: 12-VA-008 Award Amount: \$39,243 -

Contact Person Name and Title: Toni Trano, Consultant Phone Number: (304) 428-7760

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEO) in accordance with 28 C.F.R §§ 42.301-308. The regulations exempt some recipients from all of the EEO requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEO, but they do not need to submit the EEO to OJP for review. Recipients that claim a complete exemption from the EEO requirement must complete Section A below. Recipients that claim the limited exemption from the submission requirement, must complete Section B below. A recipient should complete either Section A or Section B, not both. If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEO recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202)307-0690 or TTY (202) 307-2027.

**Section A- Declaration Claiming Complete Exemption from the EEO Requirement. Please check all the boxes that apply.**

- Recipient has less than 50 employees,
- Recipient is a non-profit organization,
- Recipient is a medical institution,
- Recipient is an Indian tribe,
- Recipient is an educational institution, or
- Recipient is receiving an award less than \$25,000

I, \_\_\_\_\_ [responsible official], certify that \_\_\_\_\_ [recipient] is not required to prepare an EEO for the reason(s) checked above, pursuant to 28 C.F.R §42.302. I further certify that \_\_\_\_\_ [recipient] will comply with applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

\_\_\_\_\_  
Print or type Name and Title Signature Date

**Section B- Declaration Claiming Exemption from the EEO Submission Requirement and Certifying That an EEO Is on File for Review.**

If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEO to OJP for review as long as it certifies the following (42 C.F.R. § 42.305):

I, David Blair Coch [responsible official], certify that the Wood County Commission [recipient], which has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEO in accordance with 28 CFR §42.301, et seq., subpart E. I further certify that the EEO has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEO is on file in the office of: Wood County Administrator [organization], at One Court Square, Suite 203, Parkersburg, WV [address], for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U. S. Department of Justice, as required by relevant laws and regulations.

David Blair Coch, President,  
Print or type Name and Title Signature Date  
Wood County Commission

**CERTIFICATION FORM**

Parkersburg, WV

Recipient Name and Address: Wood County Commission, One Court Square, 26101

Grant Title: VOCA Grant Number: 12-VA-008 Award Amount: \$39,243,-

Contact Person Name and Title: Toni Trano, Consultant Phone Number: (304) 428-7760

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R §§ 42.301-308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete Section A below. Recipients that claim the limited exemption from the submission requirement, must complete Section B below. A recipient should complete either Section A or Section B, not both. If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202)307-0690 or TTY (202) 307-2027.

**Section A- Declaration Claiming Complete Exemption from the EEOP Requirement. Please check all the boxes that apply.**

- Recipient has less than 50 employees,
- Recipient is a non-profit organization,
- Recipient is a medical institution,
- Recipient is an Indian tribe,
- Recipient is an educational institution, or
- Recipient is receiving an award less than \$25,000

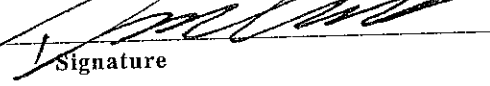
I, \_\_\_\_\_ [responsible official], certify that \_\_\_\_\_ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R §42.302. I further certify that \_\_\_\_\_ [recipient] will comply with applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

	Signature	Date
Print or type Name and Title		

**Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review.**

If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to OJP for review as long as it certifies the following (42 C.F.R. § 42.305):

I, David Blair Couch [responsible official], certify that the Wood County Commission [recipient], which has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR §42.301, et seq., subpart E. I further certify that the EEOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of: Wood County Administrator [organization], at One Court Square, Suite 203, Parkersburg, WV 26101 [address], for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U. S. Department of Justice, as required by relevant laws and regulations.

<u>David Blair Couch, President</u>		<u>6/14/12</u>
Print or type Name and Title	Signature	Date
<u>Wood County Commission</u>		

JUNE 4, 2012

6/4/12  
70/90

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F12-HS-03-408. SAID REQUEST IS IN THE AMOUNT OF \$0.00.

**ORDER**

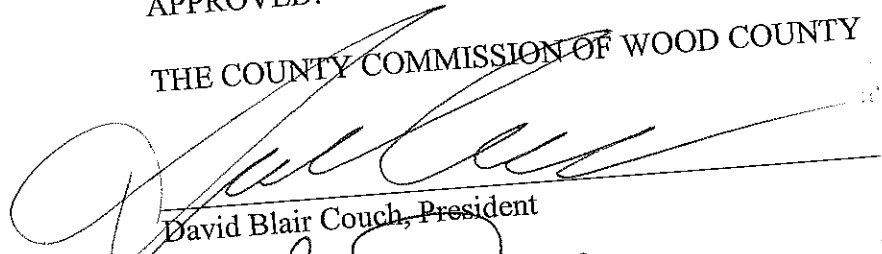
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F12-HS-03-408. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of May, 2012. The Request for Reimbursement form, the Project Financial Report and the Monthly Progress Report have been submitted.

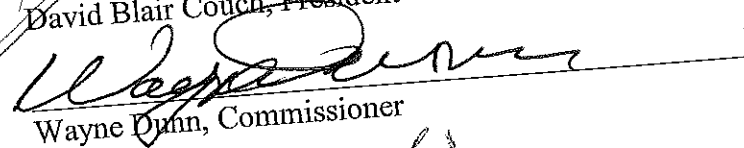
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

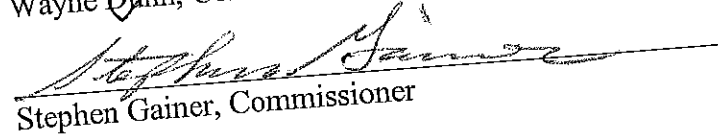
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

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

# GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

6/4/12  
70/90

## REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	<b>Sub-Grantee:</b>	Wood County Commission
	<b>Address:</b>	One Court Square, Suite 203 Parkersburg, WV 26101
	<b>P. O. Number</b>	MV1203
	<b>Grant Number:</b>	F12-HS-03-408
	<b>FEIN Number:</b>	556 000 417
	<b>Funds are hereby requested to cover expenditures</b>	
	<b>For the period of:</b> 5/1/12 - 5/31/12	

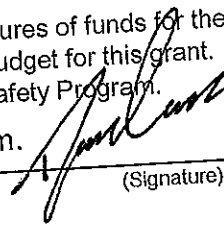
### PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2012-0802-099-128	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

### CERTIFICATION:

I certify that this report represents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant. All documentation is available for inspection at the request of the Governor's Highway Safety Program.

BY: David Blair Couch, President, Wood Cty. Com.



6/4/2012

(Signature)

(Date)

(Typed Name And Title)

(Authorized Official or Grant Financial Officer Only)

## GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

### ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

	(Approved)	(Date)

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

(Date)	(Director)

### Purchasing/Accounts Payable Use Only



JUNE 4, 2012

6/4/12  
7/2/98

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F12-HS-03-2010. SAID REQUEST IS IN THE AMOUNT OF \$0.00.

**ORDER**

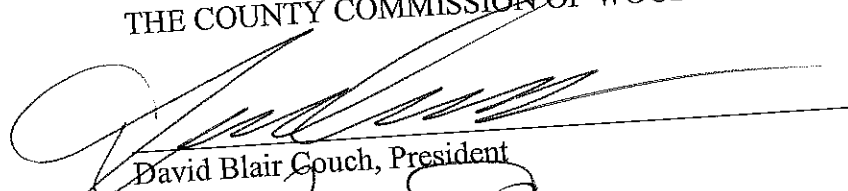
On this date, the County Commission of Wood County, upon a motion made by Wayne Dum, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F12-HS-03-2010. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of May, 2012. The Request for Reimbursement form, the Project Financial Report and the Monthly Progress Report have been submitted.

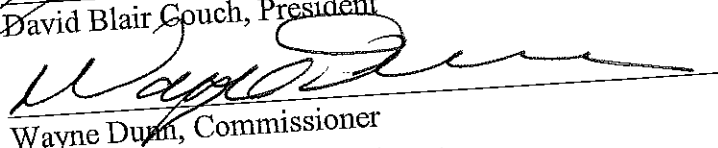
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.


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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

  
\_\_\_\_\_  
Wayne Dum, Commissioner

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

# GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

6/4/12  
7/2/20

## REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	<b>Sub-Grantee:</b> <span style="float: right;"><b>Wood County Commission</b></span> <b>Address:</b> <span style="float: right;">One Court Square, Suite 203 Parkersburg, WV 26101</span> <b>P. O. Number:</b> <span style="float: right;">MV1203</span> <b>Grant Number:</b> <span style="float: right;">F12-HS-2010</span> <b>FEIN Number:</b> <span style="float: right;">556000417</span> Funds are hereby requested to cover expenditures For the period of: <span style="float: right;">5/1/12 - 5/31/12</span>
---------------------	---

### PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2012-0802-128	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

### CERTIFICATION:

I certify that this report represents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant. All documentation is available for inspection at the request of the Governor's Highway Safety Program.

BY: David Blair Couch, President, Wood Cty. Com.

6/4/2012

(Typed Name And Title)  
(Authorized Official or Grant Financial Officer Only)

(Signature)

(Date)

## GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

### ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

	(Approved)	(Date)

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

(Date)

(Director)

## Purchasing/Accounts Payable Use Only

# Wood County Commission

JW TM

## Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **721708**

Tax Year: **2011**

6/4/12  
70/91

Upon the application of **MORGAN JAMES A II** whose address is **438 COLUMBIA AVE WILLIAMSTOWN, WV 26187-1123** aggrieved by an erroneous assessment in **WILLIAMSTOWN** District (13), in the County of Wood, for the **2011** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2011** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

THE 2007 CHEVY SUBURBAN IS TITLED IN OHIO. MR MORGAN IS A RESIDENT OF WILLIAMSTOWN WV AND OPERATES A BUSINESS IN OHIO. TAXPAYER IS REQUESTING AN EXONERATION BASED ON HIS BELIEF THAT THIS VEHICLE IS A BUSINESS ASSET. THE VEHICLE IS TITLED IN MR. MORGAN'S NAME.

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2011	BILLING	4	500.90	2.690800	4	18,615
04/24/2012	PENDING EXONERATION	4	-377.79	2.690800	4	-14,040
			Adjusted Net Taxes			Adjusted Net Value
			123.11			4,575

*James A. Morgan II*  
Taxpayer

Prosecutor

Assessor

*The Assessor is not signing this exoneration*

*The vehicle was reported online (see attached report). It was not titled in the business name.*

*Rich Duff*

*[Signature]*  
County Commission President

*[Signature]*  
Commissioner

Commission of Wood County, West Virginia, held at the Courthouse of said  
rove this exoneration on 6/4/12.

By: Sondi Wallace

# Wood County Commission

## Erroneous Assessment Application

*TM*  
*(JW)*

Tax Type: **Personal Property**

Tax Ticket: **508148**

Tax Year: **2009**

6/4/12  
70/91

Upon the application of **BLACKWELL ROXIE** whose address is **808 EDGELAWN ST PARKERSBURG, WV 26101-0000** aggrieved by an erroneous assessment in **PARKERSBURG District (05)**, in the County of Wood, for the **2009** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2009** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**DUE TO A TAXPAYER CLERICAL ERROR SHE WAS DOUBLE ASSESSED IN WOOD AND WIRT COUNTY. SHE PAID IN WIRT COUNTY. SEE ATTACHED.**

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2009	BILLING	4	163.74	2.857600	4	5,730
03/30/2012	PENDING EXONERATION	4	-163.74	2.857600	4	-5,730
Adjusted Net Taxes			0.00	Adjusted Net Value		

*Roxie Blackwell*  
Taxpayer  
304-843-5430

*[Signature]*  
Prosecutor

*[Signature]*  
Assessor

*[Signature]*  
Commissioner

*[Signature]*  
County Commission President

*[Signature]*  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on 6/4/12.

RECEIVED

APR 02 '12  
*[Signature]*  
County Administrator

By: Sondi Wallace

VSP

JK

# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **723895**

Tax Year: **2011**

6/4/12  
7/2/12

Upon the application of **BOSGRAFF MATTHEW** whose address is **RR 1 WAVERLY, WV 26184-0000** aggrieved by an erroneous assessment in **UNION** District (09), in the County of Wood, for the **2011** tax year.

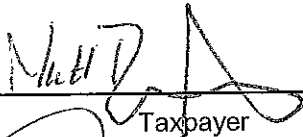
The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2011** tax year.

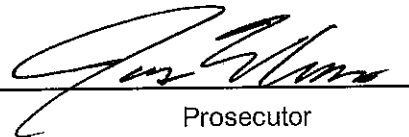
If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

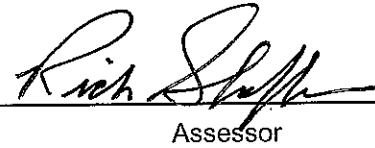
MATT BOSGRAFF SOLD MOBILE HOME TO MIKE GORDAN ON LAND CONTRACT WHICH WAS PAID 5-1-2010. 2011 TAXES ARE TO BE PAID BY MIKE GORDAN - HE WAS ALSO BILLED FOR THIS MOBILE HOME TICKET 723926.

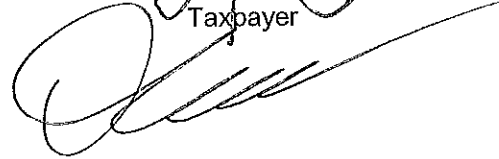
All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2011	BILLING	2	75.46	1.095400	2	6,888
05/02/2012	PENDING EXONERATION	2	-75.45	1.095400	2	-6,888
			Adjusted Net Taxes			Adjusted Net Value
			0.01			0

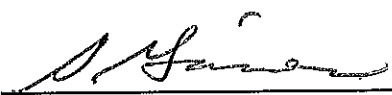
  
Taxpayer

  
Prosecutor

  
Assessor







Commissioner

County Commission President

Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on 6/4/12.

RECEIVED  
WOOD COUNTY  
County Auditor

By: Mclain

Application Printed On

Wednesday, May 2, 2012 2:47 pm

# Wood County Commission

## Erroneous Assessment Application

TM  
QW  
  
SW

Tax Type: Supplemental  
 Tax Ticket: 80005340  
 Tax Year: 2010

6/4/12  
70/91

Upon the application of **BUTCHER STEPHEN M** whose address is **705 VICTORIA AVE WILLIAMSTOWN, WV 26187-0000** aggrieved by an erroneous assessment in WILLIAMSTOWN District (13), in the County of Wood, for the **2010** tax year.

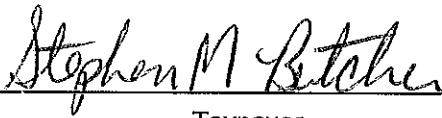
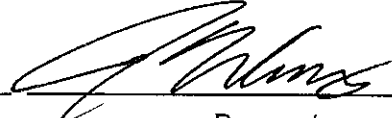
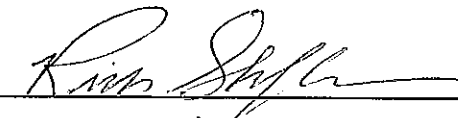
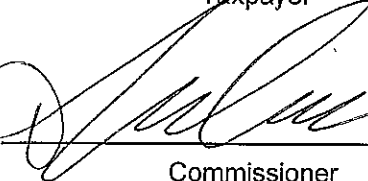
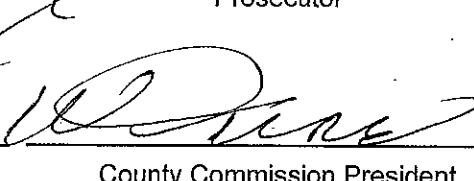
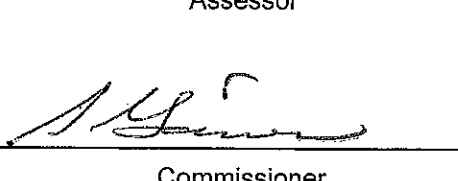
The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2010** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

DUE TO CLERICAL ERROR THE 2010 TAX BILLED WAS PAID TWICE SEE TICKET #74592.

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
03/30/2012	BILLING	4	466.30	2.686800	4	17,355
03/30/2012	REGULAR PAYMENT	4	-466.30	2.686800	4	-17,355
03/30/2012	REGULAR PAYMENT	4	-52.50			Adjusted Net Value
03/30/2012	REGULAR PAYMENT	4	-83.94			
04/02/2012	PENDING EXONERATION	4	-466.29			
	Adjusted Net Taxes		-602.73			

 Taxpayer     
  Prosecutor     
  Assessor  
 Commissioner     
  County Commission President     
  Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on 6/4/12.

RECEIVED

APR 04 '11

County Administrator  
 By: Angie Bussey

Application Printed On  
 Monday, April 2, 2012 2:17 pm

TM  
GW

# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **701926**

Tax Year: **2011**

6/4/12  
7/9/12

Upon the application of **COMPUTER TECHNOLOGY SOLUTIONS** whose address is **701 54TH ST VIENNA, WV 26105-0000** aggrieved by an erroneous assessment in **VIENNA District (10)**, in the County of Wood, for the **2011** tax year.


The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2011** tax year.

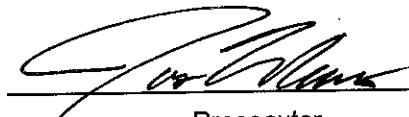
If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

DUE TO A CLERICAL ERROR TAXPAYER REPORTED BUSINESS CLOSED ON THEIR PAYMENT FOR CURRENT TAX TICKET IN APRIL OF 2010. THIS INFORMATION WAS GIVEN TO THE SHERIFF'S TAX OFFICE AND NOT FORWARDED TO THIS OFFICE. TAXPAYER HAS PROOF OF TERMINATION FROM THE SECRETARY OF STATE IN SEPTEMBER OF 2009. THIS OFFICE GENERATED A NON-FILER TAX BILL FOR 2011. TAXPAYER AND I FEEL THAT SHE HAD REPORTED THE BUSINESS CLOSED IN GOOD FAITH AND SHOULD NOT BE RESPONSIBLE FOR THIS BILLING.

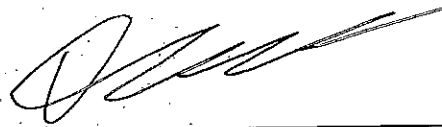
All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2011	BILLING	4	44.32	2.896000	4	667
05/02/2012	PENDING EXONERATION	4	-19.32	2.896000	4	-667
			Adjusted Net Taxes			Adjusted Net Value
			25.00			

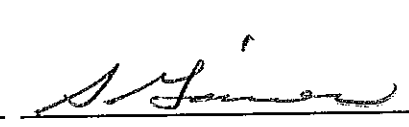
  
Taxpayer

  
Prosecutor

  
Assessor

  
Commissioner

  
County Commission President

  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on 6/4/12.

# Wood County Commission

## Erroneous Assessment Application

*SW*  
*AP*

Tax Type: **Personal Property**

Tax Ticket: **702662**

Tax Year: **2011**

*6/4/12*  
*78/96*

Upon the application of **BURDETTE-WILLIAMS SHARON K** whose address is **673 E MAPLE ST DAVISVILLE, WV 26142-8812** aggrieved by an erroneous assessment in **CLAY District (01)**, in the County of Wood, for the **2011** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2011** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**DUE TO A CLERICAL ERROR THE INCORRECT INFORMATION WAS REPORTED ON THIS ACCOUNT. THE TAXPAYER REPORTED A 2000 SUBARU FORESTER. SEE ATTACHED.**

All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2011	BILLING	3	5,387.48	2.190800	3	245,914
04/04/2012	PENDING EXONERATION	3	-5,339.18	2.190800	3	-243,709
Adjusted Net Taxes						48.30
Adjusted Net Value						2,205

*Sharon K. Burdette-Williams*  
Taxpayer

*[Signature]*  
Prosecutor

*Rich Shoff*  
Assessor

*[Signature]*  
Commissioner

*[Signature]*  
County Commission President

*[Signature]*  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on 6/4/12.



# Wood County Commission

GN TM

## Erroneous Assessment Application

Tax Type: Personal Property

Tax Ticket: 705092

Tax Year: 2011

6/4/12  
70/91

Upon the application of **HABEB MIKE** whose address is **731 CHAMPION SCHOOL RD BELLEVILLE, WV 26133-8119** aggrieved by an erroneous assessment in LUBECK District (03), in the County of Wood, for the **2011** tax year.

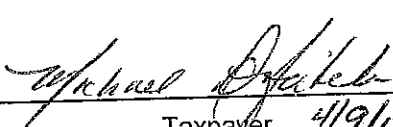
The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2011** tax year.

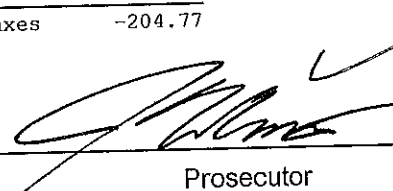
If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

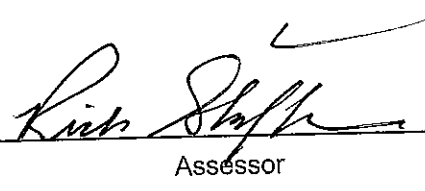
DUE TO A TAXPAYER CLERICAL ERROR MIKE HABEB REPORTED THE 2006 NISSAN TITAN ON BOTH HIS PERSONAL AND BUSINESS (HABEB FAMILY CHIROPRACTIC INC) FORMS. SEE ATTACHED.

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2011	BILLING	3	380.88	2.190800	3	17,385
03/22/2012	REGULAR PAYMENT	3	-380.88	2.190800	3	-8,955
03/22/2012	REGULAR PAYMENT	3	-8.58			
04/05/2012	PENDING EXONERATION	3	-196.19			
			Adjusted Net Taxes			Adjusted Net Value 8,430

  
Taxpayer 4/9/12

  
Prosecutor

  
Assessor

  
Commissioner

  
County Commission President

  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on 6/4/12.

RECEIVED

APR 11 '11

County Administrator

By: Jaime Wolfe

Application Printed On  
Thursday, April 5, 2012 1:46 pm

RECEIVED  
APR 24 11

# Wood County Commission

SW TM

## County Administrator Erroneous Assessment Application

Tax Type: ~~Personal~~ Property

Tax Ticket: 700936

Tax Year: 2011

6/4/12  
70/91

Upon the application of HENSHAW ORTHOPAEDICS INC whose address is 111 CHIPPEWA LN MARIETTA, OH 45750-0000 aggrieved by an erroneous assessment in PARKERSBURG District (05), in the County of Wood, for the 2011 tax year.

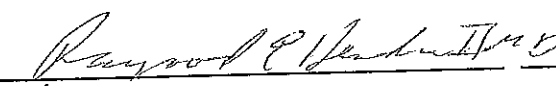


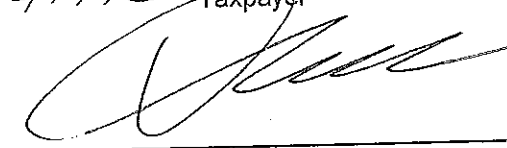
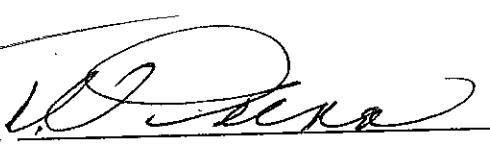
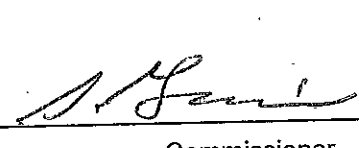
The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the 2011 tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

DUE TO A CLERICAL ERROR THIS BUSINESS WAS ASSESSED WHEN IN FACT THEY HAD REPORTED THAT THEY HAD CLOSED BEFORE JULY 1, 2010. SEE ATTACHED.

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2011	BILLING	4	374.80	2.911520	4	12,014
04/05/2012	PENDING EXONERATION	4	-349.79	2.911520	4	-12,014
			Adjusted Net Taxes			Adjusted Net Value
			25.01			0

 Taxpayer  
 Prosecutor  
 Assessor  
 Commissioner  
 County Commission President  
 Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on 6/4/12.

# Wood County Commission

SW AW

## Erroneous Assessment Application

Tax Type: Personal Property

Tax Ticket: 711245

Tax Year: 2011

6/4/12  
20/9/1

Upon the application of **MITCHELL THOMAS W** whose address is **2810 29TH ST PARKERSBURG, WV 26104-2215** aggrieved by an erroneous assessment in **PARKERSBURG District (05)**, in the County of Wood, for the **2011** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2011** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

DUE TO A DIVORCE DECREE THE 2005 PONTIAC VIBE WAS RETAINED BY SUSAN MITCHELL AND A SUPPLEMENTAL TAX TICKET #80000519 WAS GENERATED. THOMAS MITCHELL MOVED TO RITCHIE CO. AND TAXES WERE PAID THERE. THEREFORE, THE REMAINDER OF THIS TICKET NEEDS TO BE EXONERATED. SEE ATTACHED.

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount
07/01/2011	BILLING	4	1,001.50
09/29/2011	PENDING EXONERATION	4	-108.31
11/18/2011	EXONERATION	4	-108.31
04/05/2012	PENDING EXONERATION	4	-893.20
Adjusted Net Taxes			-108.32

Tax Rate	Tax Class	Net Value
2.911520	4	34,398
2.911520	4	-3,720
2.911520	4	-30,678
Adjusted Net Value		

*Thomas W. Mitchell*  
Taxpayer  
304-643-2567

*Joe Thomas*  
Prosecutor

*Rich Duff*  
Assessor

*[Signature]*  
Commissioner

*[Signature]*  
County Commission President

*[Signature]*  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on 6/4/12.

RECEIVED

APR 05 11  
*[Signature]*  
County Administrator

By: Tessa Miller

# Wood County Commission

## Erroneous Assessment Application

*John TM*  
*SW*

Tax Type: **Personal Property**

Tax Ticket: **719390**

Tax Year: **2011**

*6/4/12*  
*7/2/91*

Upon the application of **STEPHENS ROBERT W JR** whose address is **4708 9TH AVE VIENNA, WV 26105-3112** aggrieved by an erroneous assessment in **VIENNA District (10)**, in the County of Wood, for the **2011** tax year.

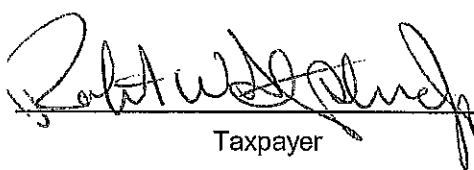
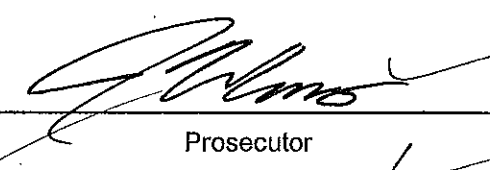
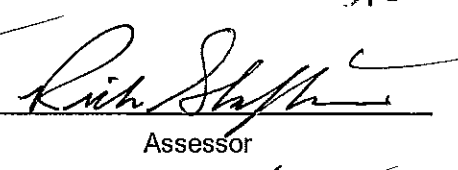
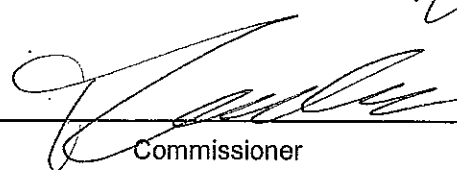

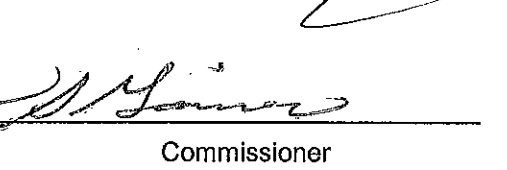
The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2011** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

**DUE TO A CLERICAL ERROR A 2011 SUPPLEMENTAL BILL WAS PAID WHEN IN FACT HE HAD A REGULAR BILL IN THE SYSTEM. SEE ATTACHED**

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2011	BILLING	4	254.12	2.896000	4	8,775
04/09/2012	PENDING EXONERATION	4	-254.12	2.896000	4	-8,775
Adjusted Net Taxes			0.00	Adjusted Net Value		<i>ASB</i>

 Taxpayer  
 Prosecutor  
 Assessor  
 Commissioner  
 County Commission President  
 Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on 6/4/12.

RECEIVED

APR 11 '11

County Administrator

By: Angie Bussey

LSD

# Wood County Commission

RECEIVED  
JUN - 1 '12  
COUNTY ADMINISTRATOR

## Erroneous Assessment Application

Tax Type: Real Estate

Tax Ticket: 17647

Tax Year: 2011

6/4/12  
70/91

Upon the application of **FIFTH & GREEN CO INC** whose address is **417 GRAND PARK DR STE 101 VIENNA, WV 26105-0000** aggrieved by an erroneous assessment in **PARKERSBURG** District (05), in the County of Wood, for the **2011** tax year.

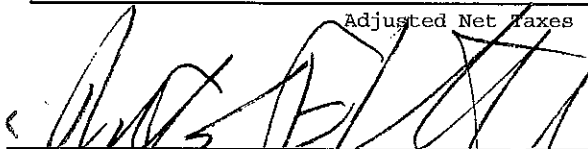
The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2011** tax year.

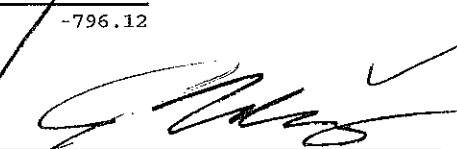
If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.


Property was purchased by the WV Department of Transportation, Division of Highways on January 27, 2010 for widening of the road on the corner of 5th and Green St. This purchased rendered the building unusable so the State condemned the building and purchased it also. This also made the property land locked. Due to clerical error the building was not removed from the property and the land value was not lowered due to being land locked.

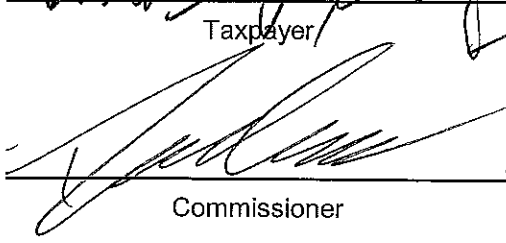
All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of WOOD County

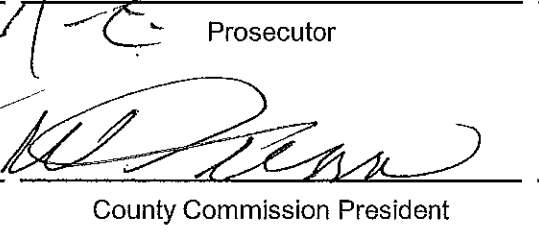
Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2011	BILLING	4	2,428.22	2.911520	4	83,400
08/23/2011	EXONERATION	4	-1,540.79	2.911520	4	-27,420
08/23/2011	EXONERATION	4	38.52	Adjusted Net Value		55,980
05/29/2012	REGULAR PAYMENT	4	-887.43			
05/29/2012	REGULAR PAYMENT	4	-33.30			
05/29/2012	REGULAR PAYMENT	4	-3.00			
05/29/2012	PENDING EXONERATION	4	-798.34			
			Adjusted Net Taxes			-796.12

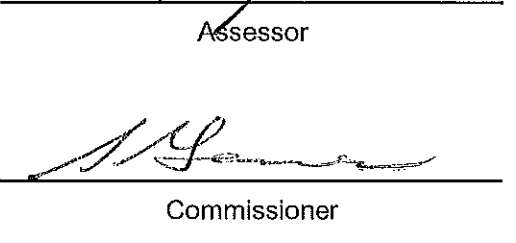
  
 Taxpayer

  
 Prosecutor

  
 Assessor

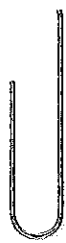
  
 Commissioner

  
 County Commission President

  
 Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on 6/4/12.

59



# Wood County Commission

## Erroneous Assessment Application

Tax Type: **Real Estate**

Tax Ticket: **25414**

Tax Year: **2010**

6/4/12  
7/2/12

Upon the application of **SAMS LINDA** whose address is **1107 GEORGE ST PARKERSBURG, WV 26101-0000** aggrieved by an erroneous assessment in **PARKERSBURG District (05)**, in the County of Wood, for the **2010** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2010** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

Linda Sams son David Britton lives in home rent free and has lived in home since 2006.  
Property should be in tax class two.

All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2010	BILLING	4	822.76	2.917600	4	28,200
04/29/2011	REGULAR PAYMENT	4	-822.76	2.917600	4	0
04/29/2011	REGULAR PAYMENT	4	-24.72			
04/30/2012	PENDING EXONERATION	4	-411.38			
			Adjusted Net Taxes			Adjusted Net Value 28,200

*Linda Sams*  
Taxpayer

*[Signature]*  
Prosecutor

*Rich Shiff*  
Assessor

*[Signature]*  
Commissioner

*[Signature]*  
County Commission President

*[Signature]*  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on 6/4/12.

RECEIVED

APR 30 '11

County Administrator

By: Kerri Lincicome

Application Printed On

Monday, April 30, 2012 9:50 am

1458

# Wood County Commission

## Erroneous Assessment Application

Tax Type: Real Estate

Tax Ticket: 25477

Tax Year: 2011

6/4/12  
70/91

Upon the application of **SAMS LINDA** whose address is **1107 GEORGE ST PARKERSBURG, WV 26101-0000** aggrieved by an erroneous assessment in **PARKERSBURG** District (05), in the County of Wood, for the **2011** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2011** tax year.

If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

Linda Sams son David Britton lives in home rent free and has lived in home since 2006. Property should be in tax class two.

All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2011	BILLING	4	828.04	2.911520	4	28,440
04/30/2012	REGULAR PAYMENT	4	-828.04	2.911520	4	0
04/30/2012	REGULAR PAYMENT	4	-24.88			
04/30/2012	PENDING EXONERATION	4	-414.02			
			Adjusted Net Taxes			Adjusted Net Value 28,440

*Linda Sams*  
Taxpayer

*[Signature]*  
Prosecutor

*[Signature]*  
Assessor

*[Signature]*  
Commissioner

*[Signature]*  
County Commission President

*[Signature]*  
Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on 6/4/12.

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APR 30 '11

County Administrator

By: Kerri Lincicome

Application Printed On

6/7/12  
70/91

JUNE 7, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

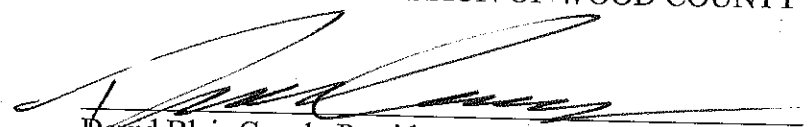
IN RE: THE COUNTY COMMISSION DENIED AN ERRONEOUS ASSESSMENT APPLICATION IN THE NAME OF JAMES A. MORGAN, II (NUNC PRO TUNC JUNE 4, 2012).

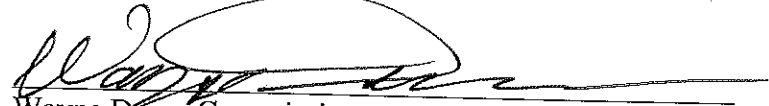
**ORDER**

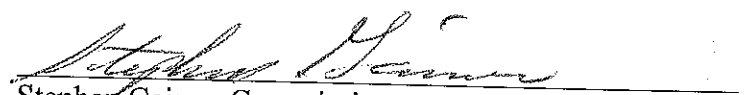
On this date, the County Commission of Wood County, upon a motion duly made, seconded and passed, DENIED an Erroneous Assessment Application pertaining to personal property in Williamstown Taxing District and bearing the date of April 24, 2011. Said Erroneous Assessment Application is in the name of James A. Morgan, II and was not signed by Assessor Rich Shaffer or Prosecuting Attorney Jason Wharton.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Wayne Dunn, Commissioner

  
Stephen Gainer, Commissioner

M/1988