

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

#1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
THURSDAY, JANUARY 25, 2018

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 discussed a new surcharge that the Claywood Park Public Service District is putting on their sewer bill. Todd Grinstead, Manager of the PSD, stated this was part of the rate increase that was approved by the Wood County Commission in November, 2017. Mr. Grinstead stated they will look into rolling the amount into the rate as approved by the County Commission or he will submit a request to the Commission to formally approve that portion of the rate increase as a surcharge.

At 9:45 A.M., the County Commission adopted a Proclamation declaring Wood County as a Purple Heart County. (Order A/1902)

At 9:46 A.M., the County Commission appointed Douglas Ankrom and Chris Testa to serve as Ballot Commissioners for the upcoming primary election. (Order M/3846)

At 9:49 A.M., Don Weir, a local citizen, addressed the County Commission to discuss the Commission's desire to collect a 1% sales tax to align the non-incorporated areas of the County with the cities from 6% to 7%.

At 10:20 A.M., the County Commission discussed the condition of the roads in South Park Villa Mobile Home Park. Compliance Officer, Sara Farnsworth, was unable to attend but filed a report with the County Commission. Following a discussion, it was decided to have Ms. Farnsworth report back to the Commission after the Health Department lets her know if they have any issues in the Park.

At 10:29 A.M., the County Commission, upon a motion duly made, seconded and passed, approved the hiring of Chad Beaver as a Holding Center Office and Lara Rush as a Day Report Center employee.

The County Commission placed the name of Joe Campbell in nomination for appointment to the West Virginia Little Kanawha River Parkway Authority. (Order A/1900)

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/3845, M/3846, M/3847, A/1900, A1902

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 11:26 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 January 25, 2018.

Wood County Commission Meeting
Held January 25, 2018

Please Print

1.	TODD GRINSTEAD	CLAYWOOD PARK PSD
2.	DON WEHR	FARMER/PASTOR 1% TAX
3.		
4.		
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Wood County Commission
Agenda

1/25/2018

1 Court Square, Suite 203
Parkersburg, WV 26101

09:30 A.M.	Discuss Claywood PSD MBC Surcharge	Todd Grinstead
	Discuss and consider Proclamation declaring Wood County as a Purple Heart County	
	Appointment of ballot commissioners	
	Discuss roads in South Park Villa	
	Consider request to hire Chad Beaver, Holding Center Officer - \$25,000.00/yr	
	Consider request to hire Lara Rush, General Services Worker at Wood County Day Report Center - \$23,920.00/yr	
	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

JANUARY 25, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION PUT JOE CAMPBELL IN
NOMINATION FOR APPOINTMENT TO THE WEST VIRGINIA
LITTLE KANAWHA RIVER PARKWAY AUTHORITY.

ORDER


On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, placed Joe Campbell in nomination for appointment to the West Virginia Little Kanawha River Parkway Authority. Said nomination is pursuant to an Order dated June 4, 2015 announcing the vacancy of Jack Stewart. The new term will expire June 30, 2019.

APPROVED:

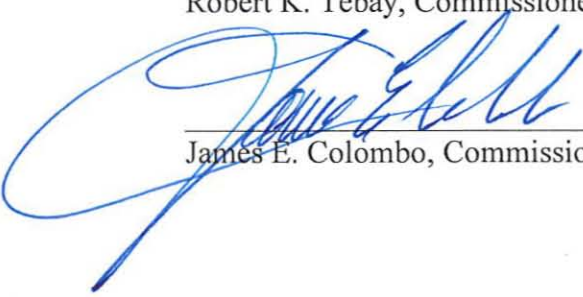
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/1900

Mark Rhodes
WOOD County 10:06:01 AM
Instrument No 8775493
Date Recorded 01/25/2018
Document Type CDO
Pages Recorded 1
Book-Page 74-508

JANUARY 25, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY ORDER THE
EXECUTION OF A PROCLAMATION DECLARING WOOD
COUNTY AS A PURPLE HEART COUNTY IN THE STATE OF WV.

ORDER

On this date, the County Commission of Wood County, upon a motion duly made, seconded and passed, did hereby ORDER the EXECUTION of a PROCLAMATION declaring Wood County as Purple Heart County in the State of West Virginia.


A copy of the PROCLAMATION is attached to this ORDER and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/1902

JANUARY 25, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

PROCLAMATION



WHEREAS, the Purple Heart is the oldest decoration in present use and was initially created as Badge of Military merit by General George Washington in 1782; and

WHEREAS, the Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to any member of the United States Armed Services wounded or killed in combat with a declared enemy of the United States; and

WHEREAS, the mission of the Military Order of Purple Heart, Chartered by an act of Congress, is to foster an environment of goodwill among the combat wounded veteran members and their families, promote patriotism, support legislative initiatives, and most importantly make sure we never forget; and

WHEREAS, the Wood County residents have been engaged in every war against a declared enemy fought by the United States, including the war for the nation's independence; and

WHEREAS, Wood County has a large number of residents who have been awarded the Purple Heart medal for wounds received in combat; and

WHEREAS, Wood County recognizes the commitment increasing sacrifices required of military families; and

WHEREAS, Wood County pledges its ongoing commitment to and support for the men and women who so honorably serve our nation.

NOW THEREFORE BE IT PROCLAIMED, that the Wood County Board of Commissioners hereby declares Wood County as a Purple Heart County in the State of West Virginia.

ADOPTED, this 25th day of January, 2018.


David Blair Couch, President


Robert K. Tebay, Commissioner


James E. Colombo, Commissioner

Mark Rhodes
Wood County 10:00:56 AM
Instrument No 875487
Date Recorded 01/25/2018
Document Type CDD
Pages Recorded 2
Book Page 74-505

JANUARY 25, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$32,407.29 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE WV DIVISION OF CRIMINAL JUSTICE SERVICES COMMUNITY CORRECTIONS GRANT 18-CC-29.

ORDER

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of thirty-two thousand four hundred seven dollars and twenty-nine cents (\$32,407.29) which represents reimbursement to Wood County for expenses incurred during the month of November, 2017, in regard to the West Virginia Division of Criminal Justice Services Community Corrections Grant Number 18-CC-29. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 74, at Page 352 and bearing the date of December 11, 2017, at which time David Blair Couch, in his official capacity as President, and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.

Documentation pertaining to the WVDCJS Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

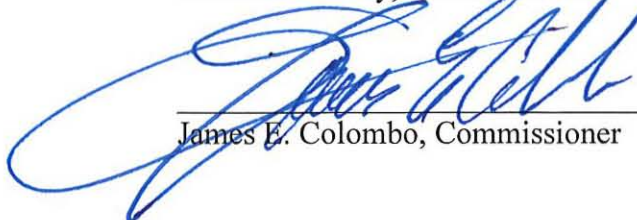
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/3845

Mark Rhodes
WOOD COUNTY 10:10:37 AM
Instrument No 8775495
Date Recorded 01/25/2018
Document Type 500
Pages Recorded 1
Book-Page 74-509



MID-OHIO VALLEY DAY REPORT CENTER

Wood County Office: 1531 Garfield Ave, Parkersburg, WV 26101

304-422-8570 * Fax: 304-422-8579

To: Wood County Commission
From: Hernando Escandón, DRC Director *HE*
Date: 1/23/18
Re: Wood County DRC Request to Hire

Please regard this notice as my request to hire Lara Rush as a General Office Support Worker for our Wood County site. In this capacity, Ms. Rush would be classified as a full-time employee working at a rate of \$11.50 per hour.

This hiring is necessary in order to fill the vacancy which was created when Patricia Lynch resigned from the position. I have attached the completed request to hire form to this notice, and I will be happy to provide any other information which you deem necessary in order to act upon it as quickly as possible.

RECEIVED

JAN 23 2018

**COUNTY
ADMINISTRATOR**

Mark Rhodes
WOOD County 10:17:13 AM
Instrument No 8775498
Date Recorded 01/25/2018
Document Type CDO
Pages Recorded 1
Book-Page 74-510

JANUARY 25, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY APPROVE
DOUGLAS ANKROM AND CHRIS TESTA TO SERVE AS
BALLOT COMMISSIONERS FOR WOOD COUNTY AS
SUBMITTED BY MARK RHODES, CLERK OF WOOD COUNTY.

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 APPROVE Douglas Ankrom and Chris Testa to serve as Ballot Commissioners for Wood County as submitted by Mark Rhodes, County Clerk of Wood County. The terms will expire on February 1, 2020.

Said Approval is pursuant to West Virginia State Code Section 3-1-19.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/3846

Mark Rhodes
WOOD County 10:02:55 AM
Instrument No 8775489
Date Recorded 01/25/2018
Document Type CDD
Pages Recorded 1
Book-Page 74-507

JANUARY 25, 2018

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 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 EXECUTE an Application for a Homeland Security Grant. Said grant application is in the amount of twelve thousand dollars and zero cents (\$12,000.00).

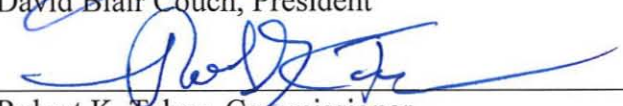
A copy of said Application is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/3847

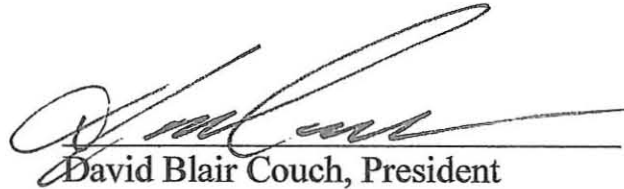
JANUARY 25, 2018

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION

Be it resolved by the Wood County Commission, Parkersburg, West Virginia, that the President of the County Commission, be and is hereby authorized to, apply for a West Virginia Homeland Security Grant for the purchase of two SORN Radios for the Wood County Office of Emergency Services.


Dated this 25th day of January 2018.



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 January 25, 2018.

Mailed to :
WVDHSEM
1900 Kan Blvd E
Bldg 1, Rm EB-80
Chas 25305



Mark Rhodes, County Clerk
Wood County Commission

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

- X The application has been completely filled out.
SAA reserves the right to not consider an application for funding if any part is incomplete.

- X Format of the project description (page 7) must follow the same outline shown on page 6 of the application and contain adequate detail. Draft copies of the description can be sent to the SAA for review prior to submitting the entire application.

- X Math has been double-checked for accuracy and all figures are rounded to the nearest whole dollar amount.


- X Authorized Official has signed page 1 of the grant application. That page, with the ORIGINAL SIGNATURE, must be returned with the COMPLETE application, UNSTAPLED/UNBOUND, to the SAA. ONE ORIGINAL ONLY – no copies needed.

- X Applicant listed is the State Agency, County Commission, Municipality, or other local government agency.

- X An Eligibility Certification has been signed and included for the applicant and all recipient agencies verifying compliance with specific grant requirements. The certification is a separate document distributed with applications.

- X Certifications regarding lobbying; debarment, suspension and other responsibility matters; and drug-free workplace requirements have been completed by the applicant, signed and the ORIGINAL returned with the application package.

- X Appropriate goals and objectives from the 2015 State Homeland Security Strategy have been identified and included in the application. The National Preparedness Goal, v 2, September 2015 is used to articulate Core Capabilities which will be enhanced by this award.

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	GRANT APPLICATION PAGE 1
1. Applicant: <u>Wood County Commission</u> Address: <u>One Court Square</u> <u>Parkersburg, WV 26101</u> Phone/Fax: <u>304-424-1978; 304-424-1970</u>	5. Grant Funds Requested: \$ <u>12,000</u> Project Matching Funds (if any): \$ _____
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 <input type="checkbox"/> _____
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: <u>1/1/18 – 6/30/18</u> # of Months Needed To Complete Project <u>6</u>
4. SAA Use Only	8. SAA Use Only Major Program: Program: Program Period:
9. Project Title and Brief Description: <u>SIRN Radios for Wood County Office of Emergency Services</u>	
10. 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 any 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: 45%;"> Authorized Official: <u>David Blair Couch</u> <small>TYPED OR PRINTED NAME OF AGENCY HEAD</small> Signature:  </div> <div style="width: 45%;"> Title: <u>President</u> Date: <u>1/25/18</u> </div> </div>	

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

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

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

HOMELAND SECURITY GRANT PROGRAM

ITEMIZATION OF FUNDS BY CATEGORY

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

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<p><u>Equipment: (Itemized List)</u></p> <p>Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Statewide Interoperable Radio Network (http://www.sirn.wv.gov).</p> <p>Per Executive Order 5-14, all communications equipment requests must be reviewed and approved by the Statewide Interoperability Coordinator.</p> <p><u>Requirement: Must list the AEL # beside each piece of equipment.</u></p> <p>2 Motorola APX 8000 Tri-band VHF-UHF R-1 -700/800mhz Encryption AES DES-OFB Units approved as level 1 on the state interoperability authorized list</p> <p>06CP-01-port</p>	\$-0-	\$12,000	
Total	\$-0-	\$12,000	

* 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)
--	--

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<u>Training: (Itemized List)</u> A copy of all course rosters must be submitted to the SAA. NONE			
Total			

* 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 3-4 (EXERCISES ONLY)
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Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<u>Exercises: (Itemized List)</u> All exercises funded must utilize the HSEEP methodology. A copy of the After Action Report and Improvement Plan must be submitted to the SAA. NONE			
Total			

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

HOMELAND SECURITY GRANT PROGRAM

PAGE 3-5

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<hr/>			

TOTAL MATCHING FUNDS (If Applicable):	\$-0-		
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TOTAL FEDERAL HSP FUNDS:		\$12,000	
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TOTAL APPROVED PROJECT:			
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* All funds must be rounded to the nearest whole dollar amount.

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	BUDGET SUMMARY PAGE 4
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Applicant: Wood County Commission	Federal Employer Identification Number (FEIN): 556 000 417
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Category	HSP Funds (A) *	Matching Funds (B) **	Total Funds (A + B)
Planning	-0-	-0-	-0-
Equipment	12,000	-0-	\$12,000
Training	-0-	-0-	-0-
Exercises	-0-	-0-	-0-0
Total Budget	\$12,000	-0-	\$12,000

FUNDING STRATEGY		
Funding Source(s)	Amount	
Sub-Grant Funds:	\$ 12,000	
Matching Funds (If Applicable):	\$ -0-	
Other Funding (If Applicable):	\$	
Total:	\$ 12,000	

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

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

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

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

HOMELAND SECURITY GRANT
PROGRAM

BUDGET NARRATIVE

PAGE 5

Provide justification and explanation of the budget items shown on pages 3 and 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. For training requests, coordination should be done with the State Training Coordinator to obtain course approval and the procedure to obtain continuing education and/or grant compliance credit. Requests should contain the estimated date(s) of the course(s), estimated number of attendees, and anticipated benefit from the training to close gaps or improve capabilities. For exercise requests, coordination should be done with the State Exercise Coordinator to ensure grant compliance credit. Contact information is on the second page of this application.

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

PLANNING:

No funds requested.

EQUIPMENT:

Purchase 2 SIRM Radios for Wood County Office of Emergency Services

TRAINING:

No funds requested.

EXERCISES:

No funds requested.

<p style="text-align: center;">WEST VIRGINIA Homeland Security State Administrative Agency (SAA)</p> <p style="text-align: center;">HOMELAND SECURITY GRANT PROGRAM</p>	<p style="text-align: center;">PROJECT DESCRIPTION</p> <p style="text-align: center;">PAGE 7</p>
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Problem Statement: In Fall 2017 a fire of epic proportion broke out in Wood County when the IEI Warehouse caught on fire and burned for an entire week. During this time, the Wood County Office of Emergency Services realized it had difficulty with its radio communications. As part of its After Action Report, it was noted that SIRM Radios were needed to address a specific gap that was identified when responding to this massive fire.

Justification: The need for timely communication among agencies in a catastrophic event is critical and is a priority of the Wood County OES.

State Homeland Security Strategy Coordination: The goal is to accomplish coordinated interoperable communication between the various agencies and Wood County OES.

Objective 6.11 – Enhance mobile, back-up, and/or redundant communication capabilities.
(See attached.)

Project Objectives: Purchase 2 Motorola APX 8000, Tri-band VHF-UHF R-1 -700/800mhz, Encryption AES DES-OFB - Units approved as level 1 on the state interoperability authorized list.

Implementation: Upon receipt of the grant funds, two radios will be purchased and provided to the Wood County OES. Appropriate individuals will receive training in their use. 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.

Project Assessment: Wood County OES will update its inventory list to include these items. In addition, those who use these radios will provide ongoing assessment of their communications capabilities.

State Homeland Security Strategy

West Virginia

Status: Submitted to FEMA

Goal: Strengthen Interoperable and Emergency Communications Capabilities

Objective 6.1 Maintain the State Communications Interoperability Plan (SCIP)

National Priority: Strengthen Communications Capabilities

Step: The SCIP is updated annually.

Objective 6.2 Develop communications Standard Operating Procedures (SOPs) that are integrated with the National Incident Management System (NIMS)

National Priority: Strengthen Communications Capabilities

Step: 100% of counties have the appropriate SOPs for operational communications

Objective 6.3 Develop governance structures for interoperability that are consistent with the Statewide Communications Interoperability Plan, WV State Code, and Executive Orders

National Priority: Strengthen Communications Capabilities

Step: Support monthly meetings of the State Interoperable Executive Committee (SIEC)



State Homeland Security Strategy

West Virginia

Status: Submitted to FEMA

Objective 6.11 Enhance mobile, back-up and/or redundant communications capabilities

National Priority: Strengthen Communications Capabilities

- Step:**
- 100% of counties have mobile, back-up, and/or redundant communications in place
 - 100% of appropriate state agencies have mobile, back-up, and/or redundant communications in place



WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES

PAGE 8

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 **HSP** 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 Dept. of Military Affairs & Public Safety
1900 Kanawha Blvd., East
Building 1, Room W-400
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. WRITTEN APPROVAL OF CHANGES:

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

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES

PAGE 9

6. 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.

7. PRESS RELEASE:

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

1. grant amount;
2. State involvement (WV Homeland Security State Administrative Agency); 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. ACCESS TO RECORDS, EQUIPMENT, TRAINING & EXERCISES:

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.

10. CONFLICT OF 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.

11. 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.

WEST VIRGINIA
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12. 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.

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. 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.

15. 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.

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 subgrant 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. ALLOWABLE AND UNALLOWABLE COSTS:

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

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18. 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. Approved full-time positions must hire an additional individual to "backfill" the position.

19. 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.

20. 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.

21. CONSULTANT FEES:

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

22. 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.

23. 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.

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24. 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 Homeland Security State Administrative Agency. 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 WV State Homeland Security State Administrative Agency."

25. 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.

26. REPORTS:

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

27. 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.

28. 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.

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29. ENVIRONMENTAL & HISTORIC PRESERVATION (EHP)

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

30. 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 Executive Order 5-14 all communications equipment requests must be reviewed and approved by the State Interoperability Coordinator. www.sirn.wv.gov

31. 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.

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

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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33. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS: Super Circular

- I.) 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. 10th Street
Jeffersonville, IN 47132

34. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

- I.) 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 subgrant 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 subgrant 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 subgrant 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.

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35. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

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

36. 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.

37. 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.

38. 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.

39. PERSONNEL TRAINING:

For projects involving payment of personnel or overtime pay, 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.

40. 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.

41. FINANCIAL GUIDE:

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

42. 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.

43. 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 Homeland Security State Administrative Agency."

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

O.M.B. No. 1660-0025

Expires July 31, 2008

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 (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 on 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)

Wood County Commission

One Court Square

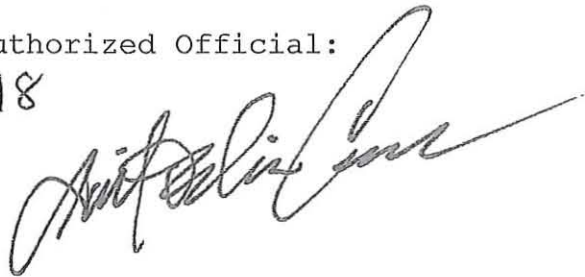
Parkersburg, WV 26101

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: 1/25/18



Homeland Security Grant Eligibility Criteria and Certification

To be eligible to apply for State Homeland Security Program grant funding, an agency or organization must comply with specific criteria as set forth below. This will help to ensure the state remains compliant with federal requirements and assist the agency in being an integrated part of the state's homeland security system. Evidence of compliance must be submitted to the Homeland Security State Administrative Agency (HS SAA) prior to or along with grant applications. Regional Area Liaisons may provide direct assistance to help applicants to come into compliance, or provide referral to the appropriate resource. The HS SAA will determine and provide notification of eligibility, which may include provisional acceptance requiring further action.

1. National Incident Management System (NIMS) Implementation

The U.S. Department of Homeland Security requires that States and Local Governments utilize the National Incident Management System (NIMS) to be eligible to receive federal grants. The State of West Virginia has interpreted this to include associations, non-governmental organizations, and private sector organizations among those who must meet NIMS objectives to be eligible for grant funding.

The applicant must adhere to the following:

- a. Utilize all NIMS concepts, as appropriate, including the Incident Command System (ICS).
- b. Ensure an up to date inventory of response/recovery assets is maintained.
- c. Maintain a list of all Memoranda/Statements of Understanding and Mutual Aid Agreements to which the applicant is a party. Copies may be requested by the Area Liaison or the HS SAA.
- d. Ensure all personnel are completing appropriate training commensurate with their responsibilities.
- e. Complete the NIMS Self-Assessment and submit to the state NIMS Coordinator via email at charles.w.bennett@wv.gov

Assistance with this requirement can be obtained from Chuck Bennett, State NIMS Coordinator at (304) 558-2930.

2. Continuity of Operations Plan

The applicant should maintain a written Continuity of Operations (COOP) plan. The plan should minimally contain the following elements:

- | | |
|--|--|
| • List of Essential Functions | • Communications |
| • Orders of Succession for essential personnel | • Employee notification procedures for COOP activation |
| • List of Delegations of Authority | • Reconstitution |
| • Identification of a continuity facility | • Training plan/schedule for COOP |
| • Identification of Vital Records | |

A continuity plan that contains these elements is not considered a complete plan; rather it demonstrates that significant planning has been undertaken and completed to ensure the organization can fulfill its responsibilities and commitments.

Assistance with this requirement can be obtained from Matt Blackwood, HS SAA Deputy Director at (304) 558-2930.

3. Training Database Registration

Proper agency personnel should register on the WV DMAPS online training database. To access the database, go to <http://onlinelearning.wv.gov/dmapscm6> and click the "Create New User" button. Registration and regular review will help ensure agencies are aware of available training and maintain proficiency of current doctrine and procedures.

Assistance with this requirement can be obtained from Christian Fernley, HS Training Coordinator at (304) 558-5380.

4. Exercise Participation

Applicants must submit exercise information (dates, location, planning team, etc) to the State Exercise Coordinator. Information should be submitted to Chuck Bennett at charles.w.bennett@wv.gov. Basic information will be posted on the state exercise calendar on the Homeland Security Information Network (HSIN). Grant applicants are encouraged to participate in the annual development of a Training & Exercise Plan (TEP) through regional Improvement Planning Workshops. The current TEP and other exercise resources can be viewed under the exercise tab at <http://www.dmaps.wv.gov>.

Assistance with this requirement can be obtained from Chuck Bennett, State HS Exercise Coordinator at (304) 558-2930.

5. Threat and Hazard Identification and Risk Assessment (THIRA)

The THIRA is a tool which helps assess state and local capacity each year. A current local THIRA must have been received from the jurisdiction. Local emergency management agencies coordinate the compilation of the jurisdiction's THIRA. Local applicants should supply relevant information to assist in completing the local THIRA. State level agencies should supply information for the state THIRA to the HS SAA.

Assistance with this requirement can be obtained from David Hoge, HS SAA Director or Matt Blackwood, HS SAA Deputy Director at (304) 558-2930.

Homeland Security Grant Eligibility Certification

Recipient Agency/Organization: Wood County Commission

Recipient Point of Contact: Rick Woodyard

Email: rwoodyard@woodcountywv.com Phone: 304-420-0911

I have reviewed the foregoing and certify that to the best of my information and belief, the agency/organization is meeting the eligibility requirements to apply for Homeland Security Grant funding.

Recipient Agency/Organization Authorized Official:

David Blair Couch
Type or Print Name of Agency/Organization Authorized Official

Title: President


Signature of Agency/Organization Authorized Official

Date: 1/25/18

STATE OF WEST VIRGINIA Dept. of Military Affairs & Public Safety Homeland Security State Administrative Agency SUB-GRANT AWARD		CFDA Number: 97.067	OASIS - GRTAWD Document ID:
		State Sub-grant Number: 	Federal Grant Number: EMW2015SS00002
Sub-Grantee Name & Address: Wood County Commission One Court Square Parkersburg, WV Zip Code: 26104-5363	FEIN: 556 000 417 DUNS: 103819496	Sub-Grant Period: From: 1/1/18 To: 6/30/18	
		Major Program: HSGPHS	
		Program: HS_LIRP	
		Program Period: HS 2015	
<p align="center"><u>Project Notes</u></p> <p>Implement the project described in the attached application.</p> <p>The attached application has been reviewed, and the proposed project and expenditures as described in the application fall within all guidelines which govern the Homeland Security Grant Program and sufficient funds do exist to make this award.</p> <p>I have reviewed this sub-grant award and the goals and objectives do fall within West Virginia's HS Strategy Goals and Objectives and the expenditures fall within the grant guidelines.</p> <p align="right">Director, Homeland Security SAA _____ SAA Point of Contact</p>			
By signing and accepting this award the sub-grantee agrees to comply with all special conditions & assurances included in the application.		TOTAL AMOUNT OF: \$ 12,000	
Sub-grantee Authorized Official:  Date: 1/25/18		WV Homeland Security Advisor: Date: _____	

Mark Rhodes
 Wood County 10-19-22 AM
 Instrument No 8775497
 Date Recorded 01/25/2018
 Document Type 000
 Pages Recorded 27
 Book-Page 74-511



P.O. Box 392, Parkersburg, WV 26102 304.422.5541 hsop.org

January 22, 2018

To Whom It May Concern:

On January 12, 2018, Amber Dennison's employment was terminated and is no longer a humane officer with the Humane Society of Parkersburg. I, Jenny Henderson, authorize Amber Dennison to be removed as a humane officer as of January 12, 2018.

Thank you,

Jenny Henderson
Executive Director
Humane Society of Parkersburg

RECEIVED
JAN 22 2018
County Administrator

Mark Rhodes
WOOD County 09:57:59 AM
Instrument No 8775485
Date Recorded 01/25/2018
Document Type CDO
Pages Recorded 1
Book-Page 74-504

ALMOST HOME