

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
THURSDAY, OCTOBER 12, 2017

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

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

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the County Commission opened the sole bid for equipment for the E-911 Center. The County Commission took the bid under advisement. (Order M/3762-C)

At 9:34 A.M., the County Commission announced that a vacancy exists on the Wood County 9-1-1 Advisory Board due to the resignation of David McClure. (Order A/ 1847)

The County Commission announced that a vacancy exists on the Mid-Ohio Valley Board of Health due to the resignation of David McClure. (Order A/1848)

At 9:45 A.M., the County Commission met with Leslie Phillips who asked for a freeboard appeal for 9 Lawnsdale View, Vienna, WV. After discussion, the County Commission, upon a motion duly made, seconded and passed, authorized an appeal to be issued to Ms. Phillips. (Order M/3762-B)

At 10:25 A.M., the County Commission met with Toni Tiano, Wood County Grant Writer, to request they apply for a Homeland Security Grant for the Emergency Services of Wood County. After discussion, the County Commission executed an Application for said Homeland Security Grant in the amount of \$36,850.00. (Order M/3762-E)

At 10:30 A.M., the County Commission approved the hiring of Jezirae Williams and Michelle Godfrey for the Prosecuting Attorney's Office.


**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

A/1847, A/1848, M/3762-B, M/3762-C, M/3762-D, M3762-E

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 11:15 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President  
\_\_\_\_\_  
Robert K. Tebay, Commissioner  
\_\_\_\_\_  
James Colombo, Commissioner

To listen to this meeting, please refer to DVD labeled October 12, 2017.



Wood County Commission  
Agenda

10/12/2017

1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Bid opening for equipment compatible for use with the WV State Interoperable Radio Network for E-911	Rick Woodyard, E-911 Director
9:45 A.M.	Discuss and consider floodplain appeal for 9 Lawnsdale View Vienna, WV	Leslie Phillips
10:30 A.M.	Discuss and consider Homeland Security Grant	Toni Tiano, grant consultant
	Consider request to hire Jezirae L. Williams as an Assistant Victim Advocate - \$25,000.00/year	
	Consider request to hire Michelle Godfrey as a legal assistant for the Wood County Prosecuting Attorney's Office - \$32,500.00/year	
	Administrator's Report	Marty Seufer, County Administrator
	County Commission Reports	

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

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

Exhibit 1

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

Budget revisions

Purchase orders and requisitions

Revisions, reimbursement requests, resolutions and correspondence for grants

Grant disbursements to other entities

Invoices for expenditures to be paid

Reimbursements for travel expenses

Bid specifications and procedures for bids previously authorized by the Commission

Monthly Hotel Occupancy Tax Collection disbursements

Disbursements for previously approved Innovative Programming Grants

Tax refunds, exonerations, improprieties and consolidations

Probate items, including settlements, petitions and Fiduciary Commissioner reports

General Fund disbursements to entities

Funding requests from local organizations by written form

Payroll modification as submitted by elected officials



Wood County Commission Meeting  
Held October 12, 2017

Please Print

1.	Rick Woodyard
2.	Mike Skoof
3.	JOHN DUDLEY & LESLIE PHILIP
4.	STEPHEN SMITH
5.	Toni Tiano
6.	
7.	
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20.	

OCTOBER 12, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ANNOUNCED THAT A  
VACANCY EXISTS ON 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 Jimmy Colombo and made unanimous by Robert K. Tebay, announced that a vacancy exists on the Wood County 9-1-1 Advisory Board. Said vacancy is due to the fact that David McClure, Trauma/ES Camden Clark Medical Center submitted his resignation. Mr. McClure's unexpired term expires on April 30, 2019.

APPROVED:

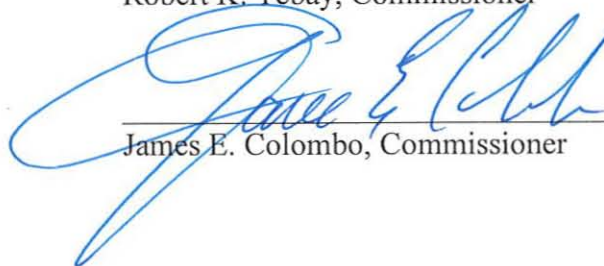
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/1847

Mark Rhodes  
WOOD County 11:08:13 AM  
Instrument No 8766609  
Date Recorded 10/12/2017  
Document Type CCD  
Pages Recorded 1  
Book-Page 73-861

OCTOBER 12, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA


IN RE: THE COUNTY COMMISSION ANNOUNCED THAT A  
VACANCY EXISTS ON THE MID-OHIO VALLEY BOARD OF  
HEALTH.

**ORDER**

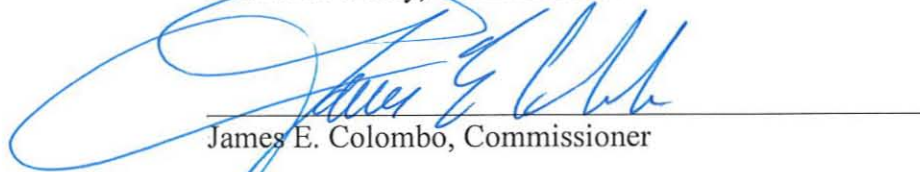
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, announced that a vacancy exists on the Mid-Ohio Valley Board of Health. Said vacancy is due to the fact that Dave McClure submitted his resignation. Mr. McClure's term expires June 30, 2018.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Robert K. Tebay, Commissioner

  
James E. Colombo, Commissioner

A/1848

Mark Rhodes  
WOOD COUNTY 11:05:12 AM  
Instrument No 8766595  
Date Recorded 10/12/2017  
Document Type CCD  
Pages Recorded 1  
Book-Page 73-860

OCTOBER 12, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE AN  
APPEAL OF THE FREEBOARD REQUIREMENT OF THE  
FLOOD PLAIN ORDINANCE.

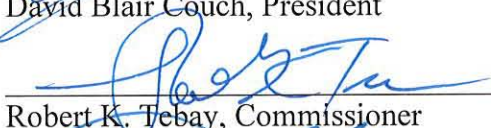
**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, did hereby AUTHORIZE an appeal to be issued to Leslie Phillips, 9 Lawnsdale View, Vienna, West Virginia. Said waiver is for the two (2) foot freeboard requirement in Section 5.3, Elevation and Flood Proofing Information of the Wood County, WV Floodplain Ordinance.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Robert K. Tebay, Commissioner

  
James E. Colombo, Commissioner

M/3762-B

Mark Rhodes  
WOOD County 10:16:06 AM  
Instrument No 8766556  
Date Recorded 10/12/2017  
Document Type CCO  
Pages Recorded 1  
Book-Page 73-859



OCTOBER 12, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION OPENED A SEALED BID FOR  
EQUIPMENT TO BE USED BY THE E-911 CENTER.

**ORDER**

On this date, the County Commission of Wood County, at 9:30 A.M., did hereby AUTHORIZE the opening of a sealed bid for radio equipment for the Wood County E-911 Center. A sealed bid was received from the following:


1. Sunny Communications, Inc.  
12980 W. Cedar Drive  
Lakewood, CO 80228
  - Bid Price - \$30,775.00

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 RECEIVE said bid for review by the Wood County E-911 Director, Rick Woodyard.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Robert K. Tebay, Commissioner

  
\_\_\_\_\_  
James E. Colombo, Commissioner

M/3762-C

Mark Rhodes  
WOOD COUNTY 10:14:17 AM  
Instrument No 8766555  
Date Recorded 10/12/2017  
Document Type CDD  
Pages Recorded 1  
Book-Page 73-858

OCTOBER 12, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER 18-CC-26. SAID REQUEST IS IN THE AMOUNT OF \$32,584.00

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Community Corrections Grant Number 18-CC-26. Reimbursement is in the amount of thirty-two thousand five hundred eighty-four dollars and zero cents (\$32,584.00) for the month of September, 2017. In addition to the Request for Reimbursement and the Grant Progress Report are being submitted to the Criminal Justice Services, Charleston, West Virginia.

A copy of the Request for Reimbursement is attached to this ORDER and should be made a part thereof. Documentation pertaining to the Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President  
\_\_\_\_\_  
Robert K. Tebay, Commissioner  
\_\_\_\_\_  
James E. Colombo, Commissioner

M/3762-D

<b>WEST VIRGINIA</b> Division of Criminal Justice Services	<b>Request for Reimbursement</b>
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<b>RECEIVED</b> (For DCJS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Project #: 18-CC-26
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 9/1/17 TO: 9/30/17

**PROJECT CASH EXPENDITURES**


CATEGORY	AMOUNT
Personnel/Contractual	\$32,584.00
Travel/Training	-0-
Space	-0-
Other	-0-
Equipment	-0-
<b>TOTAL</b>	<b>\$32,584.00</b>

**CERTIFICATION:**

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: David Blair Couch, President, Wood County Commission  
 TYPED NAME & TITLE  
 (Authorized Official or Grant Financial Officer ONLY)



10/12/17  
 DATE

**DCJS USE ONLY**

**ADMINISTRATIVE APPROVAL:**

This request is approved in the amount of \$ \_\_\_\_\_  
 Initials \_\_\_\_\_ Date \_\_\_\_\_

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Program Accountant

Mark Rhodes  
 WOOD County 10:08:26 AM  
 Instrument No 8766554  
 Date Recorded 10/12/2017  
 Document Type 000  
 Pages Recorded 2  
 Book-Page 73-856



OCTOBER 12, 2017

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE AN  
APPLICATION FOR A HOMELAND SECURITY GRANT.

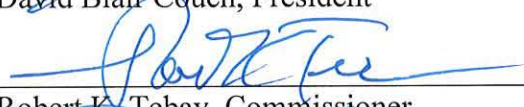
**ORDER**

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 Homeland Security Grant. Said grant application is in the amount of thirty-six thousand eight hundred fifty dollars and zero cents (\$36,850.00).

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/3762-E



*Office of the County Commission of Wood County, West Virginia*

*Commissioners*  
David Blair Couch  
Robert K. Tebay  
Jimmy Colombo



No. 1 Court Square  
Suite 203  
Parkersburg, WV 26101  
Phone 304-424-1984

October 12, 2017

WV Division of Homeland Security and Emergency Management  
Attention: David Hoge  
1900 Kanawha Blvd. East  
Building 1, Room EB-80  
Charleston, WV 25305

Dear Mr. Hoge:

Please find enclosed an application from the Wood County Commission to the West Virginia Homeland Security Grant Program for the purchase of Mobile SIRM Radios. If you have any questions on this or desire any additional information, please feel free to contact either Rick Woodyard, project director, at 304-420-0911 or Toni Tiano, grant consultant, at 304-481-6409. Thank you for your assistance with this request.

Sincerely,

David Blair Couch  
President

OCTOBER 12, 2017

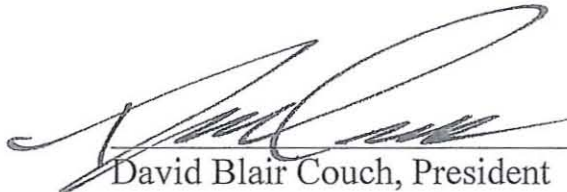
IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION

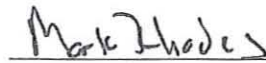
A RESOLUTION TO AUTHORIZE THE FILING OF AN APPLICATION BY THE PRESIDENT OF THE WOOD COUNTY COMMISSISON FOR A GRANT WITH THE WEST VIRGINIA DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT – HOMELAND SECURITY GRANT PROGRAM.

Be it resolved that the President of the Wood County Commission, Parkersburg, West Virginia, be and is hereby authorized to apply for a grant through the Homeland Security Grant Program to purchase mobile SORN Radios for Wood County Law Enforcement Agencies.

Dated this 12<sup>th</sup> day of October 2017.

  
David Blair Couch, President

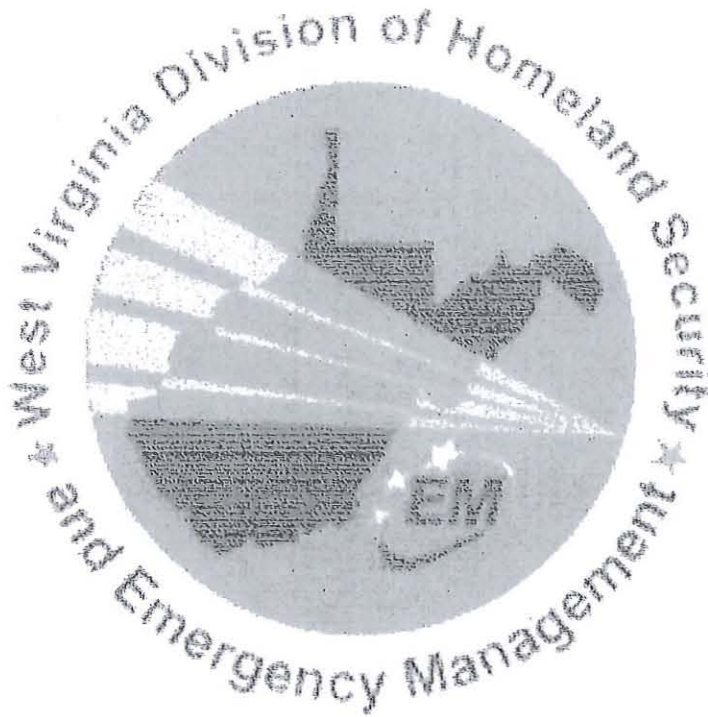
Certified to be a true copy of a Resolution adopted at a regular meeting of the Wood County Commission held on October 12, 2017.

  
Mark Rhodes, County Clerk  
Wood County Commission

# **WEST VIRGINIA**

## **HOMELAND SECURITY GRANT PROGRAM**

**2017 Sub-grant Application**

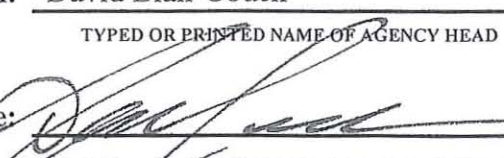


<b>WEST VIRGINIA</b> Homeland Security State Administrative Agency (SAA) <b>HOMELAND SECURITY GRANT PROGRAM</b>	<b>GRANT APPLICATION SUBMISSION CHECKLIST</b>
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Prior to submitting the application, use this checklist to ensure that the following tasks have been completed.

<input checked="" type="checkbox"/>	The application has been <u>completely</u> filled out. <i>SAA reserves the right to not consider an application for funding if any part is incomplete.</i>
<input checked="" type="checkbox"/>	Math has been double-checked for accuracy and all figures are rounded to the nearest whole dollar amount.
<input checked="" type="checkbox"/>	Grant Applicant listed on page 1 is a State Agency, County Commission, Municipality, or other local government agency. Individuals are not eligible recipients.
<input checked="" type="checkbox"/>	Authorized Official has signed page 1 of the grant application. That page, with the <u>ORIGINAL SIGNATURE</u> , must be returned with the <b>COMPLETE</b> application, <b>UNSTAPLED/UNBOUND</b> , to the SAA. <b>ONE ORIGINAL ONLY</b> – no copies are needed.
<input checked="" type="checkbox"/>	The project description (page 7) must follow the outline shown on page 6 of the application and should contain adequate detail. Draft copies of the description can be sent to the SAA for review prior to submitting the entire application.
<input checked="" type="checkbox"/>	Appropriate goals and objectives from the 2015-2017 State Homeland Security Strategy (see attached) have been identified and included in the application. The National Preparedness Goal, v 2, September 2015 should be used to articulate Core Capabilities which will be enhanced by this award.
<input checked="" type="checkbox"/>	Certifications regarding lobbying; debarment, suspension and other responsibility matters; and drug-free workplace requirements have been completed and signed by the applicant, and the <u>ORIGINAL</u> returned with the application package.



<b>WEST VIRGINIA</b> <b>Homeland Security State Administrative Agency</b> <b>(SAA)</b>  <b>HOMELAND SECURITY GRANT</b> <b>PROGRAM</b>	<b>Grant Application</b>  <b>PAGE 1</b>
1. Applicant: <u>Wood County Commission</u> Address: <u>One Court Square</u> <u>Parkersburg, WV 26101</u>  Phone/Fax: <u>304-424-1984/304-424-0194</u>	5. Grant Funds Requested: \$ <u>36,850.00</u> Project Matching Funds (if any): \$ <u>-0-</u>
2. Project Director: <u>Rick Woodyard</u> Address: <u>911 Core Road</u> <u>Parkersburg, WV 26101</u>  Phone/Fax: <u>304-420-0911/ 304-422-6270</u> Email: <u>rwoodyard@woodcountywv.com</u>	6. Type of Agency <input type="checkbox"/> State <input checked="" type="checkbox"/> XX County <input type="checkbox"/> Municipality
3. Fiscal Officer: <u>Mark Rhodes</u> Address: <u>One Court Square</u> <u>Parkersburg, WV 26101</u>  Phone/Fax: <u>304-424-1850/304-424-1982</u> Email: <u>mrhodes@woodcountywv.com</u>	7. Project Period: # of Months Needed to Complete: <u>6</u>
4. <b>SAA Use Only:</b> Major Program:  Program:  Program Period:	8. National Incident Management System (NIMS)  <b>Does the agency comply with Executive Order 20-04 (Dec. 23, 2004)?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Agencies must utilize NIMS in order to receive this grant.  Contact <u>Charles.W.Bennett@wv.gov</u> or 304-558-5380 for information regarding NIMS.
9. <b>Project Title and Brief Description:</b> <b>SIRN Mobile Radios – Purchase 8 SIRN Mobile Radios with each of the following departments receiving 2 of these radios: Wood County Sheriff Department, Parkersburg Police Department, Vienna Police Department, and Williamstown Police Department</b>	
10. <b>Certification:</b>  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 all of the attached Special Conditions and Assurances if the sub-grant is awarded.  <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <b>Authorized Official:</b> <u>David Blair Couch</u>  <small>TYPED OR PRINTED NAME OF AGENCY HEAD</small> </div> <div style="width: 35%;"> <b>Title:</b> <u>President</u> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <b>Signature:</b>  </div> <div style="width: 35%;"> <b>Date:</b> <u>October 12, 2017</u> </div> </div>	

<p><b>WEST VIRGINIA</b>  Homeland Security State Administrative Agency  (SAA)  <b>HOMELAND SECURITY GRANT  PROGRAM</b></p>	<p><b>ITEMIZATION OF FUNDS BY CATEGORY</b>    <b>PAGE 3-1</b>  <b>(PLANNING ONLY)</b></p>
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<u>Budget Category</u>	<u>Matching Funds</u>	<u>Federal HSP Funds</u>	<u>Approved (SAA Use Only)</u>
<p><u>Planning: (Itemized List)</u></p> <p>Copies of plans developed or revised must be submitted.</p> <p>NONE</p>			
<b>TOTAL</b>			

\* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary. \*

**WEST VIRGINIA**  
**Homeland Security State Administrative Agency**  
**(SAA)**

**HOMELAND SECURITY GRANT**  
**PROGRAM**

**ITEMIZATION OF FUNDS BY CATEGORY**

**PAGE 3-2**  
**(EQUIPMENT ONLY)**

<u>Budget Category</u>	<u>Matching Funds</u>	<u>Federal HSP Funds</u>	<u>Approved (SAA Use Only)</u>
<b><u>Equipment: (Itemized List)</u></b>  Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network ( <a href="http://www.sirn.wv.gov">http://www.sirn.wv.gov</a> ).  Per WV Code §15-14-4, all communications equipment requests must be reviewed and approved by the Statewide Interoperability Coordinator.  <b><u>Requirement: The AEL number must be listed beside each piece of equipment. Please include the make and model of the radios being requested.</u></b>  <a href="https://www.fema.gov/authorized-equipment-list">https://www.fema.gov/authorized-equipment-list</a>			
Eight (8) Dual Band Mobile Radios			
VHF P 25, UHF P25/P25 Trunking/WV SIRN AEL: 06CP-01-MOBL-Radio			
Cost per Radio: \$4,606.25 x 8 Radios	\$-0-	\$36,850.00	
Upon receipt of grant funds, the project will be put out for bid to conform to Wood County Commission purchasing procedures.			
	\$-0-	\$36,850.00	

\* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary. \*



**WEST VIRGINIA****Homeland Security State Administrative Agency  
(SAA)****HOMELAND SECURITY GRANT  
PROGRAM****ITEMIZATION OF FUNDS BY CATEGORY****PAGE 3-3  
(TRAINING ONLY)**

<u>Budget Category</u>	<u>Matching Funds</u>	<u>Federal HSP Funds</u>	<u>Approved (SAA Use Only)</u>
<u>Training: (Itemized List)</u>  A copy of all course rosters must be submitted.  Examples of potential training items include, but are not limited to, the following: specialized training courses and certification, cost of training materials, expendable supplies used during the training, etc.  NONE			
<b>TOTAL</b>			

\* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary. \*



<p align="center"><b>WEST VIRGINIA</b>  Homeland Security State Administrative Agency  (SAA)  <b>HOMELAND SECURITY GRANT  PROGRAM</b></p>	<p align="center"><b>ITEMIZATION OF FUNDS BY CATEGORY</b>   <b>PAGE 3-4</b>  <b>(EXERCISES ONLY)</b></p>
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<u>Budget Category</u>	<u>Matching Funds</u>	<u>Federal HSP Funds</u>	<u>Approved (SAA Use Only)</u>
<p><u>Exercises: (Itemized List)</u></p> <p>All exercises funded must utilize the HSEEP methodology.</p> <p>Examples of potential exercise items include, but are not limited to, the following: cost associated with printing exercise material, food and drinks, rental of equipment, expendable supplies used during the exercise, etc.</p> <p>A copy of the After Action Report and Improvement Plan must be submitted. Also, please submit copies of the sign-in sheets if not part of the AAR/IP.</p> <p>NONE</p>			
<b>TOTAL</b>			

\* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary. \*

<b>WEST VIRGINIA</b> Homeland Security State Administrative Agency (SAA)  <b>HOMELAND SECURITY GRANT  PROGRAM</b>	<b>BUDGET SUMMARY</b>  <b>PAGE 4</b>
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<b>Applicant:</b>	<b>Federal Employer Identification Number (FEIN):</b>
Wood County Commission	556 000 417

Category	Matching Funds (A) *	HSP Funds (B) **	Total Funds (A+B)
Planning	\$-0-	\$-0-	\$-0-
Equipment	\$-0-	\$36,850.00	\$36,850.00
Training	\$-0-	\$-0-	\$-0-
Exercises	\$-0-	\$-0-	\$-0-
<b>Total Budget</b>	<b>\$-0-</b>	<b>\$36,850.00</b>	<b>\$36,850.00</b>

\* Total of column A shall be placed in the space on page 1 – item number 5, for Project Matching Funds.

\*\* Total of column B shall be placed in the space on page 1 – item number 5, for Funds Requested.

*All funds must be rounded to the nearest whole dollar amount.*

<p style="text-align: center;"><b>WEST VIRGINIA</b>  <b>Homeland Security State Administrative Agency</b>  <b>(SAA)</b></p> <p style="text-align: center;"><b>HOMELAND SECURITY GRANT</b>  <b>PROGRAM</b></p>	<p style="text-align: center;"><b>BUDGET NARRATIVE</b></p> <p style="text-align: center;"><b>PAGE 5</b></p>
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Provide justification and explanation of the budget items shown on pages 3-1 through 3-4 of this application. This should contain specific criteria and data used to arrive at estimates and/or costs for all items listed in each category. This should NOT describe the intended outcomes or benefits from the grant award. Rather it should provide clarification on what the items requested are, and how they fit into the overall project. *Use additional pages as necessary.*

**PLANNING:**

No funds requested.

**EQUIPMENT:**

The purchase of eight interoperable radios will provide for direct communication among all local, state, and federal agencies. The equipment will allow the agencies to use the SIRN System for communications in case the Legacy System should not be available. It also allows Wood County agencies to communicate with agencies throughout the Region and State.

**TRAINING:**

No funds requested.

**EXERCISES:**

No funds requested.



<p style="text-align: center;"><b>WEST VIRGINIA</b>  <b>Homeland Security State Administrative Agency</b>  <b>(SAA)</b></p> <p style="text-align: center;"><b>HOMELAND SECURITY GRANT</b>  <b>PROGRAM</b></p>	<p style="text-align: center;"><b>PROJECT DESCRIPTION</b></p> <p style="text-align: center;"><b>PAGE 7</b></p>
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**I. Problem Statement**

**A. Problem(s):**

It is important that the law enforcement agencies in Wood County be able to communicate with each other as well as regional law enforcement agencies and depending upon the situation/emergency, law enforcement agencies across the State. As it is now, Wood County law enforcement agencies do not have an ample supply of SIRN radios for the officers to use as a means of communications with each other and statewide.

**B. Justification:**

It is extremely critical that law enforcement agencies have the ability to communicate with other agencies in the event of an emergency and/or catastrophic event. This is a priority among all the Wood County agencies. However, local funding sources do not allow the purchase of additional radios. Assessments show that all of the agencies have fewer radios than the number needed for the officers and other personnel within the Department that need to have a means to communicate during an emergency. These radios will allow for communication across the State of West Virginia versus the existing Legacy System that does not provide this.

**II. WV Homeland Security Strategy Coordination**

This project relates to the State Homeland Security Strategy – Goal 6: Strengthen Interoperable and Emergency Communications Capabilities. Specifically, it relates to Objective 6.11: Enhance mobile, back-up and/or redundant communication capabilities.

This can be accomplished through the purchase of eight (8) SIRN Radios with two being provided to each of the four law enforcement agencies in Wood County: Wood County Sheriff Department, Parkersburg Police Department, Vienna Police Department, and Williamstown Police Department.

**III. Project Objectives**

1. Purchase eight dual band Mobile Radios VHF P25, UHF P25, P25 trunking (WV SIRN) for four law enforcement agencies within Wood County within six months of grant award.
2. Install two radios in vehicles for each of the following agencies: Wood County Sheriff Department, Parkersburg Police Department, Vienna Police Department, and Williamstown Police Department within six months of grant award. The equipment will improve: prevention, protection, mitigation, response, and recovery.

**IV. Implementation (Key Activities/Milestones)**

- Bid specifications will be prepared within 30 days of receipt of grant contract.
- This project will be bid following Wood County purchasing procedures. Price quotes will be received within 60 days after receipt of grant contract.
- Bids will be reviewed by appropriate personnel and contract will be awarded within 90 days of receipt of grant contract.
- Radios will be ordered by vendor.



- Upon receipt of radios, radios will be provided to appropriate agencies – 2 each to Wood County Sheriff Department, Parkersburg Police Department, Vienna Police Department, and Williamstown Police Department.
  - Officers will receive training on the use of radios.
  - The equipment will be tested to determine the effectiveness and capability of meeting West Virginia Homeland Security framework/core areas: prevention, protection, mitigation, response, and recovery.
- All these items will be completed within six months of receipt of grant contract.

V. **Project Assessment/Evaluation**

Each law enforcement department receiving equipment will provide an ongoing assessment of their communication capabilities. They will provide information regarding the increased capacity provided by these radios, any deficiencies, plans for future use, and need for additional equipment.

*\* Use additional pages as necessary. \**

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This program is conditioned upon and subject to compliance with the following Special Conditions and Assurances. By attaching a signature to page one (1), item ten (10), of this grant application, the applicant certifies and assures that it will comply with the following Special Conditions and Assurances, Regulations, Policies, Guidelines and Requirements of the SAA, as further clarified in the Administrative Manual for this program; U.S. Department of Homeland Security; and all other relevant Federal/State Regulations, Policies and Guidelines. These Special Conditions and Assurances apply to all Homeland Security Grant Program federal and matching funds expended for purposes associated with this project.

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

**WV Division of Homeland Security and Emergency Management**  
**1900 Kanawha Blvd. East**  
**Building 1, Room EB-80**  
**Charleston, WV 25305**

**1. LAWS OF WEST VIRGINIA:**

This 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 the SAA.

**2. LEGAL AUTHORITY:**

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

**3. RELATIONSHIP:**

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

**4. OPERATIONAL WITHIN 90 DAYS:**

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

**5. CIVIL RIGHTS COMPLIANCE:**

Sub-grantee will comply with all federal civil rights laws, including Title VI of the Civil Rights Act, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

**6. WRITTEN APPROVAL OF CHANGES:**

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



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**7. PRESS RELEASE:**

Release of information pertaining to this sub-grant must include the following information:

1. Grant amount;
2. State involvement (WV Division of Homeland Security and Emergency Management); and,
3. Federal involvement (U.S. Dept. of Homeland Security).

**8. COMPLIANCE WITH FEDERAL RULES AND REGULATIONS:**

Sub-grantee will comply with Title 2, Part 200 of the Code of Federal Regulations (Super Circular). The Super Circular supersedes Circulars A-21, A-87, A-89, A-102, A-110, A-122, A-133.

**9. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENT – SUPER CIRCULAR:**

If an audit must be conducted pursuant to the Super Circular, a copy of the audit shall be submitted to SAA as well as to the Federal clearinghouse.

As of 10/1/04, the Federal clearing house is as follows:

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

**10. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:**

Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, sets forth the audit requirements of corporations, associations or other organizations which receive state funds or grants. These audit requirements do not apply to units of local and state government. If applicable, this grant shall adhere to the audit requirements set forth in §12-4-14 at the time of award. All funds disbursed by SAA are appropriated by the WV Legislature; therefore all funds disbursed are considered state funds. The SAA will notify the Legislative Auditor when a sub-grant is awarded which falls under the requirements of the WV Code.

As of 9/13/05, the requirements set forth by §12-4-14 are as follows: Any corporation, partnership, association, individual or other legal entity (not to include a state spending unit or a local government as defined in § 6-9-1a of the West Virginia Code, as amended) which receives one or more state grants or sub-grants in the amount of \$50,000 or more in the aggregate in a state fiscal year shall file with the SAA a Report of the disbursement of these state funds. An OMB A-133 Audit or an audit conducted by a certified public accountant may be substituted for the Report. The Report shall be filed within two years of the end of the fiscal year in which the grant or sub-grant closes. The Report shall be made by an independent certified public accountant and the scope of the Report is limited to showing how the state grant or sub-grant funds were spent. The Report does not have to be a full-scope audit or review of the entity receiving state funds. Any entity failing to file a required Report is barred from subsequently receiving state grant or sub-grant funds until the Report is filed and is otherwise in compliance with the provisions of West Virginia Code. If a Report is not required under this section of the WV Code then the grantee or sub-grantee shall file with SAA a sworn statement of expenditures made under the grant or sub-grant.

The Sub-grantee assures that it has read, understands and is in full compliance with all requirements as set forth in Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with this section of the West Virginia Code, as amended.



**WEST VIRGINIA****Homeland Security State Administrative Agency  
(SAA)****HOMELAND SECURITY GRANT  
PROGRAM****SPECIAL CONDITIONS AND ASSURANCES****PAGE 10****11. ACCESS TO RECORDS, EQUIPMENT, TRAINING, & EXERCISES:**

The SAA, through any authorized representative, shall have access to and the right to examine all records, books, papers, documents, equipment, training, and/or exercises related to the sub-grant and to relevant books and records of contractors.

**12. CONFLICT ON INTEREST:**

No public official or employee of the sub-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 be expected to result in any benefit to that individual or that individual's immediate family.

**13. NATIONAL AND STATE EVALUATION EFFORTS:**

The Sub-grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

**14. POLITICAL ACTIVITY:**

The restrictions of the Hatch Act, Pub. L. 93-433, 5 U.S.C. Chapter III, (as amended), concerning the political activity of government employees are applicable to state grantee staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by Title I grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns, except they may not be candidates for office.

**15. OBLIGATION OF PROJECT FUNDS:**

Funds may not, without prior written approval from the SAA, be obligated prior to the effective start date or subsequent to the termination date of the project period. All invoices must be dated within the approved sub-grant period.

**16. ELEMENTS OF A VIABLE CONTINUITY CAPABILITY:**

The Continuity Plan is the roadmap for the implementation and management of the Continuity Program. The National Continuity Policy: Federal Continuity Directive 1 and Federal Continuity Directive 2 outline the following ten (10) overarching continuity requirements: Essential Functions, Orders of Succession, Delegations of Authority, Continuity Facilities, Continuity Communications, Vital Records Management, Human Capital, Tests-Training-Exercises, Devolution of Control & Direction, and Reconstitution. *If utilizing sub-grant funding for the development of a Continuity Plan, the Plan must address each of these ten (10) elements in order to be eligible to be reimbursed for approved/allowable costs.*

In order to be eligible for funding to support an existing / in development Continuity Plan, the plan must contain the elements specified by the SAA in the Grant Eligibility Criteria.

**17. USE OF FUNDS:**

Funds awarded through the SAA may be expended **ONLY** for the purposes and activities specifically covered by the sub-grantee's approved project description and budget. Any change in the project or the budget must receive PRIOR approval from DHSEM-SAA.



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**18. RELEASE OF INFORMATION:**

All records, papers and other documents kept by recipients of grant funds are required to be made available to the SAA. These records and other documents submitted to the SAA and its grantees, including plans and application for funds, reports, etc., are subsequently required to be made available to the U.S. Department of Homeland Security under the terms and conditions of the Federal Freedom of Information Act, 5. U.S.C. §552.

The SAA 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 sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under federal control is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the Federal Division of Homeland Security FOIA Office, and may likely fall within one or more of the available exemptions under the Act.

Sub-grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult the SAA regarding concerns or questions about the release of potentially sensitive information under state and local laws.

**19. ALLOWABLE AND UNALLOWABLE COSTS:**

Allowable and unallowable costs incurred under this grant shall be determined in accordance with the Super Circular.

**20. NON-SUPPLANTING:**

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal 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 Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The sub-grantee hereby certifies that Federal funds made available under this grant will not be used to supplant state and local funds.

**21. MATCHING CONTRIBUTION:**

If matching funds are allocated, the applicant assures that those funds 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. Cash matching contributions are subject to the same expenditure guidelines established by the SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all cash matching contributions. There is no waiver provision for any cash match requirements.

**22. PROJECT INCOME:**

All income earned by the sub-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 the SAA and the U.S. Department of Homeland Security for this grant program. All sub-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.



**23. CONSULTANT FEES:**

Approval of this sub-grant does not necessarily indicate an approval of specific consultant rates. Please discuss rates with the SAA.

**24. PURCHASING:**

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

**25. REPORTS:**

Each sub-grantee shall submit reports as deemed reasonably necessary by the SAA for monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

**26. ENVIRONMENTAL & HISTORICAL PRESERVATION (EHP):**

Sub-grantee shall comply with all applicable Federal, State, and local EHP requirements and shall provide any information requested to ensure compliance with applicable laws.

**27. SUSPENSION OF FUNDING:**

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

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

**28. SANCTIONS FOR NONCOMPLIANCE:**

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

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

**29. IMMIGRATION AND NATURALIZATION VERIFICATION:**

The sub-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 Federal funds to verify that employees are eligible to work in the United States.

**30. USE OF GRANT FUNDS TO ENACT LAWS:**

Sub-grantee understands and agrees that it cannot use any sub-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.

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**31. PROPERTY ACCOUNTABILITY:**

The sub-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 sub-grant by the SAA. This obligation continues as long as the property is retained by the sub-grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from the SAA. Sub-grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program, with copies provided to the SAA. The SAA reserves the right to inspect and review any equipment purchased with this sub-grant

**32. COMMUNICATIONS EQUIPMENT:**

With respect to communications initiatives and equipment, the sub-grantee agrees to the following:

Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network. Per WV Code §15-14-4, all communications equipment requests must be reviewed and approved by the Statewide Interoperability Coordinator. [www.sirn.wv.gov](http://www.sirn.wv.gov)

**33. EQUIPMENT:**

Sub-grantees purchasing equipment with grant funds are required to adhere to the established bidding procedures for their respective units of government and or agencies. All equipment must have a primary function of being used for homeland security purposes, and be available statewide (if practical) for use during emergencies and training/exercise events.

**34. MARKING OF EQUIPMENT AND PUBLICATIONS:**

Sub-grantee will ensure that, when practicable, any equipment purchased and publications produced with grant funding shall be prominently marked as follows: "Supported with funds provided by the U.S. Department of Homeland Security and the WV DHSEM."

**35. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:**

Sub-grantee acknowledges that the SAA, and subsequently the U.S. Department of Homeland Security; 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.

Sub-grantee agrees to consult with the SAA regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

**36. TIME EXTENSIONS:**

Time extensions are allowable; however, the SAA will review and approve extension requests on a case by case basis only if the extension is warranted. Lack of planning by the sub-grantee is not a justified reason for an extension.



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**37. EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Each sub-grantee certifies that it has executed and has on file, an Equal Employment Opportunity Plan.

**38. VETERANS PREFERENCE:**

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

**39. SUBMISSION/RELEASE OF PROPOSED PUBLICATIONS:**

The sub-grantee shall submit one copy of all reports and proposed publications resulting from this agreement to the SAA 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 United States Department of Homeland Security and the WV Division of Homeland Security and Emergency Management. 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 U.S. Department of Homeland Security, nor the State of West Virginia."

**40. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:**

It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act that, as well as the desire of SAA, to the greatest extent practicable, all equipment and products purchased with Federal funds made available under this grant should be American-made.

**41. PERSONNEL TRAINING:**

The SAA reserves the right to require training as a condition of the sub-grant before or at any time during the project period. Proof of training/certification on grant-funded equipment must be provided, if applicable.

**42. ACCOUNTING REQUIREMENTS:**

Sub-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 sub-grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, as defined in the pertinent Administrative Manual, must be retained and be available for audit purposes.

**43. FINANCIAL GUIDE:**

Sub-grantee agrees to comply with all requirements as set forth in the Financial Guide which governs this program.



**FY17 Homeland Security Grant Program  
Supplemental Application for SIRN Projects**

**Directions:** If you are submitting a grant application for FY17 Homeland Security Grant Program to purchase equipment related to the Statewide Interoperable Radio Network (SIRN) this supplemental application must be completed. Please provide as much detail as possible.

1. Jurisdiction: 

Wood County Commission/Wood County Homeland Security-Emergency Management- 911 Public Service Communications
---
2. What will funding be used to purchase? (i.e. purchase mobile radios, portable radios, repeaters)  
*Please list number of items by type. Please provide make and model. Provide justification for requesting specific radio model.*

SIRN Radios for Law Enforcement

VHS P25, UHF P25/P25 Trunking

AEL: 06CP-01-MOBL- Radio

8 Radios to be purchased.

Radios to be purchased will be compatible with radios that each Department currently has. This type of radio is identical to the type/model purchased previously using these grant funds. These radios also work on the SIRN Network.

3. Which agency(s) will receive radios through this project?

*Please list number of radios by type being requested for each agency. Do each of these agencies have SIRN Participation Agreements?*

8 Radios to be purchased for the following agencies:

- Williamstown Police Department – 2 Radios
- Wood County Sheriff Department – 2 Radios
- Parkersburg Police Department – 2 Radios
- Vienna Police Department – 2 Radios

Each of these agencies have SIRN Participation Agreements.

4. Is this proposal to replace or supplement existing radios? Supplement

*Please explain.*

These radios will be used to supplement existing radios in each department with the goal to eventually have enough radios for each individual within the Departments who will need one.

5. Do you have a sustainment plan to replace requested radios when they reach the end of the service?

Yes ☐ No ☒

*Please explain*

There is currently no sustainment plan to replace these radios when they reach the end of service. It is hoped that each agency will be able to find funding to replace them thru either grant funding or funds from their agency. Another possibility may be to purchase used radios which will be at a lower cost.

6. Will these radios be part of a radio cache?

Yes ☐

No ☒

*If yes, please provide justification for radio cache. Include when and how this radio cache will be deployed. This justification should include information related to how the gap was identified and list examples of when the radio cache was needed. Include which agency(s) and numbers/types per agency.*

The radios will be assigned to each Department who Chief/Sheriff will issue to an officer to carry.

7. Which of the following communication systems does your agency use?

☐ Legacy

☐ SIRN

☒ Both

*Please explain role of each systems used (if applicable).*

The Legacy System is used by the law enforcement agencies in Wood County for day-to-day operations. However, since the County does not have complete SIRN coverage, these radios and the SIRN System is now used for Emergency Operations and pursuits. There is a plan to make them Mission Critical in the near future.

8. How many SIRN radios are currently being used within each agency?

*Please list number of portables and mobile radios.*

911 Center – 19 mobile/8 portable

Wood County Sheriff Department – 52 mobile/102 portable of which 56 are not in service

Parkersburg Police Department – 4 mobile

Vienna Police Department – 8 mobile

Williamstown Police Department – 4 mobile

9. Does this grant request include purchasing radio accessories?

Yes ☐

No ☒

*List accessories being requested and provide justification for requests.*

10. Does this grant request include purchasing encryption?

Yes ☒

No ☐

*Provide justification for requesting encryption and type of encryption. Include the number of each type of radio needing encryption.*

All radios purchased will need encryption due to sensitive material that comes across the SIRN Radio Network.



11. Is training on the SORN radios or the SORN system needed?

Yes ☒

No ☐

*If yes, please provide a description of the type of training needed.*

The type of training needed is on how to use the radio: what happens when they key up the mike.

12. Do necessary agreements between agencies in the jurisdiction to share talkgroups/frequencies exist?

Yes ☒ No ☐

*If yes, please provide a summary of these agreements. Include a listing of which agencies share talkgroups and/or frequencies and how they are utilized during emergencies.*

All agencies – Wood County Sheriff Department, Parkersburg Police Department, Vienna Police Department, Williamstown Police Department, and 911 Center – all share and have the ability to get on a talk group. Each Department also have their own talk group which enables them to have better communication when there is an emergency.

13. Do representatives of your agency attend the RIC meetings?

Yes ☒

No ☐

*Who is the representative that attends?*

Russ Hockenberry

14. Do representatives of your agency attend the SORN conference?

Yes ☐

No ☒

*Who is the representative that attends?*

Nobody was able to attend this year due to scheduling issues. However, usually Russ Hockenberry attends.

15. Is there an approved SORN radio programmer in your agency?

Yes ☒

No ☐

*Who is the local programmer? If not, describe the process you use to get radios programmed.*

Russ Hockenberry

16. Does the jurisdiction have Operational Communication Standard Operating Procedures (SOPs)?

Yes ☒ No ☐

*If yes, please explain what is covered in the SOP.*

Yes, the SORN System has a procedure and follows what is listed on [sornwv.gov](http://sornwv.gov).

17. Does the jurisdiction have a SORN Site Trunking SOPs?

Yes ☐ No ☒

*If yes, please explain what is covered in the SOP.*

18. Please provide a description on how this pricing information was obtained.

Contact was made with Miller Communication which is the agency which provided the previous mobile radios. However, if awarded, this project will go out for bid in order to be in compliance with Wood County's bidding procedures.



19. Please use space below to provide additional justification for this project.

This project will provide additional officer safety. If something should fail/not work on the Legacy System, the Departments and Officers will have another system to fall back on.

Also, SORN is the only available system for the Wood County agencies to communicate on a Statewide and/or multi-county area should there be a Statewide and/or multi-county emergency. These radios are necessary in order for Departments in Wood County to work on a statewide basis.

20. How was this operational communication gap identified?

More departments and officers are migrating to the SORN System as it provides more coverage than the analog system does. It serves as a good back-up system when the Legacy System fails. It is hoped the SORN System coverage will expand in Wood County as there are a few areas in the Bellville section of the County that does not have SORN coverage.

21. What Operational Communication gap(s) will remain after completion of this project?  
*Please include any barriers to complete integration into the SIRN.*

- There is a need for more radios to tie-in with the SIRN System.
- Local agencies do not have enough money to purchase the additional radios needed.
- There are a few sections in Wood County that still do not have SIRN coverage. SIRN coverage needs to be provided throughout the entire County.

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

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions and searching existing data sources, gathering and maintaining the data needed and completing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0001). **NOTE: Do not send your completed form to this address.**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

**1. LOBBYING**

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

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

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

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

☐ Standard Form-LLL "Disclosure of Lobbying Activities" attached  
(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

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

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A.

A. The applicant certifies that it and its principals:

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

(b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

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

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

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

**3. DRUG-FREE WORKPLACE  
(GRANTEE OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620-

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

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

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

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

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

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

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

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

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

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

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



(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

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

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

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

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

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

Place of Performance (Street address, City, County, State, Zip code)

911 Core Road

Parkersburg, Wood County, WV

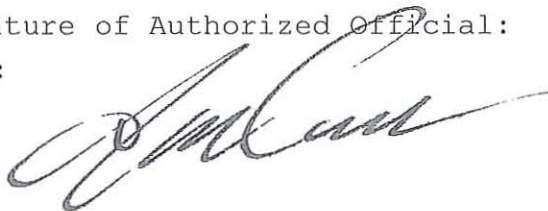
26101

Check ☐ If there are workplaces on file that are not identified here.

Sections 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.

Signature of Authorized Official:

Date:



10-12-2017

Mark Rhodes  
Wood County 10:00:26 AM  
Date Recorded 10/12/2017  
Document Type 060  
Pages Recorded 32  
Book-Page 73-824



**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

October 12, 2017

**Wood County Commissioners**  
Wood County Courthouse  
Parkersburg, WV 26101

Dear Commissioners:

Please instruct payroll to add the following employee to my payroll beginning October 23, 2017 as a Legal Assistant.

Michelle Godfrey as a full-time employee at \$32,500.00 per year with benefits.

This salary will be taken out of line item 1-405-10-182, Secretaries.

Thank you for your assistance in this matter.

Sincerely yours,

Patrick O. Lefebure  
Wood County Prosecuting Attorney

OCT 19 2017  
County

Mark Rhodes  
WOOD County 09:55:31 AM  
Instrument No 876548  
Date Recorded 10/12/2017  
Document Type L  
Pages Recorded 1  
Book-Page 73/962

# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
316	MONPOWER	MON POWER	REGULAR	10/10/2017	105.86	

FIRE SERVICE FEE Bank Id 120 Totals 105.86

Report Totals 105.86





# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
305	NUTTERD	DARRIN NUTTER	VOID	10/07/2017	(111.98)	X
308	FRONTIER	FRONTIER	REGULAR	10/07/2017	218.07	
309	GLATFELTER	GLATFELTER SPECIALTY BENEFITS	REGULAR	10/07/2017	1,639.63	
310	LUBECKPSD	LUBECK PUBLIC SERVICE DISTRICT	REGULAR	10/07/2017	198.85	
311	MONPOWER	MON POWER	REGULAR	10/07/2017	474.37	
312	NUTTERD	DARRIN NUTTER	REGULAR	10/07/2017	101.84	
313	EMPINC	EMERGENCY MEDICAL PRODUCTS, INC.	REGULAR	10/07/2017	231.68	
314	LEMON	LEMON'S FARM EQUIPMENT	REGULAR	10/07/2017	129.76	
315	MONPOWER	MON POWER	REGULAR	10/07/2017	51.86	

**FIRE SERVICE FEE Bank Id 120 Totals**

2,934.08

**Report Totals**

2,934.08



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
2400	DENTAL	RENAISSANCE	REGULAR	10/06/2017	1,222.30	
163885	AAP	ADVANCE AUTO PARTS	REGULAR	10/06/2017	966.69	
163886	ALLEGHENY VE	ALLEGHENY VETERINARY SERVICES	REGULAR	10/06/2017	50.00	
163887	CHAPMAN	CHAPMAN PRINTING CO. INC	REGULAR	10/06/2017	76.83	
163888	COP	CITY OF PARKERSBURG	REGULAR	10/06/2017	32.40	
163889	CRUM G	GWEN CRUM	REGULAR	10/06/2017	142.65	
163890	DOMINIONH	DOMINION HOPE	REGULAR	10/06/2017	248.63	
163891	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	10/06/2017	9,237.51	
163892	EVENFLO	EVENFLO COMPANY INC.	REGULAR	10/06/2017	2,988.50	
163893	GALLS	GALLS	REGULAR	10/06/2017	451.51	
163894	IN-SYNCH	IN-SYNCH SYSTEMS	REGULAR	10/06/2017	22,150.00	
163895	KESTERSON	KESTERSON CLEANERS	REGULAR	10/06/2017	506.62	
163896	MAHONE TI	MAHONE TIRE CO	REGULAR	10/06/2017	4,221.66	
163897	NACO	NATIONAL ASSOCIATION OF COUNTIES	REGULAR	10/06/2017	1,739.00	
163898	PUREWATER	PURE WATER PARTNERS	REGULAR	10/06/2017	65.00	
163899	S W RESOU	S W RESOURCES	REGULAR	10/06/2017	19,605.46	
163900	TIANO	TIANO-KNOPP ASSOC., INC.	REGULAR	10/06/2017	2,850.00	
163901	TRANSUNION	TRANSUNION RISK AND ALTERNATIVE DATA	REGULAR	10/06/2017	126.25	
163902	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	10/06/2017	1,622.86	
163903	USBANKEQUIP	US BANK EQUIPMENT FINANCE	REGULAR	10/06/2017	140.00	
163904	VERIZONW	VERIZON WIRELESS	REGULAR	10/06/2017	568.17	
163905	WIYE	WIYE	REGULAR	10/06/2017	360.00	
163906	WTAP	WTAP	REGULAR	10/06/2017	1,795.00	

**GENERAL FUND Bank Id 101 Totals**

71,167.04

## Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6961	CHAPMAN	CHAPMAN PRINTING CO. INC	REGULAR	10/06/2017	99.95	
6962	COMPUTERPROJ	COMPUTER PROJECTS OF ILLINOIS, INC.	REGULAR	10/06/2017	686.40	
6963	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	10/06/2017	482.97	
6964	FERRELLGAS	FERRELLGAS	REGULAR	10/06/2017	12.00	
6965	FLEECARL	FLEENOR CARL AARON	REGULAR	10/06/2017	212.67	
6966	IN-SYNCH	IN-SYNCH SYSTEMS	REGULAR	10/06/2017	390.00	
6967	PUREWATER	PURE WATER PARTNERS	REGULAR	10/06/2017	58.00	
6968	TERMINIX	TERMINIX	REGULAR	10/06/2017	37.00	
6969	WESBANCO	WESBANCO	REGULAR	10/06/2017	829.66	
6970	WINANS	WINANS SERVICES	REGULAR	10/06/2017	321.36	

E-911 FUND Bank Id 107 Totals

3,130.01



## Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3385	KESTERSON	KESTERSON CLEANERS	REGULAR	10/06/2017	6.16	

HOME CONFINEMENT Bank Id 108 Totals

6.16

A large, stylized handwritten signature in black ink, located in the lower right quadrant of the page. The signature appears to be a cursive representation of a name, possibly "P. R. R.", with a long horizontal stroke extending to the right.

## Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
6709	AAP	ADVANCE AUTO PARTS	REGULAR	10/06/2017	31.53	
6710	DOMINIONH	DOMINION HOPE	REGULAR	10/06/2017	109.63	
6711	ENGLEFIELD	ENGLEFIELD OIL COMPANY	REGULAR	10/06/2017	202.67	
6712	WOOD CO W	WOOD COUNTY WASTE	REGULAR	10/06/2017	156.21	
6713	SWC	SHERIFF OF WOOD COUNTY	REGULAR	10/06/2017	2,475.50	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					<u>2,975.54</u>	
Report Totals					<u>2,975.54</u>	



## Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
633	UNITED BANK	UNITED BANKCARD CENTER	REGULAR	10/06/2017	1,382.02	

CAPITAL RESERVE Bank Id 247 Totals

1,382.02




## Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1243	WV DEPUTY	WV DEPUTY SHERIFF'S RETIREMENT	REGULAR	10/06/2017	2,655.00	
DEPUTY SHERIFF'S RETIREMENT Bank Id 369 Totals					<u>2,655.00</u>	
Report Totals					<u>79,440.57</u>	

A large, stylized handwritten signature in black ink, located in the lower right quadrant of the page. The signature appears to be a cursive representation of a name, possibly "R. J. [unclear]".

## Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
302	CAS CABLE	CAS CABLE	REGULAR	10/05/2017	280.01	
303	DOMINIONH	DOMINION HOPE	REGULAR	10/05/2017	18.56	
304	MONPOWER	MON POWER	REGULAR	10/05/2017	72.76	
305	NUTTERD	DARRIN NUTTER	REGULAR	10/05/2017	111.98	
306	NUTTERDA	DARRIN NUTTER	REGULAR	10/05/2017	1,000.00	
307	UNION WIL	UNION WILLIAMS PUBLIC SE	REGULAR	10/05/2017	282.70	

**FIRE SERVICE FEE Bank Id 120 Totals**

1,766.01

**Report Totals**

1,766.01

