

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
THURSDAY, MARCH 21, 2019

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

The County Commission of Wood County met in regular session. They signed purchase orders, invoices and other correspondence.

The County Commission, upon a motion duly made, seconded and passed, approved minutes of February 28, 2019, March 4, 7 and 11, 2019.

AGENDA AND DISCUSSION ITEMS

At 9:32 A.M., the County Commission met with Toni Tiano, Grant Consultant. She discussed the Victims of Crime Act Grant for fiscal year 2019/2020. The County Commission, upon a motion duly made, seconded and passed, authorized President Couch to execute an Application for a VOCA Grant in the amount of \$74,183.00. (Order M/4073)

At 9:49 A.M., the County Commission held a hearing in regard to the Jeffrey Elliott estate. Susan Elliott, Executrix, asked that a claim be disallowed in the Estate. After review, the County Commission Ordered the claim be disallowed. (Probate Order)

At 10:02 A.M., the County Commission held a hearing in regard to the Shirley Basta estate. Gina Ogwude was asking to have claims disallowed. The County Commission continued this hearing generally. (Probate Order)

At 10:15 A.M., the County Commission held a hearing in regard to the Linda Robey estate. Bernard Sauers requested that Connor Robe, Administrator of the Estate be removed. After testimony and review, the County Commission Ordered that Connor Robey be removed as Administrator and Bernard Sauers be appointed as Administrator CTA of said Estate. (Probate Order)

At 10:33 A.M., the County Commission held a hearing in regard to the Dixie Holcomb estate. Timothy Amos, Attorney, was requesting claims be disallowed. The County Commission Ordered that this hearing be continued generally pending settlement being received within 45 days. (Probate Order)

At 10:46 A.M., the County Commission held a hearing in regard to the Brenda S. Ellis estate. Danny Ellis, Administrator for the Estate, asked that claims be disallowed in said Estate. After review, the County Commission Ordered that said claims be disallowed. (Probate Order)

At 10:50 A.M., the County Commission, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, appointed Shawn Graham, City of Williamstown; Arnold C. Green Jr., E.I. Dupont (Industry); Sean Smith, Trauma/ES-Camden Clark; Jake Carr, St. Joseph's Ambulance to the Wood County 9-1-1 Advisory Board. The new terms will expire April 30, 2022. (Order A/2099)

Having no scheduled appointments or business to attend to and, the County Commission adjourned at 11:24 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/4073, A/2099

APPROVED:


THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

Wood County Commission Meeting
Held March 21, 2019

Please Print

1.	Toni Tiano
2.	Pat Zetebum
3.	Susan Elliott
4.	PAT McFARLAND
5.	Brenda A. Sauer
6.	GERALDINE SAUERS
7.	Justin L. Hardman
8.	Richard D. Smith
9.	DANNY ELLIS
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	



Wood County Commission Agenda

3/21/2019

1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 A.M.	Discuss VOCA Grant	Toni Tiano, Grant Consultant
9:45 A.M.	Jeffrey Elliott estate – consider request to disallow claims	Susan Elliott, Executrix
10:00 A.M.	Shirley Basta estate – consider request to disallow claim	Gina Ogwude, Executor
10:15 A.M.	Linda Robey estate – consider request to have Conner Robey removed as Executor	Bernard Sauers, father
10:30 A.M.	Dixie Holcomb estate – consider request to have James Holcomb removed as Executor	Richard Smith, Attorney
10:45 A.M.	Brenda S. Ellis estate – consider request to have claims disallowed	Danny Ellis, Administrator
	Consider appointing Shawn Graham, Arnold Green, Jr., David Bussey, Sean Smith, Gib Jackson and Jake Carr to the Wood County 911 Advisory Board	
	Administrator's Report	Marty Seuffer, County Administrator
	County Commission Reports	
	Work on 2019/2020 budget	

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

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

Exhibit 1

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

Budget revisions

Purchase orders and requisitions

Revisions, reimbursement requests, resolutions and correspondence for grants

Grant disbursements to other entities

Invoices for expenditures to be paid

Reimbursements for travel expenses

Bid specifications and procedures for bids previously authorized by the Commission

Monthly Hotel Occupancy Tax Collection disbursements

Disbursements for previously approved Innovative Programming Grants

Tax refunds, exonerations, improprieties and consolidations

Probate items, including settlements, petitions and Fiduciary Commissioner reports

General Fund disbursements to entities

Funding requests from local organizations by written form

Payroll modification as submitted by elected officials

March 21, 2019

JANUARY TERM TWENTY SECOND DAY OF MARCH 2019

At a Regular Session of the County Commission, continued and held for the County of Wood, at the Courthouse thereof, Thursday, March 21, 2019, Present, David Blair Couch, President of said Commission, Robert K Tebay, and James E Colombo Commissioners.

The orders and proceedings of previous session of this Commission held on Monday, March 18, 2019, were read before the County Commission approved and ordered signed.

IN RE: ESTATE OF JEFFREY D ELLIOTT, DECEASED

ORDER COUNTY COMMISSION
DISALLOW CLAIMS

This day came SUSAN K ELLIOTT, EXECUTRIX, for the Estate of JEFFREY D ELLIOTT, deceased before the County Commission, in a hearing asking that a claim be disallowed in said Estate. The County Commission, after reviewing said Estate, ruled the claim be disallowed in said Estate. The County Commission ordered that if additional funds come into the Estate will need to be reopened.

IN RE: ESTATE OF LINDA ROBEY, DECEASED

(ORDER COUNTY COMMISSION-REMOVE
ADMINISTRATOR-APPOINT BERNARD SAUERS)

This day the 21st day of March, 2019, in a hearing held before the County Commission, BERNARD SAUERS, requesting that CONNOR ROBEY, ADMINISTRATOR of the Estate of LINDA ROBEY, deceased, be removed. Upon review of said petition the County Commission moved that CONNOR ROBEY, ADMINISTRATOR be removed, and that BERNARD SAUERS be appointed as ADMINISTRATOR C.T.A. of the Estate of LINDA ROBEY, deceased.

IN RE: SHIRLEY T BASTA, DECEASED (HEARING CONTINUED GENERALLY)

This day came GINA OGWUDE, in regards to a hearing on March 21, 2019, at 10:00 o'clock a.m. in the Estate SHIRLEY T BASTA, deceased, to have claims paid.

It further appearing to the County Commission, that this hearing be continued generally.

ORDERS—Wood County Commission, West Virginia

March 21, 2019

33

JANUARY Term,

TWENTY SECOND

Day

MARCH

20

2019

IN RE: DIXIE LEE HOLCOMB, DECEASED (HEARING CONTINUED GENERALLY)

This day came TIMOTHY AMOS, in regards to a hearing on March 21, 2019, at 10:30 o'clock a.m. in the Estate GERALDINE SAUERS, deceased, to have claims paid.

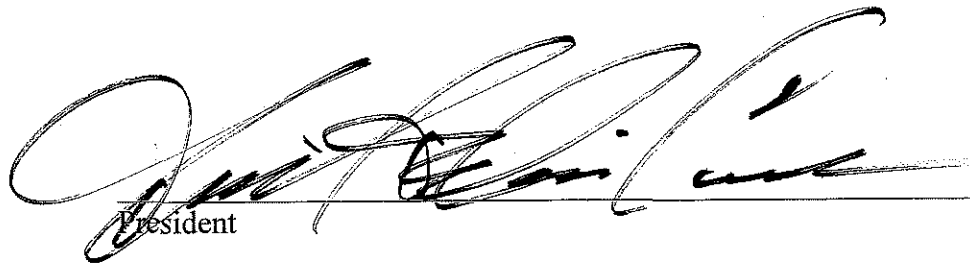
It further appearing to the County Commission, that this hearing be continued generally pending settlement being received within 45 days.

IN RE: ESTATE OF BRENDA SUE ELLIS, DECEASED

ORDER COUNTY COMMISSION
DISALLOW CLAIMS

This day came DANNY W ELLIS, ADMINISTRATOR, for the Estate of BRENDA SUE ELLIS, deceased before the County Commission, in a hearing asking that a claims be disallowed in said Estate. The County Commission, after reviewing said Estate, ruled the claim be disallowed in said Estate. The County Commission ordered that if additional funds come into the Estate will need to be reopened.

It appearing no further business to claim the attention of this County Commission, it is hereby ordered that this Commission, do now adjourn to meet in Regular Session, Monday, March 25, 2019, at 9:30 o'clock a.m.



President

MARCH 21, 2019

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPOINTED SHAWN GRAHAM,
ARNOLD GREEN, JR., , SEAN SMITH AND JAKE CARR TO THE
WOOD COUNTY 9-1-1 ADVISORY BOARD.

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, appointed Shawn Graham, City of Williamstown; Arnold C. Green Jr., E.I. Dupont (Industry); Sean Smith, Trauma/ES-Camden Clark; Jake Carr, St. Joseph's Ambulance to the Wood County 9-1-1 Advisory Board.

The new terms will expire April 30, 2022.

APPROVED:

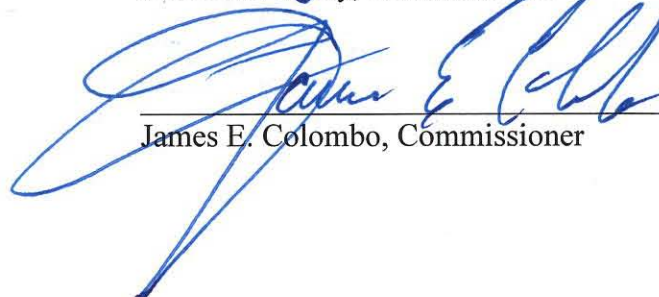
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2099

Mark Rhodes
WOOD County 11:40:45 AM
Instrument NO 88161442
Date Recorded 03/21/2019
Document Type COO
Pages Recorded 1
Book-Page 75-37

MARCH 21, 2019

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

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

ORDER

On this date, the County Commission of Wood County, upon a motion made by 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 an Application for a Victims of Crime Act (VOCA) Grant with the West Virginia Division of Justice and Community Services. Said grant application is in the amount of seventy-four thousand one hundred eighty-three dollars and zero cents (\$74,183.00) and is on behalf of the Wood County Prosecuting Attorney's Office.

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/4073

The County Commission of Wood County

No. 1 Court Square, Suite 203 Parkersburg, West Virginia 26101
(304) 424-1984



DAVID BLAIR COUCH
President

ROBERT K. TEBAY
Commissioner

JAMES E. COLOMBO
Commissioner

March 21, 2019

Ms. Sydney Cavender
WVDJCS
1124 Smith Street, Suite 3100
Charleston, WV 25301-1323

Dear Ms. Cavender:

Please find enclosed an application from the Wood County Commission for the Victims of Crime Act (VOCA) Program within the Office of the Wood County Prosecuting Attorney. If you have any questions on this or desire any additional information, please feel free to contact Toni Tiano, grant consultant, at 304-481-6409 or 304-424-7760. Thank you for your assistance with this matter.

Sincerely,

David Blair Couch
President

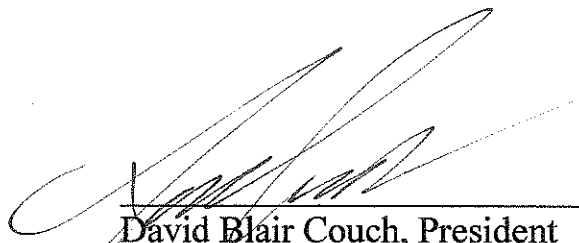
MARCH 21, 2019

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION


A RESOLUTION TO AUTHORIZE THE FILING OF AN APPLICATION BY THE PRESIDENT OF THE WOOD COUNTY COMMISSION FOR A GRANT WITH THE WEST VIRGINIA DIVISION OF JUSTICE AND COMMUNITY SERVICES FOR THE PURPOSE OF APPLYING FOR A VICTIMS OF CRIME ACT (VOCA) GRANT

Be it resolved by the Wood County Commission, Parkersburg, West Virginia, that the President of the Commission, be and is hereby authorized, to apply for a grant through the Victims of Crime Act (VOCA) Program to continue the operations of the VOCA Program within the Wood County Prosecuting Attorney's Office.



David Blair Couch, President
Wood County Commission

Certified to be a true copy of a Resolution adopted at a regular meeting of the Wood County Commission held on March 21, 2019.



Mark Rhodes, County Clerk
Wood County Commission

VOCA Application Checklist

Applicant: Wood County Commission

**Amount
Requested:**

\$74,183

- X General Administrative Information – Page 1
 - X Applicant Information Complete
 - X Type of Agency is Marked
 - X Project Director Information Complete
 - X Fiscal Officer Information Complete
 - X Amount Requested is Complete
 - X Percent Breakdown by Crime Category is Complete
 - X Number of Years Previously Funded is Provided
 - X Estimated Number of Victims to be Served is Provided
 - X Geographic Area to be Served is Provided
 - X Project Title is Provided
 - X Project Description is Provided
 - X Authorized Official Information is Complete – with **ORIGINAL** Signature in BLUE Ink

- X Budget Information – Pages 2 - 4
 - X Budget Summary (Complete with Applicant Name and FEIN and DUNS Number)
 - X Funding Strategy Complete – List all funding sources
 - X Budget Detail Provided (for all applicable categories)
 - X Budget Justification Provided (Detailed w/ match included & labeled)

- X Project Narrative – Page 5

Narrative addresses all minimum information contained within the grant application instructions section – including, but not limited to (**and in this order**). **All sections must be clearly titled with the bolded headings below:**

 - ☞ **Problem Statement/Statement of Need**
 - Problem clearly identified
 - Target population identified and described and needs outlined
 - Supporting data is provided
 - Past efforts shown
 - Gap in Service is clearly demonstrated and supported
(New and/or Expanding Programs)
 - ☞ **Program Description and/or Solution to the Problem**
 - ☞ **Underserved Populations Component**
 - Identified underserved Population
 - Provided supporting statistical information for the service area requesting funding
 - Identified how they will provide outreach to identified underserved Population
 - ☞ **Limited Language Proficiency Plan**
 - ☞ **Volunteer Recruitment and Utilization Plan**

☞ **Victim's Rights Notification Plan & Victim Centered Approach**

☞ **Collaboration**

☞ **Training Requirement**

☞ **Plan of Sustainability**

X **Goals and Objectives – Page 6**

- At least one goal and one objective are required for each discipline requesting funding.
- At least one objective addresses the outreach for the identified underserved population(s).
- An activity, an outcome, and an implementation schedule is required for each objective.
- Timelines are in date format (i.e. October 1, 2018 – September 30, 2019).

X **Organizational Charts – Page 7**

Included both an organizational chart for each agency requesting funding. The chart must include:

- ☞ Staff members
- ☞ Titles
- ☞ Salaries
- ☞ Source of salaries

X **Hiring, Firing, & Grievance Procedures, Job Descriptions, Resumes, & Licenses/Certifications – Page 8**

Hiring procedures, Firing procedures, Grievance procedures, job descriptions, and applicable resumes and licenses are provided for each position requesting personnel funding.

X **Attachments A through E**

X **Organization Budget for Applying Agency (All Applicants) & Current Audit (For New Projects Only)**

X **List of Governing Board Members (Board of Director Members, Advisory Board Members, County Commissions, City Council, etc.)**

☐ **Support Letters (For New Projects Only)**

X **Memorandum of Understanding**

☐ **Proof of Non-Profit Status for New Projects Only:**

- ☞ Articles of Incorporation with proof of approval by WVSOS Office
- ☞ Certificate of Incorporation issued by the WVSOS Office
- ☞ IRS Determination Letter

X **Appendices**

X **System for Award Management (SAM) Registration**

X **Project Director & Fiscal Officer Role and Responsibilities (Original Signature)**

X **Standard and Special Conditions**

ORIGINAL signature of the Authorized Official is provided

☐ **Outreach Office Form**

Appendix B

FY 2019 Victim of Crime Act (VOCA) Victim
Assistance Grant

State of West Virginia



Application Form

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application	General Administrative Information Page 1
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Applicant Agency: Address:	Wood County Commission One Court Square Parkersburg, WV 26101	Type of Agency <input type="checkbox"/> State <input checked="" type="checkbox"/> County <input type="checkbox"/> Municipal <input type="checkbox"/> Non-Profit
Phone: Fax Number:	304-424-1984 304-424-0194	

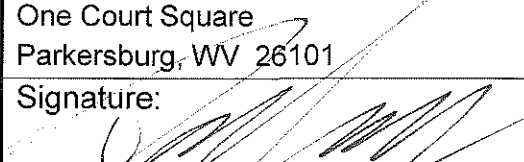
<u>Project Director:</u> Address:	Toni Tiano Wood County Courthouse One Court Square Parkersburg, WV 26101	<u>Fiscal Officer:</u> Address:	Mark Rhodes Wood County Clerk One Court Square Parkersburg, WV 26101
Phone: Fax: Email:	304-481-6409 304-485-2925 tianoknopp@suddenlink.net	Phone: Fax: Email:	304-424-1850 304-424-0194 mrhodes@woodcountywv.com

Amount Requested: **\$74,183** Amount Awarded:
 Project Period: **October 1, 2019 – September 30, 2020**

Percent Breakdown by Crime Category: 80 Domestic Violence 15 Sexual Assault 3 Child Abuse 2 Underserved Pop.	Number of years previously funded: <u>23</u> Estimated number of victims to be served by grant: <u>5,500</u>	Geographic Area Served: County(ies): Wood Population: 86,596 Rural/Urban: Urban
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Project Title: **Wood County Prosecuting Attorney's Office Victims Advocate Program**
 Project Description: This project consists of the continual hiring of a full-time Victims Advocate and Victims Advocate Assistant in order to serve an estimated 5,500 victims within Wood County.

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

Authorized Official: David Blair Couch	Title: President
Address: Wood County Commission One Court Square Parkersburg, WV 26101	Phone: 304-424-1984 Fax: 304-424-0194 E-Mail: seufer@woodcountywv.com
Signature: 	Date: 3-21-19

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application**Budget Summary
Page 2**Applicant: **Wood County Commission**FEIN Number: **556000417**
DUNS Number: **103819496**

Category	VOCA Requested Funds	Matching Funds	Total Budget
Personnel / Contractual	73,483	18,621	92,104
Travel / Training	700	0	700
Space	0	0	0
Other	0	0	0
Totals	74,183	18,621	92,804

Funding Strategy

Funding Source(s)	Amount	Status
VOCA Grant Funds	74,183	A
Wood County Prosecuting Attorney	18,621	C
Total	\$92,804	

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

Amount - Enter the amount received or anticipated for each

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

P – Projected grant, loan or donation

A – Application submitted and under review

C – Funds Committed

R – Funds received, appropriated or on hand

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

**Budget Detail by Category
Page 3**

Detailed Project Cost by Budget Category	Requested VOCA Funds	Matching Funds	Recommendation
<u>Personnel / Contractual</u> Victims Advocate – 70.247% (\$19.215 x 2080 hrs. = \$39.967) 29.48% match Insurance: \$2,286.29/month x 9.622% = \$220/mo. x 12 mos. (Health - \$2,256.30; Dental - \$20.64; Life - \$2.21; Vision - \$7.14); = 2,286.29 x 12 mos. = \$27,435 x 19.46% Assistant Victims Advocate – 100% (\$13.221 x 2,080 hrs. = \$27,500) FICA – 7.65% Retirement – 10% Workers Comp. - .038% Insurance: \$932.87/month x 12 mos. (Health: \$902.88; Dental - \$20.64; Life: \$2.21; Vision: \$7.14) Volunteer Time: \$10/hr. x 150 hours <u>Travel/Training</u> DCJS preapproved 8 hour VOCA Training Requirement Registration - \$50 x 2 advocates Lodging – \$110 x 2 advocates Meals – \$50 x 2 advocates Mileage - \$140 x 2 advocates Costs are estimates – Invoices will be submitted	 \$26,250 \$2,640 \$27,500 \$2,104 \$2,750 \$1,045 \$11,194 \$100 \$220 \$100 \$280	 \$11,783 \$5,338 	

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

**Budget Detail by Category
Page 3**

Total Requested VOCA Funds	74,183		
Total Matching Funds		18,621	
Total of Recommendation (DJCS Only)			

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

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

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

Personnel/Contractual – VOCA Funds

Full-Time Victims Advocate – Salary Position – Annual Salary \$39,967; Amount being requested by VOCA Funds is **\$26,250** or 65.679 of total salary. Monthly reimbursement to be \$2,187.50.

Full-Time Assistant Victims Advocate – Salary Position – Annual Salary \$27,500; Amount being requested by VOCA Funds is **\$27,500**. Monthly reimbursement to be \$2,291.67

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

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

equates to \$932.83/month.

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

Retirement – $10\% \times \$27,500 = \$2,750$

FICA – $7.65\% \times \$27,500 = \$2,104$

Workers Comp. – $.038\% \times \$27,500 = \$1,045$

Total Annual Benefit Costs = **\$5,899**

TOTAL VOCA PERSONNEL/CONTRACTUAL - \$73,483

Travel/Training – VOCA Funds

A total of **\$700** is being requested for the Victims Advocate and Assistant Victims Advocate to attend an appropriate 8 hour training during the grant period. All training will be forwarded to the WVDJCS for their pre-approval. West Virginia State Travel Regulations will be followed. The following is an estimate of these charges. Invoices will be submitted to document actual expenses.

Registration - $\$50/\text{person} \times 2 \text{ Advocates} = \100

Lodging - $\$110/\text{person} \times 2 \text{ Advocates} = \220

Meals - $\$50/\text{person} \times 2 \text{ Advocates} = \100

Mileage - $\$140/\text{person} \times 2 \text{ Advocates} = \280

TOTAL VOCA TRAVEL/TRAINING - \$700

TOTAL VOCA FUNDS REQUESTED = \$74,183

Personnel/Contractual Match Funds

Full-Time Victims Advocate – Salary Position – Annual Salary \$37,368; Amount available for match is **\$11,783** or 29.48% of total salary. Monthly amount will be \$981.92.

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

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

TOTAL MATCH Personnel/Contractual - \$18,621

A. Problem Statement – The number of felony and misdemeanor cases per year in Wood County has been, since 2010, consistently around 5,000. However, in 2015 there was a major jump in misdemeanors and felonies with a total of 9,755 cases. This increase is contributed to two major items: an increase in drug cases in the County and a new computer system being used by the Magistrate Court which began to include tickets which in previous years were not included. The number for calendar year 2016 continued the higher trend of total cases being over 9,000 with the annual number at 9,083. The number of felonies continues to increase which can be attributed to the growing drug epidemic in Wood County. In addition, there were some issues with the new computer system. These issues were finally resolved in 2017 when the computer system developed a new tracking system, the “bugs” have been worked out, and the system is now able to provide a more accurate figure. The number for 2018 is 1,204 felonies and 6,404 misdemeanors which is fairly consistent with the 2017 numbers of 989 felonies and 5,748 misdemeanors. However, the numbers have increased from 2014 which reflects a growing number of arrests being made in Wood County

YEAR	Felonies	Misdemeanors	Total
2010	568	4,087	4,655
2011	598	4,078	4,676
2012	528	4,648	5,176
2013	611	4,420	5,031
2014	597	4,567	5,164
2015	663	9,092	9,755
2016	824	8,259	9,083
2017	989	5,748	6,737
2018	1,204	6,404	7,608

Of these total cases, the Prosecuting Attorney's Office estimates a minimum of at least 70 percent (5,326) involved at least one victim in need of some type of services while several cases involved multiple victims. The severity of cases varies from someone who only needs a few questions answered to others who are in need of help with a variety of services and victims compensation forms. However, due to time constraints and other issues, prosecutors and law enforcement officers are not able to provide these individuals with the amount of time, type of services and assistance they need. The victim is of main concern to all involved, especially on how to provide the services, information, and assistance they need. Also, the Victims Advocate and Assistant become knowledgeable of services that exist that sometimes law enforcement and prosecutors do not know about.

During the most recently completed grant year (October 1, 2017 – September 30, 2018), there were six major groups of victims served which consumed the vast majority

of the time of the Victims Advocate and the Victims Advocate Assistant. These offenses included: ID Theft/Financial – 1,004 victims, Domestic Violence – 770 victims, Adult Physical Assault – 407 victims, Child Sexual Abuse – 259 victims, Burglary – 250 victims, and 45 sexual assault victims.

These victims comprise 36 percent of all the victims served by this Office. However, many of these cases require an extensive amount of time of the Office as the crimes are complex and “more personal” than other crimes.

The number of these offenses was very similar to the numbers of 2017 with the exception of ID Theft/Financial and Burglary. During the previous year, there were 782 victims of ID Theft/Financial compared to the current number of 1,004 victims. There were also 175 burglary victims with this year the number being 250 victims. This increase in these two particular types of crimes may be related to the increase in drug usage in the County. Those who are using drugs and need to purchase more drugs are often stealing things, breaking into homes/businesses, etc. in order to obtain funds to purchase additional drugs.

For the victims of adult sexual assault, adult physical assault, child sexual abuse, and domestic violence, the Victims Advocate Office reviews the cases and then contacts the victims to determine what services are needed to assist them, to notify them of the availability of services, and to generally guide them through the court process until the conclusion of their case. Unfortunately, these cases sometimes takes many months and often times years to come to a conclusion.

The Victims Advocate Office serves as a liaison between the Prosecuting Attorney Office and the victim to relay their sentiments to the prosecutors and to keep the victims informed of the status of their case. The Victims Advocate meets/assists these victims in filling for Emergency Domestic Violence Protection Orders as well as Personal Safety Orders. Recommendations can also be made to the safe haven facilities – Family Crisis Intervention Center – and can provide transportation to the Shelter and to and from Court Hearings and meetings with prosecutors.

The Office also assists in filing Crime Victim Compensation Fund Applications which assist with financial aid for medical and/or counseling bills, and they also make referrals for counseling services. Also, the Victims Advocate assists victims during trials, changes of plea hearings, sentencing hearings, felony preliminary hearings, and restitution hearings by notifying them of and attending the trials/hearings with them. Emotional support is provided to these victims as well as physical support as the Victims Advocate and/or Assistant often times attend hearings, trials, etc. with them.

If a crime involves burglary and/or ID Theft/Financial Crimes, the Victims Advocate acts as a liaison between the Prosecuting Attorney Office and the victims to relay their sentiments to the prosecutors and to keep victims informed on the status of their case. The Victims Advocate notifies the victim of any and all trial and hearing dates and times

and attends the trials and hearings with them. The Advocate assist these victims with restitution by obtaining and providing the appropriate documentation to the Court so that victims may be ordered the proper amount. Communication with the victims' insurance companies on matters of restitution is also made.

This need for assistance and services has been around for quite some time since the Wood County Prosecuting Attorney's Office developed this Victims Assistance Program in 1996. With this Program the Victims Advocate and the Victims Advocate Assistant focus solely on helping the victim with whatever services and assistance they may need. This is a great help as before this program began victims had to fend for themselves. There was no one who provided them information or looked out for their best interest. Many times they were unaware as to what was going on with their case or what services were available to assist them. Like with many people, no one is aware of all the various services available unless they need to use them. Often times when they need to use them, they are confused and traumatized and understanding these programs is made even more difficult. Many had never heard of the Victims Compensation Fund and if they did, they were often times confused as to how to complete the forms. Often times, the offender had more information about the case and contact with officials than the victim did.

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

The number of victims served by Wood County's Victims Advocate Program has increased tremendously since the Program first began in 1996. During the initial year of operation the Program served 229 victims. During the most recently completed grant year, the number of victims served was 3,351 which was somewhat similar to the number from the previous year of 3,754. Domestic violence continues to have the highest number of victims. The services provided to these victims have also increased from 382 in 1996 to 7,940 during the most recent grant year. Again, this number was close to the previous year's number of 7,914 services. During the past year an average of 279 victims were served each month, and on average they received 662 services per month.

While the Wood County Victims Advocate Program maintains information on the number of victims served, these numbers do not include the number of victims' family members who are also – directly or indirectly – affected by the case as well as the services and assistance provided. If somehow these numbers were able to be

calculated, it is estimated the number of individuals who benefit from the Victims Advocate Program and the various services would at least triple. Victimization effects just about everyone in a household, and the household's response to this victimization can affect how the victim responds.

B. Program Description and/or Solution to the Problem - The overall goal of this Program is to provide the appropriate services and information to victims of crime in Wood County. This goal is met by the continued hiring of the full-time Victims Advocate and the full-time Victims Advocate Assistant. The Assistant became full-time in October 2015 and has been a tremendous asset to the Program. Not only are the Advocate and Assistant busy every day, there are times when one is out for training, sick, vacation, etc. If there were not two positions, there would be times when victims would not be able to be served or be served as quickly as they currently are. The conversion of the Victims Advocate Assistant from a part-time job to a full-time position has greatly benefited victims and the operations of the program. Also, for the first time in many years, the current Victims Advocate Assistant is remaining in the position. For several years, the position was a revolving door due to only being part-time and a low salary level.

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

- *Supporting the victim.*

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

- *Facilitating the victim's decision making.*

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

- *Informing the victim of their rights.*

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

- *Serving as a liaison between agencies.*

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

- *Accompanying or staying with the victim.*

A key role of the victim advocate is to offer comfort, companionship, and reassurance to victims. In that process, however, the advocate needs to take the cue from the victim and respect their wishes. For example, some victims want to talk while others wish to remain silent. Sometimes, the victim may want to be left alone, in which case the advocate should respect the wishes but remain nearby to be available.

- *Offering crisis intervention.*

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

- *Conducting safety planning.*

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

- *Documenting the incident.*

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

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

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

Wood County's Program has had an impact on 3,351 victims during the last year and provided them 7,940 services. The above listed points were provided to the victims with some receiving all of them and others received whatever their situation required.

Without this Program available very few of these 3,351 victims would have received the necessary services needed, and their current situation would not be favorable.

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

The project director is the Grant Consultant contracted by the Wood County Commission to oversee all the various grants received by the County Commission. The director is the main contact person to the West Virginia Division of Justice and Community Services and is the person responsible for ensuring the reports and other necessary and required documents are submitted on time. The director also submits any necessary grant changes and advises the Victims Advocate, Assistant Victims Advocate, and Prosecuting Attorney of changes, revisions, etc. which need to be made.

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

Volunteers are used with this Program, and Wood County usually averages three volunteers per year. The volunteers assist with the clerical work items such as filing, answering the telephone, compiling survey results, mailings, etc. As a result of these services provided by the volunteers, the Victims Advocate and Assistant have more time available to assist the victims with their needs. Contacts are made with local colleges and universities as well as non-profit agencies to find volunteers for this Program. Recent contact has been made to the Parkersburg Area Community Foundation who searches for summer internships for students who are interested in becoming involved with civic organizations and functions. These contacts will continue throughout the upcoming grant year with the hopes of finding volunteers. The Victims Advocate Program strives to have 150 hours of volunteer time per year which is usually provided by two or three volunteers.

C. Underserved Population – The Wood County Victims Advocate Program focus is those who have been a victim of sexual assault. Wood County has a SART (Sexual Assault and Response Team) in place that meets on a monthly basis to discuss the cases involving sexual assault victims and what can be done to better serve them. Sometimes cases never make it to the Victims Advocate Program as the person may be embarrassed or doesn't know what to do. The Victims Advocate will become greater involved with SART and find out who these victims are. Contact will then be made with

them to see how the Victims Advocate can help and what services the sexual assault victim needs. Some of these services which will be provided to this underserved population includes: assistance with the completion and submission of the crime victims compensation forms, refer the individual to a specific counselor, if necessary, make sure they are aware of Family Crisis Intervention Center and the various services they can provide, attend the hearings and/or trial with the victim, maintain an open line of communication with the detective to determine what is going on with the case, and keep the victim updated on the various steps taking place in their case as well as a proposed timeline.

During the time period of October 1, 2017 – September 30, 2018 there were 49 sexual assault victims served by the Victims Advocate Program which was a 23 percent increase from the previous year of 40 sexual assault victims served by the Program. While the Program did not meet its goal of increasing its involvement with the Victims by 33 percent, it did make a significant increase. The Program will continue to reach out to these victims in an attempt to increase involvement with sexual assault victims by another 25 percent. The Program believes that through their involvement with SART and community outreach, they hopefully can reach this number. While community outreach occurs throughout the year, a major focus is the month of April which focuses on domestic violence and sexual assault.

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

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

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

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

In addition, with the availability of "smart phones", etc. people are able to enter words/phrases into the computer and/or phone and are able to translate these words.

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

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

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

In addition to recruitment from the local colleges, the Victims Advocate Program is also in contact with other non-profit agencies such as the RSVP Senior Program who can provide volunteer assistance. Characteristics of the volunteers are matched with the type of work an agency needs, and the Victims Advocate Program is able to obtain a few volunteers from this procedure. In some instances, the RSVP Program is able to pay the volunteers a small stipend. Recent contact has been made to the Parkersburg Area Community Foundation who searches for summer internships for students who are interested in becoming involved with civic organizations and functions.

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

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

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

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

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

1. The victim of a felony may appear before the Court for the purpose of making an oral statement at sentencing for the record if the victim notifies the Court of his or her desire to make such a statement after receiving notification.

2. If the victim fails to notify the Court, such failure shall constitute a waiver of the right to make an oral statement.

3. In lieu of such appearance and oral statement, the victim may submit a written statement to the Court or to the probation officer in charge of the case.

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

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

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

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

H. Training Requirement – It is anticipated that both the Victims Advocate and the Assistant Victims Advocate will attend the one-day Sexual Assault Symposium which provides the 8 hour minimum training requirement. Grant funds in the amount of \$700 are being requested to fund these training costs. Both the Advocate and the Assistant will follow West Virginia State Travel Regulations with regards to the costs. Documentation of attendance of this training will be forwarded in the appropriate monthly report as well as maintained in the Victims Advocate Office.

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

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

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

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

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

**Supplementary Goals and Objectives
Form**

Goal Number: 1

The Wood County Victims Advocate Program will identify and provide services to victims of crime throughout the 2019 – 2020 grant period.

Objective Number: 1 By the conclusion of the grant on September 30, 2019, the Victims Advocate Program will serve a minimum of 5,600 victims in Wood County.

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

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

Activities to meet objective: Timeline for each activity:

1. The Victims Advocate and/or the Assistant will review cases presented to the Prosecuting Attorney's Office and/or the Magistrate Court. 1. October 1, 2019 – September 30, 2020
2. The Victims Advocate and/or Assistant will contact each victim to provide information on the Program and to determine what assistance/services are needed by the victim. 2. October 1, 2019 – September 30, 2020
3. Each victim will be provided with a Notification of Victims Rights form. 3. October 1, 2019 – September 30, 2020
4. 4.

Objective Number: 2 At the end of the grant period a minimum of 7,600 services will be provided to Wood County victims through the Victims Advocate Program which will include, among items such as, the assistance with the completion of the Victims Compensation forms.

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

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

Activities to meet objective: Timeline for each activity:

1. The Victims Advocate and/or the Assistant will provide the appropriate services and/or referrals for each victim. 1. October 1, 2019 – September 30, 2020
2. As necessary, the victim will be assisted with the completion of the Victims 2. October 1, 2019 – September 30, 2020

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

**Supplementary Goals and Objectives
Form 2**

Compensation Form.

3.

3.

4.

4.

Objective
Number: _____

Outcome:

Outcome Tool

Activities to meet objective:

Timeline for each activity:

1.

1.

2.

2.

3.

3.

4.

4.

Objective
Number: _____

Outcome:

Outcome Tool

Activities to meet objective:

Timeline for each activity:

1.

1.

2.

2.

3.

3.

4.

4.

Goal Number: 2 **During the grant year, the Advocate and the Assistant will place an emphasis on those victims who are dealing with a sexual assault and become more involved with SART Team.**

Objective Number: 1 At the conclusion of the grant period at least 60 individuals who are dealing with a sexual assault incident will be served by either the Advocate and/or the Assistant.

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

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

Activities to meet objective:

Timeline for each activity:

1. The Victims Advocate and/or the Assistant will be notified when there is a sexual assault victim.

1. October 1, 2019 – September 30, 2020

2. The Victims Advocate and/or the Assistant will contact each sexual assault victim to provide information on the Program and to determine what assistance/services are needed by the victim.

2. October 1, 2019 – September 30, 2020

3. The Victims Advocate will attend SART Meetings and will obtain information on sexual assault victims that may not have been referred to the Office. Contact will be made with these victims to determine what assistance/services are needed by each victim.

3. October 1, 2019 – September 30, 2020

4.

4.

Objective Number: _____

Outcome:

Outcome Tool

Activities to meet objective:

Timeline for each activity:

1.

1.

2.

2.

Goal Number: 3 During the grant year the Victims Advocate will seek out and accept interested and qualified individuals to volunteer with this Program which will provide them experience of the legal system.

Objective Number: 1 At the conclusion of the grant period at least 150 volunteer hours of service will be provided by at least three volunteers.

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

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

Activities to meet objective:

Timeline for each activity:

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

1. October 1, 2019 – September 30, 2020

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

2. October 1, 2019 – September 30, 2020

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

3. October 1, 2019 – September 30, 2020

4.

4.

Objective
Number: _____

Outcome:

Outcome Tool

Activities to meet objective:

Timeline for each activity:

1.

1.

2.

2.

3.

3.

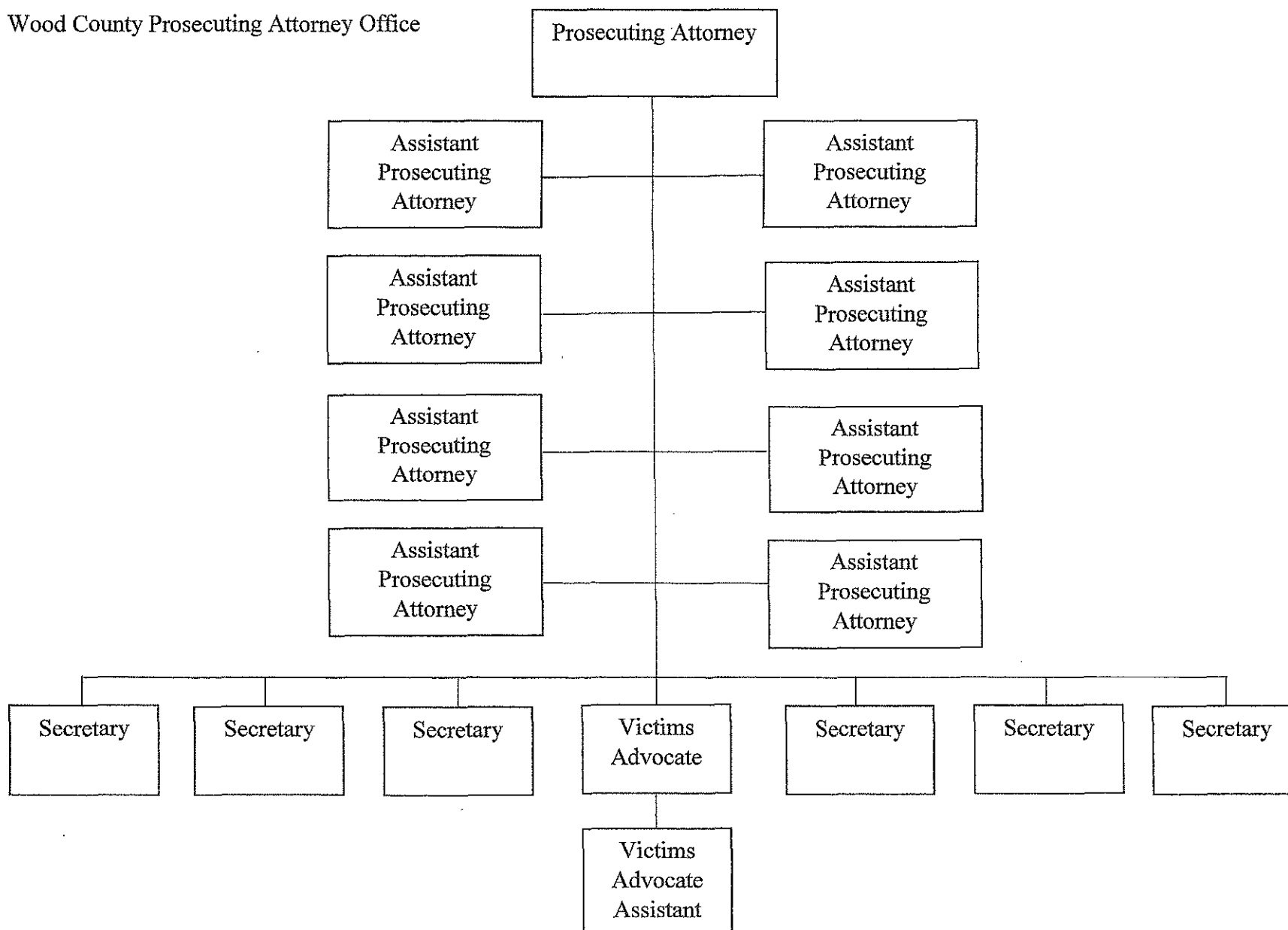
4.

4.

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

Please see attached,

Wood County Prosecuting Attorney Office



WOOD COUNTY PROSECUTING ATTORNEY'S OFFICE
Staff, Salary and Funding Sources
 March 05, 2019

STAFF	POSITION	SALARY	FUNDING SOURCE
Pat Lefebure	Prosecutor	\$108,192.00	Elected Official
Catherine Hudson	Asst. Prosecutor	\$67,500.00	General Fund
Emily Martin	Asst. Prosecutor	\$61,000.08	General Fund
Russell Skogstad	Asst. Prosecutor	\$72,000.00	General Fund
Lora Snodgrass	Asst. Prosecutor	\$71,500.08	General Fund
Heather Nicholson	Asst. Prosecutor	\$57,000.00	General Fund
Megan Underwood	Asst. Prosecutor	\$69,000.00	General Fund
Jeremy Wolfe	Asst. Prosecutor	\$72,000.00	General Fund
Jonny Woods II	Asst. Prosecutor	\$54,000.00	General Fund
Michelle Godfrey	Legal Assistant	\$33,281.76	General Fund
Rhea Guice	Legal Assistant	\$46,299.36	General Fund
Tiffany Kiger	Victims Advocate	\$39,967.44	VOCA
Kayla Meeks	Legal Assistant	\$31,600.08	General Fund
Kandy Wilson	Legal Assistant	\$32,499.84	General Fund
Debra Ryder	Legal Assistant	\$39,181.68	General Fund
Jezirae Williams	Vict. Advoc. Asst.	\$27,500.16	VOCA

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

Both the Victims Advocate and Victims Advocate Assistant positions are full-time within the Wood County Prosecuting Attorney's Office. Tiffany Kiger, the current Victims Advocate, has held this position since November 2009. Jezirae Williams, the Victims Advocate Assistant, has held this position for approximately two years. It is anticipated that both of these individuals will continue in their positions during the upcoming grant year.

If there should be a vacancy in either position, the Prosecuting Attorney will post the job availability and its requirements. The posting will be done in-house to allow any current Wood County employee to apply for the job. Interviews will be conducted with those deemed qualified for this position. Based upon these interviews, references and other items will be checked. A decision will be made as to whether or not the job should be offered to someone in-house or whether it needs to be advertised in the local newspaper.

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

In addition to the help wanted ad being placed in the local newspaper, it will also be placed on the County's website and Facebook Page.

A copy of the job descriptions and resumes for both Ms. Kiger and Ms. Williams are attached.



WOOD COUNTY PROSECUTING ATTORNEY

PAT LEFEBURE
WOOD COUNTY PROSECUTING ATTORNEY

JUDGE DONALD F. BLACK
COURTHOUSE ANNEX
317 MARKET STREET
PARKERSBURG, WV 26101

PHONE (304) 424-1776
FAX (304) 424-1785

Grievance procedure:

Any grievance received by the Wood County Prosecutors office will be directed to the attorney assigned to handle the case and the elected Prosecutor. If an attorney is not assigned to the case then the grievance will proceed only to the elected Prosecutor.

The prosecutor(s) will work to identify the issue and correct the problem with the victim advocate, while directly speaking with the aggrieved person. If a suitable solution can not be reached then the case will be assigned to a separate victim advocate.

Firing procedure:

As set forth in the Wood County Commission Employment Policies handbook, the victim's advocate is an at will employee. Therefore, the Victim Advocate and Assistant Victim Advocate may be fired by the elected Prosecuting Attorney for any reason or no reason at all. This, however, is tempered by the principle established by the West Virginia Supreme Court that prohibits termination of an at will employee where the employer's motivation for discharge is to contravene some substantial public policy principle.

JOB DESCRIPTION VICTIMS ADVOCATE

General Description of Duties

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

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

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

Required Knowledge, Skills, and Abilities

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

Acceptable Experience and Training

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

JOB DESCRIPTION

ASSISTANT VICTIMS ADVOCATE

General Description of Duties

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

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

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

Required Knowledge, Skills, and Abilities

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

Acceptable Experience and Training

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

Tiffany F. Kiger

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

Education

West Virginia University, Morgantown, WV

Eberly College of Arts and Sciences

Bachelor of Arts in Political Science, May 2003

Relevant Work Experience

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

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

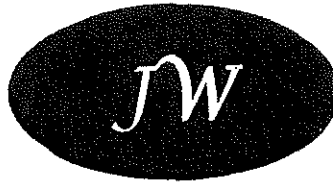
WCHS/FOX 11 Television, Charleston, WV (December 2005-November 2006)

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

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

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

Jezirae L. Williams
(740) 525-9615



11475 Veto Road
Marietta, OH 45750
jezirae@live.com

Seeking a full-time administrative assistant position allowing me to utilize the skills learned while obtaining my Associate degree and in a career that involves my interest of law and the judicial system.

EDUCATION

Washington State Community College

May 2017

Associate of Applied Business, Office Administrative Services Technology,
Executive Administrative Assistant

Ohio Peace Officer Training Academy

September 2010

Total 575 hours of completion

COURSES COMPLETED

- | | |
|-------------------------------------|--|
| • Business Editing & Proofreading | • Microsoft PowerPoint 2013 |
| • Business Law | • Microsoft Publisher 2013 |
| • Business Math | • Microsoft Word 2013 |
| • Dragon NaturallySpeaking Software | • Office Procedures |
| • English Composition I | • Ohio Peace Officer Training Academy I, II, III |
| • Global Issues | • Photography |
| • Google Applications | • Practicum I, II |
| • Keyboarding I, II | • Windows Concepts |
| • Microsoft Access 2013 | • Workplace Technology |
| • Microsoft Excel 2013 | |

PRACTICUM

Marietta Municipal Court

Spring 2017

Supervisors: Emily Heddleston and Gary Turner

Tasks: Attended morning court and assisted the bailiff and Judge Welch, copied and faxed documents, arranged and filed folders, learned about court proceedings, the judicial system, and probation department, worked the courtroom recording software, and used the courthouse security cameras

Washington County Prosecuting Attorney's Office

Fall 2015

Supervisors: Kevin Rings and Kelly Plaugher

Tasks: Filed, keyed official court documents such as subpoenas, warrants, and grand jury submissions, answered the phone, copied documents, attended court hearings, helped move and arrange offices for incoming staff, and filed paperwork and folders

References and past work experience available upon request

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application	Organization Budget & Audit Requirement Attachment A
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Please use this page or attach to this page an agency-wide annual operating budget. An organization budget should be submitted for each agency requesting funding. All **new applicants** are required to submit a copy of their most recent audit.

Please see attached.

Short Budget Report for Wood County Commission

Fiscal Year(s) 2018 - 2019 Thru Period 7

Account Number		Budget	Actual Mtd	Exp + Encumb	Available	%
1	GENERAL FUND					
Revenues						
TAX DISCOUNTS						
	107	-259,775.00	0.00	165,735.38	(94,039.62)	64
	Account-107	-259,775.00	0.00	165,735.38	(94,039.62)	64
ASSESSOR'S VALUATION						
	108	-254,194.00	0.00	148,336.04	(105,857.96)	59
	Account-108	-254,194.00	0.00	148,336.04	(105,857.96)	58
EXONERATIONS						
	113	-977,644.00	0.00	589.09	(977,054.91)	1
	Account-113	-977,644.00	0.00	589.09	(977,054.91)	0
TIF FUNDING						
	273	-19,231.00	0.00	0.00	(19,231.00)	0
	Account-273	-19,231.00	0.00	0.00	(19,231.00)	0
ASSIGNED FUND BALANCE						
	298	291,552.00	0.00	(291,552.00)	0.00	100
	Account-298	291,552.00	0.00	(291,552.00)	0.00	100
UNASSIGNED BALANCE						
	299	1,031,920.00	0.00	(1,031,920.00)	0.00	100
	Account-299	1,031,920.00	0.00	(1,031,920.00)	0.00	100
TAXES - AD VALOREM						
REAL ESTATE TAXES REC.	301 3011	8,950,394.00	0.00	(4,686,238.26)	4,264,155.74	53
PERSONAL PROPERTY TAXES	301 3012	3,999,275.00	0.00	(2,294,762.83)	1,704,512.17	58
PUBLIC UTILITIES TAXES	301 3013	1,016,680.00	0.00	(493,398.50)	523,281.50	49
SHERIFF'S SALE	301 3014	0.00	0.00	0.00	0.00	0
TAXES - PRIOR YEARS	301 3015	330,000.00	0.00	(247,534.29)	82,465.71	76
SUPPLEMENTAL TAXES	301 3016	500,000.00	0.00	(175,023.51)	324,976.49	36
SURPLUS	301 3017	10,000.00	0.00	0.00	10,000.00	0
MISCELL TAX FUNDS	301 366	0.00	0.00	(8.09)	(8.09)	0
REDEMPTIONS FROM STATE	301 9	25,000.00	0.00	(1,219.32)	23,780.68	5
	Account-301	14,831,349.00	0.00	(7,898,184.80)	6,933,164.20	53
LIBRARY EXCESS LEVY						
	301-90	509,535.00	(10,663.97)	(280,016.88)	229,518.12	55
	Account-301-90	509,535.00	(10,663.97)	(280,016.88)	229,518.12	55
TAX PENALTIES & INTEREST						
	302	225,000.00	0.00	(112,242.02)	112,757.98	50
	Account-302	225,000.00	0.00	(112,242.02)	112,757.98	50

Short Budget Report for Wood County Commission

Fiscal Year(s) 2018 - 2019 Thru Period 7

<u>Account Number</u>		<u>Budget</u>	<u>Actual Mtd</u>	<u>Exp + Encumb</u>	<u>Available</u>	<u>%</u>
PROPERTY TRANSFER TAX						
304		500,000.00	(52,407.30)	(621,729.85)	(121,729.85)	124
	Account-304	500,000.00	(52,407.30)	(621,729.85)	(121,729.85)	124
GAS & OIL SEVERANCE						
306		50,000.00	0.00	(89,093.56)	(39,093.56)	178
	Account-306	50,000.00	0.00	(89,093.56)	(39,093.56)	178
WINE & LIQUOR TAX						
308		12,000.00	0.00	(4,201.20)	7,798.80	36
	Account-308	12,000.00	0.00	(4,201.20)	7,798.80	35
HOTEL OCCUPANCY TAX						
309		581,896.00	(41,056.72)	(476,784.31)	105,111.69	82
	Account-309	581,896.00	(41,056.72)	(476,784.31)	105,111.69	82
PAYMENT IN LIEU OF TAXES						
311		200,000.00	0.00	(199,914.40)	85.60	100
	Account-311	200,000.00	0.00	(199,914.40)	85.60	100
COAL BED METHANE						
313		7,500.00	0.00	(5,562.49)	1,937.51	75
	Account-313	7,500.00	0.00	(5,562.49)	1,937.51	74
LICENSES						
317		8,000.00	0.00	0.00	8,000.00	0
	Account-317	8,000.00	0.00	0.00	8,000.00	0
BUILDING PERMITS						
318		45,000.00	(3,771.25)	(21,141.25)	23,858.75	47
	Account-318	45,000.00	(3,771.25)	(21,141.25)	23,858.75	47
MISC. PERMITS						
319		1,000.00	(8.00)	(181.00)	819.00	19
	Account-319	1,000.00	(8.00)	(181.00)	819.00	18
FEDERAL GRANTS						
322		1,145,000.00	(5,912.78)	(686,992.50)	458,007.50	60
EMPG2012	322 1477	0.00	(11,000.00)	(11,000.00)	(11,000.00)	0
G160419-DRC-MOVFH	322 1478	0.00	0.00	(20,962.37)	(20,962.37)	0
F17-HS-03-402	322 1483	0.00	0.00	0.00	0.00	0
F17-HS-03-405b	322 1484	0.00	0.00	0.00	0.00	0
F17-HS-03-405d	322 1485	0.00	0.00	0.00	0.00	0
F17-HS-03-406	322 1486	0.00	0.00	0.00	0.00	0
F17-HS-03-DOHDD	322 1488	0.00	0.00	0.00	0.00	0
15-VA-075	322 1490	0.00	0.00	0.00	0.00	0
F17-HS-03-402	322 1501	0.00	(5,435.45)	(35,816.22)	(35,816.22)	0

Short Budget Report for Wood County Commission

Fiscal Year(s) 2018 - 2019 Thru Period 7

<u>Account Number</u>		<u>Budget</u>	<u>Actul Mtd</u>	<u>Exp + Encumb</u>	<u>Available</u>	<u>%</u>
F17-HS-03-405b	322 1502	0.00	(890.16)	(12,259.08)	(12,259.08)	0
F18-HS-03-405d	322 1503	0.00	(4,577.32)	(9,514.35)	(9,514.35)	0
F18-HS-03-406	322 1504	0.00	0.00	(2,750.00)	(2,750.00)	0
F18-HS-03-408	322 1505	0.00	0.00	(743.70)	(743.70)	0
F18-HS-DOHDD	322 1506	0.00	(1,289.98)	(4,609.95)	(4,609.95)	0
F18-HS-03-DOHWZ	322 1507	0.00	0.00	(592.01)	(592.01)	0
15-VA-129	322 1508	0.00	0.00	(30,617.09)	(30,617.09)	0
APPALACHIA HIDTA	322 1511	0.00	0.00	(4,684.38)	(4,684.38)	0
17-JAG-24 PRO	322 1512	0.00	0.00	(18,000.00)	(18,000.00)	0
15-SHS-76	322 1513	0.00	0.00	0.00	0.00	0
17-LE-32	322 1515	0.00	0.00	(34,335.00)	(34,335.00)	0
16-VA-114	322 1518	0.00	(5,912.78)	(5,912.78)	(5,912.78)	0
	Account-322	1,145,000.00	(35,018.47)	(878,789.43)	266,210.57	77
STATE GRANTS						
	323	590,000.00	0.00	(38,811.86)	551,188.14	7
STATE RECORD PRESERVATION	323 1243	10,000.00	0.00	0.00	10,000.00	0
17-CC-26	323 1480	0.00	0.00	0.00	0.00	0
17-CS-06	323 1496	0.00	0.00	(8,471.00)	(8,471.00)	0
18-CC-29	323 1498	0.00	0.00	(30,959.68)	(30,959.68)	0
FF18-743	323 1499	0.00	0.00	(1,782.00)	(1,782.00)	0
14cyc Wood14 CY2017 54	323 1500	0.00	0.00	0.00	0.00	0
HYDROPONIC FEASIBILITY	323 1509	0.00	0.00	0.00	0.00	0
09cpgp0895n	323 1514	0.00	0.00	0.00	0.00	0
19-CC-29	323 1516	0.00	(31,290.92)	(152,015.09)	(152,015.09)	0
CELL TOWER GRANT	323 1517	420,000.00	0.00	(420,000.00)	0.00	100
	Account-323	1,020,000.00	(31,290.92)	(652,039.63)	367,960.37	64
OTHER GRANTS						
K9 FUND	324 1493	2,100.00	(1,200.00)	(12,700.00)	(10,600.00)	604
ALTERNATIVE TRANSPORATION	324 1497	20,770.00	(5,800.00)	(15,236.82)	5,533.18	74
	Account-324	22,870.00	(7,000.00)	(27,936.82)	(5,066.82)	122
CHARGES FOR SERVICES						
	327	20,000.00	(65.00)	(52,124.24)	(32,124.24)	260
JAIL FEE	327 702	30,000.00	0.00	0.00	30,000.00	0
E-911	327 712	69,766.00	0.00	0.00	69,766.00	0
	Account-327	119,766.00	(65.00)	(52,124.24)	67,641.76	44
SHF SERVICE OF PROCESS						
	329	30,000.00	(2,504.00)	(16,177.80)	13,822.20	54
	Account-329	30,000.00	(2,504.00)	(16,177.80)	13,822.20	54
SHERIFF'S EARNINGS						

Short Budget Report for Wood County Commission

Fiscal Year(s) 2018 - 2019 Thru Period 7

<u>Account Number</u>		<u>Budget</u>	<u>Actual Mtd</u>	<u>Exp + Encumb</u>	<u>Available</u>	<u>%</u>
ESTATE FEE	330	8,000.00	(1,125.00)	(7,390.50)	609.50	93
	330 404	25,000.00	0.00	(40,830.08)	(15,830.08)	163
	Account-330	33,000.00	(1,125.00)	(48,220.58)	(15,220.58)	146
COUNTY CLERK'S EARNINGS						
	331	275,000.00	(17,043.29)	(141,819.08)	133,180.92	52
ELECTIONS	331 413	2,000.00	(4,834.51)	(4,988.51)	(2,988.51)	249
	Account-331	277,000.00	(21,877.80)	(146,807.59)	130,192.41	53
CIRCUIT CLERK EARNINGS						
	332	65,000.00	(4,204.10)	(34,755.69)	30,244.31	54
	Account-332	65,000.00	(4,204.10)	(34,755.69)	30,244.31	53
PROSECUTING ATTY EARNINGS						
	333	6,000.00	(369.75)	(3,195.25)	2,804.75	54
	Account-333	6,000.00	(369.75)	(3,195.25)	2,804.75	53
ACCIDENT REPORTS						
	334	3,500.00	(455.00)	(2,945.00)	555.00	85
	Account-334	3,500.00	(455.00)	(2,945.00)	555.00	84
MOTOR VEHICLE LICENSE FEE						
	335	13,000.00	(972.50)	(63,495.50)	(50,495.50)	488
	Account-335	13,000.00	(972.50)	(63,495.50)	(50,495.50)	488
COUNTY CLERK DEED FEES						
	337	7,500.00	(758.00)	(6,348.00)	1,152.00	85
	Account-337	7,500.00	(758.00)	(6,348.00)	1,152.00	85
RENTS & CONCESSIONS						
	340	65,000.00	(142.77)	(32,441.77)	32,558.23	50
SHELTER/ROOM RENT	340 17	7,000.00	(375.00)	(3,200.00)	3,800.00	46
	Account-340	72,000.00	(517.77)	(35,641.77)	36,358.23	50
IRP FEES						
	350	45,000.00	0.00	(20,449.46)	24,550.54	46
	Account-350	45,000.00	0.00	(20,449.46)	24,550.54	45
FINES, FEES & COURT COSTS						
	361	12,000.00	(575.00)	(6,340.30)	5,659.70	53
	Account-361	12,000.00	(575.00)	(6,340.30)	5,659.70	53
REGIONAL JAIL REIMBURSEMENT						
	362	125,000.00	0.00	(142,489.47)	(17,489.47)	113
	Account-362	125,000.00	0.00	(142,489.47)	(17,489.47)	114
INTEREST EARNED						
	365	6,000.00	0.00	(4,933.43)	1,066.57	83

Short Budget Report for Wood County Commission

Fiscal Year(s) **2018** - **2019** Thru Period **7**

<u>Account Number</u>		<u>Budget</u>	<u>Actual Mtd</u>	<u>Exp + Encumb</u>	<u>Available</u>	<u>%</u>
	Account-365	6,000.00	0.00	(4,933.43)	1,066.57	82
MISC REVENUE	366	20,000.00	(20.75)	(384.00)	19,616.00	2
	Account-366	20,000.00	(20.75)	(384.00)	19,616.00	2
SHERIFF'S COMMISSION	367	11,952.00	0.00	(12,031.71)	(79.71)	100
	Account-367	11,952.00	0.00	(12,031.71)	(79.71)	101
COMMISSIONS	369	0.00	(91.50)	(3,051.60)	(3,051.60)	0
ASSESSOR	369 406	5,000.00	0.00	(275.00)	4,725.00	6
	Account-369	5,000.00	(91.50)	(3,326.60)	1,673.40	67
GAMING INCOME	370	40,000.00	0.00	(22,425.02)	17,574.98	57
	Account-370	40,000.00	0.00	(22,425.02)	17,574.98	56
VIDEO LOTTERY	373	225,000.00	0.00	(150,703.16)	74,296.84	67
	Account-373	225,000.00	0.00	(150,703.16)	74,296.84	67
PLANNING COMMISSION REVENUE	374	0.00	0.00	(200.00)	(200.00)	0
	Account-374	0.00	0.00	(200.00)	(200.00)	0
SALE OF MATERIALS	375 910	0.00	0.00	(15.00)	(15.00)	0
CIVIC PROMO/BICENTENNIAL	Account-375	0.00	0.00	(15.00)	(15.00)	0
REFUNDS/REIMBURSEMENTS	382	242,306.00	(47,005.60)	(155,427.79)	86,878.21	65
ELECTIONS	382 413	0.00	0.00	0.00	0.00	0
	Account-382	242,306.00	(47,005.60)	(155,427.79)	86,878.21	64
PARKING	383	13,500.00	(1,902.51)	(12,070.66)	1,429.34	90
RENT	383 16	24,000.00	(2,650.00)	(11,850.00)	12,150.00	50
	Account-383	37,500.00	(4,552.51)	(23,920.66)	13,579.34	64
SALE OF FIXED ASSETS	384	0.00	0.00	0.00	0.00	0
	Account-384	0.00	0.00	0.00	0.00	0
TRANSFER OTHER FUNDS	388	0.00	0.00	0.00	0.00	0

Short Budget Report for Wood County Commission

Fiscal Year(s) 2018 - 2019 Thru Period 7

<u>Account Number</u>		<u>Budget</u>	<u>Actual Mtd</u>	<u>Exp + Encumb</u>	<u>Available</u>	<u>%</u>
Account-388		0.00	0.00	0.00	0.00	0
CONCEALED WEAPON						
	392	16,006.00	0.00	0.00	16,006.00	0
Account-392		16,006.00	0.00	0.00	16,006.00	0
HOME CONFINEMENT REIM						
	393	74,000.00	0.00	0.00	74,000.00	0
Account-393		74,000.00	0.00	0.00	74,000.00	0
GENERAL SCHOOL REIM						
	394	225,000.00	(245,038.78)	(245,038.78)	(20,038.78)	108
Account-394		225,000.00	(245,038.78)	(245,038.78)	(20,038.78)	109
MAG. COURT REIM						
	395	50,000.00	0.00	(52,129.88)	(2,129.88)	104
Account-395		50,000.00	0.00	(52,129.88)	(2,129.88)	104
PAYROLL REIM						
	397	0.00	(152,788.15)	(624,129.73)	(624,129.73)	0
E-911	397 712	1,800,354.00	0.00	(311,366.35)	1,488,987.65	18
COMMUNITY CORRECTIONS	397 731	222,722.00	(80.49)	(6,642.93)	216,079.07	3
Account-397		2,023,076.00	(152,868.64)	(942,139.01)	1,080,936.99	47
TRANSFERS-RAINY FUNDS						
	398	0.00	0.00	0.00	0.00	0
Account-398		0.00	0.00	0.00	0.00	0
TRANSFERS ASSESSOR'S VALUATION FUND						
	399	707,866.00	(57,331.60)	(353,707.60)	354,158.40	50
Account-399		707,866.00	(57,331.60)	(353,707.60)	354,158.40	50
Revenues Totals		23,464,250.00	(721,549.93)	(14,822,002.42)	8,642,247.58	

Short Budget Report for Wood County Commission

Fiscal Year(s) 2018 - 2019 Thru Period 7

Account Number

Expenses

COUNTY COMMISSION

		<u>Budget</u>	<u>Actual Mtd</u>	<u>Exp + Encumb</u>	<u>Available</u>	<u>%</u>
PERSONAL SERVICES ELECTED OFFICIALS	401 10 101	124,185.00	(10,348.74)	(72,441.18)	51,743.82	59
PERSONAL SERVICES SALARIES-DEPUTIES	401 10 103	320,062.00	(24,295.65)	(169,395.80)	150,666.20	53
PERSONAL SERVICES SOCIAL SECURITY	401 10 104	35,040.00	(2,476.68)	(17,318.18)	17,721.82	50
PERSONAL SERVICES INSURANCE PREMIUM	401 10 105	179,785.00	(16,479.37)	(92,884.18)	86,900.82	52
PERSONAL SERVICES INSURANCE PREMIUM WELLNESS	401 10 105 3010	5,090.00	0.00	(635.05)	4,454.95	13
PERSONAL SERVICES INSURANCE PREMIUM HEALTH RE	401 10 105 3020	323,023.00	(75,000.00)	(225,000.00)	98,023.00	70
PERSONAL SERVICES RETIREMENT	401 10 106	45,805.00	(2,609.11)	(18,287.53)	27,517.47	40
PERSONAL SERVICES EXTRA HELP	401 10 109	5,000.00	0.00	0.00	5,000.00	0
CONTRACTURAL SERVICES TELEPHONES	401 40 211	35,000.00	(10,047.86)	(29,503.39)	5,496.61	85
CONTRACTURAL SERVICES UTILITIES GAS-COURTHOUS	401 40 213 1310	9,500.00	(1,740.89)	(3,352.43)	6,147.57	36
CONTRACTURAL SERVICES UTILITIES GAS MAINTENANC	401 40 213 1313	3,900.00	(849.08)	(1,727.27)	2,172.73	45
CONTRACTURAL SERVICES UTILITIES 132 COURT SQUA	401 40 213 1315	6,600.00	(1,513.96)	(3,116.82)	3,483.18	48
CONTRACTURAL SERVICES UTILITIES GAS-EMERGENCY	401 40 213 1316	350.00	(28.09)	(187.47)	162.53	54
CONTRACTURAL SERVICES UTILITIES 328 1/2 2ND STREI	401 40 213 1318	925.00	(17.97)	(107.82)	817.18	12
CONTRACTURAL SERVICES UTILITIES TOWNE SQ 315 M/	401 40 213 1319	4,200.00	(664.06)	(1,214.97)	2,985.03	29
CONTRACTURAL SERVICES UTILITIES ELECTRIC-COURT	401 40 213 1320	40,000.00	(2,029.78)	(22,905.74)	17,094.26	58
CONTRACTURAL SERVICES UTILITIES ELECTRIC-ANNEX	401 40 213 1323	49,000.00	(4,518.39)	(30,409.20)	18,590.80	63
CONTRACTURAL SERVICES UTILITIES ELECTRIC MAINT	401 40 213 1324	11,500.00	(555.56)	(6,246.25)	5,253.75	55
CONTRACTURAL SERVICES UTILITIES ELECT. E-911 BLD	401 40 213 1325	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES UTILITIES ELEC-EMERGENC	401 40 213 1326	200.00	0.00	(258.29)	(58.29)	129
CONTRACTURAL SERVICES UTILITIES TOWNE SQ 315 M/	401 40 213 1329	65,000.00	(4,724.94)	(32,890.32)	32,109.68	51
CONTRACTURAL SERVICES UTILITIES WATER-COURTHC	401 40 213 1330	3,200.00	(305.27)	(1,798.55)	1,401.45	57
CONTRACTURAL SERVICES UTILITIES WATER-ANNEX	401 40 213 1333	4,500.00	(361.11)	(2,199.43)	2,300.57	49
CONTRACTURAL SERVICES UTILITIES WATER-LAW ENFC	401 40 213 1334	1,600.00	(54.73)	(441.36)	1,158.64	28
CONTRACTURAL SERVICES UTILITIES WATER-SIDS 300 I	401 40 213 1337	2,300.00	(194.67)	(1,123.98)	1,176.02	49
CONTRACTURAL SERVICES UTILITIES WATER-HINTGEN	401 40 213 1342	3,200.00	(225.32)	(1,392.15)	1,807.85	44
CONTRACTURAL SERVICES UTILITIES GAS-HINTGEN	401 40 213 1343	2,800.00	(481.94)	(1,509.15)	1,290.85	54
CONTRACTURAL SERVICES UTILITIES ELECTRIC-HINTGE	401 40 213 1344	97,000.00	(6,299.02)	(53,945.47)	43,054.53	56
CONTRACTURAL SERVICES M&R -EQUIPMENT	401 40 216	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES POSTAGE	401 40 218	170,000.00	(4,569.82)	(107,404.56)	62,595.44	64
CONTRACTURAL SERVICES BLDGS/EQUIP RENT	401 40 219	100.00	(21.60)	(64.80)	35.20	65
CONTRACTURAL SERVICES ADVERTISING	401 40 220	6,000.00	0.00	(1,142.08)	4,857.92	20
CONTRACTURAL SERVICES TRAINING & EDUCATION	401 40 221	5,900.00	(573.24)	(2,154.67)	3,745.33	37
CONTRACTURAL SERVICES DUES & SUBSCRIPTIONS	401 40 222	17,000.00	(1,140.00)	(15,479.00)	1,521.00	92
CONTRACTURAL SERVICES DUES & SUBSCRIPTIONS PF	401 40 222 405	4,800.00	0.00	(4,800.00)	0.00	100
CONTRACTURAL SERVICES PROFESSIONAL SERVICES	401 40 223	35,000.00	(5,162.95)	(38,585.85)	(3,585.85)	110
CONTRACTURAL SERVICES AUDIT COSTS	401 40 224	30,000.00	0.00	(29,552.00)	448.00	99
CONTRACTURAL SERVICES INSURANCE & BONDS	401 40 226	13,874.00	53,290.91	(35,017.09)	(21,143.09)	252
CONTRACTURAL SERVICES INSURANCE & BONDS UNEV	401 40 226 2601	33,000.00	(4,191.00)	(12,402.00)	20,598.00	38

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<u>Account Number</u>	<u>Budget</u>	<u>Actual Mtd</u>	<u>Exp + Encumb</u>	<u>Available</u>	<u>%</u>
CONTRACTURAL SERVICES INSURANCE & BONDS LIABII 401 40 226 2602	327,491.00	(10,668.81)	(340,551.27)	(13,060.27)	103
CONTRACTURAL SERVICES CONTRACTED SERVICES 401 40 230	225,000.00	(19,866.30)	(143,224.39)	81,775.61	64
CONTRACTURAL SERVICES FIRE SERVICE FEE 401 40 231	28,000.00	(2,109.64)	(12,570.34)	15,429.66	45
CONTRACTURAL SERVICES BANK CHARGES 401 40 232	0.00	(2.00)	(14.00)	(14.00)	0
CONTRACTURAL SERVICES REFUNDS OF DEPOSITS 401 40 238	0.00	0.00	(55,680.45)	(55,680.45)	0
CONTRACTURAL SERVICES INSURANCE PREM FOR RETI 401 40 239	270,396.00	(23,597.00)	(167,732.00)	102,664.00	63
COMMODITIES AUTOMOBILE SUPPLIES 401 55 343	3,300.00	(337.97)	(3,128.49)	171.51	95
COMMODITIES SUPPLIES/MATERIALS 401 55 341	42,076.00	(3,520.85)	(10,669.03)	31,406.97	26
CONTRIBUTIONS SOCIAL SECURITY 401 70 104	0.00	(25.61)	(168.81)	(168.81)	0
CONTRIBUTIONS RETIREMENT 401 70 106	0.00	(38.76)	(246.60)	(246.60)	0
CONTRIBUTIONS OTHER FUNDS 401 70 566	0.00	0.00	0.00	0.00	0
CONTRIBUTIONS OTHER CONTRIBUTIONS 401 70 568	5,000.00	(7,000.00)	(7,000.00)	(2,000.00)	140
CONTRIBUTIONS OTHER CONTRIBUTIONS MOUNTWOOC 401 70 568 2606	0.00	0.00	0.00	0.00	0
CONTRIBUTIONS OTHER CONTRIBUTIONS INOVATIVE PF 401 70 568 2609	3,297.00	0.00	0.00	3,297.00	0
CONTRIBUTIONS OTHER CONTRIBUTIONS HEALTH MEM 401 70 568 3006	4,600.00	(350.28)	(2,310.90)	2,289.10	51
CONTRIBUTIONS OTHER CONTRIBUTIONS MID OHIO VAL 401 70 568 3009	25,000.00	0.00	0.00	25,000.00	0
Account-401	2,628,599.00	(195,707.11)	(1,780,190.31)	848,408.69	68

COUNTY CLERK

PERSONAL SERVICES SALARIES-DEPUTIES 402 10 103	556,960.00	(41,082.67)	(292,127.21)	264,832.79	53
PERSONAL SERVICES SOCIAL SECURITY 402 10 104	47,472.00	(3,372.72)	(23,923.87)	23,548.13	51
PERSONAL SERVICES INSURANCE PREMIUM 402 10 105	231,641.00	(18,388.13)	(126,989.47)	104,651.53	55
PERSONAL SERVICES RETIREMENT 402 10 106	62,055.00	(4,718.19)	(32,796.82)	29,258.18	53
PERSONAL SERVICES OVERTIME 402 10 108	1,500.00	(963.57)	(4,338.12)	(2,838.12)	289
PERSONAL SERVICES ELECTED OFFICIALS 402 10 101	62,093.00	(5,174.42)	(36,220.94)	25,872.06	59
CONTRACTURAL SERVICES ADVERTISING 402 40 220	12,000.00	(923.11)	(6,686.04)	5,313.96	56
CONTRACTURAL SERVICES TRAINING & EDUCATION 402 40 221	4,000.00	0.00	0.00	4,000.00	0
CONTRACTURAL SERVICES DUES & SUBSCRIPTIONS 402 40 222	650.00	0.00	0.00	650.00	0
CONTRACTURAL SERVICES INSURANCE & BONDS 402 40 226	2,636.00	(894.22)	(894.22)	1,741.78	34
COMMODITIES RECORD BOOKS 402 55 342	17,500.00	0.00	(3,440.00)	14,060.00	20
COMMODITIES RECORD BOOKS REPAIR RECORD BOOK 402 55 342 1600	7,500.00	0.00	0.00	7,500.00	0
COMMODITIES SUPPLIES/MATERIALS 402 55 341	14,012.00	(2,861.63)	(9,866.17)	4,145.83	71
CAPITAL OUTLAY EQUIPMENT 402 65 459	1,000.00	0.00	0.00	1,000.00	0
Account-402	1,021,019.00	(78,378.66)	(537,282.86)	483,736.14	53

CIRCUIT CLERK

PERSONAL SERVICES ELECTED OFFICIALS 403 10 101	62,093.00	(5,174.42)	(36,220.94)	25,872.06	59
PERSONAL SERVICES SALARIES-DEPUTIES 403 10 103	360,216.00	(30,018.00)	(205,696.23)	154,519.77	58
PERSONAL SERVICES SOCIAL SECURITY 403 10 104	34,219.00	(2,667.30)	(18,203.28)	16,015.72	54
PERSONAL SERVICES INSURANCE PREMIUM 403 10 105	153,201.00	(14,158.33)	(97,999.14)	55,201.86	64
PERSONAL SERVICES RETIREMENT 403 10 106	42,331.00	(3,519.14)	(24,191.03)	18,139.97	58
PERSONAL SERVICES OVERTIME 403 10 108	1,000.00	0.00	0.00	1,000.00	0

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PERSONAL SERVICES EXTRA HELP	403 10 109	24,000.00	(2,107.50)	(12,985.00)	11,015.00	55
CONTRACTURAL SERVICES DUES & SUBSCRIPTIONS	403 40 222	200.00	0.00	0.00	200.00	0
CONTRACTURAL SERVICES INSURANCE & BONDS	403 40 226	1,995.00	(960.94)	(960.94)	1,034.06	49
CONTRACTURAL SERVICES CONTRACTED SERVICES	403 40 230	350.00	(305.00)	(305.00)	45.00	88
CONTRACTURAL SERVICES TRAINING & EDUCATION	403 40 221	4,400.00	0.00	(161.15)	4,238.85	4
COMMODITIES RECORD BOOKS	403 55 342	3,376.00	0.00	(3,187.49)	188.51	95
COMMODITIES SUPPLIES/MATERIALS	403 55 341	4,000.00	0.00	(1,851.10)	2,148.90	47
CAPITAL OUTLAY EQUIPMENT	403 65 459	1,000.00	0.00	0.00	1,000.00	0
Account-403		692,381.00	(58,910.63)	(401,761.30)	290,619.70	58

SHERIFF'S TAX

PERSONAL SERVICES ELECTED OFFICIALS	404 10 101	50,266.00	(4,188.84)	(29,321.88)	20,944.12	59
PERSONAL SERVICES SUPPLEMENTAL	404 10 102	15,000.00	0.00	(15,000.00)	0.00	100
PERSONAL SERVICES SALARIES-DEPUTIES	404 10 103	379,571.00	(30,532.82)	(199,835.87)	179,735.13	53
PERSONAL SERVICES SOCIAL SECURITY	404 10 104	34,604.00	(2,548.32)	(19,045.24)	15,558.76	56
PERSONAL SERVICES INSURANCE PREMIUM	404 10 105	150,662.00	(12,611.11)	(87,546.05)	63,115.95	59
PERSONAL SERVICES RETIREMENT	404 10 106	45,084.00	(3,472.14)	(24,299.48)	20,784.52	54
PERSONAL SERVICES OVERTIME	404 10 108	6,000.00	0.00	(865.50)	5,134.50	15
PERSONAL SERVICES EXTRA HELP	404 10 109	17,500.00	0.00	(14,018.82)	3,481.18	81
CONTRACTURAL SERVICES ADVERTISING	404 40 220	36,000.00	(419.64)	(24,404.64)	11,595.36	68
CONTRACTURAL SERVICES TRAINING & EDUCATION	404 40 221	1,200.00	0.00	(649.30)	550.70	55
CONTRACTURAL SERVICES DUES & SUBSCRIPTIONS	404 40 222	60.00	0.00	0.00	60.00	0
CONTRACTURAL SERVICES INSURANCE & BONDS	404 40 226	1,885.00	(942.50)	(942.50)	942.50	50
CONTRACTURAL SERVICES CONTRACTED SERVICES	404 40 230	15,000.00	0.00	(369.00)	14,631.00	3
CONTRACTURAL SERVICES POSTAGE	404 40 218	500.00	0.00	(214.00)	286.00	43
COMMODITIES SUPPLIES/MATERIALS	404 55 341	11,819.00	(335.82)	(9,976.97)	1,842.03	85
CAPITAL OUTLAY EQUIPMENT	404 65 459	3,000.00	0.00	0.00	3,000.00	0
Account-404		768,151.00	(55,051.19)	(426,489.25)	341,661.75	56

PROSECUTING ATTORNEY

PERSONAL SERVICES SOCIAL SECURITY	405 10 104	64,769.00	(5,372.41)	(36,826.27)	27,942.73	57
PERSONAL SERVICES INSURANCE PREMIUM	405 10 105	253,283.00	(16,371.25)	(125,657.78)	127,625.22	50
PERSONAL SERVICES RETIREMENT	405 10 106	84,665.00	(7,059.34)	(49,644.47)	35,020.53	59
PERSONAL SERVICES OVERTIME	405 10 108	0.00	0.00	0.00	0.00	0
PERSONAL SERVICES ASST PROSECUTOR	405 10 181	512,593.00	(41,373.39)	(291,181.21)	221,411.79	57
PERSONAL SERVICES SECRETARIES	405 10 182	225,866.00	(22,123.57)	(144,997.05)	80,868.95	65
PERSONAL SERVICES ELECTED OFFICIALS	405 10 101	108,192.00	(9,016.00)	(63,112.00)	45,080.00	59
CONTRACTURAL SERVICES PRINTING DATA PROCESSIN	405 40 212 1201	12,596.00	(924.37)	(4,845.43)	7,750.57	39
CONTRACTURAL SERVICES M&R -EQUIPMENT	405 40 216	450.00	0.00	0.00	450.00	0
CONTRACTURAL SERVICES TRAINING & EDUCATION	405 40 221	19,842.00	(1,738.94)	(12,045.63)	7,796.37	61
CONTRACTURAL SERVICES DUES & SUBSCRIPTIONS	405 40 222	4,950.00	(450.00)	(1,575.00)	3,375.00	32
CONTRACTURAL SERVICES PROFESSIONAL SERVICES	405 40 223	16,051.00	(1,484.89)	(5,008.00)	11,043.00	32

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CONTRACTURAL SERVICES INSURANCE & BONDS	405 40 226	3,733.00	(957.53)	(957.53)	2,775.47	26
CONTRACTURAL SERVICES INVESTIGATION EXPENSE	405 40 233	5,500.00	(22.97)	(65.32)	5,434.68	2
CONTRACTURAL SERVICES INVESTIGATION EXPENSE F	405 40 233 2618	1,500.00	0.00	(75.00)	1,425.00	5
COMMODITIES SUPPLIES/MATERIALS	405 55 341	14,736.00	(1,607.24)	(6,591.99)	8,144.01	45
CAPITAL OUTLAY EQUIPMENT	405 65 459	1,000.00	0.00	(325.00)	675.00	33
Account-405		1,329,726.00	(108,501.90)	(742,907.68)	586,818.32	56
ASSESSOR						
PERSONAL SERVICES ELECTED OFFICIALS	406 10 101	50,266.00	(4,188.84)	(29,321.88)	20,944.12	59
PERSONAL SERVICES SUPPLEMENTAL	406 10 102	25,027.00	(7,591.50)	(23,353.21)	1,673.79	94
PERSONAL SERVICES SALARIES-DEPUTIES	406 10 103	221,419.00	(19,542.00)	(124,293.96)	97,125.04	57
PERSONAL SERVICES SOCIAL SECURITY	406 10 104	23,701.00	(2,284.27)	(13,583.97)	10,117.03	58
PERSONAL SERVICES INSURANCE PREMIUM	406 10 105	133,716.00	(8,574.14)	(62,095.94)	71,620.06	47
PERSONAL SERVICES RETIREMENT	406 10 106	29,671.00	(3,160.24)	(17,724.87)	11,946.13	60
PERSONAL SERVICES EXTRA HELP	406 10 109	13,100.00	(280.00)	(12,787.50)	312.50	98
CONTRACTURAL SERVICES INSURANCE & BONDS	406 40 226	1,300.00	(490.28)	(490.28)	809.72	38
COMMODITIES RECORD BOOKS	406 55 342	1,634.00	0.00	0.00	1,634.00	0
COMMODITIES SUPPLIES/MATERIALS	406 55 341	1,806.00	0.00	0.00	1,806.00	0
Account-406		501,640.00	(46,111.27)	(283,651.61)	217,988.39	57
ASSESSOR'S VALUATION						
PERSONAL SERVICES SALARIES-DEPUTIES	407 10 103	413,800.00	(32,424.32)	(253,971.03)	159,828.97	62
PERSONAL SERVICES SOCIAL SECURITY	407 10 104	32,000.00	(2,316.39)	(18,386.23)	13,613.77	58
PERSONAL SERVICES INSURANCE PREMIUM	407 10 105	189,766.00	(13,260.70)	(104,481.56)	85,284.44	56
PERSONAL SERVICES RETIREMENT	407 10 106	55,000.00	(3,236.65)	(24,866.84)	30,133.16	46
PERSONAL SERVICES OVERTIME	407 10 108	5,000.00	0.00	0.00	5,000.00	0
PERSONAL SERVICES EXTRA HELP	407 10 109	0.00	0.00	(3,240.00)	(3,240.00)	0
CONTRACTURAL SERVICES INSURANCE & BONDS	407 40 226	12,300.00	(1,976.55)	(1,976.55)	10,323.45	17
Account-407		707,866.00	(53,214.61)	(406,922.21)	300,943.79	57
STATEWIDE COMPUTER NETWO						
CONTRACTURAL SERVICES BLDGS/EQUIP RENT	408 40 219	63,593.00	0.00	(44,137.13)	19,455.87	70
Account-408		63,593.00	0.00	(44,137.13)	19,455.87	69
EXTENSION OFFICE						
PERSONAL SERVICES SALARIES-DEPUTIES	412 10 103	54,216.00	(4,340.00)	(30,380.00)	23,836.00	57
PERSONAL SERVICES SOCIAL SECURITY	412 10 104	4,148.00	(316.31)	(2,374.34)	1,773.66	58
PERSONAL SERVICES INSURANCE PREMIUM	412 10 105	21,316.00	(1,622.73)	(11,359.11)	9,956.89	54
PERSONAL SERVICES RETIREMENT	412 10 106	5,422.00	(434.00)	(3,102.51)	2,319.49	58
PERSONAL SERVICES OVERTIME	412 10 108	1,500.00	0.00	(300.10)	1,199.90	21
PERSONAL SERVICES EXTRA HELP	412 10 109	11,127.00	0.00	(1,794.69)	9,332.31	17
CONTRACTURAL SERVICES TRAINING & EDUCATION	412 40 221	250.00	(24.00)	(24.00)	226.00	10
CONTRACTURAL SERVICES DUES & SUBSCRIPTIONS	412 40 222	600.00	(285.00)	(490.00)	110.00	82
CONTRACTURAL SERVICES INSURANCE & BONDS	412 40 226	224.00	(112.00)	(112.00)	112.00	50

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CONTRACTURAL SERVICES CONTRACTED SERVICES	412 40 230	10,000.00	(542.77)	(4,418.78)	5,581.22	45
CONTRACTURAL SERVICES TRAVEL	412 40 214	12,000.00	(172.96)	(4,958.49)	7,041.51	42
COMMODITIES SUPPLIES/MATERIALS	412 55 341	2,967.00	(43.90)	(941.74)	2,025.26	32
Account-412		123,770.00	(7,893.67)	(60,255.76)	63,514.24	49
ELECTIONS-CTY CLERK						
PERSONAL SERVICES SOCIAL SECURITY	413 10 104	9,729.00	(35.57)	(2,812.79)	6,916.21	29
PERSONAL SERVICES RETIREMENT	413 10 106	3,080.00	0.00	(1,435.99)	1,644.01	47
PERSONAL SERVICES OVERTIME	413 10 108	28,000.00	0.00	(17,155.83)	10,844.17	62
PERSONAL SERVICES EXTRA HELP	413 10 109	25,000.00	(465.00)	(20,314.90)	4,685.10	82
PERSONAL SERVICES POLL WORKERS	413 10 191	48,300.00	0.00	(48,990.00)	(690.00)	101
PERSONAL SERVICES SCHOOLING	413 10 192	9,625.00	0.00	(9,225.00)	400.00	96
PERSONAL SERVICES JANITORS	413 10 193	1,500.00	0.00	(1,220.00)	280.00	82
PERSONAL SERVICES HEAD COMMISSIONERS	413 10 194	13,800.00	0.00	(13,800.00)	0.00	100
PERSONAL SERVICES BALLOT COMMISSIONERS	413 10 195	600.00	0.00	(250.00)	350.00	42
PERSONAL SERVICES SPECIAL MESSENGERS	413 10 197	350.00	0.00	(350.00)	0.00	100
PERSONAL SERVICES ESCORT	413 10 199	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES TRAVEL	413 40 214	2,500.00	0.00	(1,803.82)	696.18	73
CONTRACTURAL SERVICES BLDGS/EQUIP RENT	413 40 219	1,500.00	0.00	(1,195.00)	305.00	80
CONTRACTURAL SERVICES ADVERTISING	413 40 220	10,000.00	(1,066.00)	(2,132.00)	7,868.00	22
CONTRACTURAL SERVICES TRAINING & EDUCATION	413 40 221	1,200.00	0.00	0.00	1,200.00	0
CONTRACTURAL SERVICES INSURANCE & BONDS	413 40 226	979.00	(480.00)	(480.00)	499.00	50
CONTRACTURAL SERVICES PRINTING	413 40 212	30,000.00	(10,904.00)	(18,118.45)	11,881.55	61
COMMODITIES SUPPLIES/MATERIALS	413 55 341	36,000.00	(224.25)	(8,319.09)	27,680.91	24
Account-413		222,163.00	(13,174.82)	(147,602.87)	74,560.13	66
MAGISTRATE COURT						
CONTRACTURAL SERVICES TELEPHONES	415 40 211	6,400.00	(477.60)	(2,084.37)	4,315.63	33
Account-415		6,400.00	(477.60)	(2,084.37)	4,315.63	33
MAINTENANCE						
PERSONAL SERVICES SALARIES-DEPUTIES	424 10 103	201,275.00	(16,514.94)	(114,151.97)	87,123.03	57
PERSONAL SERVICES SOCIAL SECURITY	424 10 104	16,010.00	(1,213.35)	(8,466.51)	7,543.49	53
PERSONAL SERVICES INSURANCE PREMIUM	424 10 105	80,719.00	(6,975.07)	(47,041.99)	33,677.01	59
PERSONAL SERVICES RETIREMENT	424 10 106	20,928.00	(1,701.72)	(11,829.10)	9,098.90	57
PERSONAL SERVICES OVERTIME	424 10 108	8,000.00	(501.78)	(4,136.94)	3,863.06	52
CONTRACTURAL SERVICES TELEPHONES	424 40 211	450.00	(31.18)	(180.16)	269.84	41
CONTRACTURAL SERVICES M&R -EQUIPMENT	424 40 216	7,500.00	(247.90)	(12,337.87)	(4,837.87)	164
CONTRACTURAL SERVICES M&R -EQUIPMENT REPAIRS	424 40 216 1602	8,003.00	(128.85)	(7,035.14)	967.86	88
CONTRACTURAL SERVICES M&R -EQUIPMENT REPAIRS	424 40 216 1604	2,010.00	0.00	(698.60)	1,311.40	35
CONTRACTURAL SERVICES M&R -EQUIPMENT SUPPLIES	424 40 216 1606	1,000.00	0.00	(448.00)	552.00	45
CONTRACTURAL SERVICES M&R -EQUIPMENT EQUIPME	424 40 216 1607	1,088.00	(332.78)	(1,021.25)	66.75	94
CONTRACTURAL SERVICES M&R -EQUIPMENT JUDGE BI	424 40 216 1610	6,000.00	(128.85)	(3,961.11)	2,038.89	67

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CONTRACTURAL SERVICES M&R-EQUIPMENT HINTGEN	424 40 216 1611	5,554.00	(1,428.85)	(3,458.61)	2,095.39	63
CONTRACTURAL SERVICES M&R-AUTOS & TRUCKS	424 40 217	2,500.00	(26.11)	(467.37)	2,032.63	19
CONTRACTURAL SERVICES INSURANCE & BONDS	424 40 226	5,580.00	(2,790.00)	(2,790.00)	2,790.00	50
COMMODITIES SUPPLIES/MATERIALS	424 55 341	12,000.00	(3,300.95)	(9,670.85)	2,329.15	81
COMMODITIES SUPPLIES/MATERIALS ANNEX	424 55 341 4102	5,027.00	(356.03)	(5,009.24)	17.76	100
COMMODITIES SUPPLIES/MATERIALS OTHER BLDG	424 55 341 4104	2,608.00	0.00	(1,503.48)	1,104.52	58
COMMODITIES SUPPLIES/MATERIALS MAIN BLDG	424 55 341 4105	750.00	0.00	0.00	750.00	0
COMMODITIES SUPPLIES/MATERIALS MAINTENANCE	424 55 341 4106	3,000.00	0.00	(1,011.50)	1,988.50	34
COMMODITIES SUPPLIES/MATERIALS ES BUILDING	424 55 341 4107	100.00	0.00	0.00	100.00	0
COMMODITIES SUPPLIES/MATERIALS E911 BUILDING	424 55 341 4108	0.00	0.00	(14.00)	(14.00)	0
COMMODITIES SUPPLIES/MATERIALS JUDGE BLACK AN	424 55 341 4109	5,500.00	(559.10)	(3,798.46)	1,701.54	70
COMMODITIES SUPPLIES/MATERIALS HINTGEN BUILDING	424 55 341 4110	7,000.00	(317.32)	(3,770.31)	3,229.69	54
COMMODITIES AUTOMOBILE SUPPLIES	424 55 343	4,800.00	(259.97)	(4,619.01)	180.99	97
COMMODITIES UNIFORMS	424 55 345	2,750.00	0.00	(1,566.64)	1,183.36	57
	Account-424	410,152.00	(36,814.75)	(248,988.11)	161,163.89	61
DATA PROCESSING						
CONTRACTURAL SERVICES CONTRACTED SERVICES	428 40 230	30,000.00	(45,319.25)	(64,876.66)	(34,876.66)	216
COMMODITIES SUPPLIES/MATERIALS	428 55 341	72,000.00	0.00	(2,779.66)	69,220.34	4
CAPITAL OUTLAY EQUIPMENT	428 65 459	37,751.00	(59.99)	(13,034.47)	24,716.53	35
	Account-428	139,751.00	(45,379.24)	(80,690.79)	59,060.21	58
REGIONAL DEVELOPMENT						
CONTRACTURAL SERVICES DUES & SUBSCRIPTIONS WA	429 40 222 2201	15,267.00	0.00	(15,267.00)	0.00	100
CONTRACTURAL SERVICES DUES & SUBSCRIPTIONS	429 40 222	15,686.00	0.00	(15,686.00)	0.00	100
	Account-429	30,953.00	0.00	(30,953.00)	0.00	100
DEVELOPMENT AUTHORITY						
CONTRIBUTIONS OTHER GOVT UNITS	431 70 567	30,000.00	(7,500.00)	(22,500.00)	7,500.00	75
	Account-431	30,000.00	(7,500.00)	(22,500.00)	7,500.00	75
FEDERAL GRANTS						
CONTRACTURAL SERVICES CONTRACTED SERVICES	442 40 230	1,145,000.00	0.00	(1,782.00)	1,143,218.00	1
CONTRACTURAL SERVICES CONTRACTED SERVICES EL	442 40 230 6897	0.00	(674,992.93)	(674,992.93)	(674,992.93)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES EA	442 40 230 7108	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES G1	442 40 230 7109	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F1	442 40 230 7114	0.00	0.00	(314.37)	(314.37)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F1	442 40 230 7115	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F1	442 40 230 7116	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F1	442 40 230 7117	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F1	442 40 230 7119	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 15	442 40 230 7121	0.00	0.00	(3,505.29)	(3,505.29)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F1	442 40 230 7132	0.00	(1,022.63)	(21,790.27)	(21,790.27)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F1	442 40 230 7133	0.00	(545.19)	(7,263.33)	(7,263.33)	0

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CONTRACTURAL SERVICES CONTRACTED SERVICES F1 442 40 230 7134	0.00	(1,421.73)	(11,795.26)	(11,795.26)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F1 442 40 230 7135	0.00	0.00	(2,750.00)	(2,750.00)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F1 442 40 230 7136	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F1 442 40 230 7137	0.00	0.00	(1,926.47)	(1,926.47)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES F1 442 40 230 7138	0.00	0.00	(592.01)	(592.01)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 15 442 40 230 7139	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES AF 442 40 230 7142	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 17 442 40 230 7143	0.00	0.00	(12,681.00)	(12,681.00)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 15 442 40 230 7144	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES HI 442 40 230 7152	0.00	(3,052.37)	(3,052.37)	(3,052.37)	0
Account-442	1,145,000.00	(681,034.85)	(742,445.30)	402,554.70	65
STATE GRANTS					
CONTRACTURAL SERVICES CONTRACTED SERVICES 443 40 230	590,000.00	0.00	0.00	590,000.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES ST 443 40 230 6873	10,000.00	0.00	0.00	10,000.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 17 443 40 230 7127	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 18 443 40 230 7129	0.00	0.00	(187,444.25)	(187,444.25)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES FF 443 40 230 7130	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 14 443 40 230 7131	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES HY 443 40 230 7140	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES 09 443 40 230 7145	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES CONTRACTED SERVICES CE 443 40 230 7148	420,000.00	0.00	0.00	420,000.00	0
Account-443	1,020,000.00	0.00	(187,444.25)	832,555.75	18
OTHER GRANTS					
CONTRACTURAL SERVICES CONTRACTED SERVICES AL 444 40 230 7128	20,770.00	0.00	(9,950.00)	10,820.00	48
CONTRACTURAL SERVICES CONTRACTED SERVICES K9 444 40 230 7124	4,165.00	0.00	(10,272.00)	(6,107.00)	246
Account-444	24,935.00	0.00	(20,222.00)	4,713.00	81
COUNTY CLERK OPERATIONS					
COMMODITIES SUPPLIES/MATERIALS 460 55 341	11,815.00	0.00	0.00	11,815.00	0
Account-460	11,815.00	0.00	0.00	11,815.00	0
TRANSTO FINANCIAL					
CONTRIBUTIONS OTHER FUNDS 696 70 566	228,857.00	0.00	0.00	228,857.00	0
CONTRIBUTIONS OTHER CONTRIBUTIONS 696 70 568	0.00	0.00	0.00	0.00	0
Account-696	228,857.00	0.00	0.00	228,857.00	0
CONTINGENCIES					
CONTINGENCIES CONTINGENCIES 699 90 675	278,425.00	0.00	0.00	278,425.00	0
Account-699	278,425.00	0.00	0.00	278,425.00	0
SHERIFF-LAW ENFORCE					
PERSONAL SERVICES SALARIES-DEPUTIES 700 10 103	1,544,152.00	(133,880.13)	(902,990.06)	641,161.94	59
PERSONAL SERVICES SOCIAL SECURITY 700 10 104	167,297.00	(14,389.55)	(93,690.76)	73,606.24	57

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PERSONAL SERVICES INSURANCE PREMIUM	700 10 105	722,632.00	(53,901.76)	(387,696.96)	334,935.04	54
PERSONAL SERVICES RETIREMENT	700 10 106	246,234.00	(22,485.13)	(145,831.31)	100,402.69	60
PERSONAL SERVICES OVERTIME	700 10 108	210,797.00	(18,997.94)	(132,776.14)	78,020.86	63
PERSONAL SERVICES EXTRA HELP	700 10 109	92,080.00	(5,077.25)	(36,400.18)	55,679.82	40
PERSONAL SERVICES SECRETARIES	700 10 182	111,226.00	(9,242.88)	(64,700.16)	46,525.84	59
PERSONAL SERVICES LONGEVITY	700 10 183	2,500.00	0.00	0.00	2,500.00	0
PERSONAL SERVICES HOLIDAY PAY	700 10 185	81,000.00	(16,938.44)	(61,447.86)	19,552.14	76
PERSONAL SERVICES COURT SECURITY	700 10 198	146,606.00	(12,206.22)	(85,678.54)	60,927.46	59
CONTRACTURAL SERVICES TELEPHONES	700 40 211	35,000.00	(1,832.49)	(14,387.43)	20,612.57	42
CONTRACTURAL SERVICES TRAVEL	700 40 214	2,000.00	0.00	(1,996.42)	3.58	100
CONTRACTURAL SERVICES M&R-AUTOS & TRUCKS	700 40 217	57,528.00	(5,946.08)	(36,520.54)	21,007.46	64
CONTRACTURAL SERVICES BLDGS/EQUIP RENT	700 40 219	10,000.00	0.00	0.00	10,000.00	0
CONTRACTURAL SERVICES TRAINING & EDUCATION	700 40 221	20,000.00	(1,600.00)	(5,376.00)	14,624.00	27
CONTRACTURAL SERVICES PROFESSIONAL SERVICES	700 40 223	2,120.00	0.00	(400.00)	1,720.00	19
CONTRACTURAL SERVICES PROFESSIONAL SERVICES F	700 40 223 2300	4,000.00	(601.50)	(2,206.50)	1,793.50	56
CONTRACTURAL SERVICES INSURANCE & BONDS	700 40 226	65,968.00	(32,834.23)	(32,834.23)	33,133.77	50
CONTRACTURAL SERVICES INVESTIGATION EXPENSE	700 40 233	7,032.00	(815.70)	(5,172.13)	1,859.87	74
CONTRACTURAL SERVICES INVESTIGATION EXPENSE C	700 40 233 2600	25,550.00	0.00	(25,550.00)	0.00	100
COMMODITIES SUPPLIES/MATERIALS K-9 EXPENSES	700 55 341 2902	1,276.00	(387.91)	(2,278.83)	(1,002.83)	178
COMMODITIES AUTOMOBILE SUPPLIES	700 55 343	130,000.00	(8,431.87)	(96,148.13)	33,851.87	74
COMMODITIES UNIFORMS	700 55 345	36,925.00	(2,126.32)	(22,244.47)	14,680.53	61
COMMODITIES SUPPLIES/MATERIALS	700 55 341	6,500.00	(586.06)	(5,101.04)	1,398.96	79
Account-700		3,728,423.00	(342,281.46)	(2,161,427.69)	1,566,995.31	58
CIVIL PROCESS SERVER						
PERSONAL SERVICES SOCIAL SECURITY	701 10 104	7,084.00	(539.35)	(3,779.98)	3,304.02	54
PERSONAL SERVICES INSURANCE PREMIUM	701 10 105	44,117.00	(3,406.23)	(24,351.21)	19,765.79	56
PERSONAL SERVICES RETIREMENT	701 10 106	9,260.00	(749.08)	(5,243.55)	4,016.45	57
PERSONAL SERVICES PROCESS SERVERS	701 10 186	92,603.00	(7,490.68)	(52,434.76)	40,168.24	57
CONTRACTURAL SERVICES INSURANCE & BONDS	701 40 226	3,524.00	(1,101.21)	(1,101.21)	2,422.79	32
CONTRACTURAL SERVICES M&R-AUTOS & TRUCKS	701 40 217	1,000.00	0.00	0.00	1,000.00	0
Account-701		157,588.00	(13,286.55)	(86,910.71)	70,677.29	55
CORRECTIONAL CENTER						
PERSONAL SERVICES SOCIAL SECURITY	702 10 104	31,966.00	(1,223.15)	(8,302.74)	23,663.26	26
PERSONAL SERVICES INSURANCE PREMIUM	702 10 105	219,738.00	(5,971.92)	(41,598.31)	178,139.69	19
PERSONAL SERVICES RETIREMENT	702 10 106	41,785.00	(1,659.10)	(11,038.59)	30,746.41	27
PERSONAL SERVICES OVERTIME	702 10 108	25,000.00	(471.62)	(3,227.06)	21,772.94	13
PERSONAL SERVICES SECRETARIES	702 10 182	30,000.00	0.00	0.00	30,000.00	0
PERSONAL SERVICES HOLIDAY PAY	702 10 185	17,500.00	(1,603.83)	(6,303.03)	11,196.97	37
PERSONAL SERVICES CORRECTIONAL OFFICER	702 10 187	375,351.00	(14,515.24)	(103,446.51)	271,904.49	28
CONTRACTURAL SERVICES TRAINING & EDUCATION	702 40 221	3,000.00	0.00	0.00	3,000.00	0

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CONTRACTURAL SERVICES PROFESSIONAL SERVICES F	702 40 223 2300	600.00	0.00	0.00	600.00	0
CONTRACTURAL SERVICES INSURANCE & BONDS	702 40 226	14,455.00	(3,292.27)	(3,292.27)	11,162.73	23
CONTRACTURAL SERVICES M&R-AUTOS & TRUCKS	702 40 217	1,500.00	0.00	0.00	1,500.00	0
COMMODITIES SUPPLIES/MATERIALS	702 55 341	9,062.00	(44.38)	(795.02)	8,266.98	9
COMMODITIES FOOD & DRUGS-FEEDING PRISONERS	702 55 344	1,500.00	0.00	(312.21)	1,187.79	21
COMMODITIES FOOD & DRUGS-FEEDING PRISONERS ER	702 55 344 4402	4,000.00	0.00	0.00	4,000.00	0
COMMODITIES UNIFORMS	702 55 345	10,000.00	(58.06)	(5,407.05)	4,592.95	55
	Account-702	785,457.00	(28,839.57)	(183,722.79)	601,734.21	23
REGIONAL JAIL						
COMMODITIES FOOD & DRUGS-FEEDING PRISONERS	704 55 344	2,556,935.00	(176,450.25)	(1,359,184.55)	1,197,750.45	54
	Account-704	2,556,935.00	(176,450.25)	(1,359,184.55)	1,197,750.45	53
HOME CONFINEMENT						
PERSONAL SERVICES SOCIAL SECURITY	705 10 104	10,710.00	(876.93)	(5,903.57)	4,806.43	56
PERSONAL SERVICES INSURANCE PREMIUM	705 10 105	88,934.00	(6,079.72)	(43,906.23)	45,027.77	50
PERSONAL SERVICES RETIREMENT	705 10 106	14,000.00	(1,259.22)	(8,507.83)	5,492.17	61
PERSONAL SERVICES OVERTIME	705 10 108	8,000.00	(490.80)	(3,113.08)	4,886.92	39
PERSONAL SERVICES HOLIDAY PAY	705 10 185	6,000.00	(1,000.79)	(4,260.54)	1,739.46	72
PERSONAL SERVICES CORRECTIONAL OFFICER	705 10 187	126,000.00	(11,100.82)	(77,705.74)	48,294.26	62
CONTRACTURAL SERVICES INSURANCE & BONDS	705 40 226	5,221.00	(2,303.68)	(2,303.68)	2,917.32	45
	Account-705	258,865.00	(23,111.96)	(145,700.67)	113,164.33	56
WOOD COUNTY CRIME						
COMMODITIES SUPPLIES/MATERIALS	707 55 341	9,600.00	(2,400.00)	(4,800.00)	4,800.00	50
	Account-707	9,600.00	(2,400.00)	(4,800.00)	4,800.00	50
CROSSING GUARDS						
PERSONAL SERVICES CROSSING GUARDS	708 10 190	19,840.00	(1,184.14)	(6,911.01)	12,928.99	35
PERSONAL SERVICES SOCIAL SECURITY	708 10 104	1,518.00	(90.60)	(528.69)	989.31	35
CONTRACTURAL SERVICES INSURANCE & BONDS	708 40 226	33.00	(33.00)	(33.00)	0.00	100
	Account-708	21,391.00	(1,307.74)	(7,472.70)	13,918.30	35
EMERGENCY SERVICES						
PERSONAL SERVICES SALARIES-DEPUTIES	711 10 103	45,000.00	(3,750.00)	(26,250.00)	18,750.00	59
PERSONAL SERVICES SOCIAL SECURITY	711 10 104	3,443.00	(262.63)	(1,838.43)	1,604.57	54
PERSONAL SERVICES INSURANCE PREMIUM	711 10 105	22,801.00	(1,783.50)	(12,720.83)	10,080.17	56
PERSONAL SERVICES RETIREMENT	711 10 106	4,500.00	(375.02)	(2,625.14)	1,874.86	59
CONTRACTURAL SERVICES INSURANCE & BONDS	711 40 226	193.00	(96.50)	(96.50)	96.50	50
	Account-711	75,937.00	(6,267.65)	(43,530.90)	32,406.10	57
COMM CTR/E 9-1-1						
PERSONAL SERVICES SALARIES-DEPUTIES	712 10 103	128,118.00	(10,801.34)	(75,609.38)	52,508.62	60
PERSONAL SERVICES SOCIAL SECURITY	712 10 104	89,152.00	(8,792.76)	(56,026.39)	33,125.61	63
PERSONAL SERVICES INSURANCE PREMIUM	712 10 105	351,591.00	(28,063.66)	(208,779.90)	142,811.10	60

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PERSONAL SERVICES RETIREMENT	712 10 106	114,039.00	(11,331.32)	(74,095.03)	39,943.97	65
PERSONAL SERVICES OVERTIME	712 10 108	100,000.00	(9,683.21)	(75,685.72)	24,314.28	76
PERSONAL SERVICES EXTRA HELP	712 10 109	25,000.00	(5,906.40)	(25,300.53)	(300.53)	101
PERSONAL SERVICES DISPATCHERS	712 10 184	858,342.00	(73,989.02)	(528,731.33)	329,610.67	62
PERSONAL SERVICES HOLIDAY PAY	712 10 185	53,927.00	(19,343.60)	(62,274.48)	(8,347.48)	115
CONTRACTURAL SERVICES INSURANCE & BONDS	712 40 226	4,248.00	(2,124.00)	(2,124.00)	2,124.00	50
CONTRACTURAL SERVICES UTILITIES ELECT. E-911 BLD	712 40 213 1325	0.00	(1,576.01)	(9,400.15)	(9,400.15)	0
Account-712		1,724,417.00	(171,611.32)	(1,118,026.91)	606,390.09	65
FIRE DEPARTMENT						
CONTRIBUTIONS OTHER CONTRIBUTIONS	713 70 568	0.00	0.00	0.00	0.00	0
Account-713		0.00	0.00	0.00	0.00	0
HUMANE SOCIETY						
CONTRIBUTIONS OTHER CONTRIBUTIONS	716 70 568	244,681.00	(19,250.00)	(144,749.99)	99,931.01	60
Account-716		244,681.00	(19,250.00)	(144,749.99)	99,931.01	59
FLOOD CONTROL						
CONTRIBUTIONS OTHER GOVT UNITS	718 70 567	5,000.00	0.00	(5,000.00)	0.00	100
Account-718		5,000.00	0.00	(5,000.00)	0.00	100
COMMUNITY CORRECTIONS						
PERSONAL SERVICES SALARIES-DEPUTIES	731 10 103	89,880.00	(41,044.82)	(175,367.81)	(85,487.81)	195
PERSONAL SERVICES SOCIAL SECURITY	731 10 104	6,876.00	(3,286.88)	(14,099.92)	(7,223.92)	205
PERSONAL SERVICES INSURANCE PREMIUM	731 10 105	206,888.00	(15,752.54)	(79,494.33)	127,393.67	39
PERSONAL SERVICES RETIREMENT	731 10 106	8,988.00	(4,101.05)	(17,391.53)	(8,403.53)	193
PERSONAL SERVICES EXTRA HELP	731 10 109	0.00	(4,001.50)	(23,657.00)	(23,657.00)	0
CONTRACTURAL SERVICES CONTRACTED SERVICES	731 40 230	0.00	0.00	0.00	0.00	0
CONTRACTURAL SERVICES INSURANCE & BONDS	731 40 226	2,329.00	(1,164.50)	(1,164.50)	1,164.50	50
Account-731		314,961.00	(69,351.29)	(311,175.09)	3,785.91	99
HEALTH DEPARTMENT						
CONTRACTURAL SERVICES PROFESSIONAL SERVICES (800 40 223 2305		85,000.00	(21,250.00)	(63,750.00)	21,250.00	75
Account-800		85,000.00	(21,250.00)	(63,750.00)	21,250.00	75
MENTAL HEALTH						
CONTRACTURAL SERVICES PROFESSIONAL SERVICES (801 40 223 2306		10,000.00	0.00	0.00	10,000.00	0
CONTRACTURAL SERVICES PROFESSIONAL SERVICES (801 40 223 2307		85,000.00	(21,250.00)	(63,750.00)	21,250.00	75
Account-801		95,000.00	(21,250.00)	(63,750.00)	31,250.00	67
COUNTY CORONER						
CONTRACTURAL SERVICES TRAVEL	802 40 214	450.00	0.00	(393.36)	56.64	88
CONTRACTURAL SERVICES TRAINING & EDUCATION	802 40 221	450.00	0.00	0.00	450.00	0
CONTRACTURAL SERVICES TELEPHONES	802 40 211	850.00	(110.38)	(412.10)	437.90	49
COMMODITIES AUTOMOBILE SUPPLIES	802 55 343	1,000.00	(38.05)	(347.99)	652.01	35

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COMMODITIES SUPPLIES/MATERIALS	802 55 341	300.00	0.00	(150.00)	150.00	50
CAPITAL OUTLAY EQUIPMENT	802 65 459	200.00	0.00	0.00	200.00	0
Account-802		3,250.00	(148.43)	(1,303.45)	1,946.55	40
WOOD CO PARKS & RECREATION						
PERSONAL SERVICES SOCIAL SECURITY	900 10 104	3,825.00	(294.51)	(2,061.56)	1,763.44	54
PERSONAL SERVICES INSURANCE PREMIUM	900 10 105	22,801.00	(1,999.50)	(13,019.90)	9,781.10	58
PERSONAL SERVICES RETIREMENT	900 10 106	5,000.00	(416.66)	(2,916.62)	2,083.38	59
PERSONAL SERVICES SALARIES-DEPUTIES	900 10 103	50,000.00	(4,166.66)	(29,166.62)	20,833.38	59
CONTRACTURAL SERVICES INSURANCE & BONDS	900 40 226	1,475.00	(737.50)	(737.50)	737.50	50
CONTRIBUTIONS OTHER GOVT UNITS	900 70 567	104,741.00	(10,590.29)	(91,149.21)	13,591.79	88
CONTRIBUTIONS OTHER GOVT UNITS VETERAN'S PARK	900 70 567 6601	122,450.00	(564.32)	(32,494.19)	89,955.81	27
CONTRIBUTIONS OTHER GOVT UNITS OIL & GAS MUSEU	900 70 567 6619	4,364.00	(441.26)	(3,797.87)	566.13	88
CONTRIBUTIONS OTHER GOVT UNITS CITY PARK	900 70 567 6622	30,000.00	(7,500.00)	(22,500.00)	7,500.00	75
CONTRIBUTIONS OTHER CONTRIBUTIONS FORT BOREM	900 70 568 2612	132,782.00	(870.06)	(9,193.05)	123,588.95	7
CONTRIBUTIONS OTHER CONTRIBUTIONS PARKERSBUF	900 70 568 6623	1,455.00	(147.09)	(1,265.97)	189.03	88
Account-900		478,893.00	(27,727.85)	(208,302.49)	270,590.51	43
4-H CAMP						
CONTRIBUTIONS OTHER CONTRIBUTIONS	902 70 568	20,000.00	0.00	(19,370.06)	629.94	97
Account-902		20,000.00	0.00	(19,370.06)	629.94	97
FINE ARTS COUNCIL						
CONTRIBUTIONS OTHER CONTRIBUTIONS PARKERSBUF	903 70 568 2613	4,364.00	(441.26)	(3,797.87)	566.13	88
CONTRIBUTIONS OTHER CONTRIBUTIONS ACTORS GUIL	903 70 568 2614	2,909.00	(294.17)	(2,531.91)	377.09	88
CONTRIBUTIONS OTHER CONTRIBUTIONS SMOOT THEA	903 70 568 6624	8,437.00	(853.11)	(7,342.57)	1,094.43	88
CONTRIBUTIONS OTHER CONTRIBUTIONS	903 70 568	5,820.00	(588.35)	(5,063.84)	756.16	88
Account-903		21,530.00	(2,176.89)	(18,736.19)	2,793.81	87
MUSEUM COMMISSION						
CONTRIBUTIONS OTHER CONTRIBUTIONS VETERAN'S M	904 70 568 2615	3,200.00	(323.59)	(2,785.12)	414.88	88
Account-904		3,200.00	(323.59)	(2,785.12)	414.88	87
PARKERSBURG HOMECOMING						
CONTRIBUTIONS OTHER CONTRIBUTIONS INTERSTATE	905 70 568 547	10,910.00	(1,106.10)	(9,520.01)	1,389.99	88
CONTRIBUTIONS OTHER CONTRIBUTIONS BELLEVILLE	905 70 568 6618	2,182.00	(223.57)	(1,924.26)	257.74	89
CONTRIBUTIONS OTHER CONTRIBUTIONS MOV MULTI-C	905 70 568 6620	2,500.00	0.00	0.00	2,500.00	0
CONTRIBUTIONS OTHER GOVT UNITS	905 70 567	7,274.00	(735.44)	(6,329.82)	944.18	88
Account-905		22,866.00	(2,065.11)	(17,774.09)	5,091.91	78
HISTORICAL COMMISSION						
CONTRIBUTIONS OTHER CONTRIBUTIONS	909 70 568	2,500.00	0.00	0.00	2,500.00	0
CONTRIBUTIONS OTHER CONTRIBUTIONS BLENN. HISTC	909 70 568 2610	1,455.00	(147.09)	(1,265.97)	189.03	88
CONTRIBUTIONS OTHER CONTRIBUTIONS JULIA-ANN SC	909 70 568 2611	2,909.00	(294.17)	(2,531.91)	377.09	88
CONTRIBUTIONS OTHER CONTRIBUTIONS W.C. HISTORI	909 70 568 2616	1,455.00	(147.09)	(1,265.97)	189.03	88

Short Budget Report for Wood County Commission

Fiscal Year(s) 2018 - 2019 Thru Period 7

Account Number

		<u>Budget</u>	<u>Actul Mtd</u>	<u>Exp + Encumb</u>	<u>Available</u>	<u>%</u>
	Account-909	8,319.00	(588.35)	(5,063.85)	3,255.15	61
VISITOR'S AND CONVENTION						
CONTRIBUTIONS OTHER CONTRIBUTIONS	912 70 568	290,948.00	(29,417.46)	(253,192.24)	37,755.76	88
	Account-912	290,948.00	(29,417.46)	(253,192.24)	37,755.76	87
LIBRARY						
CONTRIBUTIONS OTHER CONTRIBUTIONS WOOD CO LIE	916 70 568 6604	265,551.00	(66,387.75)	(199,163.25)	66,387.75	75
CONTRIBUTIONS OTHER CONTRIBUTIONS EXCESS LEV\	916 70 568 6604E	509,535.00	(10,663.97)	(351,168.18)	158,366.82	69
CONTRIBUTIONS OTHER CONTRIBUTIONS VIENNA LIBR\	916 70 568 6603	63,423.00	0.00	(31,711.50)	31,711.50	50
	Account-916	838,509.00	(77,051.72)	(582,042.93)	256,466.07	69
SENIOR CITIZENS						
CONTRIBUTIONS OTHER CONTRIBUTIONS	952 70 568	17,500.00	(4,375.00)	(13,125.00)	4,375.00	75
	Account-952	17,500.00	(4,375.00)	(13,125.00)	4,375.00	75
CEMETERIES						
COMMODITIES SUPPLIES/MATERIALS	959 55 341	2,500.00	0.00	(25.00)	2,475.00	1
	Account-959	2,500.00	0.00	(25.00)	2,475.00	1
LAW ENFORCEMENT-CAPITAL PROJECTS						
CAPITAL OUTLAY EQUIPMENT	980 65 459	0.00	0.00	0.00	0.00	0
	Account-980	0.00	0.00	0.00	0.00	0
COUNTY COMM-CAPITAL PROJECTS						
CAPITAL OUTLAY EQUIPMENT	986 65 459	201,776.00	0.00	(12,093.13)	189,682.87	6
CAPITAL OUTLAY OTHER IMPROVEMENTS	986 65 458	106,508.00	0.00	(6,697.99)	99,810.01	7
	Account-986	308,284.00	0.00	(18,791.12)	289,492.88	6
Expenses Totals		23,464,250.00	(2,428,682.49)	(13,006,242.34)	10,458,007.66	

Short Budget Report for Wood County Commission

Fiscal Year(s) 2018 - 2019 Thru Period 7

<u>Account Number</u>	<u>Budget</u>	<u>Actul Mtd</u>	<u>Exp + Encumb</u>	<u>Available</u>	<u>%</u>
GENERAL FUND Fund Totals	46,928,500.00	(3,150,232.42)	(27,828,244.76)	19,100,255.24	

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application	Membership List of Governing Board Attachment B
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Please use this page or attach to this page the name, address, and telephone number for each member of the agency's governing board (County Commission, City Council, Board of Directors, etc).

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

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

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

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application	Memorandum of Understanding Attachment D
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Please attach in this section a memorandum of understanding between all Victim Service Providers in the Program's Service area (s) and other key agencies that demonstrate interagency linkages in providing services. The MOU must clearly identify each agencies mission statement, responsibility to the VOCA Project, how they work together to ensure there is no duplication of services, how they do referrals, and must be signed (original signatures) by individuals of authority from each agency

Please see attached.

Memorandum of Understanding

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

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


Mission Statement – Wood County Victim Assistance Program


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

This Memorandum of Understanding has been agreed upon by:

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

**Voices for Children Victims
CASA
Wood County**


Signature
Date 3/5/19


Signature
Date 3-5-19

Memorandum of Understanding

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

And

Dept. Health and Human Services, Child Protection Services

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

Mission Statement – Wood County Victim Assistance Program

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

This Memorandum of Understanding has been agreed upon by:

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


Signature

Date 3/12/19

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


Signature

Date 3/12/19

Memorandum of Understanding

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

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

Mission Statement - Wood County Victim Assistance Program

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

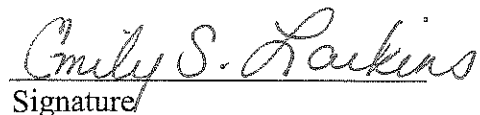
This Memorandum of Understanding has been agreed upon by:

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


Signature

Date 3/12/19

**Family Crisis Intervention Center
Wood County**


Signature

Date 3/12/19

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application	System for Award Management Appendix E
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All sub-grantees are required to be registered with the System for Award Management and to submit documentation verifying a valid registration date with the application.



toni tiano

- ▲ ALERT - June 11, 2018: Entities registering in SAM must submit a notarized letter appointing their authorized Entity Administrator. Read our updated FAQs to learn more about changes to the notarized letter review process and other system improvements.
- ▲ ALERT - There may be a delay in data updates between the Small Business Administration (SBA) and SAM. If you notice any issues with your entity's SBA status or trouble on the SBA Supplemental page, please contact the Federal Service Desk.
- ▲ ALERT - Direct hyperlinks to the Federal Acquisition Regulation (FAR) are not working due to Acquisition.gov maintenance. SAM.gov will restore all hyperlinks as soon as the FAR is restored on Acquisition.gov.
- ▲ ALERT - SAM.gov will be down for scheduled maintenance Saturday, 03/16/2019, from 8:00 AM to 3:00 PM (EST).

MY SAM

Entity Registrations

Existing Entity Registrations

My User Roles

Entity Users

Entity Registrations

Existing Entity Registrations

Register New Entity

BioPreferred Reporting

My Account Settings

My Data Access

General

Page Description

This page allows you to manage your existing entity registrations regardless of the record status. The Entity List contains all entities with which you have user roles. You can search for entities within this list or simply select the entity for which you want to view, update, delete, or deactivate a registration record.

Once you select an entity, your registration details will display in either the Registration Details for Complete Record section or the Registration Details for Incomplete Record section. If you started an update to either an active or inactive registration record, you will find registration details in both sections. Check the Registration Status, then select the action you wish to take.

For keyboard only users, please tab to the desired entity and then press the Enter key to expand the child entities. Press the space bar to select an entity from the Entity List and the details will display in the appropriate Registration Details table.

To register a new entity in SAM, select the Register New Entity link from the sub-navigation menu.

IMPORTANT: If you navigate away from a page during the registration process without selecting Save and Continue, the information entered on the page will NOT be saved, you must select Save and Continue on every page.

Search for an Entity :

Legal Business Name:

DUNS Number:

CAGE/NCAGE Code:

Search

Clear

[Download Your Active SAM Registrations \(XML\)](#)
[Download Your Active SAM Registrations \(Excel\)](#)
[Download Your Expired SAM Registrations \(XML\)](#)
[Download Your Expired SAM Registrations \(Excel\)](#)

Entity List

CITY OF VIENNA MAYOR OFFICE (035033070)
 CITY OF VIENNA MAYOR OFFICE (043184142)
 CITY OF VIENNA MAYOR OFFICE (102571291)
 NON-REGISTERED DUNS (168751758)
 RAVENSWOOD, CITY OF (031904493)
 WILLIAMSTOWN, CITY OF (074958174)
 WOOD COUNTY OF (000000000)

Registration Details for Complete Record

Entity Name: WOOD, COUNTY OF
 DUNS Number: 103819496
 CAGE: 4FSR6

Registration Details for Incomplete Record

Your entity registration is Active. Please select Update Entity from Registration Details for Complete Record if you want to update or renew it.

View Assistance for Entity Registrations | Existing Entity Registrations

#2 GOVERNMENT SQUARE RM 133
PARKERSBURG, WV 26101-5353
UNITED STATES

Purpose of Registration: Federal Assistance Awards
Registration Status: Active
Expiration Date: 06/29/2019
Address Update Required: No

UPDATE ENTITY

VIEW

DEACTIVATE



Buyer Registration Fee
\$0.00

Secure Records | Disclaimers | AMIS User
Data Access | Accessibility | GSA.gov | M
User Status | Privacy Policy | GSA.gov
About | GSA.gov

Project Director's Roles

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

The Project Director's roles is as follows:

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

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

Project Director:

Toni Tiano

Title:

Project Director

Signature:

De Biao

Date:

3-15-19

Fiscal Officer's Roles

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

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

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

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

Fiscal Officer:

Mark Rhodes

Title:

Fiscal Officer /
County Clerk

Signature:

Mark Rhodes

Date:

3-15-19

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

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

56. ADMINISTRATIVE CHANGES:

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

57. LATE REPORTING:

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

58. CLIENT FILES:

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

59. CLIENT SURVEYS/EVALUATIONS:

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

60. CLIENT CONFIDENTIALITY:

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

61. NOTIFICATION OF VICTIM COMPENSATION PROGRAM:

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

62. GRANT FILE:

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

WEST VIRGINIA
DIVISION OF Justice and Community
Services

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

63. ADMINISTRATIVE MANUAL:

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

64. TRAVEL/TRAINING:

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

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

65. VOCA FUNDED TRAINING EVENTS:

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

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

66. INTERAGENCY AGREEMENTS:

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

67. HIRING PROCEDURES:

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

68. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS:

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

69. ENSURING VICTIMS RIGHTS:

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

70. ACTIVITIES THAT MAY COMPROMISE VICTIM SAFETY:

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

Services

SPECIAL CONDITIONS AND ASSURANCES

71. AUDITS:

All programs that meet the Audit Requirement under §200.501(a) will submit a copy of an audit to DJCS. Programs who complete an audit for other purposes must submit a copy of the audit within 30 days of completion. Additionally, programs who are not required to submit an audit under §12-4-14 are still required to submit a copy of an audit or an annual internal financial review to the Program Administrator at DJCS, showing the total budget expenditures and revenues from all sources for the prior year, along with a systematic method for timely and appropriate resolution of findings and/or recommendations.

72. BOARD OF DIRECTORS:

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

73. Printed Materials:

Any brochures or materials printed with VOCA funds must be submitted to DJCS 30 days for pre-approval prior to printing. Subgrantee's that were awarded funding for brochures must submit a copy of the brochure to DJCS for pre-approval prior to printing and all brochures must be purchased within the first quarter of the grant cycle or the funds may be deobligated.

74. DEBARMENT:

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

75. TEXT MESSAGING:

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

76. VOLUNTEERS:

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

77. MINIMUM TRAINING REQUIREMENT:

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

Services	SPECIAL CONDITIONS AND ASSURANCES
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78.	Network Policy & Protections
<p>All subgrantee's must have a policy that prohibits the viewing, downloading, and/or exchanging of pornographic material. Subgrantee's understand and agrees that – (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.</p>	
79.	VOCA GUIDELINES:
<p>The Recipient assures that it will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404 (a)(2) and 1404 (b) (1) and (2), 42 U.S.C. 10603(a)(2) and (b) (1) and (2) and the applicable program guidelines and regulations; as required.</p> <p>Specifically, the recipient certifies that funds under this sub-award will a) eligible victim assistance organizations 42 U.S.C. 1063 (a)(2); b) not be used to supplant State and local public funds that would otherwise be available for crime victim assistance; and c) be allocated in accordance with program guidelines or regulations implementing 42 U.S.C. 1063(a)(2)(A) and 42 U.S.C. 1063 (a)(2)(B) to, at a minimum assist victims in the following categories; sexual assault, child abuse, domestic violence, and underserved victims of violent crimes identified by the State.</p>	
80.	Project Director & Fiscal Officer Monitoring Requirement:
<p>The recipient acknowledges that the Project Director and Fiscal Officer of the grant are REQUIRED to be in attendance for the DJCS on-site monitoring visit.</p>	
81.	Using Arrest and Conviction Records in Making Employment Decisions.
<p>The OCR issued an advisory document for subrecipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 20 13), available at http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf. Subrecipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, subrecipients should consult local counsel in reviewing their employment practices. If warranted, subrecipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOPs).</p>	
82.	Salary Increases
<p>Subgrantee's that are awarded an increase in Personnel/Contractual must apply the approved raises in salary within the first quarter of the grant cycle or the increased funds may be deobligated.</p>	
83.	Other Funds
<p>Subgrantee's that are awarded "Other" funding for general office supplies must purchase supplies quarterly or the funds may be deobligated.</p>	
84.	Computers and/or Office Equipment

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

85. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (the "Part 200 Uniform Requirements") apply to this 2015 award from the Office of Justice Programs (OJP). For this 2015 award, the Part 200 Uniform Requirements, which were first adopted by DOJ on December 26, 2014, supersede, among other things, the provisions of 28 C.F.R. Parts 66 and 70, as well as those of 2 C.F.R. Parts 215, 220, 225, and 230.

If this 2015 award supplements funds previously awarded by OJP under the same award number, the Part 200 Uniform Requirements apply with respect to all award funds (whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this 2015 award.

Potential availability of grace period for procurement standards: Under the Part 200 Uniform Requirements, a time-limited grace period may be available under certain circumstances to allow for transition from policies and procedures that complied with previous standards for procurements under federal awards to policies and procedures that comply with the new standards (that is, to those at 2 C.F.R. 200.317 through 200.326).

For more information on the Part 200 Uniform Requirements, including information regarding the potentially-available grace period described above, see the Office of Justice Programs (OJP) website at <http://ojp.gov/funding/Part200UniformRequirements.htm>.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the subgrantee is to contact DJCS and OJP promptly for clarification.

86. Compliance with DOJ Grants Financial Guide

Subgrantee agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2016 DOJ Grants Financial Guide").

87. Outstanding Audit Issues

The subgrantee understands and agrees that DJCS and/or OJP may withhold award funds, or may impose other related requirements, if the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

88. De Minimis

A subgrantee that is eligible under the Part 200 Uniform Requirements to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC).

89. Fraud

All subgrantee's must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, subgrantee, contractor, subcontractor, or other person has -- (1) submitted a claim for award funds that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by - mail: Office of the Inspector General U.S. Department of Justice Investigations Division 950 Pennsylvania Avenue, N.W. Room 4706 Washington, DC 20530 e-mail: oig.hotline@usdoj.gov hotline: (contact information in English and Spanish): (800) 869-4499 or hotline fax: (202) 616-9881 Additional information is available from the DOJ OIG website at www.usdoj.gov/oig

90.	Restrictions and certifications regarding non-disclosure agreements and related matters
<p>No subgrantee under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.</p> <p>1. In accepting this award, the subgrantee --</p> <ul style="list-style-type: none"> a) represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and b) certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency. <p>2. If the subgrantee does or is authorized to make subawards or contracts under this award --</p> <ul style="list-style-type: none"> a) it represents that -- <ul style="list-style-type: none"> 1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward, contract, or subcontract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and 2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and b) it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency. 	
91.	Performance Measures
<p>The subgrantee must collect, maintain, and provide to DJCS & OJP, data that measure the performance and effectiveness of activities under this award, in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by OJP. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.</p>	
92.	Performance Measures II
<p>The subgrantee agrees to submit performance reports on the performance metrics identified by DJCS and OVC, and in the time and manner required by DJCS & OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction. Beginning October 1, 2015, the subgrantee agrees to submit such information monthly.</p>	
93.	Non-Profit Financial Statements
<p>All non-profit subgrantees of VOCA Assistance funding under this award are required to make their financial statements available online (either on the subgrantees, or another publicly available website). OVC will consider sub-recipient organizations that have Federal 501(c)(3) tax status as in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.</p>	
94.	Non-Profit Status Certification
<p>All non-profit subgrantees of VOCA Assistance funding under this award are required to certify their non-profit status. Subgrantees may certify their non-profit status by submitting a statement to DJCS (to be placed in the grant file) affirmatively asserting that the subgrantee a non-profit organization, and indicating that it has on file, and available upon audit, either -- 1) a copy of the recipient's 501(c)(3) designation letter; 2) a letter from the recipient's state/territory taxing body or state/territory attorney general stating that the recipient is a non-profit organization operating within the state/territory; or 3) a copy of the recipient's state/territory certificate of incorporation that substantiates its non-profit status. Subgrantees that are local non-profit affiliates of state/territory or national non-profits should have available proof of (1), (2) or (3), and a statement by the state/territory or national parent organization that the recipient is a local non-profit affiliate.</p>	

95.	Program Accountability – Federal Audit Requirements
<p>l.) 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.</p> <p>§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.</p> <p>(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.</p> <p>(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.</p> <p>(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).</p>	
96.	Requirement to report potentially duplicative funding.
<p>If the subrecipient currently has other active awards of federal funds, or if the subrecipient receives any other award of federal funds during the period of performance for this award, the subrecipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the subrecipient must promptly notify DJCS and the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by DJCS or the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.</p>	
97.	Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award).
<p>The subrecipient ("subgrantees"), at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the subrecipient. The details of the subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm (Award condition: Prohibited conduct by subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.</p>	
98.	OJP Training Guiding Principles.
<p>Any training or training materials that the subrecipient ("subgrantee") at any tier-- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Sub grantees, available at http://ojp.gov/funding/ojptrainingguidingprinciples.htm.</p>	
99.	High-Risk Grantee.
<p>The subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the subrecipient is designated as "high-risk" for purposes of the DJCS or DOJ high-risk grantee list.</p>	

100.	Compliance with DOJ regulations pertaining to civil rights and nondiscrimination- 28 C.F.R. Part 38.
<p>The subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016. Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to subrecipient ("sub grantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to subrecipients that are faith-based or religious organizations.</p> <p>The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of federal Regulations (currently accessible at http://www.ecfr.gov/cgiabin/ECFR?page=browse), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.</p>	
101.	Restrictions on "lobbying".
<p>Federal funds may not be used by the subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government. Should any question arise as to whether a particular use of Federal funds by a subrecipient would or might fall within the scope of this prohibition, the subrecipient is to contact DJCS or OJP for guidance, and may not proceed without the express prior written approval of DJCS and OJP.</p>	
102.	Compliance with general appropriations-law restrictions on the use of federal funds (FY 2016).
<p>The subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm, and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a subrecipient would or might fall within the scope of an appropriations-law restriction, the subrecipient is to contact DJCS and OJP for guidance, and may not proceed without the express prior written approval of DJCS and OJP.</p>	
103.	Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees).
<p>The subrecipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant. The subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712. Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the subrecipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.</p>	
104.	Office for Victims of Crime (OVC) and/or Office of the Chief Financial Officer (OCFO) Authorization.
<p>The subgrantee authorizes DJCS and the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant. DJCS will further ensure that all VOCA subgrantees will authorize representatives of OVC and OCFO access to and the right to examine all records, books, paper or documents related to the VOCA grant.</p>	
105.	Coordination of Victim Services Policy and Inter-Agency Referral Agreement.
<p>Subgrantees must develop and implement a specific policy regarding how they refer victims to and collaborate with other services providers when the services offered at their facilities do not meet the needs of victims, including an "Inter-Agency Referral Agreement" which will be developed by the West Virginians Against Violence Committee and DJCS. A copy of the policy and Inter-Agency Referral Agreement must be submitted to DJCS during the first fiscal quarter of the grant period. Subgrantees must also train all advocates and/or staff members who come in contact with victims on the proper execution of the referral policy.</p>	

106.	Monthly Match Submission Requirement.
Subgrantees that are awarded \$100,000 or more for the grant period must submit Match on a Monthly Basis.	
107.	Mandatory Technical Assistance Training.
All Subgrantees are required to send at least one representative to DJCS Mandatory Technical Assistance Training. The person(s) attending the training must be able to adequately train other VOCA funded staff on changes in reporting requirements and the correct way to collect and report data for the Subgrant Award Report and VOCA Performance Measures.	
108.	Cab/Bus Vouchers and/or Clothing Vouchers
Subgrantees awarded Travel/Training funding for Cab or Bus Vouchers or Other funds for Clothing Vouchers, must submit the DJCS Tracking Form, corresponding Invoices, and Proof of Payment to be reimbursed. Be advised DJCS will ONLY reimburse for those Vouchers that have been used by Victims of Crime and are appropriately documented on the required form and have been approved in the subgrantee's budget for this purpose.	
109.	Enforcing Civil Rights Laws
All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.	
110.	Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000.
The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward). The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.	
111.	Compliance with applicable rules regarding approval, planning, and report of conferences, meetings, trainings, and other events.
The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences. Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").	
112.	Effect of Failure to Address Audit Issues
The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.	

113.	Compliance with general appropriations – law restrictions on the use of federal funds (FY 2016)
	<p>The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm, and are incorporated by reference here.</p> <p>Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.</p>
114.	FFATA Compliance
	<p>The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at http://ojp.gov/funding/Explore/FFATA.htm (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).</p>
115.	ACORN
	<p>Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.</p>
116.	Non-discrimination of Students
	<p>The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.</p>


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

David Blair Couch
Printed/Typed Authorized Official Name


SIGNATURE (Original) of Authorized
Official

3-21-19
DATE

Toni Tiano
Printed/Typed Project Director Name


SIGNATURE (Original) of Project Director

3-21-19
DATE

WEST VIRGINIA DIVISION OF JUSTICE & COMMUNITY SERVICES
STANDARD CONDITIONS & 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 if applicable.

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. The Division has the right to cancel the contract and deobligate the funds.

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 deobligate the funds.

6. SUSPENSION OF FUNDING:

By accepting this award the grantee agrees that 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;
- 60 or more days late in submitting reports;
- Failure to submit reports;
- High Risk Grantee as determined by the DJCS High Risk Assessment; or
- Other cause shown.

7. 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 or if reports are more than 60 days late the money for that month is forfeited and MAY NOT be recouped;
- 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.

8. 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. **Federal regulations prohibit the commingling of Federal grant funds with funds from other sources.**

9. REPORTS:

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

10. WRITTEN APPROVAL OF CHANGES:

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

11. 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.

12. USE OF FUNDS:

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

13. ALLOWABLE AND UNALLOWABLE COSTS:

Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards and federal guidelines pursuant to the specific grant program.

14. 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. See 148CSR1 of the West Virginia State code.

15. 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. In an effort to understand the program income, each applicant may be asked to provide an Operational Budget for the applicant agency.

16. MATCHING CONTRIBUTION:

The grantee will have available, and will expend as required, 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. In addition, Federal grant dollars from any source may not be utilized as matching funds.

17. TIME EXTENSIONS:

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

18. 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.

19. TRANSFER OF FUNDS PROHIBITION:

The grantee is expressly prohibited from transferring funds between any DJCS programs. Federal regulations prohibit the commingling of Federal grant funds with funds from other sources.

20. TRAINING:

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

21. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

To the extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.

22. MARKING OF EQUIPMENT:

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

23. 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.

24. 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 i5, 3.5 GHz, or equal
- RAM: 4 GB DDR3 single DIMM
- 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: USB 3.0, minimum of 4 back, 2 front with one USB 3.0 charging
- Ethernet Port: 10/100/1000 NIC integrated
- Expansion Slots: PCI Express
- Video: Dual monitor capability with one VGA port & one DVI port

- Trusted Platform Module: TPM chip

Recommended Hardware Components:

- Mid-tower case

Software Requirements:

- Whenever possible, software should operate within open industry standards. For example, Windows 10 Professional, or equal

Warranty Requirements:

- Year on-site warranty

25. LEASE AGREEMENTS:

Grantee agrees to provide DJCS with a copy of the lease arrangement if funds are being requested for reimbursement or utilized as match.

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

Grantee acknowledges that DJCS, and DOJ if Federally funded, 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.

27. 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.

28. 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 (34 U.S.C. §§ 10228(c) and 10221(a); the Victims of Crime Act (34 U.S.C. §20110(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Violence Against Women Act (34 U.S.C. § 12291(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); 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); Executive Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38. Subrecipients of grants under the Violence Against Women Act (VAWA) of 1994, as amended, are prohibited from discriminating on the basis of sexual orientation or gender identity. These laws collectively prohibit grantees from discriminating on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation and gender identity.

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 age, disability, 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.

29. 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.

30. LOBBYING:

Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in the Uniformed Guidelines, Department of Justice Guidelines, and as outlined in §6B-2-5 of the West Virginia State code.

31. 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 as discussed in the W. Va. Code §§ 6B-1-1 through 6B-3-11.

32. FREEDOM OF INFORMATION ACT:

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, juvenile sensitive, or personal 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 federal, state, and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive or protected. Applicants may also consult DJCS regarding concerns or questions about the release of potentially sensitive, protected or exempt information applicable to federal, state and local laws and regulations.

The Division has the authority to release to the public without a FOIA all information which does not meet an exemption. Example: Grant Award

33. 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.

34. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES:

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

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

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

In addition, the grantee agrees not to utilize the Division logo without written permission.

35. 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.

As well as, 101CSR1 of the West Virginia code.

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.

36. 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.

37. USE OF DATA/EXCHANGE OF INFORMATION:

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.

38. 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. Each grantee certifies that it has executed and has on file an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E; or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required. The grantee further certifies that it has filed an EEO Certification form and, if required, an EEO Utilization Report, through the EEO Reporting Tool at <https://ojp.gov/about/ocr/eeop.htm>.

39. 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.

40. 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.

41. 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.)

Please reference West Virginia Code § 29-6-20 for state restricted activities.

42. 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.

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

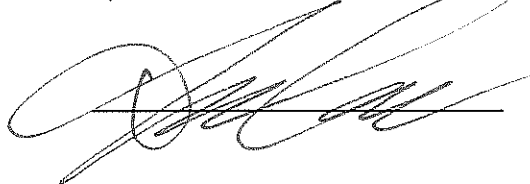
Authorized Official:

David Blair-Lynch

Title:

President

Signature:



Date:

3-21-19

WEST VIRGINIA DIVISION OF JUSTICE & COMMUNITY SERVICES
FEDERAL STANDARD CONDITIONS & 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

43. CONSULTANT RATES:

Consultant rates in excess of \$650 per day, or \$81.25 per hour, require prior approval by DJCS and DOJ is applicable prior to obligation or expenditure of such funds. All contracts must be submitted 90 days prior to training for approval.

44. FRAUD, WASTE & ABUSE:

Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector

General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other

person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2)

committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the

OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division,

950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to:

oig.hotline@usdoj.gov; and/or (3)

the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://www.usdoj.gov/oig>.

45. 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.

46. LIMITED ENGLISH PROFICIENCY:

Title VI's prohibition of national origin discrimination includes discrimination against individual who are limited in their English proficiency (LEP) because of their national origin. Under Title VI (and the Safe Streets Act), recipients are required to take reasonable steps to ensure that LEP individuals have meaningful access to the recipient's programs and services. Providing "meaningful access" will generally involve some combination of oral interpretation services and written translation of vital documents. More information can be found at <http://www.lep.gov>.

47. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:

Grantee must support public safety and justice information sharing. This grantee is required to use the Global Justice Data Model specifications and guidelines of 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.

48. 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 A-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).

1.) 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
1201 E. 10th Street
Jeffersonville, IN 47132

49. CONFIDENTIALITY OF RESEARCH INFORMATION:

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).

50. 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 DOJ/OJP Financial Guide.

51. CENTRAL CONTRACTOR REGISTRATION:

Grantee agrees to register with the System for Grants Management (SAM) at www.sam.gov and provide documentation to DJCS with application for funding.

52. DATA UNIVERSAL NUMBERING SYSTEM:

Grantee agrees to acquire a Data Universal Numbering System (DUNS) number, www.dnb.com and provide documentation to DJCS with application for funding.

53. 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.

54. COMPLIANCE WITH FEDERAL PROCEDURES:

- 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

55. 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.

Mark Rhodes
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Document Type ODI
Pages Recorded 88
Book-Page 75-37



WOOD COUNTY SHERIFF'S OFFICE

Steve Stephens, Sheriff

Robert G. Sims, Chief Deputy

304-424-1834

304-424-1832 Fax

DATE: March 20, 2019

TO: Wood County Commission

FROM: Sheriff Steve Stephens

AS

REF: New Hire – Tax Office

RECEIVED

MAR 21 2019

**COUNTY
ADMINISTRATOR**

Morgan Hamilton will begin work in the Tax Office as a Tax Deputy on Monday, March 25, 2019.

Ms. Hamilton's salary will be \$26,000.00 and is to be taken from line item 404-10-103.

[Handwritten signature]

COPY

Request to Hire County Employee

Elected Official/Department Head: Sheriff Steve Stephens Date: 3/13/19

New Employee Name: Morgan Hamilton

Position to be filled: tax deputy Weekly hours to be worked: 40

Starting Salary: 26,000.00 Insurance Benefits: Yes ☒ No ☐

Do you have funding for this salary in your budget? Yes ☒ No ☐ Start date: 3/25/19

Line item salary will be paid out of: 1-40440103

Background Check Completed: Yes ☒ No ☐ References Checked: Yes ☒ No ☐

Special Abilities for this job: Currently works at tax office in Jackson County

Person to be replaced: Stacie Mercer

Years Service of Person being replaced: 6 Previous salary paid for this position: 29650.08

Related to any current Wood County employee: Yes ☐ No ☒ Name: Sheriff Steve Stephens

Elected Official/Department Head Signature

All requests must be submitted to the Wood County Commission seven (7) days in advance.

Date Received in Commission Office _____ Date Reviewed by Commission 3/18/19

Accepted _____ Denied _____

Additional Information Required _____

Mark Rhodes
WOOD County 3/13/2019 11:37:31 AM
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Date Recorded 03/20/2019
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