

**NOTICE OF SPECIAL SESSION**

Notice is hereby given that the **PRESTON COUNTY COMMISSION** will conduct a Special Session on **Tuesday, April 14, 2020**, beginning at **9:00 a. m.** in the County Commission Office, Kingwood, West Virginia, for the following:

**Call to order by President and Pledge of Allegiance.**

**Roll call of Commissioners.**

**Review of Bills.**

**Assessor's Office – Consideration and/or action**

Tax Correction List – None

County Court Split – None

**Recognition**

9:03 a.m. Preston County Health Department Update on COVID-19 Virus

**Approval of Minutes – March 10, 2020**

**Proceedings in Vacation – March 19, 2020 through April 8, 2020**

**Estate Settlements – March 17, 2020 thru March 30, 2020**

ESTATE NAME: KYRA JEAN ADAMS

ESTATE NAME: NANCY CIPOLLONI-ERVIN

ESTATE NAME: TRINIA LYNN DEAL

ESTATE NAME: LILLIAN M. WOLFE

**Fiduciary Commissioner – None**

**Administrator's Report – Consideration and/or action**

A. Sexual Assault Awareness Month Proclamation

B. National Crime Victims' Rights Week Proclamation

C. 2020-2021 VOCA Grant Application

D. Budget Revisions

E. County Commissioners update on COVID-19

C. Miscellaneous Correspondence

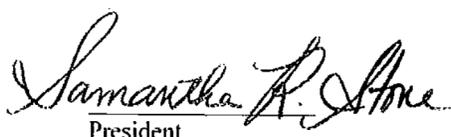
**Personnel Matters- Consideration and/or action**

**Legal Matters- Consideration and/or action**

**Information**

A. Minutes – March 17, 26, 2020, April 1, 2020

B. Miscellaneous Correspondence

  
President

4-10-2020  
Date

  
Commissioner

4-10-2020  
Date

**STATE OF WEST VIRGINIA, COUNTY OF PRESTON, Ss:**

The Preston County Commission met in Special Session at 9:00 a.m., April 14, 2020 in the County Commission Meeting Room.

The meeting was streamed via livestream through the Preston County Commission Facebook page.

The meeting was called to order by President Samantha Stone who invited those present to join in the Pledge of Allegiance.

President Stone then declared the following Commissioners present: Samantha Stone, Dave Price and Don Smith.

Also present was Kathy Mace, Interim Administrator.

The following persons registered their attendance during the meeting: V.J. Davis, PCHD

Commissioner Price moved to authorize payment of all properly presented and approved invoices. Commissioner Smith seconded the motion. A roll call vote was taken with Commissioners Price, Smith and Stone voting yes. Motion carried.

There were no Tax Corrections, Notice of Apportionments, Consolidation of Land or County Court Splits.

**Recognition of Scheduled Appointments**

**9:03 a.m. Preston County Health Department Update on COVID-19 Virus**

Commissioner Stone introduced V.J. Davis, Preston County Health Department Director with a COVID-19 update.

Mr. Davis gave totals of the virus worldwide, in the U.S. and in West Virginia. To date there are 633 positive cases in West Virginia with 9 deaths.

He also said we need to educate ourselves. There are a lot of misconceptions about the virus, you have to come in contact with it.

For instance, if someone coughs or sneezes in their hand and then touches a surface, then the next person can touch that same surface and pick it up on their hand. Then if you touch your face it can give the virus a mode of transmission into your body.

He recommended that everyone continue the social distancing, hand washing, wear masks when you go out, and be careful.

Commissioner Smith made a moved to approve the minutes of March 10, 2020. Commissioner Price seconded the motion. A roll call vote was taken with Commissioners Smith, Price and Stone voting yes. Motion carried.

**Proceedings in Vacation -March 19, 2020 through April 8, 2020**

Under **NEW BUSINESS** Commissioner Smith moved to dispense with the reading in open court of the proceedings of the Clerk of this Commission, had in vacation on, March 19, 2020 thru April 8, 2020 inclusive, and to approve and confirm the same as presented by the County Clerk, there having been no exception or objections filed thereto. (See attachment)

United States of America



State of West Virginia

County of Preston, ss:

**Clerk's Fiduciary Report**

**Estate from Thursday, March 19, 2020, through Wednesday, April 8, 2020**

The County Commission of Preston County this 14<sup>th</sup> day of April, 2020 proceeded to examine the report of the Clerk of the Commission of the Fiduciary and Probate matters had before her during the vacation of the Commission, and it appearing to the Commission that all of the proceedings had therefore ordered that the said report and matters thereto contained be and the same is hereby ratified and confirmed. Said report is in words and figures as follows, to-wit:

**On, Thursday, March 19, 2020, the following matters were disposed of in the presence of the Clerk:**

The last will and testament of **VIRGINIA F BRAHAM**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**ROGER D BRAHAM**, who was named in the last will and testament of **VIRGINIA F BRAHAM**, deceased, as **EXECUTOR** thereof, qualified as such. No bond was required.

More than 30 days since the date of death or the surviving spouse or heir, upon a motion, **KIMBERLY WOLFE** was appointed and qualified as **ADMINISTRATRIX** of the estate of **SANDRA KAY RODEHEAVER ARMSTRONG**, deceased. Bond was 172,000.00.

**On, Tuesday, March 31, 2020, the following matters were disposed of in the presence of the Clerk:**

The said estate of **JAMES F. LUZIER**, deceased was referred to **WOODROW E. TURNER**, a **FIDUCIARY COMMISSIONER** for the Preston County, for settlement thereof.

The last will and testament of **PENNY A. KELLER**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

**ROXANNE L. NUZUM**, who was named in the last will and testament of **PENNY A. KELLER**, deceased, as **EXECUTRIX** thereof, qualified as such. No bond was required.

**On, Wednesday, April 1, 2020, the following matters were disposed of in the presence of the Clerk:**

A duly copy of the last will and testament of **MABEL WILES**, deceased, late a resident of **PRESTON COUNTY, WV**, was admitted to record.

**On, Monday, April 6, 2020, the following matters were disposed of in the presence of the Clerk:**

Certification of Completion of Ancillary Administration of West Virginia Real Estate Without Appointment was filed for the estate of Paul Samuel Houston.

**On, Wednesday, April 8, 2020, the following matters were disposed of in the presence of the Clerk:**

More than 30 days since the date of death or the surviving spouse or heir, upon a motion, **FRANKIE G. JOHNSON** was appointed and qualified as **ADMINISTRATOR** of the estate of **KAREN L. JOHNSON**, deceased. No bond was required.

Subscribed and sworn to before me on 04/08/2020

*Linda Huggins*

Linda Huggins  
Clerk of the Preston County Commission

By: *Tammy Johnson*  
Tammy Johnson, Deputy Clerk

Commissioner Price seconded the motion. A roll call vote was taken with Commissioners Smith, Price and Stone voting yes. Motion carried.

**Estate Settlements – March 17, 2020 thru March 30, 2020**

Commissioner Price moved that the proceeding estate settlements and/or waivers thereof, having been filed for a period of ten (10) days prior to the commencements of this term and there being no exceptions or objections filed thereto, be approved and confirmed. (See attached.)

United States of America



State of West Virginia

County of Preston, ss:

Settlement List

Notice is hereby given that the following estate(s) have been submitted for settlement from 03/17/2020 thru 03/30/2020 in the Preston County Clerk's Office at 106 West Main Street, Suite 103, Kingwood, WV 26537-1131. For approval by the Preston County Commission on Tuesday, April 14, 2020.

ESTATE NUMBER: 3096
ESTATE NAME: KYRA JEAN ADAMS
ADMINISTRATOR: RICKY ADAMS JR
ATTORNEY: RYAN UMINA, ATTORNEY AT LAW
CRANSTON & EDWARDS
1200 DORSEY AVENUE, SUITE 2
MORGANTOWN, WV 26501-7093
SETTLEMENT: AFFIDAVIT AND WAIVER OF FINAL SETTLEMENT
FILED:03/19/2020

ESTATE NUMBER: 3406
ESTATE NAME: NANCY CIPOLLONI-ERVIN
ADMINISTRATRIX CTA: HEATHER CIPOLLONI
SETTLEMENT: WAIVER OF FINAL SETTLEMENT
FILED:03/30/2020

ESTATE NUMBER: 3203
ESTATE NAME: TRINIA LYNN DEAL
ADMINISTRATOR: ANTHONY G. DEAL
FIDUCIARY COMMISSIONER: OLIVIA S. HARRIS-DEVALL ATTORNEY AT LAW
P.O. BOX 516
KINGWOOD, WV 26537
SETTLEMENT: FIRST AND FINAL SETTLEMENT
FILED: 03/17/2020

ESTATE NUMBER: 3521
ESTATE NAME: LILLIAN M. WOLFE
EXECUTOR: LARRY WOLFE
SETTLEMENT: REPORT OF RECEIPTS, DISBURSEMENTS AND DISTRIBUTION; AFFIDAVIT
FILED: 03/23/2020

Subscribed and sworn to before me on 04/08/2020

Linda Huggins

Linda Huggins
Clerk of the Preston County Commission

By: Tammy Johnson
Tammy Johnson, Deputy Clerk

Commissioner Smith seconded the motion. A roll call vote was taken with Commissioners Price, Smith and Stone voting yes. Motion carried.

Fiduciary Commissioner – None

Old Business – Consideration and/or action

**New Business – Consideration and/or action**

**Administrator’s Report – Consideration and/or action**

Commissioner Price recognized Kathy Mace for the Administrators Report.

**A. Sexual Assault Awareness Month Proclamation**

Commissioner Smith read the Sexual Assault Awareness Proclamation.

Commissioner Smith moved to proclaim April as Sexual Assault Awareness Month. Commissioner Price seconded the motion. A roll call vote was taken with Commissioners Smith, Price and Stone voting yes. Motion carried. (See attached.)

# PROCLAMATION

## PRESTON COUNTY COMMISSION

*WHEREAS, sexual violence against the citizens of Preston County continues; and*

*WHEREAS, sexual violence affects every person in Preston County as a victim/survivor, or as a family member, domestic partner, friend, co-worker or neighbor of a victim/survivor; and*

*WHEREAS, to prevent the future violation of our citizens, it is critical to foster greater public awareness of the causes and effects of sexual violence, and to address this problem on every civic level; and*

*WHEREAS, Preston County recognizes the importance of designating a time devoted to increasing the general public's awareness of sexual violence, celebrating the courage of victims/survivors, and recognizing the tireless efforts of sexual assault program advocates throughout the state; and*

*WHEREAS, West Virginia sexual assault programs, other professionals and supporters have joined together as the West Virginia Foundation for Rape Information and Services (WV FRIS) to support each other in their work and to provide the State of West Virginia and its citizens with a central source of information on sexual assault; and*

*WHEREAS, RDVIC volunteers and staff promote sexual assault prevention by offering educational services in Preston County throughout the year; and*

*WHEREAS, RDVIC requests public support and assistance as it continues to work toward a society where all women, children and men can live in peace, free from violence and exploitation;*

*NOW, THEREFORE, We, Samantha Stone, Don Smith, and Dave Price, do hereby proclaim April*

### **SEXUAL ASSAULT AWARENESS MONTH**

*in Preston County, and We commend this observance to all citizens.*

*IN TESTIMONY WHEREOF, We have hereunto*

*Set our hand and caused the Seal of the Preston*

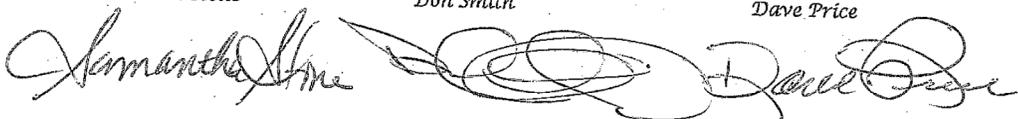
*County Commission to be affixed this*

*1<sup>st</sup> Day of <sup>April</sup> ~~March~~, Two Thousand Twenty.*

Samantha Stone

Don Smith

Dave Price



**B. National Crime Victims’ Rights Week Proclamation**

Commissioner Price read The National Crime Victims’ Rights Week Proclamation.

Commissioner Price moved to proclaim April 19, 2020 through April 25, 2020 as National Crime Victims' Rights Week. Commissioner Smith seconded the motion. A roll call vote was taken with Commissioners Price, Smith and Stone voting yes. Motion carried. (See attached.)

## PROCLAMATION

### PRESTON COUNTY COMMISSION

WHEREAS, Americans are the victims of more than 26 million crimes each year, and crime can touch the lives of anyone regardless of age, national origin, race, creed, religion, gender, sexual orientation, immigration, or economic status; and

WHEREAS, crime can leave a lasting physical, emotional, or financial impact on people of all ages and abilities, and of all economic, racial and social backgrounds; and

WHEREAS, the entire community has a role to play;

WHEREAS, incorporating communities' existing experts and trusted sources of support into efforts to fully serve survivors will develop a criminal justice system response that is truly accessible and appropriate for all victims of crime;

WHEREAS, with the full weight of their community and victim service providers behind them, survivors will feel empowered to face their grief, loss, fear, anger and shame, without fear of judgment and will feel understood and worthy of support;

WHEREAS, National Crime Victims' Rights Week, April 19-25, 2020, is an opportune time to commit to ensuring that all victims of crime – even those who are challenging to reach or serve – are offered culturally and linguistically accessible and appropriate services in the aftermath of the crime; and

WHEREAS, the Preston County Victim Advocate requests the Preston County Commission recognize April 19, 2020 through April 25, 2020 as National Crime Victims' Rights Week; and

WHEREAS, the office of the Preston County Prosecuting Attorney and the Preston County Victim Advocate ask that public support and assistance continue not only this week, but throughout the year as these offices join with RDVIC, other Preston County officials and supporters as they continue to work toward a society where all women, children and men have the right to live in peace, free from violence and exploitation; and

NOW, THEREFORE, WE, as the Preston County Commission, do hereby proclaim the week of April 19, 2020 through April 25, 2020, as

#### **National Crime Victims' Rights Week**

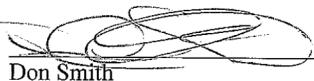
And reaffirm this County's commitment to creating a victim service and criminal justice response that assists all victims of crime during Crime Victims' Rights Week and throughout the year; and

We recognize the rights all victims are guaranteed and we pledge our continued support in Preston County and we commend this proclamation to all citizens.

IN TESTIMONY WHEREOF WE, have hereunto set our hand and caused the Seal of the County of Preston to be affixed this 14<sup>th</sup> day of April in the year Two Thousand Twenty.

  
Samantha Stone

  
Dave Price

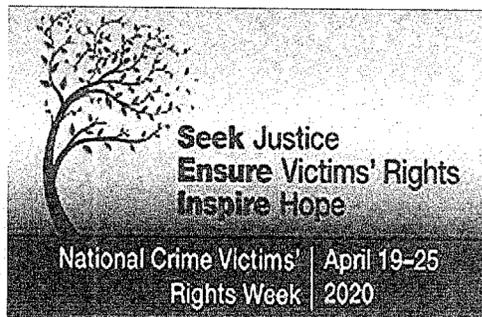
  
Don Smith

Every year millions of Americans are affected by crime and crime can touch the lives of anyone regardless of age, race, religion, gender, sexual orientation, immigration, or economic status. Many of those victims will need ongoing care and resources.

The Office of Victims of Crime has announced that April 19<sup>th</sup> through the 25<sup>th</sup> 2020 as National Crime Victims' Rights Week.

**This year's theme is:**

**“Seek Justice - Ensure Victims' Rights - Inspire Hope”**



As Preston County Victim Advocate, I am asking the Preston County Commission to recognize April 19, 2020 through April 25, 2020 as National Crime Victims' Rights Week;

I also ask for continued support not only this week, but throughout the year. Together we can make a difference ☺

*Steph Mace*

#### C. 2020-2021 VOCA Grant Application

Ms. Mace presented a VOCA grant application that provides funding for the Victim Advocate in Preston County, which works out of the Prosecuting Attorneys Office, in the amount of \$44,910.

The County provides a cash match and also a space match, an in kind match, that is provided for the victim advocate to have an office here.

Commissioner Smith moved for the President be authorized to sign the VOCA Grant. Commissioner Price seconded the motion. A roll call vote was taken with Commissioners Smith, Price and Stone voting yes. Motion carried. (See attached.)

|   |  |
|---|--|
| <b>Victim of Crime Act (VOCA)<br/>Victim Assistance Grant<br/>Program Application</b> | <b>General Administrative Information<br/>Page 1</b> |
|---|--|

|                          |   |  |
|--------------------------|---|--|
| <i>Applicant Agency:</i> | Preston County Commission                           | <i>Type of Agency</i><br><input type="checkbox"/> State<br><input checked="" type="checkbox"/> County<br><input type="checkbox"/> Municipal<br><input type="checkbox"/> Non-Profit |
| <i>Address:</i>          | 106 W. Main Street, Suite 202<br>Kingwood, WV 26537 |  |
| <i>Phone:</i>            | 304-329-1805  |  |
| <i>Fax Number:</i>       | 304-329-3192  |  |

|   |   |
|---|---|
| <i>Project Director:</i> Mel Snyder                                 | <i>Fiscal Officer:</i> Linda Huggins                            |
| <i>Address:</i> 106 W. Main Street, Suite 201<br>Kingwood, WV 26537 | <i>Address:</i> 106 W. Main St, Suite 103<br>Kingwood, WV 26537 |
| <i>Phone:</i> 304-329-1885  | <i>Phone:</i> 304-329-0070                                      |
| <i>Fax:</i> 304-329-0372  | <i>Fax:</i> 304-329-0918  |
| <i>Email:</i> msnyder@prestoncountywv.gov                           | <i>Email:</i> lhuggins@prestoncountywv.gov                      |

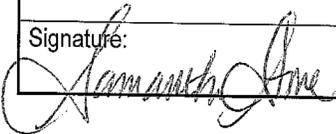
*Amount Requested:* **44,910**      *Amount Awarded:* \_\_\_\_\_  
*Project Period:* **October 1, 2020 – September 30, 2021**

|   |   |                                |
|---|---|--------------------------------|
| <i>Percent Breakdown by Crime Category:</i> | <i>Number of years previously funded:</i> <u>21</u>                   | <i>Geographic Area Served:</i> |
| 25 Domestic Violence                        | <i>Estimated number of victims to be served by grant:</i> <u>1500</u> | County(ies): Preston           |
| 20 Sexual Assault                           |   | Population: 33,940             |
| 15 Child Abuse                              |   | Rural/Urban: Rural             |
| 40 Underserved Pop.                         |   |                                |

*Project Title:* **Preston County Victim Advocate**

*Project Description:* Provide a Victim Advocate to assist all crime victims in Preston County, who are predominately underserved and suffer from poor access to services due to the rural nature of the county and their limited education, to assert their rights in the criminal justice system.

*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.*

|  |   |
|--|---|
| <i>Authorized Official:</i> Hon. Samantha Stone  | <i>Title:</i> President   |
| <i>Address:</i> 106 W. Main Street, Suite 202<br>Kingwood, WV 26537                                      | <i>Phone:</i> 304-329-1805<br><i>Fax:</i> 304-329-3192<br><i>E-Mail:</i> sstone@prestoncountywv.gov |
| <i>Signature:</i><br> | <i>Date:</i> 4/19/2020  |

|   |                              |
|---|------------------------------|
| <b>Victim of Crime Act (VOCA) Victim Assistance Grant Program Application</b> | <b>Budget Summary Page 2</b> |
|---|------------------------------|

|                                      |   |
|--------------------------------------|---|
| Applicant: Preston County Commission | FEIN Number: 55-6000384<br>DUNS Number: 161658356 |
|--------------------------------------|---|

| Category                | VOCA Requested Funds | Matching Funds  | Total Budget    |
|-------------------------|----------------------|-----------------|-----------------|
| Personnel / Contractual | 42,973               | 4629            | 47,602          |
| Travel / Training       | 500                  |                 | 500             |
| Space                   |                      | 6,000 (in kind) | 6,000 (in kind) |
| Other                   | 1,437                | 100             | 1,537           |
| <b>Totals</b>           | <b>44,910</b>        | <b>10,729</b>   | <b>55,639</b>   |

Funding Strategy

| Funding Source(s) | Amount | Status |
|-------------------|--------|--------|
|                   |        |        |
|                   |        |        |
|                   |        |        |
|                   |        |        |
|                   |        |        |
|                   |        |        |
|                   |        |        |
|                   |        |        |
| <b>Total</b>      |        |        |

- 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

|   |   |
|---|---|
| <b>Victim of Crime Act (VOCA) Victim Assistance Grant Program Application</b> | <b>Budget Detail by Category Page 3</b> |
|---|---|

| Detailed Project Cost by Budget Category  | Requested VOCA Funds | Matching Funds    | Recommendation |
|---|----------------------|-------------------|----------------|
| <u>Personnel / Contractual</u><br>Victim Advocate – Stacy Greaser<br>Full time @ 35 hours/week<br>FICA 7.65%<br>W/C .0019% x 0.95 x 1.12<br>Retirement 10%<br>Insurance               | 39,919<br>3,054      | 75<br>3992<br>562 | JCS Use Only   |
| <u>Travel / Training</u><br>DJCS Pre-Approved Training/Travel<br>Course costs, meals, lodging and mileage reimbursement at the grant allowable reimbursement amount and parking, etc. | 500                  |                   |                |
| <u>Space:</u><br>Office Space/Supplies/Utilities<br>Part of the Prosecutor Office space is used for the Victim Advocate's Office, utilities, supplies, etc.                           |                      | *6,000            |                |
| <u>Other</u><br>Postage/Brochures/Booklets<br>Postage and production costs for victim brochures mailed to crime victims and distributed to the community                              | 400                  | 100               |                |
| <u>New Computer</u>   | 1,037                |                   |                |
| <b>Total Requested VOCA Funds</b>   | <b>44,910</b>        |                   |                |
| <b>Total Matching Funds</b>   |                      | <b>10,729</b>     |                |
| <b>Total of Recommendation (JCS Only)</b>   |                      |                   |                |



WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES  
JUSTICE & COMMUNITY SERVICES SECTION  
FEDERAL STANDARD CONDITIONS & ASSURANCES

Effective: July 23, 2019  
Revision History: N/A

All correspondence to the Division of Administrative Services, Justice and Community Services Section (JCS), which is required and/or occurs as a result or action of any of the following Assurances, or as a result of the administration of any JCS grant program, should be mailed to the following address:

Justice and Community Services Section  
1124 Smith Street, Suite 3100  
Charleston, West Virginia 25301-1323

1. **CONSULTANT RATES:** Consultant rates in excess of \$650 per day, or \$81.25 per hour, require prior approval by JCS and DOJ is applicable prior to obligation or expenditure of such funds. All contracts must be submitted 90 days prior to training for approval.
2. **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 Department of Justice (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](mailto: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>.
3. **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.
4. **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>.

5. **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 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.oip.gov/gjxdm](http://www.it.oip.gov/gjxdm).
6. **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](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.

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.

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.

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).

If an audit must be conducted pursuant to the Uniform Guidelines, a copy of the audit shall be submitted to JCS as well as to the Federal clearinghouse.

The Federal clearing house is as follows:  
Federal Audit Clearinghouse

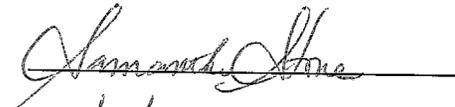
Bureau of the Census  
1201 E. 10<sup>th</sup> Street  
Jeffersonville, IN 47132

7. **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).
8. **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.
9. **CENTRAL CONTRACTOR REGISTRATION:** Grantee agrees to register with the System for Grants Management (SAM) at [www.sam.gov](http://www.sam.gov) and provide documentation to JCS with application for funding.
10. **DATA UNIVERSAL NUMBERING SYSTEM:** Grantee agrees to acquire a Data Universal Numbering System (DUNS) number, [www.dnb.com](http://www.dnb.com) and provide documentation to JCS with application for funding.
11. **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.
12. **COMPLIANCE WITH FEDERAL PROCEDURES:** Grantee assures compliance with the following where applicable:
  - Part 11, Applicability of Office of Management and Budget Circulars.
  - Part 18, Administrative Review Procedures.
  - Part 20, Criminal Justice Information Systems.
  - Part 22, Confidentiality of Identifiable Research and Statistical Information.
  - Part 23, Criminal Intelligence Systems Operating Policies.
  - Part 30, Intergovernmental Review of Department of Justice Programs and Activities
  - Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures
13. **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:
  - National Environmental Policy Act of 1969 (NEPA).
  - National Historic Preservation Act of 1966.
  - Flood Disaster Protection Act of 1973.
  - Clean Air Act and Federal Water Pollution Control Act Amendments of 1972.
  - Control Act Amendments of 1972.
  - Safe Drinking Water Act.
  - Endangered Species Act of 1973.
  - Wild and Scenic Rivers Act.
  - Fish and Wildlife Coordination Act.
  - Historical and Archaeological Data Preservation.
  - Coastal Zone Management Act of 1979.
  - Animal Welfare Act of 1970.
  - Impoundment Control Act of 1974.
  - Uniform Relation Assistance and Real Property Acquisitions Policies Act of 1970.
  - Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended
  - Death in Custody Act of 2000.

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

**Authorized Official [please print]:** Samantha Stone, President, Preston County Commission

**Authorized Official Signature:**



**Date:**

4/14/2020



WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES  
JUSTICE & COMMUNITY SERVICES SECTION  
STANDARD CONDITIONS & ASSURANCES

Effective: July 23, 2019  
Revision History: N/A

The following Standard Conditions and Assurances apply to all Grant Programs that the Division of Administrative Services, Justice and Community Services (JCS) Section administers. The application of these Assurances is applicable regardless of the source of funding and/or whether the recipient receives an upfront allocation of funds or is operating under a request for reimbursement process.

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

Justice and Community Services Section  
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 JCS, regardless of the original funding source. At the sole discretion of JCS, this grant can be based on a "reimbursement basis" mechanism, or a mechanism which awards an "upfront allocation" of funds on a quarterly or semi-annual basis. Upon timely notification to the grantee, JCS reserves the express right to commute an upfront allocation mechanism to a request for reimbursement mechanism for a recipient of funds, at any time during a grant period.
- 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 JCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind JCS for any obligation or expense without the express prior written approval from JCS.
- 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 JCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

- 5. OPERATIONAL WITHIN 90 DAYS:** If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to JCS explaining the delay in implementation.
- 6. SUSPENSION OF FUNDING:** The grantee acknowledges that acceptance of an award is not a guarantee of funds. Further, by accepting this award, the grantee acknowledges and agrees that JCS 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 JCS High Risk Assessment; or
  - Any 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, JCS 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 funding for that month is forfeited and may not be recouped or remedied;
  - Cancellation, termination or suspension of the contract, in whole or in part;
  - Refraining from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received;
  - If the grantee is receiving funds on an upfront basis, JCS can commute the transfer of funds mechanism to a reimbursement only process for the remainder of the grant period;
  - If the grantee is receiving funds on an upfront basis and a determination is made by JCS that funds were intentionally or unintentionally misused, misappropriated, misspent or otherwise not consistent with the intents and purpose of the grant, the grantee automatically forfeits any remaining funds from the grant program, and any other awarded funds from any other program, until a satisfactory resolution has been achieved;
  - If a grantee is indebted to JCS for any amount of funds at the close of an applicable quarter, semi-annual or end of a grant period, and the debt is not resolved within 30 days following the close of those periods, the grantee acknowledges and agrees that it is automatically ineligible to receive or apply for funds from JCS for any grant program; and
  - Grantee agrees and acknowledges that under no circumstances may it commute a debt to be applied as matching funds; or, will JCS reduce a future quarterly or semi-annual allotment or future award as repayment of the debt. Repayment must be from a general account or an account unrelated to the grant award.

8. **ACCOUNTING REQUIREMENTS:** Grantee agrees to record all project funds and costs following generally accepted accounting principles. 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; further, funds received on an upfront basis from JCS for one program may not be commingled with funds received on an upfront basis for another JCS program.
9. **REPORTS:** Regardless of an award being on an upfront or reimbursement basis, each grantee shall submit all reports as JCS 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 JCS for all project changes (programmatic, fiscal or otherwise) before those changes are executed.
11. **OBLIGATION OF PROJECT FUNDS:** Funds may not, without prior written approval from JCS, 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 JCS 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, state guidelines, 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 another 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 for grant funds by JCS. 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.
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 JCS. 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 as

grant funds 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. Funds remaining at the end of a project where an upfront allocation will, by the deadline of the final financial and progress report, be remitted back to JCS.
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 JCS programs. Federal regulations prohibit the commingling of Federal grant funds with funds from other sources.
20. **TRAINING:** For projects involving payment of personnel, JCS 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 Justice and 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 JCS. 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 JCS. 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 JCS. Property must be used for the intended grant purposes. If the property is not being used in accordance with terms of the grant, said property will revert to JCS.
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. Computer equipment must adhere to minimum requirements established by the West Virginia Office of Technology.
25. **LEASE AGREEMENTS:** Grantee agrees to provide JCS with a copy of the lease arrangement if grant funds or match are being utilized.

- 26. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:** Grantee acknowledges that JCS, or any applicable parent federal agency, 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 JCS regarding the allocation of any patent rights that arise from, or are purchased with, this funding.
- 27. ACCESS TO RECORDS:** JCS, 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 Justice and Community Services Section.
- 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 JCS. These records and other documents submitted to JCS 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. JCS 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 JCS 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 JCS regarding concerns or questions about the release of potentially sensitive, protected or exempt information applicable to federal, state, and local laws and regulations.

JCS has the authority to release all information which does not meet an exemption to the public without a FOIA.

- 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 JCS 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 Administrative Services, Justice & Community Services Section (or simply "JCS"). 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 Division of Administrative Services, Justice & Community Services Section or any entity of the Department of Justice." In addition, the grantee agrees not to utilize the JCS 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 WV Certification of Non-Secure Facilities and submitting to JCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

- 36. COLLABORATION W/OTHER FEDERAL 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 JCS.
- 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:
- That all computer programs (software produced under this grant) will be made available to JCS 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.
  - To provide a complete copy of the computer programs and documentation, upon requests, to JCS. 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.
  - That whenever possible all application programs will be written in standardized programming languages 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.
  - 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. 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.
- 39. 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 JCS. 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>.
- 40. 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. JCS 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.

- 41. 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.
- 42. 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.
- 43. 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 grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at [www.it.ojp.gov/gjxdm](http://www.it.ojp.gov/gjxdm).

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

**Authorized Official [please print]:** Samantha Stone, President, Preston County Commission

**Authorized Official Signature:**



**Date:**

4/14/2020

PRESTON COUNTY COMMISSION

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Samantha Stone, President  
Dave Price, Commissioner  
Don Smith, Commissioner

April 1, 2020

Sydney Cavender  
WV Division of Administrative Services  
Justice and Community Services  
Justice Specialist I  
1124 Smith Street  
Suite 3100  
Charleston, WV 25301-1323

Re: VOCA Program Grant Application

Dear Ms. Cavender.

The Preston County Commission is committed to providing the Victim Advocacy program in our county not only with monetary matching funds but also by providing space in the Prosecuting Attorney's Office.

To meet the specified in-kind match in the category of "Space" the square foot rate was determined to be: 139 sq.ft. X \$43.17 = \$6,000

The amount of \$500 per month has been designated as the amount of rent donated for a total of \$6,000 for the 2020-2021 federal fiscal year. This amount covers utilities, office space and maintenance and office supplies. Rent donated is the same for 2020-2021 as it is for 2019-2020.

It is always a pleasure to partner with the West Virginia Division of Justice & Community Services to provide the VOCA program.

If you have questions or need more information please contact the office.

Thank you,

A handwritten signature in black ink, appearing to read "Kathy Mace", is written over a horizontal line.

Kathy Mace  
Interim County Administrator

Preston County Courthouse Annex • 106 West Main Street, Suite 202, Kingwood, West Virginia 26537  
Phone (304)329.1805 • Fax (304)329.3192 • TDD (304)329.0652  
[www.prestoncountywv.org](http://www.prestoncountywv.org)

D. Budget Revisions

Kathy Mace presented budget revisions for OEM, County Clerk, Prosecuting Attorney and the County Commission. (See attached.)

Commissioner Price moved to approve the budget revisions as presented by Kathy Mace. Commissioner Smith seconded the motion. A roll call vote was taken with Commissioners Price, Smith and Stone voting yes. Motion carried.



# PRESTON COUNTY

## E-911 Communication Center

300 Rich Wolfe Dr.  
Kingwood, WV 26537  
Phone: 1-304-329-1855  
Fax: 1-304-329-2530

Director: Duane Hamilton

Deputy Director: Justin Wolfe

April 13, 2020

To: Preston County Commission  
106 W Main St, Suite 202  
Kingwood, WV 26537

Re: Budget Revision

|                          |             |
|--------------------------|-------------|
| Decrease: 007-712-109    | \$16,848.00 |
| Decrease: 007-712-211-04 | \$5,500.00  |
| Increase: 007-712-108    | \$12,348.00 |
| Increase: 007-712-103    | \$10,000.00 |

Reason: Cover Regular and overtime cost.

Thank You,

  
Duane Hamilton



# PRESTON COUNTY

## E-911 Communication Center

300 Rich Wolfe Dr.  
Kingwood, WV 26537  
Phone: 1-304-329-1855  
Fax: 1-304-329-2530

Director: Duane Hamilton

Deputy Director: Justin Wolfe

April 13, 2020

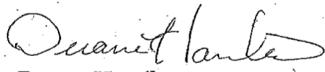
To: Preston County Commission  
106 W Main St, Suite 202  
Kingwood, WV 26537

Re: Budget Revision

|                       |            |
|-----------------------|------------|
| Decrease: 007-712-216 | \$2,500.00 |
| Increase: 007-712-353 | \$2,500.00 |

Reason: ESRI Software Line

Thank You,

  
Duane Hamilton

Preston County Clerk  
Linda Huggins

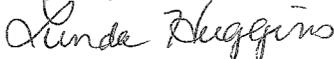
To the Honorable Preston County Commission  
106 W Main St. Suite 202  
Kingwood WV 26537

April 14, 2020  
Re: Budget Revisions

Dear Commissioners,  
I am respectfully requesting your approval of the following Budget Revisions.

|          |                          |               |           |
|----------|--------------------------|---------------|-----------|
| Increase | Main. & Repair Equipment | 001-402-21600 | \$3000.   |
| Increase | Overtime                 | 001-402-20800 | \$10,000. |
| Decrease | Capital Outlay           | 001-402-45900 | \$3000.   |
| Decrease | Salaries                 | 001-402-10300 | \$10,000. |

Respectfully,

  
Linda Huggins, County Clerk



**PROSECUTING ATTORNEY  
PRESTON COUNTY, WEST VIRGINIA  
MEL SNYDER**

PROTECTING THE PUBLIC  
PROMOTING JUSTICE

Assistant Prosecuting Attorneys  
Anne Marie Armstrong  
Savannah H. Wilkins  
Megan M. Allender

Victim Advocate  
Stacy L. Greaser

April 14, 2020

Honorable County Commissioners  
by hand delivery

**Re: Corrected Prosecutor Office Budget Revision  
Grand Jury transcripts for Monique Christiansen**

Honorable Commissioners:

Would you please approve the following revision(s) to my budget.

| Action   | Amount     | From:                                     | To:   |
|----------|------------|---|---|
| Increase | \$1,000.00 | Pros Atty Earnings<br>001-333-000         | Pros Atty Contracted Serv<br>001-405-230-00 |
| Increase | \$1,000.00 | Pros Atty Fees-Forfeitures<br>001-333-001 | Pros Atty Contracted Serv<br>001-405-230-00 |

This transfer of funds is necessary to complete the expenses for the 2019 Grand Jury transcripts.

Thank you for your consideration of this matter.

Sincerely,  
  
Mel Snyder

c: Payroll/Bookkeeping - Preston County Clerk's Office



MEMORANDUM
Preston County Commission

Date: April 14, 2020
To: Bookkeeper
From: Kathy Mace, Interim County Administrator
Subject: Budget Revision

Table with 3 columns: Change Type, Description, Amount. Includes rows for DECREASE (Salaries) and INCREASE (Extra Help).

RESOLUTION

At a Regular Session of the County Commission, held on April 13, 2020 the following order was made and entered.

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Preston. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the County Commission does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 23 of the General County Fund, a copy of which is entered as part of this record.

The adoption of the forgoing resolution having been moved by Commissioner Price and duly seconded by Commissioner Smith, the vote thereon was as follows:

Commissioner [Signature] Yes No
Commissioner [Signature] Yes No
Commissioner [Signature] Yes No

WHEREUPON, President Stone declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the County Clerk is authorized to fix her signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Ms. Mace stated that she has not received any response from the state Regional Jail Authority on a request for the county's monthly bill to be paid in installments for March thru June. She said the March bill had a significant increase to \$98,000.00 due to a large indictment. She said the March bill will be paid and she will reach out to them again for guidance.

Ms. Mace also stated that the County Commission is very active in finding relief for the fire departments and said they have reached out to everyone at the state and federal level asking for relief. She has asked the fire department to gather financial information for any future relief that may be coming down the road.

She said everyone was working hard and doing an excellent job of meeting the needs of everyone in these uncertain times.

F. Miscellaneous Correspondence

- April 21, 2020-Special meeting 9:00 a.m.
- April 28, 2020-Special meeting 9:00 a.m.

**Personnel Matters-Consideration and/or action**

**Legal Matters-Consideration and/or action**

**Information**

- A. Minutes-March 17, 26, 2020 and April 1, 2020
- B. Miscellaneous Correspondence

**Commissioners Comments**

Please do your 2020 Census.

At 9:45 a.m., there being no further business to come before the Commission, President Stone declared the Regular Session adjourned.

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*Commissioner*

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*Commissioner*

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*Commissioner*

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04/14/2020

