

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
MONDAY, OCTOBER 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 Erroneous Assessment Applications in regard to personal property. Copies are attached to these minutes and shall be made a part thereof.

AGENDA AND DISCUSSION ITEMS

At 9:36 A.M., the County Commission, upon a motion duly made, seconded and passed, Ordered that the Wood County Courthouse, the Judge Donald F. Black Annex, the Wood County Day Report Center will close at 9:30 A.M. due to an emergency situation of undetermined air quality due to the fire at the Ames plant. Judge Beane Ordered that the Wood County Justice Center be closed. (Order A/1850)

Later in the day, the County Commission, upon a motion duly made, seconded and passed, Ordered that the Wood County Courthouse, the Holmes R. Shaver Annex, the Judge

Donald F. Black Annex and the Wood County Day Report Center be closed. Judge Beane Ordered that the Wood County Justice Center be closed. (Order M/3773)

At 9:37 A.M., the County Commission held a discussion regarding the fire with several people in attendance.

At 10:06 A.M., the County Commission meeting was paused.

At 10:33 A.M., the County Commission resumed their meeting.

At 10:34 A.M., the County Commission, upon a motion duly made, seconded and passed, placed the name of Chad Lancaster in nomination to fill a vacancy on the Union Williams Public Service District. (Order A/1849)

At 10:35 A.M., the County Commission held a discussion relating to the State's response to the Ames fire with two State officials, Jimmy Gianato, with Homeland Security and Rusty Joins with the West Virginia Department of Environmental Protection.

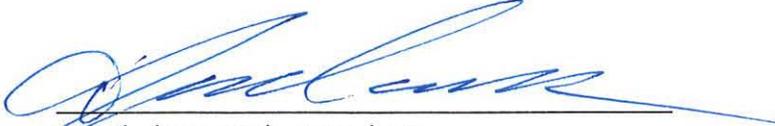
ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/3773, A/1849, A/1850, A/1853, A/1854, A/1855, A/1856, A/1857, A/1858, A/1859

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 11:04 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

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

Wood County Commission Meeting
Held October 23, 2017

Please Print

| | | |
|-----|-------------------------------------|----------------|
| 1. | STEPHEN SMITH | |
| 2. | Rusty Joins, WV DEP, | |
| 3. | Carrie Braumard MOVHD | 304-488-3305 |
| 4. | Eric Walker MOVHD | (304) 485-7374 |
| 5. | David Sims Law office of David Sims | 304-428-5291 |
| 6. | Steven Sims Legal Assistant | 304-428-5291 |
| 7. | Ryan Thom Sen. Manchin's office | 304-342-5855 |
| 8. | Andy Hartleben Assessor's Office | (304) 488-0327 |
| 9. | Tom Joyce Mayor of Parkersburg | |
| 10. | Drew McCahey SPSE | (724) 986-6571 |
| 11. | Sheep Steve Stephens | |
| 12. | JENNIFER DELORCH | |
| 13. | Dennis Rempel | |
| 14. | Van Parr | |
| 15. | Chris Miller CCMC | |
| 16. | Susan Abdella Ccmc | 304-481-5015 |
| 17. | Mike Arzinger | 304.916.2177 |
| 18. | John Gray PPD | |
| 19. | Joe Martin PPD | |
| 20. | Scott Elliott PPD | |

Mitch Carmichael

MARK STEWART

Mike Daley

Rob Tacey

Sunny Naik

Somil Dessel

Brad McElhinney

Donnie Adkins

Jeff Fox

Alicia Sparks

Richard Frazier

- Senate President

CHIEF LUBECKVFD

WVDOT - Safety/Emergency OPS

BGGAT

410 948 2421 Sir Naik

301-335-5544

Sir Naik

WV Metro News

Governor's Office

304-731-3113

Pkb City Council Dist 9

304-428-7732

U.S. Senator Capito

U.S. Senator Capito



Wood County Commission
Agenda

10/23/2017

1 Court Square, Suite 203
Parkersburg, WV 26101

| | | |
|--|--|------------------------------------|
| | | |
| | Consider nomination for the Union-Williams Public Service District | |
| | 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

Wood County Commission

Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **618070** ✓

Tax Year: **2016** ✓

Upon the application of **LEACH JAMES R** whose address is **821 23RD ST VIENNA, WV 26105-1331** aggrieved by an erroneous assessment in **VIENNA District (10)**, in the County of Wood, for the **2016** 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 **2016** tax year.

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

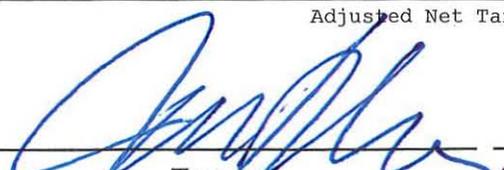
The above mentioned tax ticket is incorrect due to a clerical error. Our office recently discovered that a data entry error has occurred and would like to correct the mistake. The revised assessed value reflects an accurate assessment.

(Removing 07 SUB LEGACY - DID NOT OWN)

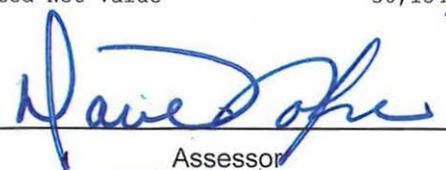
All of which is ordered to be certified to the Auditor of the State of West Virginia and the Sheriff of WOOD County

| Date | Transaction Type | Class | Amount | Tax Rate | Tax Class | Net Value |
|------------|---------------------|-------|--------------------|----------|-----------|--------------------|
| 07/01/2016 | BILLING | 4 | 991.12 | 2.941500 | 4 | 33,694 |
| 09/20/2017 | PENDING EXONERATION | 4 | -104.14 | 2.941500 | 4 | -3,540 |
| | | | Adjusted Net Taxes | | | Adjusted Net Value |
| | | | 886.98 | | | 30,154 |

PHONE -

 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 **October 23, 2017**.

RECEIVED
OCT 16 2017
County Administrator

RECEIVED
OCT 19 2017
County Administrator

Mark Rhodes
WOOD County 09:49:18 AM
Instrument No 8767507
Date Recorded 10/23/2017
Document Type COO
Pages Recorded 1
Book-Page 74-71

By: Don Grimm

Wood County Commission

Erroneous Assessment Application

Tax Type: **Personal Property**

Tax Ticket: **701411**

Tax Year: **2017**

Upon the application of **US BANK NATIONAL ASSOCIATION** whose address is **1310 MADRID ST STE 100 MARSHALL, MN 56258**- aggrieved by an erroneous assessment in **PARKERSBURG** District (05) , in the County of Wood, for the **2017** 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 **2017** tax year.

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

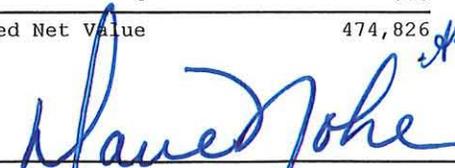
DUE TO A CLERICAL ERROR-EQUIPMENT WAS REPORTED FOR ACQUISTION YEAR 2016.

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 |
|------------|---------------------|-------|--------------------|----------|-----------|--------------------|
| 07/01/2017 | BILLING | 4 | 14,883.38 | 3.128720 | 4 | 475,702 |
| 09/28/2017 | PENDING EXONERATION | 4 | -27.42 | 3.128720 | 4 | -876 |
| | | | Adjusted Net Taxes | | | Adjusted Net Value |
| | | | 14,855.96 | | | 474,826 |


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 **October 23, 2017**

RECEIVED

OCT 16 2017

County Administration

OCT 19 2017

County Administration

Mark Rhodes
WOOD County 09:50:29 AM
Instrument No 8767308
Date Recorded 10/23/2017
Document Type COO
Pages Recorded 1
Book-Page 74-72

By: Sarah Edelen

Application Printed On

Thursday, September 28, 2017 8:54 am

OCTOBER 23, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE WOOD COUNTY COURTHOUSE AND ITS OFFICES WILL CLOSE AT 9:30 A.M. DUE TO AN EMERGENCY SITUATION OF UNDETERMINED AIR QUALITY DUE TO THE FIRE AT THE AMES PLANT.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo, and made unanimous by Robert K. Tebay, did hereby ORDER that the Wood County Courthouse and its offices will close at 9:30 A.M. on Monday, October 23, 2017 due to an emergency situation of undetermined air quality due to the fire at the Ames plant.

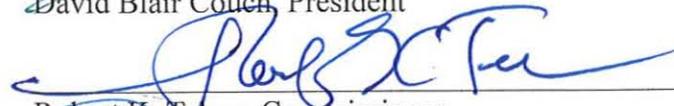
It is hereby ORDERED that the Wood County Courthouse, the Holmes R. Shaver Annex, the Judge Donald F. Black Annex and the Wood County Day Report Center be closed. Chief Judge J.D. Beane, by Order dated October 23, 2017, Ordered that the Wood County Judicial Building and the Wood County Justice Center be closed. Pursuant to West Virginia Code 2-2-2, this is an "emergency day".

APPROVED:

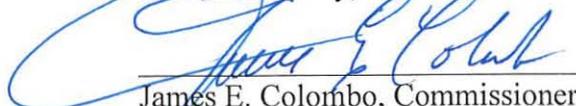
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

Mark Rhodes
WOOD County 09:46:49 AM
Instrument No 8767306
Date Recorded 10/23/2017
Document Type 000
Pages Recorded 1
Book-Page 74-70

OCTOBER 23, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE WOOD COUNTY COURTHOUSE AND ITS OFFICES WILL BE CLOSED OCTOBER 24, 2017 DUE TO AN EMERGENCY SITUATION OF UNDETERMINED AIR QUALITY DUE TO THE FIRE AT THE AMES PLANT.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo, and made unanimous by Robert K. Tebay, did hereby ORDER that the Wood County Courthouse and its offices will be closed on Tuesday, October 24, 2017 due to an emergency situation of undetermined air quality due to the fire at the Ames plant.

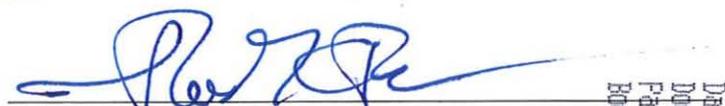
It is hereby ORDERED that the Wood County Courthouse, the Holmes R. Shaver Annex, the Judge Donald F. Black Annex and the Wood County Day Report Center be closed. Chief Judge J.D. Beane, by Order dated October 23, 2017, Ordered that the Wood County Judicial Building and the Wood County Justice Center be closed. Pursuant to West Virginia Code 2-2-2, this is an "emergency day".

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

WOOD COUNTY 09:35:17 AM
Instrument No 8767303
Date Recorded 10/23/2017
Document Type 000
Pages Recorded 1
Book-Page 74-47
Mark Rhodes

OCTOBER 23, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION PLACED CHAD LANCASTER IN
NOMINATION FOR APPOINTMENT TO THE UNION
WILLIAMS PUBLIC SERVICE DISTRICT.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, placed Chad Lancaster in nomination for appointment to the Union Williams Public Service District. Said nomination is pursuant to an Order announcing the resignation of Howard Seufer dated August 17, 2017.

The unexpired term of Howard Seufer will expire November 1, 2018.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/1849

Mark Rhodes
WOOD COUNTY 09:38:28 AM
Instrument No 8767304
Date Recorded 10/23/2017
Document Type ODD
Pages Recorded 1
Book-Page 74-48

OCTOBER 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 SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F17-HS-03-406. SAID REQUEST IS IN THE AMOUNT OF \$2,988.50.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo, seconded by Jimmy 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 sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F17-HS-03-406. The Request for Reimbursement is in the amount of two thousand nine hundred eighty-eight dollars and fifty cents (\$2,988.50) for the month of September, 2017. The Request for Reimbursement Form, the Project Financial Report, and the Monthly Progress Report have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof. Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

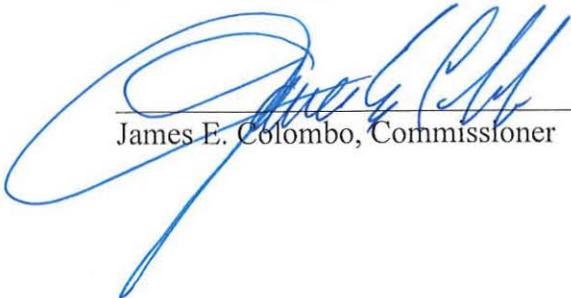
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

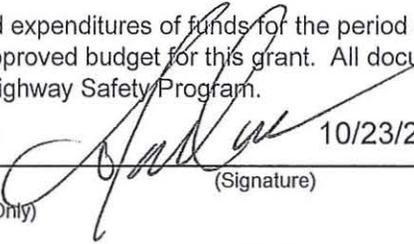
| REQUEST FOR REIMBURSEMENT | |
|---------------------------|--|
| (For GHSP Use Only) | Sub-Grantee: Wood County Commission |
| | Address: One Court Square, Suite 203 Parkersburg, WV 26101 |
| | P. O. Number: MV1703406 |
| | Grant Number: F17-HS-03-406 |
| | FEIN Number: 556 000 417 |
| | Funds are hereby requested to cover expenditures For the period of: 9/1/17 - 9/30/17 |

PROJECT CASH EXPENDITURES

| Account Number | Amount |
|----------------|-------------------|
| | \$2,988.50 |
| | |
| TOTAL | \$2,988.50 |

CERTIFICATION:

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

BY: David Blair Couch, President  10/23/2017

(Typed Name And Title) (Signature) (Date)

(Authorized Official or Grant Financial Officer Only)

| GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY | | |
|--|------------|--------|
| ADMINISTRATIVE APPROVAL | | |
| This request is approved for the amount of: | | |
| | (Approved) | (Date) |
| Pursuant to the authority vested in me, I certify that this request is correct and proper for payment. | | |
| _____ | _____ | |
| (Date) | (Director) | |
| Purchasing/Accounts Payable Use Only | | |
| | | |

Mark Rhodes
 WOOD County 09:27:10 AM
 Instrument No 9767301
 Date Recorded 10/23/2017
 Document Type 000
 Pages Recorded 2
 Book-Page 74-43

OCTOBER 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 SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F17-HS-03-DOHWZ. SAID REQUEST IS IN THE AMOUNT OF \$0.00

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by 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 sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F17-HS-03-DOHWZ. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of September, 2017. The Request for Reimbursement form and the Monthly Progress Report have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof. Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

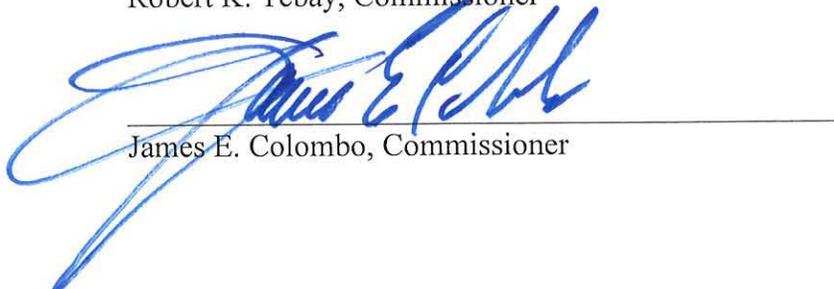
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

REQUEST FOR REIMBURSEMENT

| | |
|---------------------|---|
| (For GHSP Use Only) | Sub-Grantee: Wood County Commission Address: One Court Square, Suite 203 Parkersburg, WV 26101 P. O. Number: MV1703DOHWZ Grant Number: F17HS-03-DOHWZ FEIN Number: 556 000 417 Funds are hereby requested to cover expenditures For the period of: 9/1/17 - 9/30/17 |
|---------------------|---|

PROJECT CASH EXPENDITURES

| Account Number | Amount |
|----------------|---------------|
| | \$0.00 |
| | |
| | |
| TOTAL | \$0.00 |

CERTIFICATION:

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

BY: David Blair Couch, President 10/23/2017
(Typed Name And Title) (Signature) (Date)
(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

(Approved) (Date)

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

(Date) (Director)

Purchasing/Accounts Payable Use Only

Mark Rhodes
 WOOD County 09:23:49 AM
 Instrument No 8767300
 Date Recorded 10/23/2017
 Document Type CDD
 Pages Recorded 2
 Book-Page 74-41

OCTOBER 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 A
CONTRACT AGREEMENT FOR GRANT NUMBER 17-JAG-24.

ORDER

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE a Grant Contract Agreement for the Prevention Resource Officer for Blennerhassett Middle School Grant #17-JAG-24.

A copy of said Agreement 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

A/1855

GRANT CONTRACT AGREEMENT

BETWEEN

DIVISION OF JUSTICE AND COMMUNITY SERVICES

AND

Wood County Commission

17-JAG-24

This **AGREEMENT**, entered into this **16th day of October 2017** by the Director of the Division of Justice and Community Services, hereinafter referred to as "DJCS", and the **Wood County Commission**, hereinafter referred to as "Grantee."

WHEREAS, DJCS is the recipient of a Justice Assistance Grant from the United States Department of Justice, and

WHEREAS, the Grantee is an eligible applicant who is desirous of receiving funds for: **Funds will provide for a Prevention Resource Officer for Blennerhassett Middle School.**

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

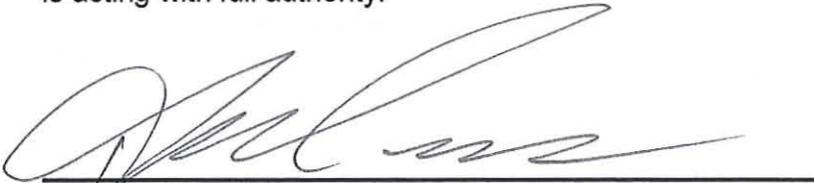
1. The Grantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.
2. DJCS agrees to assist the Grantee to perform such tasks and functions as set forth in the application which is attached hereto and made part hereof, hereinafter referred to as Attachment A.
3. The Grantee shall do, perform, and carry out in a satisfactory and proper manner as determined by DJCS all duties, tasks and functions necessary to implement the application which is hereto attached as Attachment A.
4. The Grantee will commence its duties under the Agreement on **July 1, 2017**, and shall continue those services/activities until **June 30, 2018**. The terms of this Agreement may only be extended or modified by the mutual written agreement of the parties hereto.

5. In consideration of the services rendered by the Grantee, the sum of up to **\$18,000.00** all be obligated by DJCS and said amount shall be deemed to be the maximum compensation to be received for this Agreement unless a written modification is entered into between the parties amending this Agreement.
6. It is the understanding of all parties to this Agreement that DJCS by joining in the Agreement does not pledge, or promise to pledge, the credit of the State of West Virginia, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State of West Virginia.
7. To be eligible for any and all payments of the grant amount, the Grantee shall submit a Request for Funds once per month to DJCS. Upon receipt of said request, DJCS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of Attachment A, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to DJCS by the twentieth (20th) day of each month.
8. Grantee hereby represents that it possesses the legal authority to contract for this Agreement and that attached hereto and made a part hereof as Attachment B is a certified copy of the resolution, motion or similar action which was clearly adopted or passed by the Grantee's governing body; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Grantee is a State agency, the completed application signed by the agency head is sufficient.
9. Grantee agrees to abide by the grant conditions, terms, assurances and certifications which are a part of Attachment A and such other special terms and conditions that DJCS has set forth in Attachment C which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.
10. If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner, obligations under this Agreement, the DJCS may withhold payments to the Grantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the DJCS reasons for taking said action.
11. DJCS and Grantee may from time to time require changes in the scope of services performed hereunder. Grantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation hereunder or work to be performed, which are mutually agreed upon between the parties shall be in writing.
12. If for any reason funds received by DJCS are suspended or terminated, in whole or in part, funding for this Agreement shall cease.

13. Grantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DJCS a final report on forms provided by DJCS. Said reports shall reflect actual costs incurred during the terms of this Agreement.
14. The parties hereto agree that notice shall be given by personal service or served when mailed certified U.S. Mail, postage prepaid, return receipt requested to the following addresses:
 - a. Division of Justice and Community Services
1124 Smith Street, Suite 3100
Charleston, West Virginia 25301-1323
 - b. **Grantee Mailing Address:**

**Wood County Commission
One Court Square, Suite 203
Parkersburg, West Virginia 26101**
15. The Grantee shall hold and save DJCS and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the Grantee.

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



**David Blair Couch, President
Wood County Commission**

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

RESOLUTION

The Commission of Wood County met on 10/23/17 (date) with a quorum present and passed the following resolution.

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

Signed:

Mark Rhodes

County Clerk

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

STANDARD CONDITIONS AND ASSURANCES

All correspondence to DJCS, which is required and/or occurs as a result or action of any of the following Standard 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
1124 Smith Street-Suite 3100
Charleston, West Virginia 25301-1323

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).

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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.)

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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.

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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.

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25. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASE:

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

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

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

26. PROPERTY ACCOUNTABILITY:

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

27. CRIMINAL PENALTIES:

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

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

28. REPORTS:

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

29. PURCHASING:

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

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

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

31. INFORMATION SYSTEMS:

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

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

32. INCIDENT BASED REPORTING COMPLIANCY:

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

33. TIME EXTENSIONS:

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

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

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

35. LIMITED ENGLISH PROFICIENCY:

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

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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:

- Processor: Intel Core i3, 3.00 GHz
- RAM: 4 GB minimum
- Hard Drive: 500 GB, 7200 RPM SATA, upgradable
- Keyboard: Standard USB
- Mouse: Optical USB 2 button W/scroll
- DVD/RE: Multi DVD/RW optical drive
- USB Ports: 4 back, 2 front, with a minimum one USB 2.0 port or higher
- Ethernet Port: Standard integrated
- 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)
- APC UPS Backup power protection (adequate size to handle power load)

Software Requirements:

Whenever possible, software should operate within open industry standards. For example, Windows 7 Enterprise 32 bit

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.

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38. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:

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. (2CFR Part 200 or OMB Circular Q-133 – for further information go to OMB Uniform Guidelines at: https://search.whitehouse.gov/search?affiliate=wh&form_id=usasearch_box&query=Indirect+Costs)

§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.) If an audit must be conducted pursuant to the Uniform Guidelines, 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
4801 E. 40th Street

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 (EEO) 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 EEO on file and submit an EEO Certification Form to the OCR, certifying that its EEO 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 EEO Certification Form to the OCR certifying it is not required to submit or maintain an EEO. EEO 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. CENTRAL CONTRACTOR REGISTRATION:

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

53. DATA UNIVERSAL NUMBERING SYSTEM:

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

54. JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:

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

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

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

55. BIDDING PROCEDURES:

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

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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.

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

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

| | | |
|--|---|--------------------------|
| Recipient's Name: Wood County Commission | IDUNS Number: 106819493 | |
| Address: One Court Square, Parkersburg, WV 26101 | | |
| Grant Title: JAG/PRO | I Grant Number: 17-JAG-24 | I Award Amount: \$18,000 |
| Name and Title of Contact Person: Toni Tiano, Grant Consultant | | |
| Telephone Number: 304-481-6409 | I E-Mail Address: tianoknopp@suddenlink.net | |

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- Recipient has less than fifty employees. Recipient is an Indian tribe. Recipient is a medical institution.
 Recipient is a nonprofit organization. Recipient is an educational institution. Recipient is receiving an award less than \$25,000.

I _____ [responsible official]
certify that _____ [recipient] is

not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.

I further certify that _____ [recipient]

will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Print or Type Name and Title

Signature

Date

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

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

I David Blair Couch, President _____ [responsible official]
certify that Wood County Commission _____ [recipient],

which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office: Wood County Commission, One Court Square, Parkersburg, WV 26101

_____ [address].

David Blair Couch

10/23/17

Print or Type Name and Title

Signature

Date

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

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

I _____ [responsible official]
certify that _____ [recipient],

which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____ [date] to the

Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title

Signature

Date



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

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

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

1. LOBBYING

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

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

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

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

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

A. The applicant certifies that it and its principals:

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

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

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

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

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

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

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

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

Check 0 if there are workplaces on file that are not identified here.

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

Check 0 if the State has elected to complete OJP Form 4061/7.

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

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

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

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

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

1. Grantee Name and Address: Wood County Commission, One Court Square, Parkersburg, WV 26101

2. Application Number and/or Project Name
17-JAG-24/JAG - PRO Officer

3. Grantee IRS Number
556 000 417

4. Typed Name and Title of Authorized Representative David Blair Couch, President, Wood County Commission

David Blair Couch
10/23/17


Signature

*U.S. Government Printing Office: 1996-406-037/40034

Instrument 8767305
Date Recorded 10/23/2017
Document Type 000
Pages Recorded 21
Book-Page 74-49

Mark Rhodes
WOOD County 09:39:51 AM

OCTOBER 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 SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F17-HS-03-DOHDD. SAID REQUEST IS IN THE AMOUNT OF \$1,720.84.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James 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 sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F17-HS-03-DOHDD. The Request for Reimbursement is in the amount of one thousand seven hundred twenty dollars and eighty-four cents (\$1,720.84) for the month of September, 2017. The Request for Reimbursement form, the Project Financial Report, time sheets for the Parkersburg Police Department, the Wood County Sheriff's Department, the Vienna Police Department, the Williamstown Police Department, the Roane County Sheriff's Office and the Monthly Progress Report have been submitted.

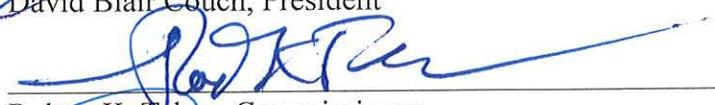
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof. Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

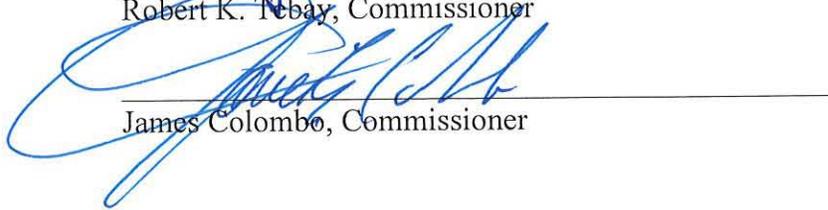
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

| REQUEST FOR REIMBURSEMENT | |
|---------------------------|--|
| (For GHSP Use Only) | Sub-Grantee: Wood County Commission |
| | Address: One Court Square, Suite 203 Parkersburg, WV 26101 |
| | P. O. Number: MV1703DOHDD |
| | Grant Number: F17-HS-03-DOHDD |
| | FEIN Number: 556 000 417 |
| | Funds are hereby requested to cover expenditures For the period of: 9/1/17 - 9/30/17 |

PROJECT CASH EXPENDITURES

| Account Number | Amount |
|----------------|-------------------|
| | \$1,720.84 |
| | |
| TOTAL | \$1,720.84 |

CERTIFICATION:

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

BY: David Blair Couch, President 10/23/2017

(Typed Name And Title) (Signature) (Date)

(Authorized Official or Grant Financial Officer Only)

| GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY | | | | | |
|--|---|--|--|------------|--------|
| ADMINISTRATIVE APPROVAL | | | | | |
| This request is approved for the amount of: | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">(Approved)</td> <td style="text-align: center;">(Date)</td> </tr> </table> | | | (Approved) | (Date) |
| | | | | | |
| (Approved) | (Date) | | | | |
| Pursuant to the authority vested in me, I certify that this request is correct and proper for payment. | | | | | |
| (Date) | (Director) | | | | |
| Purchasing/Accounts Payable Use Only | | | | | |
| | | | | | |

Mark Rhodes
 Wood County 09:15:49 AM
 Instrument No 8767297
 Date Recorded 10/23/2017
 Document Type CDD
 Pages Recorded 2
 Book-Page 74-39

OCTOBER 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 SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F17-HS-03-402. SAID REQUEST IS IN THE AMOUNT OF \$13,342.21.

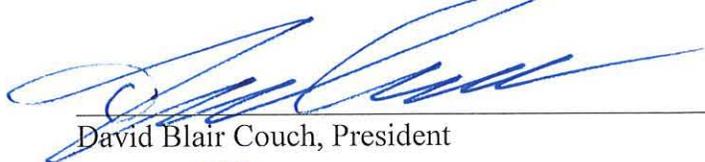
ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James 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 sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F17-HS-03-402. The Request for Reimbursement is in the amount of thirteen thousand three hundred forty-two dollars and twenty-one cents (\$13342.21) for the month of September, 2017. The Request for Reimbursement form, the Project Financial Report, time sheets for the Parkersburg Police Department, the Wood County Sheriff's Department, the Roane County Sheriff's Department and the Monthly Progress Report have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof. Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

#2 Hale Street, Suite 100

Charleston, West Virginia 25301

Telephone: (304) 558-6080

Fax: (304) 558-6083

REQUEST FOR REIMBURSEMENT

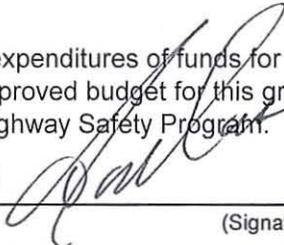
| | |
|---------------------|---|
| (For GHSP Use Only) | Sub-Grantee: Wood County Commission Address: One Court Square Parkersburg, WV 26101 P. O. Number MV1703402 Grant Number: F17-HS-03-402 FEIN Number: 556 000 417 Funds are hereby requested to cover expenditures FROM: September 1, 2017 TO: Sept. 30, 2017 |
| Date Posted | Initials |

PROJECT CASH EXPENDITURES

| Account Number | Amount |
|----------------|---------------------|
| | \$13,342.21 |
| | |
| | |
| | |
| | |
| | |
| | |
| TOTAL | \$ 13,342.21 |

CERTIFICATION:

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

BY: David Blair Couch, President  10/23/2017

(Typed Name And Title) (Signature) (Date)

(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

(Approved) (Date)

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

(Date) _____
(Director)

Mark Rhodes
 WOOD COUNTY 09:14:04 AM
 Instrument No 8767293
 Date Recorded 10/23/2017
 Document Type 000
 Pages Recorded 2
 Book-Page 74-37

OCTOBER 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 SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F17-HS-03-402. SAID REQUEST IS IN THE AMOUNT OF \$3,845.30.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James 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 sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F17-HS-03-402. The Request for Reimbursement is in the amount of three thousand eight hundred forty-five dollars and thirty cents (\$3,845.30) for the month of September, 2017. The Request for Reimbursement form, the Project Financial Report, time sheets for the Parkersburg Police Department, the Wood County Sheriff's Department, the Roane County Sheriff's Department, the Williamstown Police Department, the Spencer Police Department, the Jackson County Sheriff's Department, and the Monthly Progress Report have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof. Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

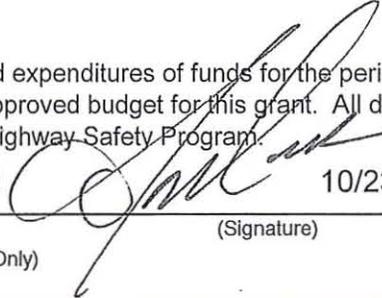
| REQUEST FOR REIMBURSEMENT | |
|---------------------------|---|
| (For GHSP Use Only) | Sub-Grantee: Wood County Commission Address: One Court Square, Suite 203 Parkersburg, WV 26101 P. O. Number: MV1703405b Grant Number: F17HS-03-405b FEIN Number: 556 000 417 Funds are hereby requested to cover expenditures For the period of: 9/1/17 - 9/30/17 |

PROJECT CASH EXPENDITURES

| Account Number | Amount |
|----------------|-------------------|
| | \$3,845.30 |
| | |
| TOTAL | \$3,845.30 |

CERTIFICATION:

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

BY: David Blair Couch, President  10/23/2017
(Typed Name And Title) (Signature) (Date)
(Authorized Official or Grant Financial Officer Only)

| GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY | | |
|--|---------------------------|---------------------------|
| ADMINISTRATIVE APPROVAL | | |
| This request is approved for the amount of: | | |
| | <small>(Approved)</small> | <small>(Date)</small> |
| Pursuant to the authority vested in me, I certify that this request is correct and proper for payment. | | |
| | | |
| <small>(Date)</small> | | <small>(Director)</small> |
| Purchasing/Accounts Payable Use Only | | |
| | | |

Mark Rhoades
 WOOD County 09:12:43 AM
 Instrument No 8767290
 Date Recorded 10/23/2017
 Document Type 000
 PAGES RECORDED 2
 Book-Page 74-35

OCTOBER 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 SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F17-HS-03-405d. SAID REQUEST IS IN THE AMOUNT OF \$8,670.24.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James 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 sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F17-HS-03-405d. The Request for Reimbursement is in the amount of eight thousand six hundred seventy dollars and twenty-four cents (\$8,670.24) for the month of September, 2017. The Request for Reimbursement form, the Project Financial Report, time sheets for the Spencer Police Department, the Spencer Police Department, the Vienna Police Department, the Parkersburg Police Department, the Wood County Sheriff's Department, the Roane County Sheriff's Department, the Ritchie County Sheriff's Department and the Jackson County Sheriff's Department and the Monthly Progress Report have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof. Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

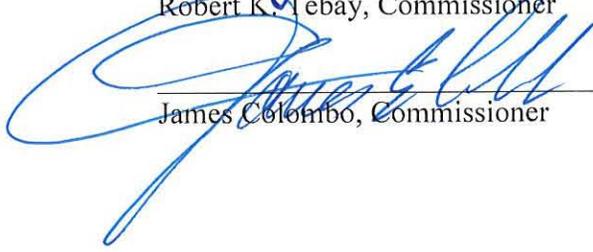
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

REQUEST FOR REIMBURSEMENT

| | |
|---------------------|--|
| (For GHSP Use Only) | Sub-Grantee: Wood County Commission |
| | Address: One Court Square, Suite 203 Parkersburg, WV 26101 |
| | P. O. Number MV1703405d |
| | Grant Number: F17-HS-03-405d |
| | FEIN Number: 556 000 417 |
| | Funds are hereby requested to cover expenditures For the period of: 9/1/17 - 9/30/17 |

PROJECT CASH EXPENDITURES

| Account Number | Amount |
|----------------|-------------------|
| | \$8,670.24 |
| | |
| TOTAL | \$8,670.24 |

CERTIFICATION:

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

BY: David Blair Couch, President 10/23/2017

(Typed Name And Title) (Signature) (Date)

(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

(Approved) (Date)

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

(Date)

(Director)

Purchasing/Accounts Payable Use Only

Mark Rhodes
 Wood County 09:29:29 AM
 Instrument No 8767302
 Date Recorded 10/23/2017
 Document Type 000
 Pages Recorded 2
 Book-Page 74-45

Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
|----------|-----------|--------------------------|---------|------------|--------------|-----|
| 634 | MILLER CO | MILLER COMMUNICATIONS IN | REGULAR | 10/17/2017 | 1,939.00 | |

CAPITAL RESERVE Bank Id 247 Totals 1,939.00

Report Totals 284,120.43

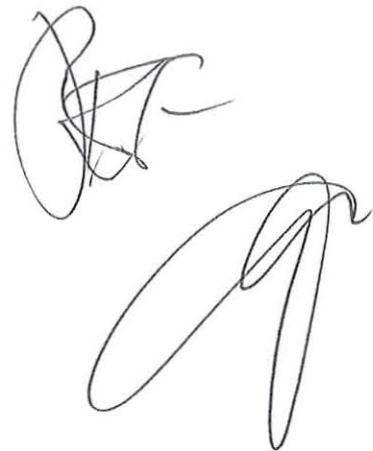


Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
|--|------------|----------------------------------|---------|------------|--------------|-----|
| 317 | DOMINIONH | DOMINION HOPE | REGULAR | 10/14/2017 | 20.93 | |
| 318 | FAILSAFE | FAIL SAFE TESTING | REGULAR | 10/14/2017 | 4,695.00 | |
| 319 | FINLEY FI | FINLEY FIRE EQUIPMENT | REGULAR | 10/14/2017 | 642.72 | |
| 320 | GLATFELTER | GLATFELTER SPECIALTY BENEFITS | REGULAR | 10/14/2017 | 2,989.52 | |
| 321 | MILLER CO | MILLER COMMUNICATIONS IN | REGULAR | 10/14/2017 | 466.00 | |
| 322 | MINIGAIN | MINI-GAINTS, INC | REGULAR | 10/14/2017 | 498.94 | |
| 323 | NUTTERD | DARRIN NUTTER | REGULAR | 10/14/2017 | 98.00 | |
| 324 | USA | U.S.A. WASTE SERVICES | REGULAR | 10/14/2017 | 38.28 | |
| FIRE SERVICE FEE Bank Id 120 Totals | | | | | 9,449.39 | |
| Report Totals | | | | | 9,449.39 | |

Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
|--|------------|--------------------------------------|---------|------------|------------------|-----|
| 1065 | PRECISIONL | PRECISION LASER & INSTRUMENT, INC | REGULAR | 10/17/2017 | 10,995.00 | |
| SPECIAL LAW ENFORCEMENT Bank Id 173 Totals | | | | | <u>10,995.00</u> | |



Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
|--|--------------|--------------------------------|---------|------------|-----------------|-----|
| 6720 | CRYSTAL | CRYSTAL SPRING WATER | REGULAR | 10/17/2017 | 93.50 | |
| 6721 | LANCE | PHYLISS LANCE | REGULAR | 10/17/2017 | 550.00 | |
| 6722 | MAHONE TI | MAHONE TIRE CO | REGULAR | 10/17/2017 | 47.00 | |
| 6723 | OLD COLONY J | OLD COLONY REALTORS | REGULAR | 10/17/2017 | 1,100.00 | |
| 6724 | TYLER | TYLER MOUNTAIN WATER CO INC | REGULAR | 10/17/2017 | 22.95 | |
| COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals | | | | | <u>1,813.45</u> | |




Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
|-------------------------------|------------|------------------------|---------|------------|-----------------|-----|
| 6972 | FERRELLGAS | FERRELLGAS | REGULAR | 10/17/2017 | 12.00 | |
| 6973 | OGDEN | PARKERSBURG NEWS | REGULAR | 10/17/2017 | 221.00 | |
| 6974 | T&S | T&S LAWN-LANDSCAPE INC | REGULAR | 10/17/2017 | 320.00 | |
| 6975 | VERIZONW | VERIZON WIRELESS | REGULAR | 10/17/2017 | 511.98 | |
| E-911 FUND Bank Id 107 Totals | | | | | <u>1,064.98</u> | |

Two handwritten signatures in black ink. The first signature is located above the second and is more compact. The second signature is larger and more stylized, with a long vertical stroke extending downwards.

Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
|----------|-----------|----------------|---------|------------|--------------|-----|
| 750 | HUMANE SO | HUMANE SOCIETY | REGULAR | 10/17/2017 | 3,333.33 | |

DOG FUND Bank Id 103 Totals 3,333.33

Two handwritten signatures in black ink, one above the other, located in the lower right quadrant of the page.

Check Register Report for Wood County Commission

| Check No | Vendor Id | Vendor Name | Type | Check Date | Check Amount | Rec |
|----------|-------------|---|---------|------------|--------------|-----|
| 164357 | AAP | ADVANCE AUTO PARTS | REGULAR | 10/17/2017 | 1,222.97 | |
| 164358 | CARLIN'S | CARLIN'S BATTERY D | REGULAR | 10/17/2017 | 2,000.00 | |
| 164359 | GOUDYPHD | TONY R. GOUDY, PH D | REGULAR | 10/17/2017 | 1,250.00 | |
| 164360 | HUMANE SO | HUMANE SOCIETY | REGULAR | 10/17/2017 | 19,250.00 | |
| 164361 | LAMP | LAMP PESTPROOF | REGULAR | 10/17/2017 | 840.00 | |
| 164362 | MAHONE TI | MAHONE TIRE CO | REGULAR | 10/17/2017 | 40.00 | |
| 164363 | MILLER CO | MILLER COMMUNICATIONS IN | REGULAR | 10/17/2017 | 130.00 | |
| 164364 | REGIONALJ | WV REGIONAL JAIL & CORRECTIONAL FACILITY | REGULAR | 10/17/2017 | 227,450.50 | |
| 164365 | RON'S | RON'S PORTA JOHNS, INC. | REGULAR | 10/17/2017 | 185.00 | |
| 164366 | SUDDENLINKD | SUDDENLINK | REGULAR | 10/17/2017 | 134.20 | |
| 164367 | TOWN | TOWN SQUARE PARKING | REGULAR | 10/17/2017 | 132.00 | |
| 164368 | WOOD CO R | WOOD COUNTY RECREATION COMMISSION | REGULAR | 10/17/2017 | 7,500.00 | |
| 164369 | WOOD CO S | WOOD CO SENIOR CITIZENS ASSOCIATION INC. | REGULAR | 10/17/2017 | 4,375.00 | |
| 164370 | WVSP PDC | WVSP PDC | REGULAR | 10/17/2017 | 465.00 | |

GENERAL FUND Bank Id 101 Totals

264,974.67

August 9, 2017

Wood County Commission
#1 Court Square, Suite 205
Parkersburg, WV 26101

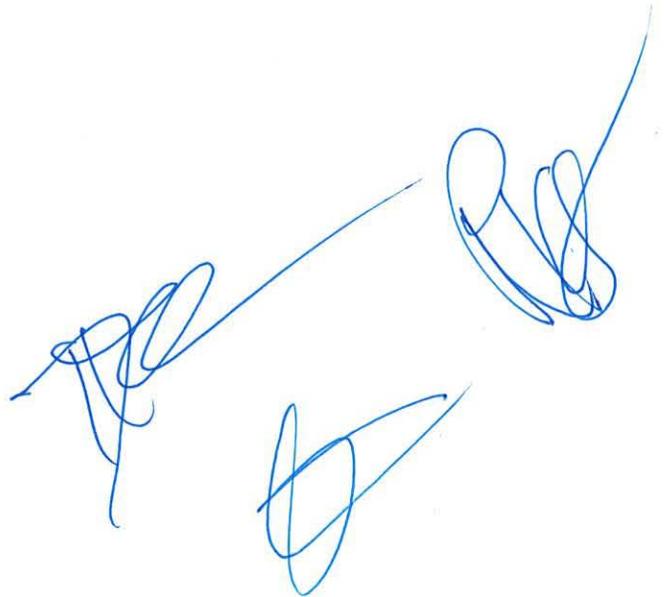
Dear Sirs:

Union Williams Public Service District would like to submit Mr. Chad Lancaster and ask that he be appointed to fulfill the board member position left vacant by the retirement of Mr. Howard E. Seufer. That term will expire October of 2018. Mr. Lancaster has expressed a willingness to accept the appointment and can be reached at 16 Plum Run Road, Williamstown, WV 26187 (304) 483-5878.

Thank you for your attention.

Sincerely,

Jerry L. Dotson, General Manager

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

