

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
MONDAY, AUGUST 8, 2016

PRESENT: STEPHEN GAINER, PRESIDENT
DAVID BLAIR COUCH, COMMISSIONER
ROBERT K. TEBAY, COMMISSIONER

ABSENT: STEPHEN GAINER, PRESIDENT

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

AGENDA AND DISCUSSION ITEMS

At 9:58 A.M., the County Commission, upon a motion duly made, seconded and passed, placed Mark King in nomination for the Wood County Civil Service Commission for Deputy Sheriffs. (Order A/1647)

At 9:59 A.M., the County Commission, upon a motion duly made, seconded and passed, announced a vacancy on the Wood County Historic Landmarks Commission. They also placed Jeremy Bungard in nomination for the Wood County Historic Landmarks Commission. (Order A/1648)

At 10:00 A.M., the County Commission, upon a motion duly made, seconded and passed, approved Phase I of Nelson Hill Addition and Executed the Plat of Phase I. (Order M/3442)

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/3429, M/3430, A/1645 ..., M/3433, M/3434, M/3435, M/3436, MN/3437,
M/3438, M/3439, M/3441, M/3442, A/1647, A/1648, A/1649, A/1650, A/1651

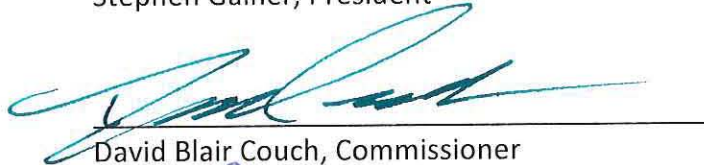
Having no further scheduled appointments or business to attend to, the County
Commission adjourned at 10:18 A.M.

APPROVED:

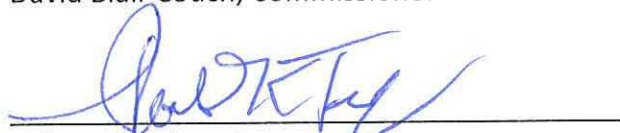
THE COUNTY COMMISSION OF WOOD COUNTY

A handwritten signature in blue ink, appearing to read "Stephen Gainer", written over a horizontal line.

Stephen Gainer, President

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

David Blair Couch, Commissioner

A handwritten signature in blue ink, appearing to read "Robert K. Tebay", written over a horizontal line.

Robert K. Tebay, Commissioner

To listen to this meeting, please refer to DVD labeled August 8, 2016.

Wood County Commission Meeting
Held August 8, 2016

Please Print

1.	Chris Nelson
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Wood County Commission
Agenda

08/08/2016

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Consider putting Mark King in nomination to fill a vacancy on the Wood County Civil Service Commission for Deputy Sheriffs	
	Administrator's Report	Marty Seufer, County Administrator
10:00 A.M.	Public Hearing – Approval of Nelson Hill Subdivision , Phase I	
	County Commission Reports	

Discussion, Review and Approval of expenditures and disbursements identified on Exhibit 1, hereto attached

Correspondence for this meeting will be available for public review during regular office hours in Room 205 of the Wood County Courthouse two (2) days prior to the meeting

Exhibit 1

Discussion, Review and Approval of the following items may be included during this meeting and are available for public inspection in the Office of the County Administrator two days prior to this meeting.

Budget revisions

Purchase orders and requisitions

Revisions, reimbursement requests, resolutions and correspondence for grants

Grant disbursements to other entities

Invoices for expenditures to be paid

Reimbursements for travel expenses

Bid specifications and procedures for bids previously authorized by the Commission

Monthly Hotel Occupancy Tax Collection disbursements

Disbursements for previously approved Innovative Programming Grants

Tax refunds, exonerations, improprieties and consolidations

Probate items, including settlements, petitions and Fiduciary Commissioner reports

General Fund disbursements to entities

Funding requests from local organizations by written form

Payroll modification as submitted by elected officials

August 8, 2016

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 \$39,055.28 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE WV DIVISION OF CRIMINAL JUSTICE SERVICES COMMUNITY CORRECTIONS GRANT 16-CC-26.

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 thirty-nine thousand fifty five dollars and twenty-eight cents (\$39,055.28) which represents reimbursement to Wood County for expenses incurred during the month of April, 2016, in regard to the West Virginia Division of Criminal Justice Services Community Corrections Grant Number 16-CC-26. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 71, at Page 738 and bearing the date of June 16, 2016, at which time Stephen Gainer, 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 WVDCJS Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Stephen Gainer, President


David Blair Couch, Commissioner


Robert K. Tebay, Commissioner

DEPT: DIVISION OF JUSTICE AND COMMUNITY SERVICES
TOTAL OF INVOICE(S): \$39,055.28

WARRANT #: 1002046650
VENDOR CODE: 000000212365

W.AMT: \$39,055.28
DATE: 07/25/2016

CHECK
DESCRIPTION

INVOICE
NUMBER

NET
AMOUNT

16-CC-26 5/1/16 5/31/16

1672520158

\$39,055.28

For additional information, log on to Vendor Self Service at www.wvoasis.gov. If you need additional payment details, Please contact JACK EPPERLY, 3045588814X0209.

Learn more about the launching of your new State-wide accounting system (wvoASIS), visit us at www.wvoasis.gov

REMOVE DOCUMENT ALONG THIS PERFORATION

CTL# 34328462

THIS WARRANT HAS MULTIPLE SECURITY FEATURES TO DETER FRAUD AND COUNTERFEITING
VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

State of West Virginia

STATE WARRANT #1002046650

PAYEE

WOOD CO COMMISSION

07/25/2016

*****\$39,055.28**

WEST VIRGINIA TREASURY

STATE TREASURER

STATE AUDITOR

1002046650

051902322

0005270537822

Mark Rhodes
WOOD County 10:51:58 AM
Instrument No 8717531
Date Recorded 08/08/2016
Document Type CCD
Pages Recorded 2
Book-Page 71-845

AUGUST 8, 2016

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 \$1,448.23 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-405b.

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 one thousand four hundred forty-eight dollars and twenty-three cents (\$1,448.23) which represents reimbursement to Wood County for expenses incurred during the month of April, 2016, in regard to the Governor's Highway Safety Program Grant Number F16-HS-03-405b. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 71, at Page 598 and bearing the date of May 16, 2016, at which time Stephen Gainer, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

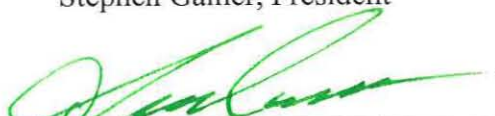
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President


David Blair Couch, Commissioner

Robert K. Tebay, Commissioner

DEPT: DIVISION OF MOTOR VEHICLES
TOTAL OF INVOICE(S): \$1,448.23

WARRANT #: 1002049174
VENDOR CODE: 000000212365

W.AMT: \$1,448.23
DATE: 07/26/2016

CHECK
DESCRIPTION

INVOICE
NUMBER

NET
AMOUNT

F16HS03405B20156

\$1,448.23

For additional information, log on to Vendor Self Service at www.wvoasis.gov. If you need additional payment details, Please contact JAMES JORDAN, 3049263805X0000.

Learn more about the launching of your new State-wide accounting system (wvOASIS), visit us at www.wvoasis.gov

REMOVE DOCUMENT ALONG THIS PERFORATION

CTL# 34330661

THIS WARRANT HAS MULTIPLE SECURITY FEATURES TO DETER FRAUD AND COUNTERFEITING
VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

State of West Virginia

STATE WARRANT #1002049174

PAYEE WOOD CO COMMISSION

07/26/2016

*****\$1,448.23**

WEST VIRGINIA TREASURY

STATE TREASURER

STATE AUDITOR

1002049174 051902322 0005270537822

Mark Rhodes
WOOD County 10:54:15 AM
Instrument No 8717532
Date Recorded 08/08/2016
Document Type CCO
Pages Recorded 2
Book-Page 71-847

AUGUST 8, 2016

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 \$5,993.38 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-DOHDD.

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 five thousand nine hundred ninety-three dollars and thirty-eight cents (\$5,993.38) which represents reimbursement to Wood County for expenses incurred during the month of April, 2016, in regard to the Governor's Highway Safety Program Grant Number F16-HS-03-DOHDD. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 71, at Page 600 and bearing the date of May 16, 2016, at which time Stephen Gainer, 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 Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

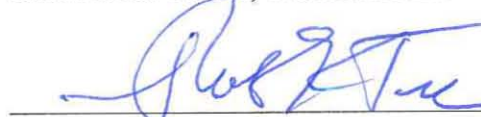
THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

M/3433

Mark Rhodes
WOOD County 10:49:59 AM
Instrument No 8717530
Date Recorded 08/08/2016
Document Type 000
Pages Recorded 1
Book-Page 71-844

AUGUST 8, 2016

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 \$5,720.73 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-402.

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 five thousand seven hundred twenty dollars and seventy-three cents (\$5,720.73) which represents reimbursement to Wood County for expenses incurred during the month of April, 2016, in regard to the Governor's Highway Safety Program Grant Number F16-HS-03-402. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 71, at Page 602 and bearing the date of May 16, 2016, at which time Stephen Gainer, 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 Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Stephen Gainer, President


David Blair Couch, Commissioner


Robert K. Tebay, Commissioner

M/3434

Mark Rhodes
WOOD COUNTY 10:48:22 AM
Instrument No 8717528
Date Recorded 08/08/2016
Document Type CDD
Pages Recorded 1
Book-Page 71-843

AUGUST 8, 2016

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 \$4,813.41 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-402.

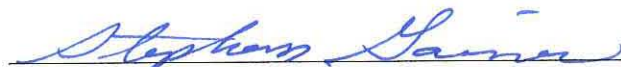
ORDER

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 eight hundred thirteen dollars and forty-one cents (\$4,813.41) which represents reimbursement to Wood County for expenses incurred during the month of May, 2016, in regard to the Governor's Highway Safety Program Grant Number F16-HS-03-402. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 71, at Page 733 and bearing the date of June 13, 2016, at which time Stephen Gainer, in his official capacity as President and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

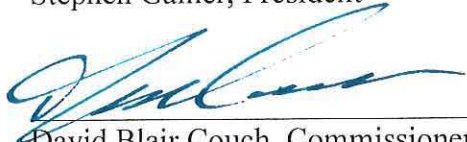
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

M/3435

Mark Rhodes
WOOD COUNTY 10:46:49 AM
Instrument No 8717526
Date Recorded 08/08/2016
Document Type CDD
Pages Recorded 1
Book-Page 71-842

AUGUST 8, 2016

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 \$4,271.17 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-DOHDD.

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 two hundred seventy-one dollars and seventeen cents (\$4,271.17) which represents reimbursement to Wood County for expenses incurred during the month of May, 2016, in regard to the Governor's Highway Safety Program Grant Number F16-HS-03-DOHDD. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 71, at Page 729 and bearing the date of June 13, 2016, at which time Stephen Gainer, 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 Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

M/3436

Mark Rhodes
WOOD COUNTY 10:45:05 AM
Instrument No 8717523
Date Recorded 08/08/2016
Document Type CCD
Pages Recorded 1
Book-Page 71-841

AUGUST 8, 2016

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 \$969.01 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-154.


ORDER

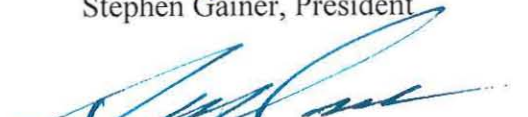
On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of nine hundred sixty-nine dollars and one cent (\$969.01) which represents reimbursement to Wood County for expenses incurred during the month of May, 2016, in regard to the Governor's Highway Safety Program Grant Number F16-HS-03-154. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 71, at Page 725 and bearing the date of June 13, 2016, at which time Stephen Gainer, 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 Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Stephen Gainer, President


David Blair Couch, Commissioner


Robert K. Tebay, Commissioner

M/3437

Mark Rhodes
WOOD County 10:42:08 AM
Instrument No 8717520
* Date Recorded 08/08/2016
Document Type CDD
Pages Recorded 1
Book-Page 71-840

AUGUST 8, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-DOHWZ. SAID REQUEST IS IN THE AMOUNT OF \$948.75

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F16-HS-03-DOHWZ. The Request for Reimbursement is in the amount of nine hundred forty-eight dollars and seventy-five cents (\$948.75) for the month of July, 2016. The Request for Reimbursement form, the time sheets for the Wood County Sheriff's Department, the Project Financial Report and the Monthly Progress Report have been submitted.

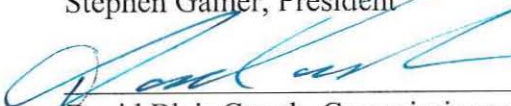
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Stephen Gainer, President


David Blair Couch, Commissioner


Robert K. Tebay, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee:	Wood County Commission
	Address:	One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number	MV1603DOHWZ
	Grant Number:	F16-HS-03-DOHWZ
	FEIN Number:	556 000 417
	Funds are hereby requested to cover expenditures For the period of:	7/1/16 - 7/31/16

PROJECT CASH EXPENDITURES

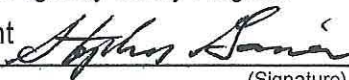
Account Number	Amount
	\$948.75
TOTAL	\$948.75

CERTIFICATION:

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

BY:

Stephen Gainer, President



8/8/2016

(Typed Name And Title)

(Signature)

(Date)

(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

	(Approved)	(Date)

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

Mark Rhodes
WOOD County 10:55:53 AM
Instrument No 8717534
Date Recorded 08/08/2016
Document Type 030
Pages Recorded 2
Book-Page 71-849

AUGUST 8, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-408. SAID REQUEST IS IN THE AMOUNT OF \$0.00

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F16-HS-03-408. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of July, 2016. The Request for Reimbursement form, the Project Financial Report, and the Monthly Progress Report have been submitted.

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

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee:	Wood County Commission
	Address:	One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number	MV1603408
	Grant Number:	F16HS-03-408
	FEIN Number:	556 000 417
	Funds are hereby requested to cover expenditures For the period of: 7/1/16 - 7/31/16	

PROJECT CASH EXPENDITURES

Account Number	Amount
	\$0.00
TOTAL	\$0.00

CERTIFICATION:

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

BY:

Stephen Gainer, President

8/8/2016

(Typed Name And Title)

(Signature)

(Date)

(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

	(Approved)	(Date)

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

Mark Rhodes
WOOD County 01:42:14 PM
Instrument No 8717587
Date Recorded 08/08/2016
Document Type CDD
Pages Recorded 2
Book-Page 71-873

AUGUST 8, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-405b. SAID REQUEST IS IN THE AMOUNT OF \$378.78

ORDER

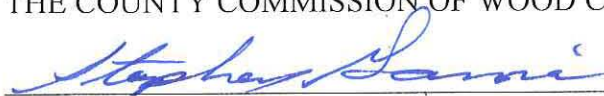
On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F16-HS-03-405b. The Request for Reimbursement is in the amount of three hundred seventy-eight dollars and seventy-eight cents (\$378.78) for the month of June, 2016. The Request for Reimbursement form, the Project Financial Report, and the Monthly Progress Report have been submitted.


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

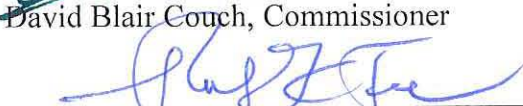
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Stephen Gainer, President


David Blair Couch, Commissioner


Robert K. Tebay, Commissioner

M/3441

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee:	Wood County Commission
	Address:	One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number	MV1603405b
	Grant Number:	F16HS-03-405b
	FEIN Number:	556 000 417
	Funds are hereby requested to cover expenditures For the period of: 7/1/16 - 7/31/16	

PROJECT CASH EXPENDITURES

Account Number	Amount
	\$378.78
TOTAL	\$378.78

CERTIFICATION:

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

BY: Stephen Gainer, President *Stephen Gainer* 8/8/2016
(Typed Name And Title) (Signature) (Date)
(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

	(Approved)	(Date)

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

Mark Rhodes
Wood County 10:36:43 AM
Instrument No 8717516
Date Recorded 08/08/2016
Document Type CDD
Pages Recorded 2
Book-Page 71-836

AUGUST 8, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO EXECUTE THE PLAT OF NELSON HILL ADDITION, PHASE ONE.

ORDER


On this date, Marty Seufer, Director of the Wood County Planning Commission, presented to the County Commission of Wood County, a plat of Nelson Hill Addition Subdivision, Phase One. Said plat consists of eight (8) lots, is located in Union Taxing District and is being developed by Five-Star Investment Group, LLC. Said Plat was reviewed by the Wood County Planning Commission on June 1, 2016 and approved as presented. An Irrevocable letter of Credit in the amount of thirty-one thousand six hundred fifty dollars and zero cents (\$31,650.00) was posted for the roads in said development, by Williamstown Bank.


Following discussion and review, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and passed, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to EXECUTE the aforementioned plat of Nelson Hill Addition Subdivision for recordation.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Stephen Gainer, President


David Blair Couch, Commissioner


Robert K. Tebay, Commissioner

M/3442

Mark Rhodes
WOOD COUNTY 10:34:41 AM
Instrument No 8717515
Date Recorded 08/08/2016
Document Type 000
Pages Recorded 1
Book-Page 71-835

AUGUST 8, 2016

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 \$5,761.45 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-154.

ORDER

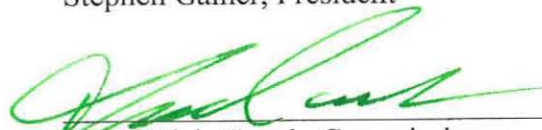
On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of five thousand seven hundred sixty-one dollars and forty-five cents (\$5,761.45) which represents reimbursement to Wood County for expenses incurred during the month of April, 2016, in regard to the Governor's Highway Safety Program Grant Number F16-HS-03-154. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 71, at Page 604 and bearing the date of May 16, 2016, at which time Stephen Gainer, 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 Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Stephen Gainer, President


David Blair Couch, Commissioner


Robert K. Tebay, Commissioner

DEPT: DIVISION OF MOTOR VEHICLES
TOTAL OF INVOICE(S): \$5,761.45

WARRANT #: 1002049170
VENDOR CODE: 000000212365

W.AMT: \$5,761.45
DATE: 07/26/2016

CHECK
DESCRIPTION

INVOICE
NUMBER

NET
AMOUNT

F16HS0315420157

\$5,761.45

For additional information, log on to Vendor Self Service at www.wvoasis.gov. If you need additional payment details, Please contact JAMES JORDAN, 3049263805X0000.

Learn more about the launching of your new State-wide accounting system (wvOASIS), visit us at www.wvoasis.gov

REMOVE DOCUMENT ALONG THIS PERFORATION

CTL# 34330657

THIS WARRANT HAS MULTIPLE SECURITY FEATURES TO DETER FRAUD AND COUNTERFEITING
VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

State of West Virginia

STATE WARRANT #1002049170

PAYEE

WOOD CO COMMISSION

07/26/2016

*****\$5,761.45**

WEST VIRGINIA TREASURY

STATE TREASURER

STATE AUDITOR

1002049170

051902322

0005270537822

Mark Rhodes
WOOD County 01:40:21 PM
Instrument No 8717585
Date Recorded 08/08/2016
Document Type CCO
Pages Recorded 2
Book-Page 71-871

AUGUST 8, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION PLACED MARK KING IN
NOMINATION TO THE WOOD COUNTY CIVIL SERVICE
COMMISSION FOR DEPUTY SHERIFFS.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and passed, placed Mark King, Democrat, in nomination to fill a vacancy that exists on the Wood County Civil Service Commission for Deputy Sheriffs. Said nomination is pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities. (The term will expire June 30, 2019.)

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Stephen Gainer, President


David Blair Couch, Commissioner


Robert K. Tebay, Commissioner

A/1647

Mark Rhodes
WOOD COUNTY 10:38:38 AM
Instrument No 8717518
Date Recorded 08/08/2016
Document Type CDD
Pages Recorded 1
Book-Page 71-838

AUGUST 8, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ANNOUNCED THAT A VACANCY WILL EXIST ON THE WOOD COUNTY HISTORIC LANDMARKS COMMISSION. THE COUNTY COMMISSION ALSO PLACED JEREMY BUNGARD IN NOMINATION.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded Stephen Gainer and passed, announced that a vacancy will exist on the Wood County Parks Historic Landmarks Commission. Said vacancy is due to the fact that Robert Tebay III has resigned.

Said vacancy is pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities. The new term will expire December 31, 2016.

The County Commission, upon a motion made by David Blair Couch, seconded by Stephen Gainer and passed, placed Jeremy Bungard in nomination for reappointment.

APPROVED:

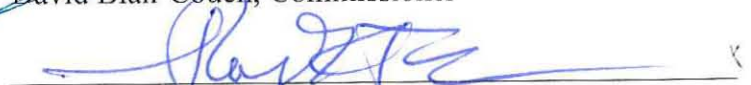
THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

A/1648

Mark Rhodes
WOOD COUNTY 10:40:17 AM
Instrument No 8717519
Date Recorded 08/08/2016
Document Type CDO
Pages Recorded 1
Book-Page 71-839

AUGUST 8, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
STEPHEN GAINER, AS PRESIDENT, TO EXECUTE A
CONTRACT AGREEMENT FOR COURT SECURITY GRANT #16-
CS-20.

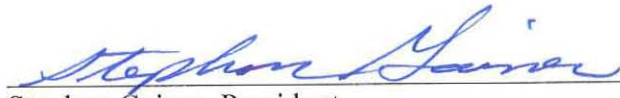
ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch, and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to EXECUTE a Contract Agreement with the West Virginia Division of Justice and Community Services. Said grant is in the amount of three thousand three hundred dollars and zero cents (\$3,300.00).

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



Stephen Gainer, President



David Blair Couch, Commissioner



Robert K. Tebay, Commissioner

RESOLUTION

The County Commission of Wood County met on
8/8/16

(date) with a quorum present and passed the following
resolution.

Be it resolved that the County Commission hereby authorizes Stephen Gainer,
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: _____



County Clerk

GRANT CONTRACT AGREEMENT
BETWEEN THE
DIVISION OF JUSTICE AND COMMUNITY SERVICES
AND
Wood County Commission
16-CS-20

This **AGREEMENT**, entered into this **1st day of July, 2016**, 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. **for the purpose of enhancing the county's court security.**

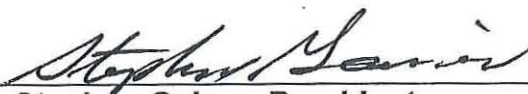
NOW, THEREFORE, the parties hereto mutually agree as follows:

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, 2016**, and shall continue those services/activities until **June 30, 2017**. 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 **\$3,300.00** 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 hereunder or work to be performed, which are mutually agreed upon between the parties shall be in writing.
12. If for any reason funds received by DJCS are suspended or terminated, in whole or in part, funding for this Agreement shall cease.

13. Grantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DJCS a final report on forms provided by DJCS. Said reports shall reflect actual costs incurred during the terms of this Agreement.
14. The parties 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.



Stephen Gainer, President
Wood County Commission

W. Richard Staton, Director
Division of Justice and Community Services

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

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

1 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.

2 USE OF EQUIPMENT:

If any grant purchased equipment is not being utilized, then Grantee will be liable for the cost of said equipment and shall be required to reimburse the Court Security Board for all costs.

3 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.

4 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.

5 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

**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, Suite 200
Charleston, West Virginia 25301-2900

1. LAWS OF WEST VIRGINIA:

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

2. LEGAL AUTHORITY:

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

3. RELATIONSHIP:

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

4. COMMENCEMENT WITHIN 60 DAYS:

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

5. OPERATIONAL WITHIN 90 DAYS:

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

6. WRITTEN APPROVAL OF CHANGES:

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

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

STANDARD CONDITIONS AND ASSURANCES

7. CIVIL RIGHTS COMPLIANCE:

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

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

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

8. PRESS RELEASE:

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

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

9. LOBBYING:

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

10. ACCESS TO RECORDS:

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

11. CONFLICT OF INTEREST:

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

12. POLITICAL ACTIVITY:

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

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

STANDARD CONDITIONS AND ASSURANCES

13. RELEASE OF INFORMATION:

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

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

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

14. NATIONAL AND STATE EVALUATION EFFORTS:

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

15. OBLIGATION OF PROJECT FUNDS:

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

16. USE OF FUNDS:

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

17. ALLOWABLE AND UNALLOWABLE COSTS:

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

18. PEER REVIEW SUB GRANTEE EVALUATION PROCESS:

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

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

STANDARD CONDITIONS AND ASSURANCES

19. NON-SUPPLANTING:

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

20. MATCHING CONTRIBUTION:

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

21. PROJECT INCOME:

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

22. CONSULTANT FEES:

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

23. SUSPENSION OF FUNDING:

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

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

24. SANCTIONS FOR NONCOMPLIANCE:

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

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

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

STANDARD CONDITIONS AND ASSURANCES

25. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES:

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

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

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

26. PROPERTY ACCOUNTABILITY:

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

27. CRIMINAL PENALTIES:

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

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

28. REPORTS:

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

29. PURCHASING:

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

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

STANDARD CONDITIONS AND ASSURANCES

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

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

31. INFORMATION SYSTEMS:

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

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

32. INCIDENT-BASED REPORTING COMPLIANCY:

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

33. TIME EXTENSIONS:

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

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

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

35. LIMITED ENGLISH PROFICIENCY:

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

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

STANDARD CONDITIONS AND ASSURANCES

36. COMPUTER EQUIPMENT:

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

Minimum Hardware Requirements:

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

Recommended Hardware Components:

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

Software Requirements:

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

Warranty Requirements:

3 Year on-site warranty

37. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:

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

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

STANDARD CONDITIONS AND ASSURANCES

38. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:

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

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

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

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

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

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

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

39. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

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

40. CONFIDENTIALITY OF RESEARCH INFORMATION:

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

41. LEASE AGREEMENTS:

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

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

STANDARD CONDITIONS AND ASSURANCES

42. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

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

43. VETERANS PREFERENCE:

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

44. IMMIGRATION AND NATURALIZATION VERIFICATION:

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

45. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

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

46. PERSONNEL TRAINING:

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

47. ACCOUNTING REQUIREMENTS:

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

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

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

49. TRANSFER OF FUNDS PROHIBITION:

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

50. MARKING OF EQUIPMENT:

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

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

STANDARD CONDITIONS AND ASSURANCES

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

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

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

52. CENTRAL CONTRACTOR REGISTRATION:

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

53. DATA UNIVERSAL NUMBERING SYSTEM:

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

54. JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:

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

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

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

55. BIDDING PROCEDURES:

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

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

STANDARD CONDITIONS AND ASSURANCES

56. COMPLIANCE WITH FEDERAL PROCEDURES:

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

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

57. ADDITIONAL REGULATIONS AND PROCEDURES:

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

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



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 subrecipients shall certify and disclose accordingly.

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

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

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in 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;

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

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

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

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

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

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

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

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

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

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

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

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

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

1. Grantee Name and Address:

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

2. Application Number and/or Project Name

16-CS-20 Court Security Grant

3. Grantee IRS/Vendor Number

556000417

4. Typed Name and Title of Authorized Representative

Stephen Gainer, President, Wood County Commission

5. Signature



6. Date

8/8/16

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name:	Wood County Commission	DUNS Number:	550698704
Address:	One Court Square, Parkersburg, WV 26101		
Grant Title:	Court Security	Grant Number:	16-CS-20
		Award Amount:	\$3,300
Name and Title of Contact Person:	Toni Tiano, Consultant		
Telephone Number:	304-428-7760	E-Mail Address:	tianoknopp@suddenlink.net

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- ☐ Recipient has less than fifty employees. ☐ Recipient is an Indian tribe. ☐ Recipient is a medical institution.
☐ Recipient is a nonprofit organization. ☐ Recipient is an educational institution. ☐ 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 fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Stephen Gainer, President _____ [responsible official],
certify that Wood County Commission _____ [recipient],
which has fifty 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 pt. 42, subpt. E. I further certify that within the last
twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable
federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for
Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

Wood County Commission, One Court Square, Parkersburg, WV 26101 _____ [organization],
Stephen Gainer, President _____ [address].
8/8/16

Print or Type Name and Title: _____ Signature: _____ Date: _____

Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

I, _____ [responsible official],
certify that _____ [recipient],
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in
accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the
Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title: _____ Signature: _____ Date: _____

Mark Rhodes
WOOD County 11:25:32 AM
Instrument No 8717549
Received 08/08/2016
Type 000
Recorded 120
1-83

AUGUST 8, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-410. SAID REQUEST IS IN THE AMOUNT OF \$379.66.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F16-HS-03-410. The Request for Reimbursement is in the amount of three hundred seventy-nine dollars and sixty-six cents (\$379.66) for the month of July, 2016. The Request for Reimbursement form, the Project Financial Report, and the Monthly Progress Report have been submitted.

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

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Stephen Gainer, President


David Blair Couch, Commissioner


Robert K. Tebay, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee:	Wood County Commission
	Address:	One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number	MV1603410
	Grant Number:	F16-HS-03-410
	FEIN Number:	556 000 417
	Funds are hereby requested to cover expenditures For the period of: 7/1/16 - 7/31/16	

PROJECT CASH EXPENDITURES

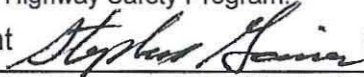
Account Number	Amount
	\$379.66
	\$379.66

CERTIFICATION:

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

BY:

Stephen Gainer, President



8/8/2016

(Typed Name And Title)

(Signature)

(Date)

(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

	(Approved)	(Date)

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

Mark Rhodes
+ Wood County 03:17:36 PM
Instrument No 8717653
Date Recorded 08/08/2016
Document Type CDD
Pages Recorded 2
Book-Page 71-875

AUGUST 8, 2016

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE STEPHEN GAINER, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F16-HS-03-406. SAID REQUEST IS IN THE AMOUNT OF \$0.00

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and made unanimous by Stephen Gainer, did hereby AUTHORIZE Stephen Gainer, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F16-HS-03-406. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of July, 2016. The Request for Reimbursement form, the Project Financial Report, and the Monthly Progress Report have been submitted.

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

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Stephen Gainer, President


David Blair Couch, Commissioner


Robert K. Tebay, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)	Sub-Grantee:	Wood County Commission
	Address:	One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number	MV1603406
	Grant Number:	F16-HS-03-406
	FEIN Number:	556 000 417
	Funds are hereby requested to cover expenditures For the period of: 7/1/16 - 7/31/16	

PROJECT CASH EXPENDITURES

Account Number	Amount
	\$0.00
TOTAL	\$0.00

CERTIFICATION:

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

BY: Stephen Gainer, President *Stephen Gainer* 8/8/2016
(Typed Name And Title) (Signature) (Date)
(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

	(Approved)	(Date)
--	------------	--------

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

Mark Rhodes
Wood County 03:34:17 PM
Instrument No 8717666
Date Recorded 08/08/2016
Document Type 000
Pages Recorded 2
Book-Page 71-877

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6322	ADAMSHER	ADAMS SHERRY L.	REGULAR	08/02/2016	169.64	
6323	CASTKARA	CASTO KARAH L	REGULAR	08/02/2016	21.60	
6324	GENERALSA	GENERAL SALES CO.	REGULAR	08/02/2016	239.57	
6325	MONPOWER	MON POWER	REGULAR	08/02/2016	1,238.17	
6326	ODEPOT	OFFICE DEPOT	REGULAR	08/02/2016	282.11	
6327	RICOH	RICOH USA INC	REGULAR	08/02/2016	177.22	
6328	TIANO	TIANO-KNOPP ASSOC., INC.	REGULAR	08/02/2016	417.00	
6329	TRI-STATE	TRI-STATE ROOFING & SHEET METAL CO	REGULAR	08/02/2016	430.00	
COMM. CRIMINAL JUSTICE FUND Bank Id 172 Totals					2,975.31	



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1027	GEN CO FD	GENERAL COUNTY FUNDS	REGULAR	08/02/2016	750,000.00	

AL STABILIZATION (RAINY DAY) Bank Id 158 Totals

750,000.00

A handwritten signature, possibly reading 'A. Smith', is written in the center of the page. Below the signature are the initials 'P.M.'.

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3293	FEDERAL	FEDERAL EXPRESS CORP	REGULAR	08/02/2016	113.60	
3294	MOVDRC	MID-OHIO VALLEY DAY REPORT CENTER	REGULAR	08/02/2016	608.00	
HOME CONFINEMENT Bank Id 108 Totals					721.60	




Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6567	DIRECTV	DIRECTV	REGULAR	08/02/2016	7.42	
6568	TIANO	TIANO-KNOPP ASSOC., INC.	REGULAR	08/02/2016	1,000.00	
E-911 FUND Bank Id 107 Totals					1,007.42	

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Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1971	IRS-PAY	INTERNAL REVENUE SERVICE	REGULAR	07/29/2016	82,583.01	
1972	CHILD	CHILD SUPPORT ENF DIV	REGULAR	07/29/2016	1,131.39	
1976	FSA	TASC	REGULAR	07/29/2016	2,910.00	
1977	EMPOWER	EMPOWER RETIREMENT	REGULAR	07/29/2016	45.00	
161034	AMERICAN	AFLAC	REGULAR	07/29/2016	275.34	
161035	CONSECOLIFE	CONSECO LIFE INSURANCE COMPANY	REGULAR	07/29/2016	151.70	
161036	EQUITABLE	AXA EQUITABLE SALARY ALLOTMENT	REGULAR	07/29/2016	23.76	
161037	MOVUNITED	UNITED WAY ALLIANCE OF THE MOV INC.	REGULAR	07/29/2016	35.00	
161038	NRS	NATIONWIDE RETIREMENT SOLUTIONS	REGULAR	07/29/2016	2,755.83	
161039	PHEAA	PHEAA	REGULAR	07/29/2016	238.39	
161040	PUBLIC DE	ONE COMMUNITY FEDERAL CREDIT UNION	REGULAR	07/29/2016	14,643.00	
161041	WASHINGTONH	WASHINGTON NATIONAL INSURANCE CO.	REGULAR	07/29/2016	1,250.08	
161042	WESTERNSO	WESTERN & SOUTHERN LIFE	REGULAR	07/29/2016	551.38	
161043	WESTFIELD	LINCOLN FINANCIAL GROUP	REGULAR	07/29/2016	62.00	
161044	WVLOAN	WV CONSOLIDATED PUBLIC RETIREMENT BOARD	REGULAR	07/29/2016	333.00	

PAYROLL FUND Bank Id 101 Totals 106,788.88

Report Totals 106,788.88



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1973	DENTAL	RENAISSANCE	REGULAR	08/02/2016	0.00	
1974	DENTAL	RENAISSANCE	REGULAR	08/02/2016	7,276.41	
1975	DENTAL	RENAISSANCE	REGULAR	08/02/2016	2,279.19	
1978	OH ST TX	TREASURER OF STATE OF OHIO	REGULAR	08/02/2016	579.40	
1979	WV ST TX	WV STATE TAX COMM-INCOME	REGULAR	08/02/2016	24,639.46	
1980	WV DEPUTY	WV DEPUTY SHERIFF'S RETIREMENT	REGULAR	08/02/2016	28,872.86	
161045	AAP	ADVANCE AUTO PARTS	REGULAR	08/02/2016	1,062.01	
161046	ASTORG DODGE	ASTORG DODGE CHRYSLER JEEP	REGULAR	08/02/2016	77.54	
161047	BATTERIES	BATTERIES DIRECT	REGULAR	08/02/2016	29.95	
161048	BFS PETRO	BFS PETROLEUM	REGULAR	08/02/2016	44.98	
161049	BOYLJODI	BOYLEN JODIE	REGULAR	08/02/2016	115.56	
161050	BROWN W	WILLIAM M BROWN	REGULAR	08/02/2016	700.00	
161051	CRUM G	GWEN CRUM	REGULAR	08/02/2016	17.10	
161052	DISH	DISH NETWORK	REGULAR	08/02/2016	94.46	
161053	DOMINIONH	DOMINION HOPE	REGULAR	08/02/2016	18.35	
161054	ELLIS L	LAUREA ELLIS	REGULAR	08/02/2016	60.00	
161055	GENERALSA	GENERAL SALES CO.	REGULAR	08/02/2016	1,442.37	
161056	GLACIER	GLACIER MOUNTAIN BOTTLED WATER	REGULAR	08/02/2016	6.50	
161057	HEAVENLY HAM	THE HONEY BAKED HAM COMPANY	REGULAR	08/02/2016	106.63	
161058	IRS	INTERNAL REVENUE SERVICE	REGULAR	08/02/2016	863.66	
161059	LOWES	LOWE'S COMPANIES, INC.	REGULAR	08/02/2016	174.25	
161060	MABC	MID-ATLANTIC BUSINESS COMMUNICATIONS	REGULAR	08/02/2016	881.60	
161061	MAHONE TI	MAHONE TIRE CO	REGULAR	08/02/2016	157.41	
161062	MARKSR	REBECCA MARKS	REGULAR	08/02/2016	41.69	
161063	MYERS SEP	MYERS SEPTIC	REGULAR	08/02/2016	170.00	




Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
161064	MYRON	MYRON CORP	REGULAR	08/02/2016	637.32	
161065	NOE OFFIC	NOE OFFICE EQUIPMENT	REGULAR	08/02/2016	645.29	
161066	NOLANS	NOLAN'S SERVICES LLC	REGULAR	08/02/2016	7,948.47	
161067	ODEPOT	OFFICE DEPOT	REGULAR	08/02/2016	309.56	
161068	OGDEN	PARKERSBURG NEWS	REGULAR	08/02/2016	214.00	
161069	RICOH	RICOH USA INC	REGULAR	08/02/2016	237.56	
161070	SAMS CLUB	SAM'S CLUB	REGULAR	08/02/2016	391.18	
161071	SEVEN	SEVEN RANGES RADIO INC	REGULAR	08/02/2016	625.00	
161072	SHERWIN-W	SHERWIN-WILLIAMS PAINT	REGULAR	08/02/2016	366.53	
161073	SMITH JODI	JODI SMITH	REGULAR	08/02/2016	492.42	
161074	STATE ELE	STATE ELECTRIC SUPPLY CO	REGULAR	08/02/2016	81.48	
161075	TIANO	TIANO-KNOPP ASSOC., INC.	REGULAR	08/02/2016	4,360.75	
161076	UNION WIL	UNION WILLIAMS PUBLIC SE	REGULAR	08/02/2016	14.28	
161077	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	08/02/2016	285.00	
161078	WINANS	WINANS SERVICES	REGULAR	08/02/2016	195.25	
161079	WVVV	WVVV-FM - V96.9	REGULAR	08/02/2016	625.00	
GENERAL FUND Bank Id 101 Totals					87,140.47	
Report Totals					87,140.47	

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5293	DAVIS D	DONNA DAVIS	REGULAR	08/03/2016	1,000.00	

TEEN DRUG COURT Bank Id 177 Totals

1,000.00

Report Totals

273,401.25

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Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1981	DENTAL	RENAISSANCE	REGULAR	08/03/2016	980.40	
1982	MONPOWER	MON POWER	REGULAR	08/03/2016	21,539.48	
161080	HEALTH	HIGHMARK WEST VIRGINIA	REGULAR	08/03/2016	266,016.33	
161081	HRA	WESBANCO INSURANCE SERVICES	REGULAR	08/03/2016	955.50	
161082	LIFE	DEARBORN NATIONAL	REGULAR	08/03/2016	1,241.88	
161083	VISION	VISION SERVICE PLAN (WV)	REGULAR	08/03/2016	3,207.14	

GENERAL FUND Bank Id 101 Totals

293,940.73

Report Totals

293,940.73

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