

**WEST VIRGINIA  
COMMUNITY CORRECTIONS**

**PROPOSAL APPLICATION**

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**- INSTRUCTIONS -**

Completed proposal application must include:

**Applicant:** Name, address, phone and fax number of the agency that is submitting the application proposal.

**Project Director:** Name, address, phone and fax number of the individual charged with authority over the implementation and day-to-day operations of the project. However, this should not be an individual whose position is contingent upon receiving Community Corrections grant funds and **cannot also be listed as the Authorized Official or the Fiscal Officer.**

**Fiscal Officer:** Name, address, phone and fax number of the person responsible for the fiscal records/reports of the project. **This person cannot also be listed as the Authorized Official or the Project Director.**

**State Funds Requested:** Funds requested from the Community Corrections Subcommittee by the applicant agency.

**Local Funds Utilized:** Funds committed by the applicant agency to fully or partially implement the project.

**Project Period:** Projects cannot begin prior to **the beginning of the State Fiscal Year**, or extend beyond **the ending of the State Fiscal Year**.

**Certification:** Authorized Official: Typed or printed name, title and original signature of the State Agency Head, County Commission President or Mayor. This is the individual who would be authorized to enter into a contractual agreement with the West Virginia Division of Criminal Justice Services. **The Authorized Official cannot also be listed as the Project Director or the Fiscal Officer.**

If you should have any questions or need further assistance in the preparation of this proposal application, please contact Jason Carlson, Community Corrections Specialist, with the West Virginia Division of Criminal Justice Services at (304) 558-8814, extension 223 or [jcarlson@wvdcjs.org](mailto:jcarlson@wvdcjs.org).

The Authorized Official must sign where indicated on page 1 of the proposal application before submission. **APPLICATIONS REQUESTING STATE FUNDING ARE DUE AT DCJS BY 4:00 PM ON FRIDAY, April 4, 2008.** Faxed and late applications will not be accepted.

**RETURN COMPLETED PROPOSAL APPLICATION TO:**

**Kelli Frazier**

**West Virginia Division of Criminal Justice Services  
Community Corrections Program  
1204 Kanawha Boulevard, East  
Charleston, West Virginia 25301**