

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

IN RE: MINUTES OF MEETING HELD  
THURSDAY, JUNE 28, 2012

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

At 9:30 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices, orders and other correspondence. The Commission signed numerous Community Partnership Grant documents. (See attached Orders.)

The County Commission, upon a motion duly made, seconded and passed, approved minutes of June 18 and 21, 2012.

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

At 10:00 A.M., the County Commission met with Sheriff Jeff Sandy and Sheriff employee Tom Smith, to discuss budgetary items. Sheriff Sandy requested the Commission provide a budget revision in the new fiscal year to cover the officers whose salaries are no longer covered by grant funds. The County Commission agreed to look at the issue.

At 10:25 A.M., the County Commission met with Wood County Clerk, Jamie Six and employee Penny Givens, to address a question the Commission had regarding a notice they had received from Mon Power regarding late payments. They explained the power company had failed to endorse a check, which created the confusion.

At 10:30 A.M., Wood County Emergency Services Director, Ed Hupp, met with the Commission to present a grant application for the Local Emergency Planning Committee. (Order

At 10:32 A.M., Randy Lowe, E-9-1-1 Director, met with the Commission to request a \$2,000.00 pay increase for Assistant Director, Carl Sizemore. The commission stated they are not in favor of any increase.

At 10:45 A.M., Jeff Givens and Bernie Buttrey met with the Commission to discuss the Williamstown Improvement Network. The Commission stated they will visit the request when they get the year-end carryover figures.

At 11:00 A.M., Margaret Burdette from the CASA organization met with the Commission to request funding. The Commission stated they will visit the request when they get the year-end carryover figures.

At 11:22 A.M., the Commission discussed a possible revision to the county travel policy. Several elected officials and employees were in attendance (Jason Wharton, Jamie Six and Carole Jones). Wood County Prosecuting Attorney, Jason Wharton, presented a proposed travel policy to the Commission. Mr. Wharton stated the proposed policy was created by mirroring the state policy after a meeting that was held by the elected officials with the exception of Carole Jones and any of the County Commissioners.

At 12:08 P.M. Wood County Clerk, Jamie Six, addressed the Commission regarding taxable fringe benefits for employees. The IRS has put the West Virginia counties on notice that they are looking closely at these areas.

At 12:30 P.M., the Commission toured the site of the former Magistrate Court lot.

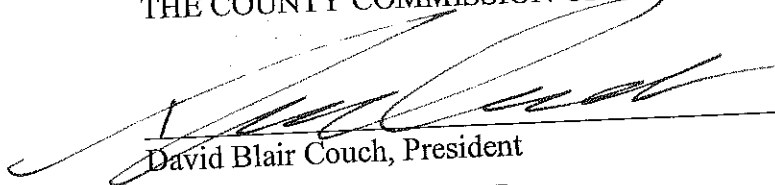
The County Commission adjourned at 12:45 P.M.


**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

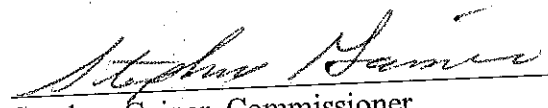
A/973, A/974, A/975, A/982, A/983, A/984, A/985, A/986, A/987, A/988, A/989, A/990,  
A/991, A/992 and M/2016.

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 28, 2012.

Wood County Commission Meeting  
Held June 28, 2012

**Please Print**

1.	Ed Hupp
2.	Randy Lowe
3.	Bernie Buttery
4.	Jeff Givens
5.	Margaret Burdette
6.	Carole Jones
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	



# Wood County Commission

6/28/2012  
1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 AM	APPROVE AND SIGN MINUTES, ORDERS, PURCHASE ORDERS, INVOICES, NEW ROAD NAMES, ERRONEOUS ASSESSMENT APPLICATIONS AND ANY OTHER ADMINISTRATIVE DUTIES	MARTY SEUFER, COUNTY ADMINISTRATOR
10:30 AM	LOCAL EMERGENCY PLANNING COMMITTEE SERC GRANT	ED HUPP, EMERGENCY MANAGEMENT DIRECTOR
10:45 AM	WILLIAMSTOWN IMPROVEMENT NETWORK	JEFF GIVENS, BERNIE BUTTREY AND/OR CHRIS BECK
11:00 AM	FUNDING FOR CASA	MARGARET BURDETTE
11:15 AM	PROPOSED TRAVEL POLICY	
11:30 AM	TAXABLE FRINGE BENEFITS FOR EMPLOYEES	
11:45 AM	BOARDS AND COMMISSIONS: 1. DISCUSS NOMINATION TO THE WOOD COUNTY PLANNING COMMISSION 2. DISCUSS APPOINTMENT TO THE WOOD COUNTY AIRPORT AUTHORITY 3. DISCUSS APPOINTMENT TO WV STATE RT 2 AND I-68 AUTHORITY	
11:50 AM	TOUR FORMER MAGISTRATE COURT PARKING LOT	
General discussion items:		

18121

6/28/12  
70/103

JUNE 28, 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 ALL DOCUMENTS IN REGARD TO THE COMMUNITY PARTICIPATION PROGRAM FOR THE AMERICAN RED CROSS.

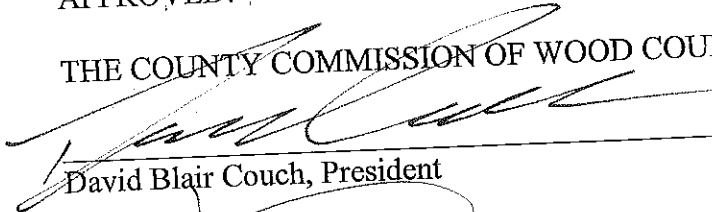
**ORDER**

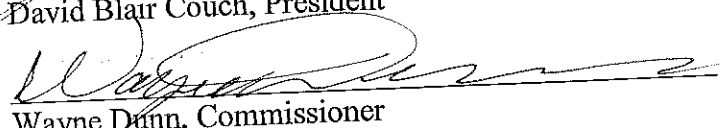
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer, and made unanimous by David Blair Couch, did hereby EXECUTE a RESOLUTION that hereby AUTHORIZES David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE all necessary documents in regard to the Governor's Community Partnership Grant Program application for the American Red Cross of the Mid-Ohio Valley (12LEDA0638) in the amount of three thousand dollars and zero cents (\$3,000.00).


Pertinent documentation pertaining to the aforementioned Governor's Community Partnership Grant Program is in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Wayne Dunn, Commissioner

  
Stephen Gainer, Commissioner

6/08/12  
7/01/04  
JUNE 28, 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 ALL DOCUMENTS IN REGARD TO THE COMMUNITY PARTICIPATION PROGRAM FOR THE AMERICAN RED CROSS.

**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 EXECUTE a RESOLUTION that hereby AUTHORIZES David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE all necessary documents in regard to the Governor's Community Partnership Grant Program application for the American Red Cross of the Mid-Ohio Valley (12LEDA0239) in the amount of seven thousand two hundred dollars and zero cents (\$7,200.00).

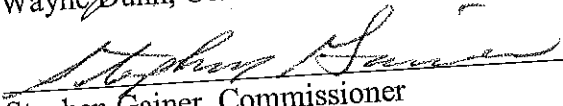
Pertinent documentation pertaining to the aforementioned Governor's Community Partnership Grant Program is in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Wayne Dunn, Commissioner

  
Stephen Gainer, Commissioner

A/974

6/28/12  
70/104  
JUNE 28, 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 ALL DOCUMENTS IN REGARD TO THE COMMUNITY PARTICIPATION PROGRAM FOR THE SW RESOURCES APARTMENT COMPLEX. THE REQUEST IS IN THE AMOUNT OF \$6,000.00.

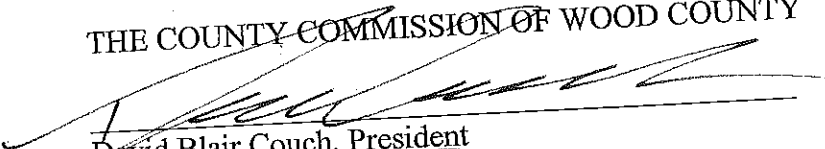
**ORDER**

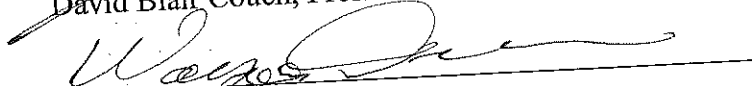
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer, and made unanimous by David Blair Couch, did hereby EXECUTE a RESOLUTION that hereby AUTHORIZES David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE all necessary documents in regard to the Governor's Community Partnership Grant Program application for the SW Resources Apartment Complex (11LEDA0821) in the amount of six thousand dollars and zero cents (\$6,000.00).

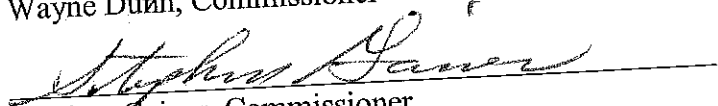
Pertinent documentation pertaining to the aforementioned Governor's Community Partnership Grant Program is in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Wayne Dunn, Commissioner

  
Stephen Gainer, Commissioner



6/28/12  
70/103

JUNE 28, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK  
FROM THE STATE OF WV IN THE AMOUNT OF \$2,239.20  
WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE  
JUSTICE ASSISTANCE GRANT NUMBER 11-JAG-09.

**ORDER**

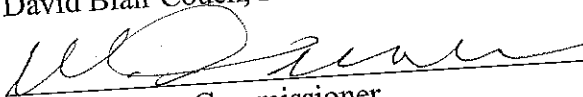
On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of two thousand two hundred thirty-nine dollars and twenty cents (\$2,239.20) which represents reimbursement to Wood County for expenses incurred during the month of April, 2012, in regard to the Justice Assistance Grant Number 11-JAG-09. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 70, at Page 75 and bearing the date of May 14, 2012 at which time David Blair Couch, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

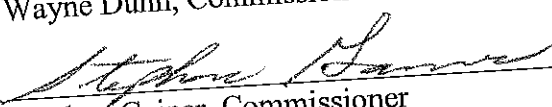
Documentation pertaining to the Justice Assistance Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Wayne Dunn, Commissioner

  
Stephen Gainer, Commissioner

6/28/12  
70/103

JUNE 28, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WEST VIRGINIA IN THE AMOUNT OF \$4,052.75 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE CLAYWOOD PARK PSD-RISER RIDGE WATER EXTENSION SMALL CITIES BLOCK GRANT #08SCBG0058.

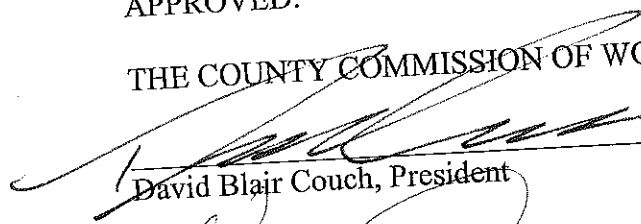
**ORDER**

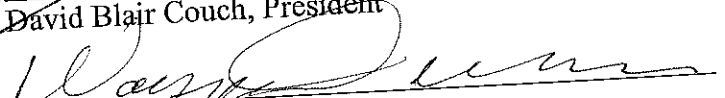
On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of four thousand fifty-two dollars and seventy-five cents (\$4,052.75) which represents reimbursement to Wood County for Drawdown Number Eleven (11) in regard to the Claywood Park Public Service District – Riser Ridge Water Extension Small Cities Block Grant Number 08SCBG0058. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 70, at Page 89 and bearing the date of June 4, 2012 at which time David Blair Couch, in his official capacity as President, and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Drawdown #11.

Documentation pertaining to the above mentioned 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

6/28/12  
70/104  
JUNE 28, 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 ALL DOCUMENTS IN REGARD TO THE COMMUNITY PARTICIPATION PROGRAM FOR THE SW RESOURCES FACILITY UPGRADES.

**ORDER**

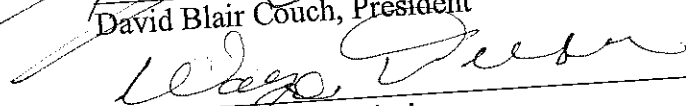
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer, and made unanimous by David Blair Couch, did hereby EXECUTE a RESOLUTION that hereby AUTHORIZES David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE all necessary documents in regard to the Governor's Community Partnership Grant Program application for SW Resources Facility Upgrades (09LEDA0856N) in the amount of ten thousand dollars and zero cents (\$10,000.00).

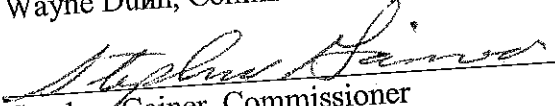
Pertinent documentation pertaining to the aforementioned Governor's Community Partnership Grant Program is in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Wayne Dunn, Commissioner

  
Stephen Gainer, Commissioner

4/28/12  
70/105  
JUNE 28, 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 ALL DOCUMENTS IN REGARD TO THE COMMUNITY PARTICIPATION PROGRAM FOR THE SW RESOURCES LASER ENGRAVER PROJECT.

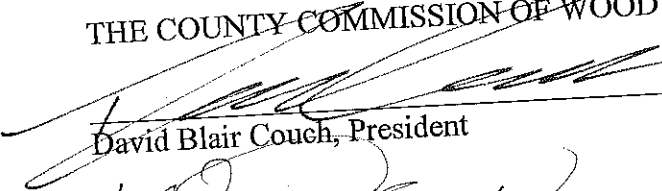
**ORDER**


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 EXECUTE a RESOLUTION that hereby AUTHORIZES David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE all necessary documents in regard to the Governor's Community Partnership Grant Program application for SW Resources Laser Engraver Project (12LEDA0649) in the amount of three thousand dollars and zero cents (\$3,000.00).


Pertinent documentation pertaining to the aforementioned Governor's Community Partnership Grant Program is in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Wayne Dunn, Commissioner

  
Stephen Gainer, Commissioner

6/28/12  
70/105

JUNE 28, 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 THE REQUEST FOR PAYMENT IN REGARD TO THE GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM FUNDING FOR THE FAMILY CRISIS INTERVENTION CENTER. SAID REQUEST IS IN THE AMOUNT OF \$3,000.00.

**ORDER**

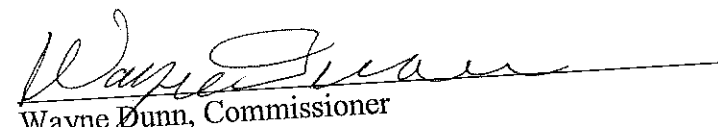
On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch, and made unanimous by Wayne Dunn, did hereby authorize David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Request for Payment in regard to the GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM funding in the amount of three thousand dollars and zero cents (\$3,000.00) allocated to the Security System Improvements (11LEDA0816).

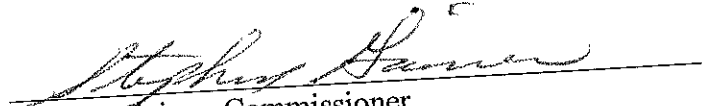
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Wayne Dunn, Commissioner

  
Stephen Gainer, Commissioner

6/28/12  
70/185

# GOVERNOR'S COMMUNITY PARTNERSHIP GRANT PROGRAM

## FINANCIAL REPORT/REQUEST FOR REIMBURSEMENT

TO: West Virginia Development Office  
Building 6, Room 553  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0311  
304-558-4010

FROM: **David Blair Couch, President**  
Name and Title  
**County Commission of Wood County**  
Grantee  
**1 Court Square, Suite 203**  
Address  
**Parkersburg, WV 26101**  
City State Zip  
**(304) 424-1984**  
Telephone Number  
**seufer@woodcountywv.com**  
Email Address

A progress report **MUST BE PROVIDED** with this Request for Payment as indicated below. Progress reports will be filed in the West Virginia Development Office and available for inspection.

PROJECT TITLE: **Family Crisis Intervention Center** Grant No.: **12-529** Project No.: **11LEDA0816**  
PERIOD COVERED BY THIS DOCUMENT: **June 1, 2012** TO: **June 30, 2012**  
DOCUMENT NUMBER: **1** PERCENT OF WORK COMPLETED ON PROJECT: **100%**  
IF MORE THAN 90% OF GRANT, SUBMIT CERTIFICATION OF COMPLETION.

Bidding shall be pursued for all projects: Three written bids required if project exceeds \$2,500.00; competitive bids, with affidavit of publication of Class II legal ad, required if project exceeds \$25,000.00 (West Virginia Code §59-3). Attach copies of requests for bids or legal ad and affidavit of publication, along with copies of all bids received. Requests for bids and legal ads must include reference to prevailing wage requirement for construction projects. The West Virginia Division of Labor requires payment of state prevailing wages for all construction, regardless of cost (West Virginia Code §21-5A).

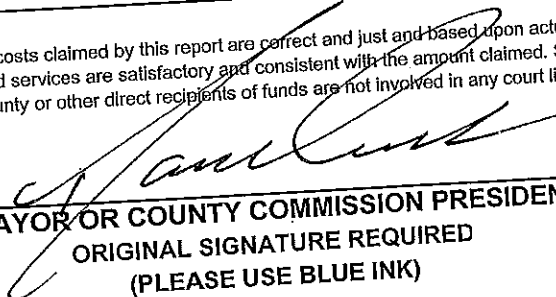
I CERTIFY THAT BIDDING REGULATIONS WERE FOLLOWED:

I CERTIFY THAT STATE PREVAILING WAGES APPLIED TO CONSTRUCTION PROJECT(S):

COST CATEGORIES	APPROVED BUDGET AMOUNT	AMOUNT REQUESTED TO DATE	AMOUNT REQUESTED THIS DRAW	TOTAL AMOUNT REQUESTED	AMOUNT DISBURSED TO DATE	ATTACHED DOCUMENTS REQUIRED
Construction Improvements:						Legal Ad
Materials, Supplies, Equipment:	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	Request for Bids
Other:						Copies of Bids
	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	

**PROGRESS REPORT: REQUEST FOR PAYMENT WILL NOT BE PROCESSED WITHOUT PROGRESS REPORT.**  
Security system installed complete with video surveillance.

I certify costs claimed by this report are correct and just and based upon actual requirements; that work and services are in accordance with the approved project agreement; and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract.

  
MAYOR OR COUNTY COMMISSION PRESIDENT  
ORIGINAL SIGNATURE REQUIRED  
(PLEASE USE BLUE INK)

Thursday, June 28, 2012  
DATE

6/28/12  
70/105  
JUNE 28, 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 ALL DOCUMENTS IN REGARD TO THE COMMUNITY PARTICIPATION PROGRAM FOR THE VOLUNTEER ACTION CENTER.

**ORDER**

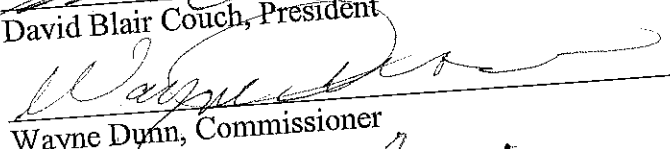
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer, and made unanimous by David Blair Couch, did hereby EXECUTE a RESOLUTION that hereby AUTHORIZES David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE all necessary documents in regard to the Governor's Community Partnership Grant Program application for the Volunteer Action Center (12LEDA0652) in the amount of three thousand dollars and zero cents (\$3,000.00).

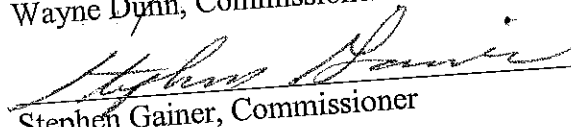
Pertinent documentation pertaining to the aforementioned Governor's Community Partnership Grant Program is in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Wayne Dunn, Commissioner

  
Stephen Gainer, Commissioner

A/987

6/28/12  
70/105

JUNE 28, 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 ALL DOCUMENTS IN REGARD TO  
THE COMMUNITY PARTICIPATION PROGRAM FOR THE  
VOLUNTEER ACTION CENTER.

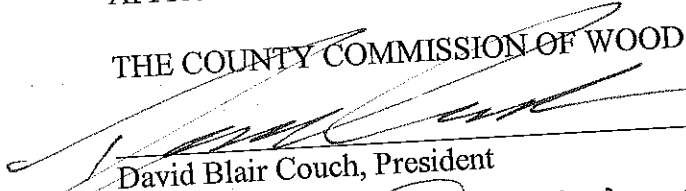
**ORDER**

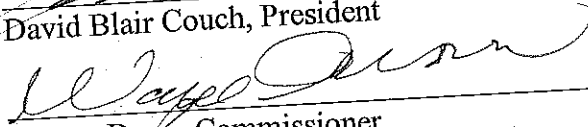
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer, and made unanimous by David Blair Couch, did hereby EXECUTE a RESOLUTION that hereby AUTHORIZES David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE all necessary documents in regard to the Governor's Community Partnership Grant Program application for the Volunteer Action Center (12LEDA0240) in the amount of eight thousand three hundred dollars and zero cents (\$8,300.00).

Pertinent documentation pertaining to the aforementioned Governor's Community Partnership Grant Program is in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

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



6/28/12  
70/106

JUNE 28, 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 THE  
REQUEST FOR PAYMENT IN REGARD TO THE GOVERNOR'S  
COMMUNITY PARTICIPATION GRANT PROGRAM FUNDING  
FOR THE MOUNTWOOD PARK SIGN PROJECT. SAID REQUEST  
IS IN THE AMOUNT OF \$2,600.00

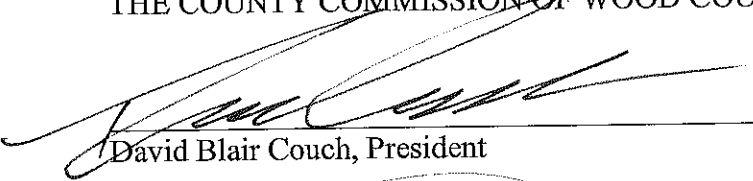
**ORDER**

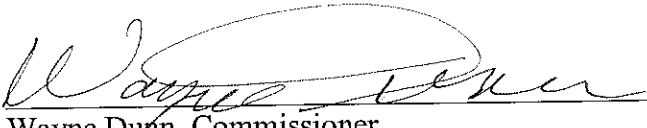
On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch, and made unanimous by Wayne Dunn, did hereby authorize David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Request for Payment in regard to the GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM funding in the amount of two thousand six hundred dollars and zero cents (\$2,600.00) allocated to the Mountwood Park Sign Project (11LEDA0824).

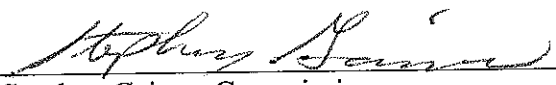
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Wayne Dunn, Commissioner

  
Stephen Gainer, Commissioner

6/28/12  
70/106

# GOVERNOR'S COMMUNITY PARTNERSHIP GRANT PROGRAM

## FINANCIAL REPORT/REQUEST FOR REIMBURSEMENT

TO: West Virginia Development Office  
Building 6, Room 553  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0311  
304-558-4010

FROM: David Blair Couch, President  
Name and Title  
County Commission of Wood County  
Grantee  
1 Court Square, Suite 203  
Address  
Parkersburg, WV 26101  
City State Zip  
(304) 424-1984  
Telephone Number  
seufer@woodcountywv.com  
Email Address

A progress report **MUST BE PROVIDED** with this Request for Payment as indicated below. Progress reports will be filed in the West Virginia Development Office and available for inspection:

PROJECT TITLE: Mountwood Park Grant No.: 12-528 Project No: 11LEDA0824  
PERIOD COVERED BY THIS DOCUMENT: July 1, 2010 TO: June 30, 2012  
DOCUMENT NUMBER: 1 PERCENT OF WORK COMPLETED ON PROJECT: 100%  
IF MORE THAN 90% OF GRANT, SUBMIT CERTIFICATION OF COMPLETION.

Bidding shall be pursued for all projects: Three written bids required if project exceeds \$2,500.00; competitive bids, with affidavit of publication of Class II legal ad, required if project exceeds \$25,000.00 (West Virginia Code §59-3). Attach copies of requests for bids or legal ad and affidavit of publication, along with copies of all bids received. Requests for bids and legal ads must include reference to prevailing wage requirement for construction projects. The West Virginia Division of Labor requires payment of state prevailing wages for all construction, regardless of cost (West Virginia Code §21-5A).

I CERTIFY THAT BIDDING REGULATIONS WERE FOLLOWED:

I CERTIFY THAT STATE PREVAILING WAGES APPLIED TO CONSTRUCTION PROJECT(S):

COST CATEGORIES	APPROVED BUDGET AMOUNT	AMOUNT REQUESTED TO DATE	AMOUNT REQUESTED THIS DRAW	TOTAL AMOUNT REQUESTED	AMOUNT DISBURSED TO DATE	ATTACHED DOCUMENTS REQUIRED
Construction Improvements:						Legal Ad
Materials, Supplies, Equipment:	\$2,600.00	\$0.00	\$2,600.00	\$2,600.00	\$0.00	Request for Bids
Other:						Copies of Bids
	\$2,600.00	\$0.00	\$2,600.00	\$2,600.00	\$0.00	

**PROGRESS REPORT: REQUEST FOR PAYMENT WILL NOT BE PROCESSED WITHOUT PROGRESS REPORT.**  
Thirteen signs were designed, constructed and erected in the park

I certify costs claimed by this report are correct and just and based upon actual requirements; that work and services are in accordance with the approved project agreement, and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract.

  
MAYOR OR COUNTY COMMISSION PRESIDENT  
ORIGINAL SIGNATURE REQUIRED  
(PLEASE USE BLUE INK)

Thursday, June 28, 2012  
DATE

6/28/12  
70/106

JUNE 28, 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 THE  
REQUEST FOR PAYMENT IN REGARD TO THE GOVERNOR'S  
COMMUNITY PARTICIPATION GRANT PROGRAM FUNDING  
FOR THE UNITED WAY ALLIANCE. SAID REQUEST IS IN THE  
AMOUNT OF \$2,353.00

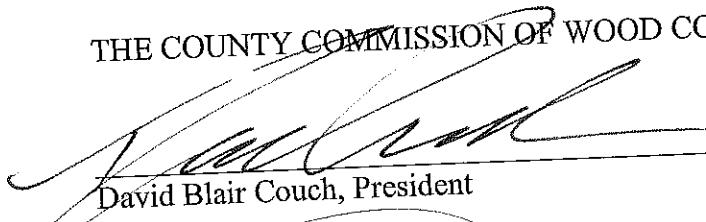
**ORDER**

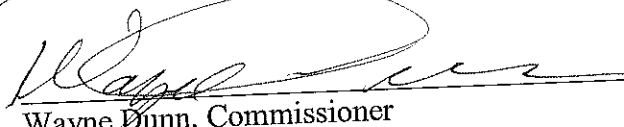
On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch, and made unanimous by Wayne Dunn, did hereby authorize David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Request for Payment in regard to the GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM funding in the amount of two thousand three hundred fifty-three dollars and zero cents (\$2,353.00) allocated to the United Way Alliance (11LEDA0296).

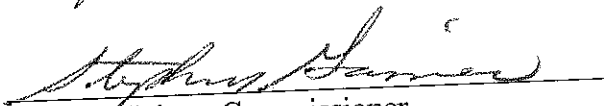
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

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

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

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

# GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM FINANCIAL REPORT/REQUEST FOR PAYMENT

6/28/12  
70/106

TO: West Virginia Development Office  
Building 6, Room 553  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0311  
304-558-4010

FROM: David Blair Couch, President  
Name and Title  
Wood County Commission  
Grantee  
1 Court Street, Suite 203  
Address  
Parkersburg, WV 26101  
City State Zip  
304-424-1976 dbc@woodcountywv.com  
Phone Email

A progress report **MUST BE PROVIDED** with this Request for Payment as indicated below. Progress reports will be filed in the West Virginia Development Office for inspection.

PROJECT: United Way Alliance of the MOV GRANT NO.: 12-764 PROJECT NO.: 11LEDA0296  
PERIOD COVERED BY THIS DOCUMENT: 7/1/10 TO: 6/30/12 DOCUMENT NUMBER: 1  
PERCENT OF WORK COMPLETED: 100 IF MORE THAN 90 PERCENT OF GRANT, SUBMIT CERTIFICATION OF COMPLETION.

Bidding shall be pursued for all projects: Three written bids required if project exceeds \$2,500; competitive bids, with affidavit of publication of Class II legal ad, required if project exceeds \$25,000 (West Virginia Code §59-3). Attach copies of requests for bids or legal ad and affidavit of publication, along with copies of all bids received. Requests for bids and legal ads must include reference to prevailing wage requirement for construction projects. The West Virginia Division of Labor requires payment of state prevailing wages for all construction, regardless of cost (West Virginia Code § 21-5A).

I CERTIFY THAT BIDDING REGULATIONS WERE FOLLOWED: (Y/N)  
I CERTIFY STATE PREVAILING WAGES APPLIED TO CONSTRUCTION PROJECT(S): (Y/N)

COST CATEGORIES	APPROVED BUDGET AMOUNT	AMOUNT REQUESTED TO DATE	AMOUNT REQUESTED THIS DRAW	TOTAL AMOUNT REQUESTED	AMOUNT DISBURSED TO DATE	ATTACHED DOCUMENTS REQUIRED
Construction/ Improvements:						Legal Ad
Materials, Supplies, Equipment:	\$2,800	\$ -0-	\$2,353	\$2,353	\$ -0-	Request for Bids
Other: _____						Copies of Bids

PROGRESS REPORT: REQUEST FOR PAYMENT WILL NOT BE PROCESSED WITHOUT PROGRESS REPORT.

All software, media technology and office equipment under this grant have been purchased.

I certify costs claimed by this report are correct and just and based upon actual requirements; that all applicable laws and regulations regarding payment of state prevailing wages for construction and competitive bidding were followed in accordance with the contract for this project; that work and services are in accordance with the approved project agreement; and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract.

June 28, 2012

DATE

MAYOR OR COUNTY COMMISSION PRESIDENT  
ORIGINAL SIGNATURE REQUIRED-USE BLUE INK

6/28/12  
70/106

JUNE 28, 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 THE REQUEST FOR PAYMENT IN REGARD TO THE GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM FUNDING FOR THE SW RESOURCES FACILITIES. SAID REQUEST IS IN THE AMOUNT OF \$20,000.00.

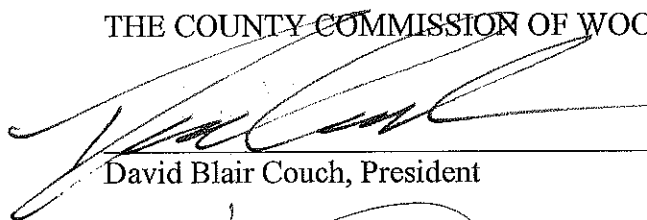
**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch, and made unanimous by Wayne Dunn, did hereby authorize David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Request for Payment in regard to the GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM funding in the amount of twenty thousand dollars and zero cents (\$20,000.00) allocated to the SW Resources Facilities (11LEDA0304).

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

APPROVED:

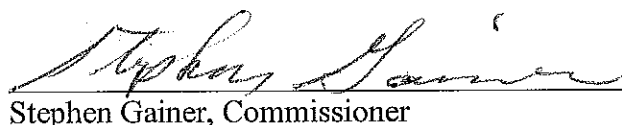
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

**GOVERNOR'S COMMUNITY PARTNERSHIP GRANT PROGRAM**  
**FINANCIAL REPORT/REQUEST FOR REIMBURSEMENT**

TO: West Virginia Development Office  
Building 6, Room 553  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0311  
304-558-4010

FROM: **David Blair Couch, President**  
Name and Title  
**County Commission of Wood County**  
Grantee  
**1 Court Square, Suite 203**  
Address  
**Parkersburg, WV 26101**  
City State Zip  
**(304) 424-1984**  
Telephone Number  
**seufer@woodcountywv.com**  
Email Address

A progress report **MUST BE PROVIDED** with this Request for Payment as indicated below. Progress reports will be filed in the West Virginia Development Office and available for inspection.

PROJECT TITLE: **SW Resources Facilities** Grant No.: **12-751** Project No: **11LEDA0304**

PERIOD COVERED BY THIS DOCUMENT: **July 1, 2010** TO: **June 30, 2012**

DOCUMENT NUMBER: **1** PERCENT OF WORK COMPLETED ON PROJECT: **100%**  
IF MORE THAN 90% OF GRANT, SUBMIT CERTIFICATION OF COMPLETION.

Bidding shall be pursued for all projects: Three written bids required if project exceeds \$2,500.00; competitive bids, with affidavit of publication of Class II legal ad, required if project exceeds \$25,000.00 (West Virginia Code §59-3). Attach copies of requests for bids or legal ad and affidavit of publication, along with copies of all bids received. Requests for bids and legal ads must include reference to prevailing wage requirement for construction projects. The West Virginia Division of Labor requires payment of state prevailing wages for all construction, regardless of cost (West Virginia Code §21-5A).

I CERTIFY THAT BIDDING REGULATIONS WERE FOLLOWED: **Y** (Y/N)  
I CERTIFY THAT STATE PREVAILING WAGES APPLIED TO CONSTRUCTION PROJECT(S): **Y** (Y/N)

COST CATEGORIES	APPROVED BUDGET AMOUNT	AMOUNT REQUESTED TO DATE	AMOUNT REQUESTED THIS DRAW	TOTAL AMOUNT REQUESTED	AMOUNT DISBURSED TO DATE	ATTACHED DOCUMENTS REQUIRED
Construction Improvements:	\$20,000.00	\$0.00		\$20,000.00	\$0.00	Legal Ad
Materials, Supplies, Equipment:						Request for Bids
Other:						Copies of Bids

**PROGRESS REPORT: REQUEST FOR PAYMENT WILL NOT BE PROCESSED WITHOUT PROGRESS REPORT.**  
Property improvements started with replacement of four exterior doors in production facility. Other upgrades included: fire doors, secure access, repair of warehouse roof, automatic door openers for handicap accessibility. All improvements have been completed.

I certify costs claimed by this report are correct and just and based upon actual requirements; that work and services are in accordance with the approved project agreement; and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract.

  
\_\_\_\_\_  
MAYOR OR COUNTY COMMISSION PRESIDENT  
ORIGINAL SIGNATURE REQUIRED  
(PLEASE USE BLUE INK)

\_\_\_\_\_  
Thursday, June 28, 2012  
DATE

6/28/12  
70/106

JUNE 28, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE  
LEPC TO APPLY FOR A GRANT.


**ORDER**

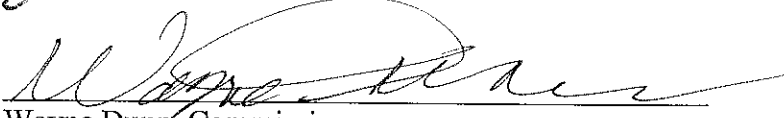
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Wayne Dunn, did hereby AUTHORIZE the Local Emergency Planning Committee (LEPC) to apply for grant funds to assist in making copies of the Emergency Operation Plan. The grant is for two thousand dollars and zero cents (\$2,000.00) and was presented by Wood County Emergency Services Director, Ed Hupp.

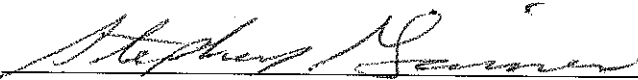
A copy of said application is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY,

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

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

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

M/2016

6/28/12  
70/106

# Grant Application

## WV SERC LEPC Grant Application - 2012

### Applicant Information

Date:	6/23/2012	County:	Wirt & Wood		
Applicant:	Wirt/Wood LEPC				
Street Address:	911 Core Road				
City:	Parkersburg	State:	WV	Zip Code:	26104

### Project Information

LEPC Chairperson:	Doug Hess				
Title:	Chairperson				
Phone Number:	304-420-0911	Fax Number:	304-422-6270		
Email:	DouglasHess@clearchannel.com				
Project Start Date:	10/1/2012	Project End Date:	9/30/2013		
Grant Amount:	\$2000				

How will your grant be used?

\$500 to make hard copies Wood County new EOP when finished  
\$1500 for Wirt County LEPC administration and office operation cost

Date LEPC Plan Completed/Revised:	
Date Response SOP's Completed/Revised:	
Date Plan Exercise Completed/Revised:	
Date Hazard Analysis Completed:	
Date Commodity Flow Study Completed:	

Does your LEPC have the following? Please answer Yes or No

Public Information Officer:	Y	Off Site EOP's:	Y	Facility Outreach Program:	N
-----------------------------	---	-----------------	---	----------------------------	---

Other (please explain):

LEPC Chairperson Signature:

WV SERC Use Only

Grant Approved:	Yes / No	Date Approved/Denied:	
-----------------	----------	-----------------------	--



# Grant Application

## WV SERC LEPC Grant Application - 2012

### Applicant Information

Date:	6/23/2012			
Applicant:	Wirt/Wood LEPC	County:	Wirt & Wood	
Street Address:	911 Core Road			
City:	Parkersburg	State:	WV	Zip Code: 26104

### Project Information

LEPC Chairperson:	Doug Hess			
Title:	Chairperson			
Phone Number:	304-420-0911	Fax Number:	304-422-6270	
Email:	DouglasHess@clearchannel.com			
Project Start Date:	10/1/2012	Project End Date:	9/30/2013	
Grant Amount:	\$2000			

How will your grant be used?

\$500 to make hard copies Wood County new EOP when finished  
\$1500 for Wirt County LEPC administration and office operation cost

Date LEPC Plan Completed/Revised:	
Date Response SOP's Completed/Revised:	
Date Plan Exercise Completed/Revised:	
Date Hazard Analysis Completed:	
Date Commodity Flow Study Completed:	

Does your LEPC have the following? Please answer Yes or No.

Public Information Officer:	Y	Off Site EOP's:	Y	Facility Outreach Program:	N
Other (please explain):					

LEPC Chairperson Signature:	
-----------------------------	--

WV SERC Use Only

Grant Approved:	Yes / No	Date Approved/Denied:	
-----------------	----------	-----------------------	--

JUNE 28, 2012

6/28/12  
70/107

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 FOR A COURT SECURITY GRANT NO. 12-  
CS-17.

**ORDER**

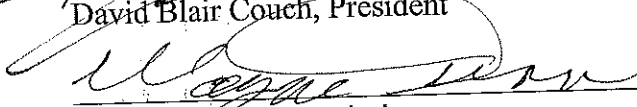
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer, and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE a Contract for a West Virginia Division of Justice and Community Services for a Court Security Grant #12-CS-17. Said grant is in the amount of nineteen thousand nine hundred fifty-eight dollars and zero cents (\$19,958.00).

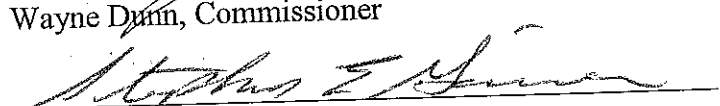
A copy of said Application is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Wayne Dunn, Commissioner

  
Stephen E. Gainer, Commissioner

A/992

6/28/12  
70/107

**GRANT CONTRACT AGREEMENT**  
  
**BETWEEN THE**  
  
**DIVISION OF JUSTICE AND COMMUNITY SERVICES**  
  
**AND**  
  
**Wood County Commission**  
  
**12-CS-17**

This **AGREEMENT**, entered into this 12<sup>th</sup> day of June 2012, by the Director of the Division of Justice and Community Services, hereinafter referred to as "DJCS", for and on behalf of the State of West Virginia, and the Wood County Commission, hereinafter referred to as "Grantee."

**WHEREAS**, DJCS is the recipient of a Court Security Fund grant from the State of West Virginia, and

**WHEREAS**, the Grantee is an eligible applicant who is desirous of receiving funds. Funds were awarded to enhance the security of county court facilities.

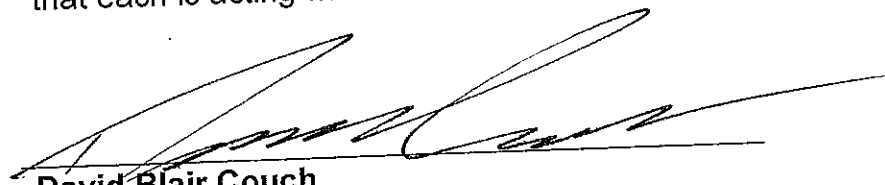
**NOW, THEREFORE**, the parties hereto mutually agree as follows:

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 **\$19,958.00** 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 no more frequently than once a 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 his 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 here-under 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 agree that "notice" described herein may be by personal service, or by certified mail, return receipt requested, and evidence of such certified mail shall be postage prepaid, return receipt requested. Notice shall be given at 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.

  
David Blair Couch  
President

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

## RESOLUTION

The County Commission of Wood County met on June 28, 2012 (date) with a quorum present and passed the following resolution.

Be it resolved that the County Commission hereby authorizes David Blair Couch, President of the 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 Court Security Fund grant program.

Signed:

James S. K. /man

County Clerk

**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

**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.

**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.

**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.

**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.

**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.

**WRITTEN APPROVAL OF CHANGES:**

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

## WEST VIRGINIA

### DIVISION OF JUSTICE & COMMUNITY SERVICES

## STANDARD CONDITIONS AND ASSURANCES

#### 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.

#### 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).

#### 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.

#### 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.

#### 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.

#### POLITICAL ACTIVITY:

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



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

**STANDARD CONDITIONS AND ASSURANCES**

**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.

**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.

**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.

**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.

**ALLOWABLE AND UNALLOWABLE COSTS:**

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

**PEER REVIEW SUB GRANTEE EVALUATION PROCESS:**

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

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

**STANDARD CONDITIONS AND ASSURANCES**

**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.

**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.

**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.

**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.

**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.

**SANCTIONS FOR NONCOMPLIANCE:**

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

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

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

**STANDARD CONDITIONS AND ASSURANCES**

**5 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 of policies of the United State Department of Justice."

**6 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.

**7 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.

**8 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.

**9 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  
DIVISION OF JUSTICE & COMMUNITY  
SERVICES**

**STANDARD CONDITIONS AND ASSURANCES**

**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.

**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.

**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.

**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.

**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.

**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).

## WEST VIRGINIA

### DIVISION OF JUSTICE & COMMUNITY SERVICES

### STANDARD CONDITIONS AND ASSURANCES

#### 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

#### PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:

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

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

**STANDARD CONDITIONS AND ASSURANCES**

**PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:**

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

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

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

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

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

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

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

**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.

**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).

**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

### 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>.

### 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.

### 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.

### 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.

### 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.

### 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.

### 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.

### TRANSFER OF FUNDS PROHIBITION:

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

### 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**

**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.

**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.

**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.

**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.

**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**

**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

**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.

**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.

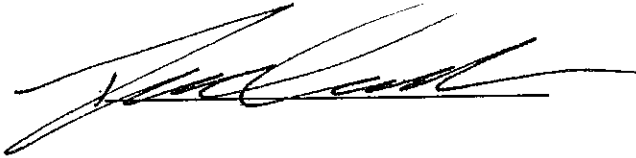
Authorized Official:

David Blair Couch

Title:

President

Signature:

A handwritten signature in black ink, appearing to read 'David Blair Couch', written over a horizontal line.

Date:

6/28/12

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

**COURT SECURITY FUND (CSF)  
SPECIAL CONDITIONS AND ASSURANCES**

**9 SUFFICIENT MANPOWER:**

It is required of the applicant to have a resolution by the County Commission stating that sufficient manpower will be used to operate and manage all equipment and other items requested.

**10 USE OF EQUIPMENT:**

If any grant purchased equipment is not being utilized in the manner intended, the County Commission will be required to reimburse DJCS the purchase of said equipment. Failure to utilize grant purchased equipment may disqualify the County Commission for future grant funding.

**1 X-RAY Scanner**

It is required of the applicant that in order to use approved Court Security Grant funds to purchase an X-Ray Scanner the courthouse facility must be limited to one public entrance. In addition, the X-Ray Scanner must be operated full-time. The facilities that have metal detectors are required to operate them in conjunction with the X-Ray Scanner. Failure to agree and comply with the above conditions will void the approval to purchase the X-Ray Scanner with Court Security Grant funds.

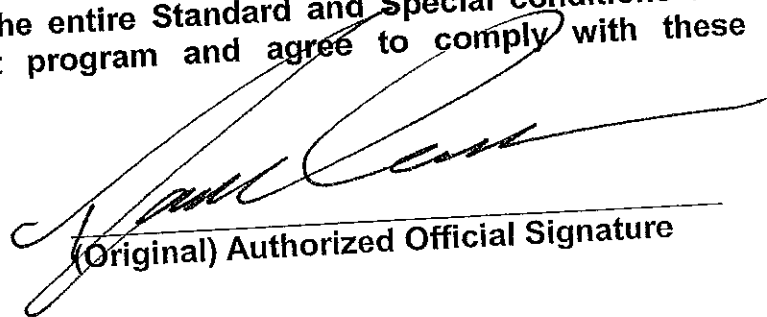
**2 SILENT ALARM:**

It is required of the applicant that in order to use approved Court Security Grant funds to purchase Hand Held Metal Detectors the metal detectors must be the "Silent Alarm" type that vibrate. Failure to agree and comply with the above condition will void the approval to purchase the Hand Held Metal Detectors with Court Security Grant Funds.

**3 BALLISTIC MATERIAL INSTALLATION:**

Ballistic material must be installed per manufacturer's instructions.

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

  
(Original) Authorized Official Signature



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.

### 1. 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 sub-recipients 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 connection with

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;

(c) 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

3. Grantee IRS/Vendor Number

12-CS-17 Court Security

556 000 417

4. Typed Name and Title of Authorized Representative

David Blair Couch, President, Wood County Commission

6. Date

5. Signature

6/28/12

## CERTIFICATION FORM

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

Grant Title: Court Security Fund Grant Number: 12-CS-17 Award Amount: \$19,958

Contact Person Name and Title: Toni Tiano, Grant Consultant Phone Number: (304) 428-7769

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 7<sup>th</sup> 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.*

- |  |   |
|--|---|
| <input type="checkbox"/> Recipient has less than 50 employees,   | <input type="checkbox"/> Recipient is an Indian tribe,                      |
| <input type="checkbox"/> Recipient is a non-profit organization, | <input type="checkbox"/> Recipient is an educational institution, or        |
| <input type="checkbox"/> Recipient is a medical institution,     | <input type="checkbox"/> 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.

Print or type Name and Title

Signature

Date

**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 Commission [organization], at One Court Square, 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.

David Blair Couch, President  
Print or type Name and Title

Signature

6/28/12  
Date

# 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

6/28/12  
20/107

June 28, 2012

Jamie Six  
Clerk of Wood County  
1 Court Square, Suite 402  
Parkersburg, WV 26101

Attn: Finance Office

Effective July 2, 2012, Chris Whittaker will be employed on a full-time basis. Mr. Whittaker will be paid \$1,125.00 semi-monthly out of line item 1-401-10-103 (Salaries – Other).

Thank you for your assistance and cooperation in this matter.

Sincerely,

THE COUNTY COMMISSION OF WOOD COUNTY

---

David Blair Couch, President

---

Wayne Dunn, Commissioner

---

Steve Gainer, Commissioner

WCC/ad

Marty Seuffer, 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