

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
THURSDAY, MARCH 23, 2017

PRESENT: DAVID BLAIR COUCH, PRESIDENT
ROBERT K. TEBAY, COMMISSIONER
JAMES COLOMBO, COMMISSIONER

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

The County Commission, upon a motion duly made, seconded and passed, approved minutes of March 13 and 16, 2017.

The County Commission approved Erroneous Assessment Applications for real property.

Dave Lawson took his oath of office for the Lubeck Public Service District and Melody Ross took her oath as Deputy County Clerk on March 21, 2017.

Dan McPherson took his oath of office for the Wood County Fire Board on March 22, 2017.

AGENDA AND DISCUSSION ITEMS

At 9:33 A.M., the County Commission met with Toni Tiano, Grant Consultant and Pat Lefebure, Prosecuting Attorney to discuss an application for a Victims of Crime Act (VOCA)

grant. The County Commission authorized David Blair Couch, as President, to execute said Application. (Order M/3615)

At 9:48 A.M., the County Commission authorized David Blair Couch, as President to execute a requisition on the Governor of Ohio for the extradition of Timothy Matthew Ryan. (Order A/1737).

At 10:17 A.M., the County Commission approved the hiring of Erica Mercer for the Assessor's Office contingent on the position being paid out of the Assessor's Valuation Fund.

The County Commission worked on the upcoming fiscal year budget.

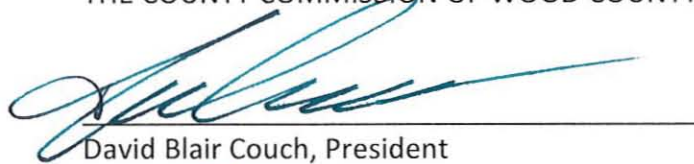
ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/3615, A1737

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 12:14 P.M.

APPROVED:

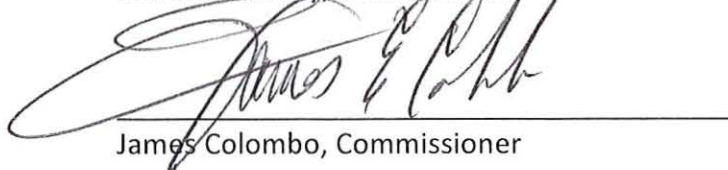
THE COUNTY COMMISSION OF WOOD COUNTY

A blue ink signature of David Blair Couch, written in a cursive style, positioned above a horizontal line.

David Blair Couch, President

A blue ink signature of Robert K. Tebay, written in a cursive style, positioned above a horizontal line.

Robert K. Tebay, Commissioner

A blue ink signature of James Colombo, written in a cursive style, positioned above a horizontal line.

James Colombo, Commissioner

To listen to this meeting, please refer to DVD labeled March 23, 2017.

Wood County Commission Meeting
Held March 23, 2017

Please Print

1.	STEPHEN SMITH
2.	Toni Tiano
3.	PAT LeFebvre
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Wood County Commission
Agenda

3/23/2017

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Discuss VOCA grant	Toni Tiano and Tiffany Kiger
	Consider appointment of Jim Miracle and Phil Sturm to the Fort Boreman Historical Park Commission	
	Consider Request to Hire of Erica Mercer as a Deputy Assessor - \$25,000/yr	
	Sign Governor's Warrant for the extradition of Timothy M. Ryan from Washington County, OH	
	Work on budget	
	Administrator's Report	Marty Seufer, County Administrator
	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

MARCH 23, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: PATRICK LEFEBURE, PROSECUTING ATTORNEY FOR WOOD COUNTY, PRESENTED AN APPLICATION IN WHICH IT IS REQUESTED THAT THE GOVERNOR OF WV ISSUE A REQUISITION ON THE GOVERNOR OF OHIO FOR THE EXTRADITION OF TIMOTHY MATTHEW RYAN.

ORDER

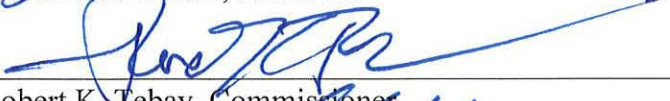
On this date, came Patrick Lefebure, Prosecuting Attorney for Wood County and presented unto the County Commission of Wood County, an Application in which it is requested that the Honorable James C. Justice, II, Governor of the State of West Virginia, issue a requisition on the Governor of the State of Ohio for the extradition of Timothy Matthew Ryan. Timothy Matthew Ryan stands charged with Possession of a Controlled Substance, which was committed in the County of Wood, in the State of West Virginia, on March 26, 2016 and who is now a fugitive from justice of this State, and is now within the jurisdiction of the State of Ohio, in Washington County. The County Commission, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, authorized David Blair Couch, in his official capacity as President, to sign the Application.

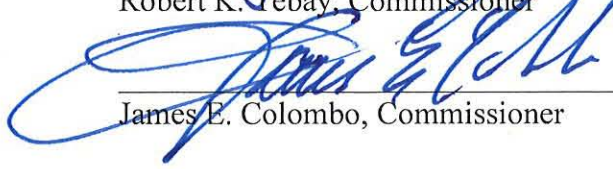
A copy of the said Application is on file in the Office of the County Administrator.

Approved:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Robert K. Tebay, Commissioner


James E. Colombo, Commissioner

A/1737

Mark Rhodes
WOOD COUNTY 11:05:31 AM
Instrument No 8743358
Date Recorded 03/23/2017
Document Type CDD
Pages Recorded 1
Book-Page 72-730

MARCH 23, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE AN
APPLICATION FOR A VICTIMS OF CRIME ACT (VOCA)
GRANT.

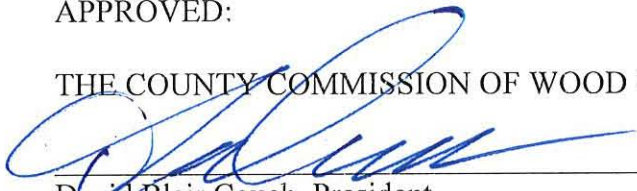
ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE an Application for a Victims of Crime Act (VOCA) Grant with the West Virginia Division of Justice and Community Services. Said grant application is in the amount of seventy-one thousand six hundred ninety-seven dollars and zero cents (\$71,697.00) and is on behalf of the Wood County Prosecuting Attorney's Office.

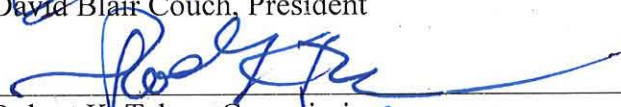
A copy of said Application is attached to this Order and should be made a part thereof.

APPROVED:

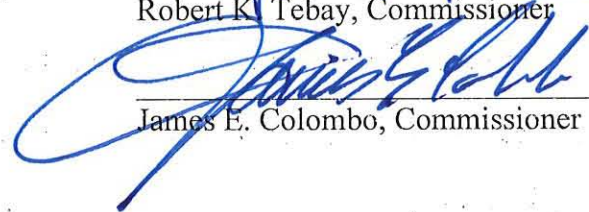
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/3615

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

**General Administrative Information
Page 1**

Applicant Agency:

Address:

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

Phone:

304-424-1984

Fax Number:

304-424-0194

Type of Agency

- ☐ State
☒ County
☐ Municipal
☐ Non-Profit

Project Director:

Toni Tiano

Address:

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

Phone:

304-428-7760

Fax:

304-485-2925

Email:

tianoknopp@suddenlink.net

Fiscal Officer:

Mark Rhodes

Address:

Wood County Clerk
One Court Square
Parkersburg, WV 26101

Phone:

304-424-1850

Fax:

304-424-0194

Email:

rhodes@woodcountywv.
com

Amount Requested:

\$71,697

Amount Awarded:

Project Period:

October 1, 2017 – September 30, 2018

Percent Breakdown by Crime
Category:

80 Domestic Violence
15 Sexual Assault
3 Child Abuse
2 Underserved Pop.

Number of years previously
funded: 21

Estimated number of victims to
be served by grant: 5,500

Geographic Area Served:

County(ies): Wood

Population: 86,956

Rural/Urban: Urban

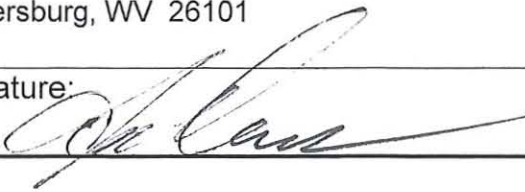
Project Title:

Wood County Prosecuting Attorney's Victims Advocate Program

Project Description:

This project consists of the continual hiring of a full-time Victims Advocate and Victims Advocate Assistant in order to serve an estimated 5,500 victims within Wood County.

Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body and the applicant will comply with the attached special conditions and assurances, if funding is provided.

Authorized Official: David Blair Couch	Title: President
Address: Wood County Commission One Court Square, Suite 203 Parkersburg, WV 26101	Phone: 304-424-1984 Fax: 304-424-0194 E-Mail: seufer@woodcountywv.com
Signature: 	Date: <u>March 23, 2017</u>

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

**Budget Summary
Page 2**

Applicant: **Wood County Commission**

FEIN Number: **556000417**
DUNS Number: **103819496**

Category	VOCA Requested Funds	Matching Funds	Total Budget
Personnel / Contractual	\$70,697	\$17,924	\$88,621
Travel / Training	\$1,000	-0-	\$1,000
Space	-0-	-0-	-0-
Other	-0-	-0-	-0-
Totals	\$71,697	\$17,924	\$89,621

Funding Strategy

Funding Source(s)	Amount	Status
VOCA Grant Funds	\$71,697	A
Wood County Prosecuting Attorney	\$17,924	C
Total	\$89,621	

Funding Source - Separately list each source of funds that will be used in the program.

Amount - Enter the amount received or anticipated for each

Status - Indicate the status of each funding source as follows:

P – Projected grant, loan or donation

A – Application submitted and under review

C – Funds Committed

R – Funds received, appropriated or on hand

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

Budget Detail by Category
Page 3

Detailed Project Cost by Budget Category	Requested VOCA Funds	Matching Funds	Recommendation
<u>Personnel / Contractual</u> Victims Advocate – 70.247% (\$17.9653 x 2080 hrs. = \$37,368) 29.75% match Insurance: \$2,286.29/month x 9.622% = \$220/mo. x 12 mos. (Health - \$2,256.30; Dental - \$20.64; Life - \$2.21; Vision - \$7.14); = 2,286.29 x 12 mos. = \$27,435 x 19.46% Assistant Victims Advocate – 100% (\$12.019 x 2,080 hrs. = \$25,000) FICA – 7.65% Retirement – 11% Workers Comp. - .038% Insurance: \$932.87/month x 12 mos. (Health: \$902.88; Dental - \$20.64; Life: \$2.21; Vision: \$7.14) Volunteer Time: \$10/hr. x 150 hours <u>Travel/Training</u> DCJS preapproved 8 hour VOCA Training Requirement \$500/person x 2 advocates <u>Space:</u>	\$26,250 \$2,640 \$5,338 \$25,000 \$1,913 \$2,750 \$950 \$11,194 \$1,500 \$1,000	\$11,086 \$5,338 \$1,500	DJCS Use Only
Total Requested VOCA Funds	\$71,697		
Total Matching Funds		\$17,924	
Total of Recommendation (DJCS Only)			

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

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

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

Personnel/Contractual – VOCA Funds

Full-Time Victims Advocate – Salary Position – Annual Salary \$37,368; Amount being requested by VOCA Funds is **\$26,250** or 70.247 of total salary. Monthly reimbursement to be \$2,187.50.

Full-Time Assistant Victims Advocate – Salary Position – Annual Salary \$25,000; Amount being requested by VOCA Funds is **\$25,000** or 100% of total salary. Monthly reimbursement to be \$2,083.33. This amount is same as present grant.

Full-Time Victims Advocate Insurance – Monthly insurance cost is estimated to be \$2,256.30 for health; \$2.21 for life; \$20.64 for dental; and \$7.14 for vision for a monthly total of \$2,286.29 x 12 mos. = \$27,435 x .9622 = \$2,640.00. VOCA to reimburse \$220/month for an annual total of **\$2,640.00.** These numbers are based upon anticipated family insurance rates for the upcoming year.

Full-Time Assistant Victims Advocate Insurance - Monthly insurance cost is estimated to be \$902.88 for health; \$2.21 for life; \$20.64 for dental; and \$7.14 for vision for a monthly total of \$932.87 or an annual cost of **\$11,194.** This figure is based upon single insurance coverage and is similar to the benefits provided to other full-time County employees. This is the type of insurance the current Assistant Victims Advocate has which is less than the Family Coverage requested in the current grant.

Full-Time Assistant Victims Advocate Benefits – The estimated benefit costs for this position are:

Retirement – $11\% \times \$25,000 = \$2,750$

FICA – $7.65\% \times \$25,000 = \$1,913$

Workers Comp. – $.038\% \times \$25,000 = \950

Total Annual Benefit Costs = **\$5,613**

TOTAL VOCA PERSONNEL/CONTRACTUAL - \$70,697

Travel/Training – VOCA Funds

A total of \$1,000 is being requested for the Victims Advocate and Assistant Victims Advocate to attend an appropriate 8 hour training during the grant period. All training will be forwarded to the WVDJCS for their pre-approval. West Virginia State Travel Regulations will be followed.

TOTAL VOCA TRAVEL/TRAINING - \$1,000.00

TOTAL VOCA FUNDS REQUESTED = \$71,697

Personnel/Contractual Match Funds

Full-Time Victims Advocate – Salary Position – Annual Salary \$37,368; Amount available for match is **\$11,086** or 29.75% of total salary. Monthly amount will be \$923.75.

Full-Time Victims Advocate Insurance – Monthly insurance cost is estimated to be \$2,256.30 for health; \$2.10 for life; \$20.64 for dental; and \$7.14 for vision for a monthly total of \$2,286.29 or an annual cost of **\$27,435.** VOCA to reimburse \$220/month (9.622 percent) for an annual total of \$2,640.00 for a remaining amount of \$24,795. Of this amount **\$5,338** (\$444.83/month) will be used for match.

Volunteer Time - Various volunteers throughout the year - \$10.00/hour x 150 hours = **\$1,500.00.**

TOTAL MATCH Personnel/Contractual - \$17,924

Please provide information that presents and explains the proposed project. State clearly and in concise detail the **problem statement, purpose and direction of the project and solution to the problem, background on project, evaluation of local needs, description of underserved populations** (including plan for outreach and services), a **limited language proficiency plan, volunteer utilization and recruitment plan, victim's rights notification plan, collaboration, training requirement, and plan of sustainability of project**. Attach additional pages if necessary. (Refer to the instruction manual and Promising Practices Guideline for more details)

A. Problem Statement – During the time period of 2010 – 2014 Wood County dealt with approximately 5,000 felony and misdemeanor cases per year with the number being fairly consistent. The numbers ranged from a low of 4,655 in 2010 to a high of 5,176 in 2012. However, during the calendar year of 2015 there was a major jump in misdemeanors and felonies with a total of 9,755 cases. This increase is contributed to two major items: an increase in drug cases in the County and a new computer system being used by the Magistrate Court which began to include tickets which in previous years were not included. The number for calendar year 2016 continued the higher trend of total cases being over 9,000 with the annual number at 9,083. The number of felonies continues to increase which can be attributed to the growing drug epidemic in Wood County.

YEAR	Felonies	Misdemeanors	Total
2010	568	4,087	4,655
2011	598	4,078	4,676
2012	528	4,648	5,176
2013	611	4,420	5,031
2014	597	4,567	5,164
2015	663	9,092	9,755
2016	824	8,259	9,083

Of these total cases, the Prosecuting Attorney's Office estimates a minimum of at least 70 percent (6,358) involved at least one victim in need of some type of services while several cases involved multiple victims. The severity of cases varies from someone who needs a few questions answered to others who are in need of help with a variety of services and victims compensation forms. However, due to time constraints and other issues, prosecutors and law enforcement officers are not able to provide these individuals with the amount of time, type of services and assistance they need. The victim is of main concern to all involved, especially on how to provide the services, information, and assistance they need,

This need for assistance and services has been around for quite some time with the Wood County Prosecuting Attorney's Office developing this Victims Assistance Program in 1996. With this Program the Victims Advocate and the Victims Advocate Assistant focus solely on helping the victim with whatever services and assistance they may

need. This is a great help as before this program began victims had to fend for themselves. There was no one who provided them information or looked out for their best interest. Many times they were unaware as to what was going on with their case or what services were available to assist them. Many had never heard of the Victims Compensation Fund and if they did were often times confused as to how to complete the forms. Often times, the offender had more information about the case and contact with officials than the victim did.

For many victims the incident, and the follow-up, is a traumatic time for them. They are facing circumstances and situations they haven't had to deal with before and are not aware of what is available, what they should be doing, or the next steps in the process. Often times they feel alone and abandoned by everyone which can sometimes lead to more problems and issues. Every case is different and there is not a cookie cutter approach to helping them. Sometimes the victims just need someone they can vent their frustrations to and the Victims Advocate Program can serve as this sounding board. Other times they need many services which the Victims Advocate Program is able to help direct them to the appropriate places.

The number of victims served by Wood County's Victims Advocate Program has increased tremendously since the Program first began in 1996. During the initial year of operation the Program served 229 victims. During the most recently completed grant year, the number of victims served was 3,427 with domestic violence having the highest number of victims. The services provided to these victims have also increased from 382 in 1996 to 6,936 during the most recent grant year.

The 3,427 victims served is comparable to prior years when the numbers ranged from 3,222 victims to 3,584 victims. The number of services remained fairly consistent from the previous year of 7,137. Prior years showed services of 9,433 and 9,681. During the past year an average of 286 victims were served each month, and on average they received 578 services per month.

While the Wood County Victims Advocate Program maintains information on the number of victims served, these numbers do not include the number of victims' family members who are also – directly or indirectly – affected by the case as well as the services and assistance provided. If somehow these numbers were able to be calculated, it is estimated the number of individuals who benefit from the Victims Advocate Program and the various services would at least triple.

B. Program Description and/or Solution to the Problem - The overall goal of this Program is to provide the appropriate services and information to victims of crime in Wood County. This goal is met by the continued hiring of the full-time Victims Advocate and the full-time Victims Advocate Assistant. The Assistant became full-time in October 2015 and has been a tremendous asset to the Program. Not only are the Advocate and Assistant busy every day, there are times when one is out for training, sick, vacation, etc. If there were not two positions, there would be times when victims

would not be able to be served or be served as quickly as they currently are. The conversion of the Victims Advocate Assistant from a part-time job to a full-time position has greatly benefited victims and the operations of the program. Also, for the first time in many years, the current Victims Advocate Assistant is remaining in the position. For several years, the position was a revolving door due to only being part-time and a low salary level.

While the supportive services and information provided will vary according to the victim and their particular circumstance, the following summarizes the main focus points of the Victims Advocate Program in Wood County.

- *Supporting the victim.*

The primary role of an advocate is to assist victims by securing the necessary information, services, and follow-up care. This requires addressing both the victim's emotional needs and concrete needs for assistance and information.

- *Facilitating the victim's decision making.*

Victims are required to make a number of difficult decisions immediately after being victimized, and advocates can assist in this process by identifying the decisions that must be made, providing necessary information, and helping the victim consider their options. Once a decision is made, the advocate can also help the victim follow through with actions that are required as a result of the decision. It is important to note that advocates do not make decisions for victims – advocates only facilitate the victim's own decision making process.

- *Informing the victim of their rights.*

Advocates inform victims of their rights, including those dictated by state statutes such as confidentiality and compensation for medical services.

- *Serving as a liaison between agencies.*

Advocates can help coordinate the services that victims receive from the various health, legal, and social service agencies. By serving as a communication link and central point of contact between these agencies, advocates can ensure that victims receive the best information and treatment possible.

- *Accompanying or staying with the victim.*

A key role of the victim advocate is to offer comfort, companionship, and reassurance to victims. In that process, however, the advocate needs to take the cue from the victim and respect their wishes. For example, some victims want to talk while others wish to

remain silent. Sometimes, the victim may want to be left alone, in which case the advocate should respect the wishes but remain nearby to be available.

- *Offering crisis intervention.*

Advocates can also help the victim make a plan to get the support she needs within her own network of family and friends.

- *Conducting safety planning.*

Some sexual assault victims face immediate safety issues, if the perpetrator is still at their home, school, or office, or if the trauma of victimization puts them at risk for substance abuse or harm to self. Victims who require help planning for their safety may need assistance from advocates who can think creatively and are educated on these issues.

- *Documenting the incident.*

Advocates keep records on the characteristics of victims and cases that they handle. This helps as the case progresses which can sometimes take several months or unfortunately even years.

- Keeping the victim apprised of the status of the case.

Many cases are continued and/or postponed for a variety of reasons. It is often times difficult for the victim to understand why these delays are occurring. The Advocate provides information as to why these court decisions are being made.

Wood County's Program has had an impact on 3,427 victims during the last year and provided them 6,936 services. The above listed points were provided to the victims with some receiving all of them and others whatever their situation required. Without this Program available very few of these 3,427 victims would have received the necessary services needed.

The supervision of the Victims Advocate and the Assistant Victims Advocate is performed by the Wood County Prosecuting Attorney. The Victims Advocate answers directly to the Prosecuting Attorney who is a hands-on manager and is well aware of what the Advocate and the Assistant are working on. He is available for them to discuss issues and cases, and he provides appropriate suggestions and direction on how to deal with particular situations.

The project director is the Grant Consultant contracted by the Wood County Commission to oversee all the various grants received by the County Commission. The director is the main contact person to the West Virginia Division of Justice and

Community Services and is the person responsible for ensuring the reports and other necessary and required documents are submitted on time. The director also submits any necessary grant changes and advises the Victims Advocate, Assistant Victims Advocate, and Prosecuting Attorney of changes, revisions, etc. which need to be made.

The governing board for this project is the Wood County Commission. The County Commission approves the submission of the grant application and signs off on all the monthly reimbursement requests. In addition, the Commission is involved with major budget and/or program revisions involved with this grant.

Volunteers are used with this Program, and Wood County usually averages four different volunteers per year. The volunteers assist with the clerical work items such as filing, answering the telephone, compiling survey results, mailings, etc. As a result of these services provided by the volunteers, the Victims Advocate and Assistant have more time available to assist with the victims with their needs. Contacts are made with local colleges and universities as well as non-profit agencies to find volunteers for this Program. These contacts will continue throughout the upcoming grant year with the hopes of finding volunteers.

C. Underserved Population – The Wood County Victims Advocate Program focus is family members who had someone killed by a drunk driver and/or family members who had someone receive injuries from a drunk driver. This number of victims represented 42 people in the 2014-15 grant year and 56 in the 2013-14 grant year. However, during this past grant year (2015 – 16), this number more than tripled from the previous year as there were 128. This group is an important one to reach because they not only have to deal with the incident when it occurs but because of the nature of the case, it can last for several years. Often times these are usually “more high profile” than some other types of crimes, and there can be an extensive amount of media coverage. As a result family members and/or friends must constantly read and/or hear about this case which can bring up unpleasant memories. Therefore, extra assistance needs to be provided to these victims when not only the incident occurs but for as long as it takes for the case to be resolved. To reach this underserved population, pamphlets and flyers will be distributed through the State’s MADD Director, agencies which deal with drunk drivers and victims such as Westbrook Health Services, the Interlock Program, and others. Lawyers who deal in DUI cases will also receive information. The pamphlets and fliers will describe the Victims Advocate Program and some of the services available such as the Crime Victim’s Compensation Fund.

It is estimated that these outreach efforts will result in 75 additional individuals being served throughout the grant year. The Advocate will be able to obtain information on these victims from law enforcement records.

Some of these individuals may not be aware a program of this type exists, or they may not be aware that assistance can be provided to them throughout the length of the

ordeal. Also, these types of incidents can be very emotional and difficult to deal with so sometimes they do not seek services. For these reasons, the Victims Advocate and the Assistant will reach out to this group and provide them with educational information on what they can do to seek help and the various services which are available to them.

D. Limited Language Proficiency Plan – The vast majority of the clients served by the Wood County Victims Advocate Program do not have a problem with the English language as well over 98 of the County's population is English-speaking Caucasian. However, a Plan has been developed to address any who may seek services and who have limited English proficiency.

The Wood County Prosecuting Attorney's Office, and therefore the Victims Advocate Program, has a strong relationship with the administration at West Virginia University-Parkersburg, Marietta College, Washington State Community College, and Ohio Valley University. These institutions of higher learning have on-staff members who are able to speak and understand various languages and are more than willing to provide any assistance that may be required. In addition the Wood County 9-1-1 Center has different contacts for bilingual persons. These contacts are on-call 24 hours/day, 7 days/week and provide the necessary translation services. In addition, the local high schools have teachers who teach foreign languages and can be used if needed.

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

The Wood County Prosecuting Attorney's Office also has a list of independent contractors who are Deaf Interpreters. If a person is deaf or hard of hearing, the Office contacts with one of these contractors to perform the necessary services.

The Victims Advocate Program has also had to deal with those who are not able to read. In this instance, the Victims Advocate reads the information to them. In each case, there is also an independent party who participates in this who witnesses what information the Advocate is providing to the person. The person is also able to have a family member and/or friend with them to also participate in this process to witness what information was provided to the victim.

These various services are available to the Wood County Victims Advocate Program, and all the agencies work together if there is an individual with limited language proficiency.

E. Volunteer Recruitment and Utilization Plan – Volunteers have been a part of the Wood County Victims Advocate Program since it began, and the Program plans to continue this practice. During this upcoming year, the Victims Advocate will continue to contact local colleges in order to recruit volunteers who may be interested in pursuing an internship with the program. This has proven to be successful over the past several years, and it is anticipated it will continue to be so. The only drawback with the interns is they are usually only available to assist with the Program for one semester, and the Victims Advocate Program has to continue to recruit students each semester.

In addition to recruitment from the local colleges, the Victims Advocate Program is also in contact with other non-profit agencies such as the RSVP Senior Program who can provide volunteer assistance. Characteristics of the volunteers are matched with the type of work an agency needs, and the Victims Advocate Program is able to obtain a few volunteers from this procedure. In some instances, the RSVP Program is able to pay the volunteers a small stipend.

Throughout the course of the grant year, the Victims Advocate Program has had three volunteers. Efforts are made to continue their involvement with the Program and to also seek new volunteers.

Also, throughout the year the Victims Advocate Program will receive contact from people who received information about the Program or were in attendance at a presentation made on the Program and would like to volunteer their services to help out.

F. Victims' Rights Notification – Whenever a victim is referred to this Program, either the Victims Advocate or the Victims Advocate Assistant goes over their rights with them. An explanation of these rights is provided to them as well as the desired end result.

Each victim is also given a form to complete which states:

Pursuant to the West Virginia Victims Protection Act of 1984, you are hereby notified you have certain rights as a result of West Virginia Code.

1. The victim of a felony may appear before the Court for the purpose of making an oral statement at sentencing for the record if the victim notifies the Court of his or her desire to make such a statement after receiving notification.
2. If the victim fails to notify the Court, such failure shall constitute a waiver of the right to make an oral statement.
3. In lieu of such appearance and oral statement, the victim may submit a written

statement to the Court or to the probation officer in charge of the case.

The form also asks for basic information from the victim as well as information on economic or medical expenses as a result of this incident. In addition, the victim is asked what their thoughts are with regards to any possible plea negotiations. This information is returned to the Victims Advocate who maintains this information.

G. Collaboration – There are numerous agencies the Victims Advocate Program collaborates with throughout the County. One of the main agencies it collaborates with is the Family Crisis Intervention Center as many of the victims served are domestic violence or sexual assault victims. The Program also collaborates on almost a daily basis with local law enforcement agencies within the County. All these agencies have a vested interest in these cases and work together.

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

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

H. Training Requirement – It is anticipated that both the Victims Advocate and the Assistant Victims Advocate will attend the one-day Sexual Assault Symposium which provides the 8 hour minimum training requirement. Grant funds in the amount of \$1,000 are being requested to fund these training costs. Both the Advocate and the Assistant will follow West Virginia State Travel Regulations with regards to the costs. Documentation of attendance of this training will be forwarded in the appropriate monthly report as well as maintained in the Victims Advocate Office.

I. Plan of Sustainability – If VOCA funds were eliminated, the Wood County Prosecuting Attorney's Office will seek to obtain funding from other sources to continue the program operations. Contact will be made with the Wood County Commission to seek additional funding in order to retain these two positions. Currently the County pays a portion of the Victims Advocate salary, insurance, and benefits. The Assistant Advocate is a part-time employee with the County paying the appropriate benefits.

Office space, travel, utilities, phone, supplies, postage, copies, etc. are already supplied by the Prosecuting Attorney's Office so it would not be necessary to have to seek funding for these items.

Wood County will also search for other grant funding opportunities for the Program through sites such as grants.gov, Foundation Directory, and Grant Station. Contact will be made with local private foundations such as the Sisters of St. Joseph Charitable Fund, the McDonough Foundation, and Parkersburg Area Community Foundation to determine if they will be able to provide financial assistance.

The County and the Prosecuting Attorney are strongly committed to this Program and will do whatever they can to continue the Program if VOCA funding should cease.

**Victims of Crime Act Victim
Assistance Grant Program Application**

**Supplementary Goals and Objectives
Form**

Goal Number: 1 **The Wood County Victims Advocate Program will identify and provide services to victims of crime throughout the 2017 – 2017 grant period.**

Objective Number: 1 By the conclusion of the grant on September 30, 2017, the Victims Advocate Program will serve a minimum of 5,600 victims in Wood County.

Outcome: The Victims Advocate Program will maintain a cumulative total on the number of victims served each month by either the Advocate or the Assistant.

Outcome Tool Files will be maintained on each victim served by either the Advocate or the Assistant.

Activities to meet objective: Timeline for each activity:

1. The Victims Advocate and/or the Assistant will review cases presented to the Prosecuting Attorney's Office and/or the Magistrate Court. 1. October 1, 2017 – September 30, 2018
2. The Victims Advocate and/or Assistant will contact each victim to provide information on the Program and to determine what assistance/services are needed by the victim. 2. October 1, 2017 – September 30, 2018
3. Each victim will be provided with a Notification of Victims Rights form. 3. October 1, 2017 – September 30, 2018
4. 4.

Objective Number: 2 At the end of the grant period a minimum of 7,600 services will be provided to Wood County victims through the Victims Advocate Program.

Outcome: A cumulative total will be maintained on the number of services provided each month by either the Advocate or the Assistant.

Outcome Tool Files on each victim will detail the number and type of service provided.

Activities to meet objective: Timeline for each activity:

1. The Victims Advocate and/or the Assistant will provide the appropriate services and/or referrals for each victim. 1. October 1, 2017 – September 30, 2018
2. As necessary, the victim will be assisted with the completion of the Victims Compensation Form. 2. October 1, 2017 – September 30, 2018
3. 3.

Victims of Crime Act Victim Assistance Grant Program Application	Supplementary Goals and Objectives Form
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Goal Number: <u>2</u>	During the grant year, the Advocate and the Assistant will place an emphasis on those victims who are dealing with a DUI incident with death or a DUI incident with injury which is the underserved population group.
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Objective Number: 1 At the conclusion of the grant period at least 85 individuals who are dealing with a DUI incident with death or a DUI incident with injury will be served by either the Advocate and/or the Assistant.

Outcome: A cumulative total will be maintained on the number of victims served each month by either the Advocate or the Assistant.

Outcome Tool Files will be maintained on each victim served by either the Advocate and/or the Assistant. The files will indicate if the victim falls within the category of DUI death or DUI with injury.

Activities to meet objective:

Timeline for each activity:

1. The Victims Advocate and/or the Assistant will be notified when there is a victim of a DUI with death or a DUI with injury incident.

1. October 1, 2017 – September 30, 2018

2. The Victims Advocate and/or the Assistant will contact each victim of a DUI with death or a DUI with injury to provide information on the Program and to determine what assistance/services are needed by the victim.

2. October 1, 2017 – September 30, 2018

3. Informational materials on the Victims Advocate Program will be distributed to facilities which are frequented by those of dealing with a DUI death or a DUI injury.

3. October 1, 2017 – September 30, 2018

4.

4.

Objective Number: _____

Outcome:

Outcome Tool

Activities to meet objective:

Timeline for each activity:

1.

1.

2.

2.

3.

3.

Victims of Crime Act Victim Assistance Grant Program Application	Supplementary Goals and Objectives Form
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Goal Number: <u>3</u>	During the grant year interested and qualified individuals and/or students will be provided with opportunities to assist with the Victims Advocate Program by volunteering their time.
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Objective Number: 1 At the conclusion of the grant period at least 150 volunteer hours of service will be provided by at least three volunteers.

Outcome: A cumulative total will be maintained on the number of volunteers who assist with the program and the number of volunteer hours provided.

Outcome Tool Time sheets will be prepared for each volunteer who participates in the Victims Advocate Program.

Activities to meet objective:

Timeline for each activity:

1. The Victims Advocate will contact local colleges and/or universities in order to solicit interns/volunteers for the Program.

1. October 1, 2017 – September 30, 2018

2. Contact will be made with appropriate social service agencies to solicit volunteers for the Program.

2. October 1, 2017 – September 30, 2018

3. Information and requirements on the Program will be provided to each volunteer. Volunteers will be given a background check. Duties of the volunteers will be oversee by the Advocate and/or the Assistant.

3. October 1, 2017 – September 30, 2018

4.

4.

Objective Number: _____

Outcome:

Outcome Tool

Activities to meet objective:

Timeline for each activity:

1.

1.

2.

2.

3.

3.

4.

4.

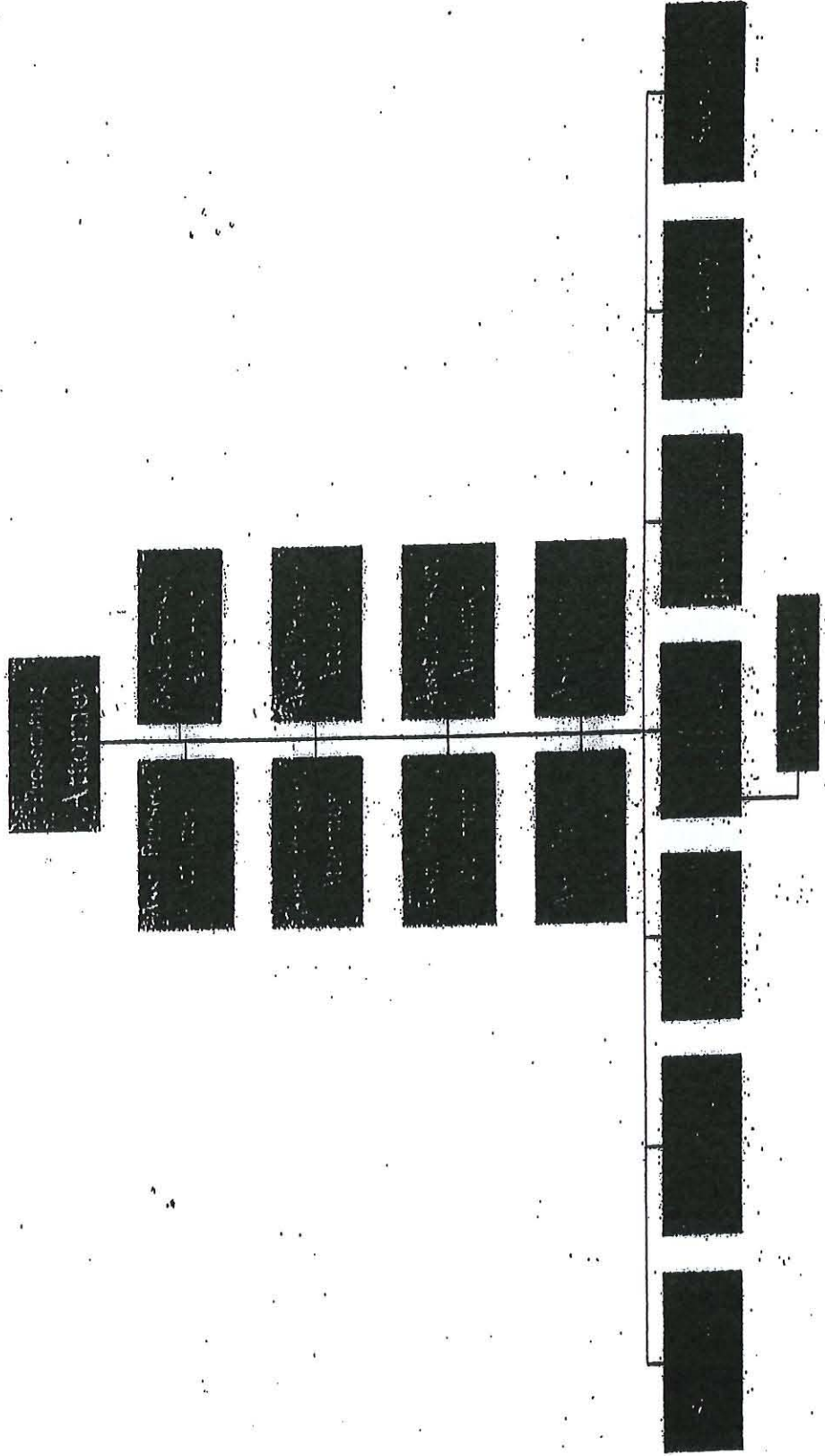
Please use this page or attach a copy of your agency's organizational chart and the proposed organizational chart for this project. Please list all staff members, position titles, salaries, and funding source for salaries.

Please see attached Organizational Chart.

WOOD COUNTY PROSECUTING ATTORNEY'S OFFICE
Staff, Salary, and Funding Sources
March 23, 2017

STAFF	POSITION	SALARY	FUNDING SOURCE
Pat Lefebure	Prosecutor	\$108,192	General Fund
Jodie Boylen	Asst. Prosecutor	\$95,600.16	General Fund
Russ Skogstad	Asst. Prosecutor	\$64,917.84	General Fund
Lora Snodgrass	Asst. Prosecutor	\$64,917.84	General Fund
Jeremy Wolfe	Asst. Prosecutor	\$64,917.84	General Fund
Megan Underwood	Asst. Prosecutor	\$60,499.92	General Fund
Catherine Hudson	Asst. Prosecutor	\$60,499.92	General Fund
Emily Martin	Asst. Prosecutor	\$49,999.92	General Fund
Emily Stamper	Asst. Prosecutor	\$49,999.92	General Fund
Tiffany Kige	Victims Advocate	\$37,367.52	General Fund/VOCA
Rachel Bauerbach	Assistant Victims Advocate	\$25,000	VOCA
Rhea Guice	Secretary	\$42,599.92	General Fund
Debra George-Ryder	Secretary	\$35,681.76	General Fund
Rachel Lewis	Secretary	\$35,681.76	General Fund
Kyla Smith	Secretary	\$32,232.48	General Fund
Megan Reeder	Secretary	\$31,000.08	General Fund
Kayla Meeks	Secretary/Part-Time	\$9.61/hour	General Fund

Wood County Prosecuting Attorney's Office



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

**Hiring Procedures, Firing Procedures,
Grievance Procedures, Job Descriptions,
Resumes, & License/Certifications
Page 8**

Provide a brief statement outlining your agency's procedures for hiring employees who are funded under this grant. Include with this application a job description and qualifications for the position(s) proposed under this grant. If position(s) are currently filled, then include a resume, applicable certificates and licenses, and other supporting documentation for each position filled.

The Victims Advocate position in the Wood County Prosecuting Attorney's Office is a full-time Wood County position. Tiffany Kiger is the current Victims Advocate and has held this position since November 2099. It is anticipated she will remain in this position during the upcoming grant year.

If the position was to become vacant, the Prosecuting Attorney would post the job availability and its requirements. The posting would be done in-house to allow any current Wood County employee to apply for the job. Interviews would be conducted with those deemed qualified for the position. Based upon these interviews, references and other items would be checked. A decision would be made whether or not to offer the job to someone in-house or whether it needed to be advertised in the local newspaper.

In that instance, a help wanted ad would be developed and placed in the local newspaper. Resumes would be solicited and reviewed with the most qualified candidates selected for interviews. After the completion of these interviews, references and other items would be checked, and the position would be offered to the best candidate.

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

The Assistant Victims Advocate position in the Wood County Prosecuting Attorney's Office is a full-time position with the position currently filled by Rachel Bauerbach who has been in this position for approximately one year.

If the position was to become vacant, the Prosecuting Attorney would post the job availability and its requirements. The posting would be done in-house to allow any current Wood County employee to apply for the job. Interviews would be conducted with those deemed qualified for the position. Based upon these interviews, references and other items would be checked. A decision would be made whether or not to offer the job to someone in-house or whether it needed to be advertised in the local newspaper.

In that instance, a help wanted ad would be developed and placed in the local newspaper. Resumes would be solicited and reviewed with the most qualified candidates selected for interviews. After the completion of these interviews, references and other items would be checked, and the position would be offered to the best candidate.

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

JOB DESCRIPTION VICTIMS ADVOCATE

General Description of Duties

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

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

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

Required Knowledge, Skills, and Abilities

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

Acceptable Experience and Training

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

Tiffany F. Kiger

705 58th Street
Vienna, WV
(304) 615-7138
tiffanykiger@yahoo.com

Education

West Virginia University, Morgantown, WV

Eberly College of Arts and Sciences

Bachelor of Arts in Political Science, May 2003

Relevant Work Experience

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

- Victims Advocate
 - Work with the Prosecuting Attorney's, Court, and law enforcement
 - Provide service working with victims and witnesses
 - Monthly Federal Grant Reporting

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

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

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

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

JOB DESCRIPTION

ASSISTANT VICTIMS ADVOCATE

General Description of Duties

The Assistant Victims Advocate will assist the Victims Advocate to administer a Program that will deliver services to victims/witnesses in the criminal justice system. Particular emphasis will be placed on those victims in Magistrate Court.

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

- Meet with individuals on an as-needed basis
- Assist the victims in obtaining restitution and recovery of property used as evidence
- Serve as a liaison between the victim and the various agencies involved with the case
- Collect and record data on the number and amount of services provided
- Assist crime victims at judicial proceedings, particularly felony cases
- Provide referrals to victims to appropriate agencies
- Assist the Victims Advocate as necessary

Required Knowledge, Skills, and Abilities

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

Acceptable Experience and Training

Equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Must have at least an Associate Degree in criminal justice, counseling, psychology, social work, or a related field, and a minimum of one year experience working in a related field.

Rachel Bauerbach

P.O. Box 914
Beverly, Ohio 45715
Tel : 740-525-3258

Education

2003 to 2008 **Washington State Community College**, Marietta, Ohio

Major - General Sciences Transfer

2000 to 2001 **Kent State University**, Kent, Ohio

Major - Psychology

Work Experience

Rural King Assistant Manager 2014 to 2015

Management of all day-to-day store operations including hiring, training, and continuous coaching of staff, inventory management, supervision of cash management, ensuring all corporate protocols are being met or exceeded, delivering superior customer service in difficult situations, correspond with district management and relay information to pertinent staff, conducting staff meetings, other duties as directed.

Westbrook Substance Abuse Tech 2013 to 2014

Worked for Genesis program, a long-term residential women's substance abuse treatment program. Duties included development of service plans and working with clients to achieve goals as they progressed through the program. Group sessions, regular searches of private belongings per company protocol, administering and documenting results of drug screens and breathalyzer scans, transporting to and from recovery services and meetings when appropriate, job coaching and teaching fundamental job skills, documentation of all activities per state and company requirements, medication management for individual clients, administering drug screens to ensure that all visitors were free of drugs and alcohol prior to engaging with clients in any activities.

Kroger Co. Administrative Store Personnel 2012 to 2013

Managed all store level human resources including but not limited to: hiring, drug screens, background checks, new hire orientation. Supervision of continuing education. Safety team coordinator. Assist loss prevention with various activities as instructed. Maintain all associate records in accordance with state and federal law and Kroger company policy. Reconciling invoices. Shipping and receiving office related documents and equipment. Liaison for associate questions regarding ethics, store rules, and benefits. Various other assignments as directed by store manager or district human resources coordinator.

L&P Services Inc. Case Manager 2011 to 2012

Develop Individual Service Plan for each client, assess client need for services, conduct skill-specific groups, link clients to community resources, monitor client mental health symptoms, assist with crisis intervention/ de-escalation, ensure all treatment plans and progress notes meet requirements of ODMH and ODADAS, meet with other local agencies to establish client resources and build rapport, maintain client confidentiality and ensure appropriate releases have been signed to facilitate contact with outside agencies, maintain personal appointment schedule and meet all appointments promptly.

Lakeside Golf Course Assistant Manager 2007 to 2011

Management and training of all clubhouse employees, assessment of job candidates, maintaining employee schedule, appraisal of employee job performance, scheduling and coordinating group reservations, customer service, large

volume of phone and personal contact with guests, creation of marketing materials and concepts, public relations, daily monitoring of sales goals and financial forecast, cash handling and management of all cash controls, loss prevention, ensured compliance with safety standards.

References for Rachel Bauerbach

Richelle McClain

1622 East Poplar Drive

Davisville, West Virginia 26142

304-916-6946

Mrs. Amanda Kasun

153 Albright Road

Beverly, Ohio 45715

740-984-4837

Mr. Chad Augenstein

Post Office Box 208

Lowell, Ohio 45744

740-538-4993

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application	Organization Budget Attachment A
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Provide a brief statement outlining your agency's procedures for hiring employees who are funded under this grant. Include with this application a job description and qualifications for the position(s) proposed under this grant. If position(s) are currently filled, then include a resume, applicable certificates and licenses, and other supporting documentation for each position filled.

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

Please see attached.

**WOOD COUNTY, WEST VIRGINIA
LEVY PAGE
REGULAR CURRENT EXPENSE LEVY
2016 - 2017**

Current Year	Column E		Taxes Levied
	Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/\$100	
Class I			
Personal Property	\$ _____	13.14	\$ _____
Public Utility	_____		_____
Total Class I	\$ _____		\$ _____
Class II			
Real Estate	\$ 1,793,869,580	26.28	\$ 4,714,289
Personal Property	7,144,426		18,776
Total Class II	\$ 1,801,014,006		\$ 4,733,065
Class III			
Real Estate	\$ 249,193,440	52.56	\$ 1,309,761
Personal Property	468,863,227		2,464,345
Public Utility	104,700,050		550,303
Total Class III	\$ 822,756,717		\$ 4,324,409
Class IV			
Real Estate	\$ 433,279,660	52.56	\$ 2,277,318
Personal Property	288,770,972		1,517,780
Public Utility	78,491,127		412,549
Total Class IV	\$ 800,541,759		\$ 4,207,647
Total Value & Projected Revenue	\$ 3,424,312,482		\$ 13,265,122
Less Delinquencies, Exonerations & Uncollectable Taxes		7.00%	928,559
Less Tax Discounts		2.00%	246,731
Less Allowance for Tax Increment Financing - see worksheet (Subtracted from regular current expense taxes levied only)			6,955
Total Projected Property Tax Collection			12,082,877
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		2.00%	241,658
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes (Transfer amount to Worksheet GCRV - Account No. 301-01)			\$ 11,841,219

WOOD COUNTY, WEST VIRGINIA
ALLOWANCE FOR TAX INCREMENT FINANCING
REGULAR CURRENT EXPENSE LEVY
2016 - 2017

Current Year	Column C Roll Back Value Form	Levy Rate/\$100	Taxes Levied
Class I			
Personal Property	\$ _____	13.14	\$ _____
Public Utility	_____		_____
Total Class I	\$ _____		\$ _____
Class II			
Real Estate	\$ _____	26.28	\$ _____
Personal Property	_____		_____
Total Class II	\$ _____		\$ _____
Class III			
Real Estate	\$ _____	52.56	\$ _____
Personal Property	_____		_____
Public Utility	_____		_____
Total Class III	\$ _____		\$ _____
Class IV			
Real Estate	\$ 1,451,940	52.56	\$ 7,631
Personal Property	_____		_____
Public Utility	_____		_____
Total Class IV	\$ 1,451,940		\$ 7,631
Total Value & Projected Revenue	\$ 1,451,940	(Gross)	\$ 7,631
Less Delinquencies, Exonerations & Uncollectable Taxes		7.00%	534
Less Tax Discounts		2.00%	142
Allowance For Tax Increment Financing			
(Use this amount above for Tax Increment Financing)			<u>6,955</u>

**WOOD COUNTY, WEST VIRGINIA
EXCESS LEVY PAGE**

Name: Library
2016 - 2017

	Column E Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/\$100	Taxes Levied
Current Year			
Class I			
Personal Property	\$ _____	0.54	\$ _____ 0
Public Utility	_____		_____ 0
Total Class I	\$ _____		\$ _____ 0
Class II			
Real Estate	\$ 1,793,869,580	1.08	\$ 193,738
Personal Property	7,144,426		772
Total Class II	\$ 1,801,014,006		\$ 194,510
Class III			
Real Estate	\$ 249,193,440	2.16	\$ 53,826
Personal Property	468,863,227		101,274
Public Utility	104,700,050		22,615
Total Class III	\$ 822,756,717		\$ 177,715
Class IV			
Real Estate	\$ 433,279,660	2.16	\$ 93,588
Personal Property	288,770,972		62,375
Public Utility	78,491,127		16,954
Total Class IV	\$ 800,541,759		\$ 172,917
Total Value & Projected Revenue	\$ 3,424,312,482		545,142
Less Delinquencies, Exonerations & Uncollectable Taxes		7.00%	38,160
Less Tax Discounts		2.00%	10,140
Net Amount to be Raised by Levy For Budget Purposes:			496,842
Included in the General Fund "Yes or No"			☒ Yes
EXCESS LEVY REPORTED ON GENERAL FUND REVENUE SUMMARY PAGE IN ACCOUNT # 301-90:			\$ 496,842

Wood County Commission Levy Estimate (Budget)
2016 - 2017 Fiscal Year

STATE OF WEST VIRGINIA
 County of: Wood, West Virginia

In accordance with WV Code §11-8-10, as amended, the Wood County Commission proceeded to make an estimate of the amounts necessary to be raised by a levy of taxes for the current year, and doth determine and estimate the several amounts to be as follows:

General Fund	Estimated Revenues
Fund Balance	\$ 800,000
Property Taxes Current year	11,841,219
Prior Year Taxes	859,000
Property Taxes Excess Levy	496,842
Tax Penalties, Interest & Publication Fees	225,000
Property Transfer Tax	400,000
Gas and Oil Severance Tax	70,000
Wine & Liquor Tax	12,000
Hotel Occupancy Tax	581,342
Payment in Lieu of Taxes	200,000
Miscellaneous Energy Tax (Coal Bed Methane)	7,500
Licenses	10,000
Building Permits	45,000
Miscellaneous Permits	1,200
Federal Grants / Federal Payment in Lieu of Taxes	500,000
State Grants	500,000
Charges for Services	71,299
Sheriff's Service of Process	30,000
Sheriff's Earnings	12,000
County Clerk's Earnings	312,000
Circuit Clerk's Earnings	75,000
Prosecuting Attorney's Earnings	5,000
Accident Reports	3,000
Motor Vehicle License Fee	13,000
Clerk Deed Fees	5,000
Rents & Concessions	76,000

Wood County Commission Levy Estimate (Budget)
2016 - 2017 Fiscal Year

IRP Fees (Interstate Registration Plan)	75,000
Fines, Fees & Court Costs	13,000
Regional Jail Operations Partial Reimbursement	175,000
Interest Earned	1,000
Miscellaneous Revenue	6,000
Sheriff's Commission	12,000
Commissions	5,000
Gaming Income	40,000
Video Lottery	200,000
Refunds/Reimbursements (External Sources)	150,000
Parking	37,000
Sale of Fixed Assets	10,000
Concealed Weapons Reimbursements	16,304
Home Confinement Reimbursements	120,000
General School Reimbursements	300,000
Magistrate Court Reimbursements	50,000
Payroll Reimbursements	2,035,247
Transfers Assessor's Valuation Fund	706,796

Total Estimated General Fund Revenues \$ 21,103,749

	<u>Estimated Revenues</u>
Coal Severance Tax	
Assigned Fund Balance	\$ 147,000
Coal Severance Tax	75,000
Interest Earned on Investment	<u>50</u>
Total Coal Severance	\$ <u>222,050</u>

	<u>General Fund</u>	<u>Coal Severance Tax Fund</u>
ESTIMATED EXPENDITURES		
GENERAL GOVERNMENT		
County Commission	\$ 2,666,238	\$ -
County Clerk	1,003,396	-
Circuit Clerk	701,032	-
Sheriff - Treasurer	733,593	-
Prosecuting Attorney	1,294,076	-
Assessor	507,051	-
Assessor's Valuation Fund	706,796	-
Statewide Computer Network	72,400	-
Agricultural Agent	124,281	-
Elections - County Clerk	240,985	-
Magistrate Court	4,200	-
Courthouse	416,812	-
Data Processing	97,000	-
Regional Development Authority	30,953	-
Economic Development	30,000	-
Airports	50,000	-
Federal Grants	500,000	-

Wood County Commission Levy Estimate (Budget)
2016 - 2017 Fiscal Year

State Grants	500,000	-
Contingencies - Not to Exceed 10% of Budget	141,793	-
TOTAL GENERAL GOVERNMENT	9,820,606	-
Sheriff - Law Enforcement	3,660,948	-
Sheriff - Service of Process	156,253	-
County Jail - Reimbursable J/C	825,153	-
Regional Jail	2,000,000	-
Home Confinement	244,749	-
Investigative Services	9,600	-
Police Special Duty	21,931	-
Emergency Services	84,956	-
Communication Center	1,750,291	-
Fire Department	176,000	-
Dog Warden/Humane Society	231,348	-
Flood Control	7,000	-
Community Based Corrections Program	270,531	-
TOTAL PUBLIC SAFETY	9,438,760	-
HEALTH AND SANITATION		
Local Health Department	80,000	-
Mental Health	95,000	-
Other Health Programs	3,250	-
TOTAL HEALTH & SANITATION	178,250	-
CULTURE AND RECREATION		
Parks & Recreation	295,910	-
4 - H Camp	20,000	-
Arts & Humanities	38,720	-
Museum Commission	6,395	-
Fair Associations/Festivals	44,334	-
Summer Youth Program	2,000	-
Historical Commission	15,000	-
Travel Council	290,671	-
Library	815,603	-
TOTAL CULTURE & RECREATION	1,528,633	-
Senior Citizens	35,000	-
Cemeteries	2,500	-
TOTAL SOCIAL SERVICES	37,500	-
CAPITAL PROJECTS		
Sheriff-Law Enforcement	-	222,050
County Commission	100,000	-
TOTAL CAPITAL OUTLAY	100,000	222,050

Wood County Commission Levy Estimate (Budget)
2016 - 2017 Fiscal Year

Total Expenditures

\$ 21,103,749 \$ 222,050

STATE OF WEST VIRGINIA
WOOD COUNTY, WEST VIRGINIA, WEST VIRGINIA

I, Mark Rhodes, CLERK OF THE COUNTY COMMISSION OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING ARE TRUE COPIES FROM THE RECORD OF ORDERS MADE AND ENTERED BY SAID COMMISSION ON THE 21 DAY OF MARCH 2016.

(Signature)

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application	Membership List of Governing Board Attachment B
---	--

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

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

Robert Tebay, Commissioner
Wood County Commission
One Court Square
Parkersburg, WV 26101
304-424-1984

Jimmy Colombo, Commissioner
Wood County Commission
One Court Square
Parkersburg, WV 26101
304-424-1984

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application	Memorandum of Understanding Attachment D
---	---

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

Please see attached Memorandums of Understanding.

Memorandum of Understanding

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

And

Dept. Health and Human Services, Child Protection Services

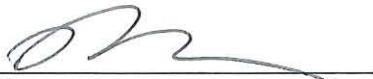
In agreement to provide professional service to child victim's of crime throughout the judicial process. The undersigned agree to pledge a continuing commitment to work together to protect and serve victims of crime with respect, dignity and confidentiality; to provide information to the victim of crime the status of their case; to provide emotional support and to educate the client of the emotional cycle of the crime victim and their families; to insure the Victim of their rights under the Victims of Crime Protection Act of 1984.

Mission Statement – Wood County Victim Assistance Program

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

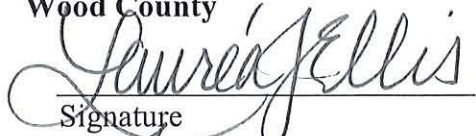
This Memorandum of Understanding has been agreed upon by:

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


Signature

Date 2-22-17

**WV Health and Human Services
Child Protection Services
Wood County**


Signature

Date February 22, 17

Memorandum of Understanding

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

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

Mission Statement – Wood County Victim Assistance Program

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

This Memorandum of Understanding has been agreed upon by:

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

**Voices for Children Victims
CASA
Wood County**



Signature

Date 2-22-17



Signature

Date 2-21-17

Memorandum of Understanding

**The Wood County Prosecuting Attorney Office
Victim Assistance Program
And
Family Crisis Intervention Center, Wood County**

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

Mission Statement - Wood County Victim Assistance Program

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

This Memorandum of Understanding has been agreed upon by:

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



Signature

Date 2-22-17

**Family Crisis Intervention Center
Wood County**



Signature

Date 2/3/17

toni tiano [Log Out](#)

Entity Dashboard

[Entity Overview](#)[Entity Registration](#)

- Core Data
- Assertions
- Reps & Certs
- POCs

[Reports](#)

- Service Contract Report
- BioPreferred Report

[Exclusions](#)

- Active Exclusions
- Inactive Exclusions
- Excluded Family Members

[BACK TO USER DASHBOARD](#)

WOOD, COUNTY OF

DUNS: 103819496 CAGE Code: 4FSR6

Status: Active

#2 GOVERNMENT SQUARE RM 133

PARKERSBURG, WV, 26101-5353,

UNITED STATES

Expiration Date: 09/29/2017

Purpose of Registration: Federal Assistance Awards Only

Entity Overview

Entity Registration Summary

DUNS: 103819496
Name: WOOD, COUNTY OF
Doing Business As: WOOD COUNTY CIRCUIT CLERKS OFFICE
Business Type: US Local Government
Last Updated By: toni tiano
Registration Status: Active
Activation Date: 09/29/2016
Expiration Date: 09/29/2017

Exclusion Summary

Active Exclusion Records? No

[Search Records](#)
[Data Access](#)
[About](#)
[Help](#)[Disclaimers](#)
[Accessibility](#)
[Privacy Policy](#)[FAPIS.gov](#)
[GSA.gov/IAE](#)
[GSA.gov](#)
[USA.gov](#)

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WWW7

Project Director's Role

All sub-grantees are required to have a Project Director; the individual charged with facilitating the project (the actual day-to-day operation and implementation). This individual cannot also be the fiscal officer or authorized official and should not be a full-time grant funded staff person.

The Project Director's role is as follows:

- ∞ Be the main contact for DJCS staff
- ∞ Ensure all information is forwarded to all funded staff/agencies; this includes but is not limited to:
 - Budgets
 - Special and standard conditions of the grant
 - Memos
 - Surveys
 - Changes in grant requirements
 - Forms
 - Training available
- ∞ Ensure all reports are submitted on time to DJCS
- ∞ Inform DJCS of changes in staff and Authorized officials
- ∞ Request project changes and prior approval of attendance of training/travel not specified in budget.
- ∞ The Project Director is the contact person for members of the West Virginians Against Violence Committee
- ∞ The Project Director's presence is **MANADATORY** at on-site DJCS monitoring visits.

I certify that I have read and understand my Role and Responsibilities:

Project Director:

Toni Trano

Title:

Grant Consultant

Signature:

De Diao

Date:

3-23-17

Fiscal Officer's Role

All sub-grantee are required to have Fiscal Officer, the individual charged with the responsibility for the fiscal records of the project. **This individual cannot also be the authorized official or project director and should not be a VOCA funded staff person.**

The Fiscal Officer's role with DJCS staff is as follows:

- œ The contact person for financial questions
- œ Review the approved budget for each grant
- œ Be aware of Special and Standard Conditions of the grant
- œ Review all monthly financial reports and ensure all required documentation is included
- œ Submit copies of audits to DJCS and contact DJCS if debarred
- œ The Fiscal Officer's presence is **MANDATORY** at on-site DJCS monitoring visits.

I certify that I have read and understand my Role and Responsibilities:

Fiscal Officer: Mark Rhodes Title: County Clerk

Signature: Mark Rhodes Date: 3-23-2017

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

STANDARD CONDITIONS AND ASSURANCES

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

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

1. LAWS OF WEST VIRGINIA:

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

2. LEGAL AUTHORITY:

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

3. RELATIONSHIP:

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

4. COMMENCEMENT WITHIN 60 DAYS:

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

5. OPERATIONAL WITHIN 90 DAYS:

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

6. WRITTEN APPROVAL OF CHANGES:

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

WEST VIRGINIA
DIVISION OF JUSTICE & COMMUNITY
SERVICES

STANDARD CONDITIONS AND ASSURANCES

7. CIVIL RIGHTS COMPLIANCE:

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

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

8. PRESS RELEASE:

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

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

9. LOBBYING:

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

10. ACCESS TO RECORDS:

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

11. CONFLICT OF INTEREST:

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

12. POLITICAL ACTIVITY:

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

**WEST VIRGINIA
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 if match is not "required" by the grant program for which you are making application, but committed and indicated on the budget pages of this application, then this special condition shall be affected.

21. PROJECT INCOME:

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

22. CONSULTANT FEES:

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

23. SUSPENSION OF FUNDING:

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

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

24. SANCTIONS FOR NONCOMPLIANCE:

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

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

**WEST VIRGINIA
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
- USB
- 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 2010 Operating System, Microsoft Office 2010 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.

The requirements set forth by OMB Circular A-133 are as follows: Non-Federal entities that expend \$750,000 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 \$750,000 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.

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

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

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.

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42. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

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

43. VETERANS PREFERENCE:

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

44. IMMIGRATION AND NATURALIZATION VERIFICATION:

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

45. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

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

46. PERSONNEL TRAINING:

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

47. ACCOUNTING REQUIREMENTS:

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

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

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

49. TRANSFER OF FUNDS PROHIBITION:

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

50. MARKING OF EQUIPMENT:

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

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

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

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

52. SYSTEM FOR AWARD MANAGEMENT

Grantee agrees to register with the System for Award Management (SAM), <https://www.sam.gov> and submit documentation verifying a valid registration date to DJCS with the grant application. Grantee agrees to maintain a valid registration date throughout the grant cycle and will submit to DJCS within 30-days of registration expiration documentation verifying that the registration date has been renewed.

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.

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56. COMPLIANCE WITH FEDERAL PROCEDURES:

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

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

57. ADDITIONAL REGULATIONS AND PROCEDURES:

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

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

58. RELIGIOUS ACTIVITIES

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

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59. ADMINISTRATIVE CHANGES:

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

60. LATE REPORTING:

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

61. CLIENT FILES:

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

62. CLIENT SURVEYS/EVALUATIONS:

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

63. CLIENT CONFIDENTIALITY:

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

64. NOTIFICATION OF VICTIM COMPENSATION PROGRAM:

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

65. GRANT FILE:

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

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66. ADMINISTRATIVE MANUAL:

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

67. TRAVEL/TRAINING:

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

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

68. VOCA FUNDED TRAINING EVENTS:

All agenda topics and trainers must be pre-approved by DJCS for any training events (conferences, workshops, symposiums, etc.) paid for with VOCA funds. A written request must be submitted to DJCS 90 days prior to entering into any agreements, for agenda topics, speakers, and/or trainers. The request must include workshop descriptions and speaker biographies. All state agencies are required to work with the WV Coalition Against Domestic Violence and/or the WV Foundation for Rape Information and Services in acquiring appropriate speakers prior to the conference.

Please note – all VOCA funded training events must include an evaluation component and the results of the evaluations must be submitted to DJCS with the corresponding monthly report. If a program charges registration fees, they must provide certificates and/or certification that participants actually attended training in order to be reimbursed for registration fees. They must include a sign-in sheet of participants to DJCS.

69. INTERAGENCY AGREEMENTS:

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

70. HIRING PROCEDURES:

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

71. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS:

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

72. ENSURING VICTIMS RIGHTS:

All funded programs/agencies will practice a "Victim Centered Approach". They are required to inform victims of their rights and ensure victims are afforded their rights.

73. ACTIVITIES THAT MAY COMPROMISE VICTIM SAFETY:

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

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74. AUDITS:

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

75. BOARD OF DIRECTORS:

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

76. Printed Materials:

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

77. DEBARMENT:

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

78. TEXT MESSAGING:

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

79. VOLUNTEERS:

The applicant must utilize at least one volunteer during the grant period for VOCA allowable activities, as well as VOCA-funded staff to implement the grant project. All sub-grantees will be required to submit a volunteer log quarterly. If a log is not submitted, DJCS will hold funds until it is submitted.

80. MINIMUM TRAINING REQUIREMENT:

All funded VOCA staff will be required to complete eight (8) hours per year of pre-approved victim assistance training. They must submit a certificate showing they completed this training. If this is not completed by June 30th the sub-grantee must submit in writing why they have not attended a training; when they will attend and what type of training they plan to attend to DJCS. This will be reviewed for compliance at grant reviews.

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81. Network Policy & Protections

All subgrantee's must have a policy that prohibits the viewing, downloading, and/or exchanging of pornographic material. Subgrantee's understand and agrees that – (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

82. VOCA GUIDELINES:

The Recipient assures that it will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404 (a)(2) and 1404 (b) (1) and (2), 42 U.S.C. 10603(a)(2) and (b) (1) and (2) and the applicable program guidelines and regulations; as required.

Specifically, the recipient certifies that funds under this sub-award will a) eligible victim assistance organizations 42 U.S.C. 1063 (a)(2); b) not be used to supplant State and local public funds that would otherwise be available for crime victim assistance; and c) be allocated in accordance with program guidelines or regulations implementing 42 U.S.C. 1063(a)(2)(A) and 42 U.S.C. 1063 (a)(2)(B) to, at a minimum assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes identified by the State.

83. Project Director & Fiscal Officer Monitoring Requirement:

The recipient acknowledges that the Project Director and Fiscal Officer of the grant are REQUIRED to be in attendance for the DJCS on-site monitoring visit.

84. FORENSICS INTERVIEWS

Applicant understands that at this time, Forensic Interviews are NOT allowable under VOCA funded time. Each VOCA funded advocate is required to certify that they understand that they cannot conduct forensic interviews or investigations during VOCA funded time.

85. Salary Increases

Subgrantee's that are awarded an increase in Personnel/Contractual must apply the approved raises in salary within the first quarter of the grant cycle or the increased funds may be deobligated.

86. Other Funds

Subgrantee's that are awarded "Other" funding for general office supplies must purchase supplies quarterly or the funds may be deobligated.

87. Computers and/or Office Equipment

Subgrantee's that are awarded "Other" funding for computers and/or office equipment must purchase the approved items within the first quarter of the grant cycle or funds may be deobligated.

88.	Applicability of Part 200 Uniform Requirements
	The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (the "Part 200 Uniform Requirements") apply to this 2015 award from the Office of Justice Programs (OJP). For this 2015 award, the Part 200 Uniform Requirements, which were first adopted by DOJ on December 26, 2014, supersede, among other things, the provisions of 28 C.F.R. Parts 66 and 70, as well as those of 2 C.F.R. Parts 215, 220, 225, and 230. If this 2015 award supplements funds previously awarded by OJP under the same award number, the Part 200 Uniform Requirements apply with respect to all award funds (whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this 2015 award. Potential availability of grace period for procurement standards: Under the Part 200 Uniform Requirements, a time-limited grace period may be available under certain circumstances to allow for transition from policies and procedures that complied with previous standards for procurements under federal awards to policies and procedures that comply with the new standards (that is, to those at 2 C.F.R. 200.317 through 200.326). For more information on the Part 200 Uniform Requirements, including information regarding the potentially-available grace period described above, see the Office of Justice Programs (OJP) website at http://ojp.gov/funding/Part200UniformRequirements.htm. In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the subgrantee is to contact DJCS and OJP promptly for clarification.
89.	Compliance with DOJ Grants Financial Guide
	Subgrantee agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide").
90.	Outstanding Audit Issues
	The subgrantee understands and agrees that DJCS and/or OJP may withhold award funds, or may impose other related requirements, if the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.
91.	De Minimis
	A subgrantee that is eligible under the Part 200 Uniform Requirements to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC).
92.	Fraud
	All subgrantee's must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, subgrantee, contractor, subcontractor, or other person has -- (1) submitted a claim for award funds that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by - mail: Office of the Inspector General U.S. Department of Justice Investigations Division 950 Pennsylvania Avenue, N.W. Room 4706 Washington, DC 20530 e-mail: oig.hotline@usdoj.gov hotline: (contact information in English and Spanish): (800) 869-4499 or hotline fax: (202) 616-9881 Additional information is available from the DOJ OIG website at www.usdoj.gov/oig

93.	Restrictions and certifications regarding non-disclosure agreements and related matters
	No subgrantee under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information. 1. In accepting this award, the subgrantee -- a) represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and b) certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency. 2. If the subgrantee does or is authorized to make subawards or contracts under this award -- a) it represents that -- 1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward, contract, or subcontract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and 2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and b) it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
94.	Performance Measures
	The subgrantee must collect, maintain, and provide to DJCS & OJP, data that measure the performance and effectiveness of activities under this award, in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by OJP. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.
95.	Performance Measures II
	The subgrantee agrees to submit performance reports on the performance metrics identified by DJCS and OVC, and in the time and manner required by DJCS & OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction. Beginning October 1, 2015, the subgrantee agrees to submit such information monthly.
96.	Non-Profit Financial Statements
	All non-profit subgrantees of VOCA Assistance funding under this award are required to make their financial statements available online (either on the subgrantees, or another publicly available website). OVC will consider sub-recipient organizations that have Federal 501(c)(3) tax status as in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.
97.	Non-Profit Status Certification
	All non-profit subgrantees of VOCA Assistance funding under this award are required to certify their non-profit status. Subgrantees may certify their non-profit status by submitting a statement to DJCS (to be placed in the grant file) affirmatively asserting that the subgrantee a non-profit organization, and indicating that it has on file, and available upon audit, either -- 1) a copy of the recipient's 501(c)(3) designation letter; 2) a letter from the recipient's state/territory taxing body or state/territory attorney general stating that the recipient is a non-profit organization operating within the state/territory; or 3) a copy of the recipient's state/territory certificate of incorporation that substantiates its non-profit status. Subgrantees that are local non-profit affiliates of state/territory or national non-profits should have available proof of (1), (2) or (3), and a statement by the state/territory or national parent organization that the recipient is a local non-profit affiliate.

98. Program Accountability – Federal Audit Requirements

I.) Federal Office of Management and Budget (OMB) 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 at the time of award.

§200.501(a) Audit required. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

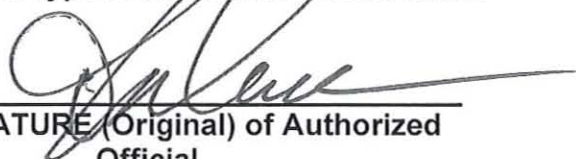
(b) Single audit. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) Program-specific audit election. When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a sub-recipient, approves in advance a program-specific audit.

(d) Exemption when Federal awards expended are less than \$750,000. A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

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.

David Blair Couch
Printed/Typed Authorized Official Name


SIGNATURE (Original) of Authorized
Official

March 23, 2017
DATE

Mark Rhodes
WOOD County 11:11:15 AM
Instrument No 8743361
Date Recorded 03/23/2017
Document Type CDO
Pages Recorded 62
Book-Page 72-731

7

Wood County Commission

Erroneous Assessment Application

Tax Type: **Real Estate**

Description

PT #33 & 34 OAKLAND ADN

Tax Ticket: **21511**

Tax Year: **2010**

Upon the application of **LYNCH ROBERT R** whose address is **604 EAST ST PARKERSBURG, WV 26101-0000** aggrieved by an erroneous assessment in **PARKERSBURG District (05) Map 82 Parcel 01100000**, in the County of Wood, for the **2010** tax year.

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

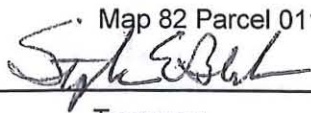
If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

THIS PROPERTY WAS SOLD FOR 2008-2012 DELINQUENT TAXES BY G. RUSSELL ROLLYSON IN DEED BOOK 1195 PAGE 587. THEREFORE, THIS TICKET NEEDS TO BE EXONERATED.

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

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value	
07/01/2010	BILLING	2	129.54	1.458800	2	8,880	
03/15/2017	PENDING EXONERATION	2	-129.54	1.458800	2	0	
Adjusted Net Taxes			0.00	Adjusted Net Value			8,880

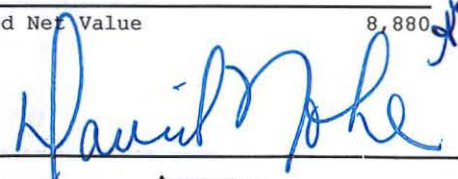
Map 82 Parcel 01100000



Taxpayer



Prosecutor



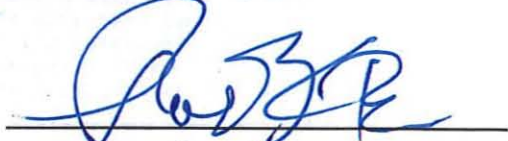
Assessor



Commissioner



County Commission President



Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on March 23, 2017

MAR 17 2017

MAR 22 2017

Mark Rhodes
+ WOOD County 10:39:43 AM
Instrument No 8743342
Date Recorded 03/23/2017
Document Type CDD
Pages Recorded 1
Book-Page 72-724

By: Karen Degraef

Application Printed On

Wednesday, March 15, 2017 12:19 pm

Wood County Commission

Erroneous Assessment Application

Tax Type: **Real Estate**

Description

PT #33 & 34 OAKLAND ADN

Tax Ticket: **21573**

Tax Year: **2011**

Upon the application of **LYNCH ROBERT R** whose address is **604 EAST ST PARKERSBURG, WV 26101-0000** aggrieved by an erroneous assessment in **PARKERSBURG District (05) Map 82 Parcel 01100000**, in the County of Wood, for the **2011** tax year.

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

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

THIS PROPERTY WAS SOLD FOR 2008-2012 DELINQUENT TAXES BY G. RUSSELL ROLLYSON IN DEED BOOK 1195 PAGE 587. THEREFORE, THIS TICKET NEEDS TO BE EXONERATED.

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

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2011	BILLING	2	131.02	1.455760	2	9,000
03/15/2017	PENDING EXONERATION	2	-131.02	1.455760	2	0
			Adjusted Net Taxes			Adjusted Net Value
			0.00			9,000

Map 82 Parcel 01100000

[Signature]

Taxpayer

[Signature]

Prosecutor

[Signature]

Assessor

[Signature]

Commissioner

[Signature]

County Commission President

[Signature]

Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on March 23, 2017.

MAR 17 2017
County Commission

RECEIVED
MAR 22 2017

Mark Rhodes
WOOD County 10:45:08 AM
Instrument No 8743346
Date Recorded 03/23/2017
Document Type CDD
Pages Recorded 1
Book-Page 72-725

Wood County Commission

Erroneous Assessment Application

Tax Type: **Real Estate**

Description

PT #33 & 34 OAKLAND ADN

Tax Ticket: **21619**

Tax Year: **2012**

Upon the application of **LYNCH ROBERT R** whose address is **604 EAST ST PARKERSBURG, WV 26101-** aggrieved by an erroneous assessment in **PARKERSBURG District (05) Map 82 Parcel 01100000**, in the County of Wood, for the **2012** tax year.

The County Commission therefore, orders that the said applicant be and hereby exonerated from the said erroneous assessment and from the payment of the taxes so assessed in and for the **2012** tax year.

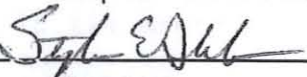
If the taxes have been paid the Sheriff shall refund the same to them; or if more than a year from the time the property books were delivered to the Sheriff for the the affected tax year, the Sheriff shall allow a credit on future taxes payable.

THIS PROPERTY WAS SOLD FOR 2008-2012 DELINQUENT TAXES BY G. RUSSELL ROLLYSON IN DEED BOOK 1195 PAGE 587. THEREFORE, THIS TICKET NEEDS TO BE EXONERATED.

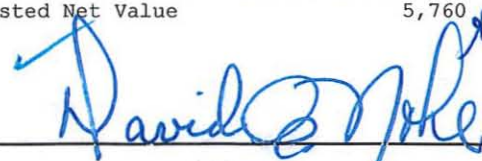
All of which is ordered to be certified to the Auditor of the State of West virginia and the Sheriff of WOOD County

Date	Transaction Type	Class	Amount	Tax Rate	Tax Class	Net Value
07/01/2012	BILLING	2	83.88	1.456160	2	5,760
03/15/2017	PENDING EXONERATION	2	-83.88	1.456160	2	0
Adjusted Net Taxes			0.00	Adjusted Net Value		5,760

Map 82 Parcel 01100000


Taxpayer


Prosecutor


Assessor


Commissioner


County Commission President


Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse of said County, The County Commission did approve this exoneration on March 23, 2017

RECEIVED
MAR 17 2017
COUNTY COMMISSIONER

RECEIVED
MAR 22 2017
COUNTY COMMISSIONER

Mark Rhodes
WOOD County 10:46:50 AM
Instrument No 8743348
Date Recorded 03/23/2017
Document Type 000
Pages Recorded 1
Book-Page 72-726

By: Karen Degraef

Application Printed On

Wednesday, March 15, 2017 12:26 pm

STATE OF WEST VIRGINIA
COUNTY OF WOOD }

TO -WIT:

I, Dan McPherson, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of the Wood County Fire Board in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.



Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this
22nd day of March, 2015.
2017.


County Commission of Wood County

Mark Rhodes
WOOD County 11:04:07 AM
Instrument No 8743357
Date Recorded 03/23/2017
Document Type CDD
Pages Recorded 1
Book-Page 72-729
101

STATE OF WEST VIRGINIA
COUNTY OF WOOD }

TO -WIT:

I, Melody Ross, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of Deputy County Clerk in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.



Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this
21st day of March, 2017.



County Commission of Wood County

Mark Rhodes
WOOD County 10:52:21 AM
Instrument No 8743351
Date Recorded 03/23/2017
Document Type COO
Pages Recorded 1
Book-Page 72-728

STATE OF WEST VIRGINIA
COUNTY OF WOOD }

TO -WIT:

I, Dave Lawson, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of the Lubeck Public Service District in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

David H. Lawson

Subscribed and sworn to, before the County Commission of Wood County, West Virginia, this
21ST day of March, 2017.

[Signature]
County Commission of Wood County

Mark Rhodes
WOOD County 10:49:12 AM
Instrument No 8743349
Date Recorded 03/23/2017
Document Type CDD
Pages Recorded 1
Book-Page 72-727

