

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

317 MARKET STREET
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
MONDAY, DECEMBER 14, 2020

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

ABSENT: JAMES E. 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.

The County Commission, upon a motion duly made, seconded and passed, approved Erroneous Assessment Applications in regard to the Fire Service Fee. (Copies are attached and shall be made a part thereof.)

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., Assessor David Nohe, Circuit Clerk Celeste Ridgway, Prosecuting Attorney Pat Lefebure, Sheriff Steve Stephens and County Commissioner Bob Tebay all took their oath of office for their new terms.

At 9:36 A.M., the County Commission followed the lead of the Governor by declaring December 24th and 31st as holidays. (M/winter holidays 2020)

At 9:39 A.M., Celeste Ridgway, Circuit Clerk, met with the Commission to present a quote she received for shredding records. The County Commission approved her request. A copy of the quote is attached to these minutes and shall be made a part thereof.

At 10:00 A.M., the Mid-Ohio Valley Regional Council held a public hearing to discuss a Community Development Block Grant in the amount of \$1,308,000.00. John Isner from the Mid-Ohio Valley Regional Council discussed the grant. After discussion, the County Commission, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and passed, authorized President Couch to execute the Application for the Grant. (Order M/4268)


Having no scheduled appointments or business to attend to, the County Commission adjourned at 10:21 A.M.

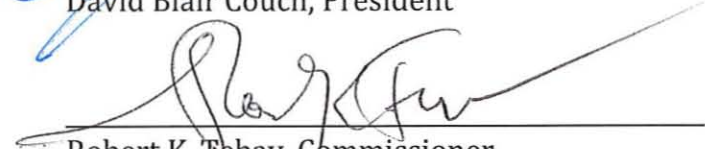
ORDERS APPROVED AND ATTACHED TO THESE MINUTES

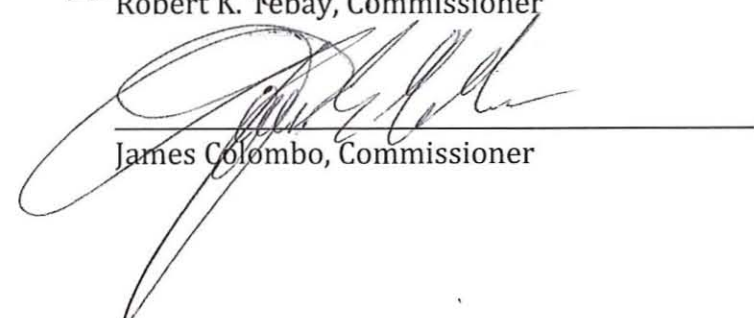
M/4267, M/4268 and M/winter holidays 2020

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

Robert K. Tebay, Commissioner

James Colombo, Commissioner

Wood County Commission Meeting
Held December 14, 2020

Please Print

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Wood County Commission Agenda

12/14/2020
9:30 A.M.

315 Market Street
Parkersburg, WV 26101

9:30 A.M.	Discuss bid for shredding services for Circuit Clerk's Office	Celeste Ridgway
	Public hearing to discuss CDBG Grant	John Isner, MOVRC
	Oath of Office for Steve Stephens, Wood County Sheriff	
	Oath of Office for Pat Lefebure, Wood County Prosecuting Attorney	
	Oath of Office for Dave Nohe, Wood County Assessor	
	Oath of Office for Celeste Ridgway, Wood County Circuit Clerk	
	Administrator's Report	Marty Seuffer, County Administrator
	County Commission Reports	

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

Records Imaging & Storage Bid for destruction of Records submitted by Tom Curry with IRS

Cost per pound of paper records to be destroyed – 17 cents a pound

Tom Curry came on sight and estimated that there were 5400# of records to be destroyed in our back 2 filing rooms in the office. The cost for this project would be under \$1,000.00 with a \$65.00 pick up charge included in the \$1000.00. We are ready to move forward on this project, the Archives Division came on site and looked at the records to be destroyed and signed off on them.

We also went to the old Sheriff's building to look at what is to be destroyed down there and said approximately 8000# of records there.

We have some of this project complete, but still have records to go through and certain items (not the whole file) have to be scanned in "D" cases prior to destruction. I then will send the list to the archives to sign off on so the records can be destroyed.

When they start this project, they said they can pick the records up in or out of the file cabinets. The pick-up charge would be \$65.00.

This office will continue to diligently work on records to scan them prior to destruction, or to destroy the ones without scanning them that meet the retention schedule guidelines.

Our goal will be to deplete as many records as possible with the strict guidelines in place and to lessen the volume of records we have so that space is no longer an issue.

As of June of 2017, all records are scanned and we no longer keep a paper file. The record is digitized.

Thank you for your help in resolving this matter. These records need our attention so that they can be properly preserved and not continue to deteriorate, and then destroyed when the retention schedule allows for that due process.

Celeste Ridgway

Wood County Circuit Clerk



Celeste Ridgway

From: Tom Curry <Tomcurry.ris@suddenlinkmail.com>
Sent: Tuesday, November 24, 2020 2:54 PM
To: Celeste Ridgway
Subject: [EXTERNAL SENDER] Shred

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Celeste,

Sorry for the delay it's been a long strange couple of weeks I am looking forward to thanksgiving for a little stress free time.

Looking at the information I gathered I believe it would be best to calculate the cost by pounds. The back room looks like it has about 5,400 pounds in it (that is all of the boxes in back room and the banker boxes of juvenile files in the adjacent room)

So I would estimate the cost of \$0.17 per pound and a \$65.00 pickup charge so I would estimate the job to cost you under \$1,000.00 dollars

The old Sheriffs building rough and dirty has about 8,000.00 pounds of paper. We can pick it up after it has been gone thru and we can remove in or out of the cabinets. Pick up charge will depend if we need to remove the cabinets from the upstairs

If you have any questions let me know

Tom Curry
Records Imaging & Storage
rismov.com

Office 304-422-3057

Cell 304-834-4008

Fax 304-485-9749

Tomcurry.ris@suddenlinkmail.com



DECEMBER 14, 2020

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 \$6,325.67
REPRESENTS REIMBURSEMENT IN REGARD TO THE VICTIMS
OF CRIME ASSISTANCE GRANT NUMBER 17-VA-036.

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 six thousand three hundred twenty-five dollars and sixty-seven cents (\$6,325.67) which represents reimbursement to Wood County for expenses incurred during the month of September, 2020, in regard to the Victims of Crime Assistance Grant Number 17-VA-036. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 75, at Page 110 and bearing the date of October 15, 2020, 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 Victims of Crime Advocate Grant is on file in the Office of the County Administrator.

APPROVED:

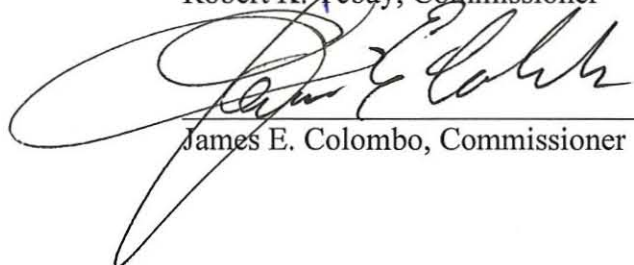
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/4267

Mark Rhodes
WOOD COUNTY 02:36:29 PM
Instrument No 88240409
Date Recorded 12/14/2020
Document Type ODO
Pages Recorded 1
Book-Page 75-124

DECEMBER 14, 2020

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 CDBG GRANT.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by David Blair Couch and passed, 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 Community Development Block Grant. Said grant application is in the amount of one million three hundred eight thousand dollars and zero cents (\$1,308,000.00).

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

APPROVED:

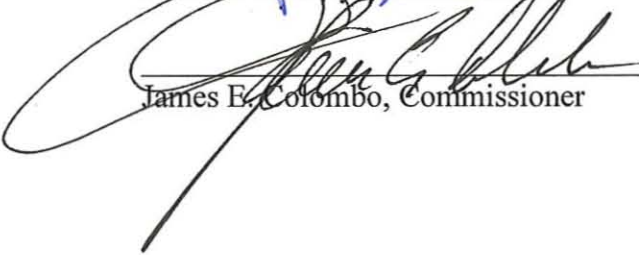
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

M/4268

West Virginia Development Office

Community Advancement and Development Division



FY2020
Community Development Block Grant
(CDBG)
Application and Instructions

Application Due Date: January 29th, 2021

Fiscal Year 2020

Overview:

The Community Development Block Grant (CDBG) program is a program of the U.S. Department of Housing and Urban Development (HUD). The primary objective of Title 1 of the Housing and Community Development Act of 1974, as amended, is to develop viable communities by providing decent housing, a suitable living environment, and expanded economic opportunities, principally for persons of low- to moderate-income. All projects funded through this program must fulfill one of three National Objectives:

- Benefit low- to moderate-income persons;
- Aid in the elimination of slums or blight; and/or
- Meet an urgent need.

The 2020-2024 CDBG Consolidated Plan for the State of West Virginia, as approved by the U.S. Department of Housing and Urban Development, has identified the following community and economic development objectives:

- Support the development of viable infrastructure systems (such as water, sewer, storm water, and broadband) to improve living conditions and bolster economic development.
- Improve quality of life by enhancing public facilities and eliminating factors that affect environmental quality or public health through activities such as mitigating blighted and abandoned properties, supporting the remediation of brownfield sites, and enhancing parks and recreational facilities.
- Develop local strategies through community planning to support improved living environments and strengthen economic and community development.

The Community Advancement and Development Division (CAD), part of the West Virginia Development Office (WVDO), is now accepting applications that focus on the above identified community and economic development objectives. CDBG funding is limited and competitive. Applications will be reviewed by CAD staff according to the following criteria:

- National objective and percent of low- and moderate-income persons served.
- The relationship to CDBG program design objectives.
- The public health, environmental, and economic development benefits of the project.
- The degree to which the project will correct identified deficiencies or achieve compliance with required standards.
- The cost effectiveness of the project.
- The availability of secured matching funds for the project.
- Match (not required) but scored with additional points.
- Cost effectiveness.
- The degree to which the project achieves state, regional, and local planning goals.
- The readiness of the project to proceed.
- Resiliency measures incorporated in the project.
- In quantitative terms, the proposed outcomes, and accomplishments the project is to achieve.
- Open CDBG grants, other requests from the same area.
- Applicant's capacity to administer and implement the project.

General Guidelines:

- Eligible applicants include non-entitlement units of local government (UGLG)s such as municipalities and counties (individuals, for-profit businesses, and nonprofit organizations are not eligible to apply).
- Two or more otherwise eligible jurisdictions may submit a joint, combination application, which addresses common problems faced by the jurisdictions, the solution of which requires the mutual action of the joint applicants. To satisfy 106(d)(2)(D) of the Act, the application must identify the housing and community development needs, as well as the needs of low- and moderate-income persons, the combination of the activities designed to meet those needs for each participating jurisdiction, the proposed funding for each activity, and the location of each activity. The applicant must execute an agreement between the participating units of government and the agreement is to be submitted with the application. This agreement must:
 1. Authorize one of the participating units of government to act as the applicant to submit the application to the State; and
 2. Delineate the responsibilities of each participating unit of government, including the application, to include:
 - (A) That each jurisdiction is eligible to apply for CDBG funding and has the legal authority to carry out the activity, and it does not violate any State or local laws.
 - (B) That each participating jurisdiction, including the applicant, will make, and be responsible for, compliance with the required local certifications under section 104(d)(1) and 106(d)(5) of the Act. Each participating jurisdiction must: 1.) Meet the citizen participation requirements of 106(d)(5) of the Act by requiring that each jurisdiction hold public hearings on the proposed and final project application for the combination and all citizen participation requirements are to be made available in each of the participating jurisdictions; and 2.) Sign the Assurances in the Application Form.
 - (C) That the applicant assumes overall responsibility for ensuring that the entire project approved in the application will be carried out in accordance with all State and Federal CDBG program requirements.
- Match is not required but is encouraged (projects with committed match will receive additional points).
- Requests for planning funds should not be used to update or create comprehensive plans. Funds for planning grants are limited and requests should be strictly focused on community and economic development, particularly infrastructure, parks and recreational facilities, brownfields, and addressing blighted and abandoned properties.
- Maximum amounts that may be requested are as follows:
 - Infrastructure projects: \$2,000,000 in CDBG funds
 - Parks/recreational facilities: \$250,000 in CDBG funds
 - Demolition of blighted/abandoned properties: \$250,000 in CDBG funds
 - Brownfield projects: \$1,000,000 in CDBG funds
 - Broadband projects: \$1,250,000 in CDBG funds
 - Planning grants (non-broadband): \$250,000 in CDBG funds
 - Planning grants (broadband): \$30,000-50,000 in CDBG funds for municipal plans, \$50,000-75,000 for county plans, and \$75,000-125,000 for multi-county regional plans.

- State CDBG funds cannot fund the following activities:
 - Government Buildings
 - General Government Expenses
 - Political Activities
 - Purchase of Equipment, Furnishings, or Personal Property
 - Operating and maintenance expenses
- WVCAD reserves the right to award an amount in CDBG funds less than requested depending upon the availability of funds and may reject any or all proposals based on the quality and/or merits of the proposals. WVCAD reserves the right to substantiate any applicant's qualifications, financial information, capability to perform, and past CDBG performance if applicable.
- Post Award Criteria Recipient Criteria including but not limited to:
 - Awards are subject to 24CFR570, 2CFR200, local/WV State laws and Federal Crosscutting requirements.
 - Monitoring each grant recipient ensuring compliance with applicable regulations and laws.
 - Recipient shall not incur any costs or obligate any CDBG funding until a release of funds is received from the HUD and the State of West Virginia WVDO Office, a contract between The West Virginia Community Development Office and the recipient is executed, and an environmental review is complete. No choice limiting actions will be funded.
 - Recipients will be asked to provide a final summary reporting all accomplishments and low to moderate income benefit data to be provided to the State and the public. Final payment will not be issued until monitored by WVCAD and receipt the final summary report.
 - Payments: Requests for Payment must be submitted monthly, including all required invoices and documentation to substantiate costs, to the West Virginia Community Advancement and Development Office for approval and remittance. CDBG funds are not paid to Grantees before costs are accrued. Grantees must be financially suited to cover initial costs in anticipation of reimbursement.
 - Other requirements as contained in the Subrecipient agreement executed with WVDO/CAD.

Submission Guidelines:

- a. One copy of the application must be submitted in a three-ring binder, with tabs for each section in Calibri 11 font (see application checklist below for the order)
- b. All sections and narrative questions must be answered completely;
- c. Maps and attachments must be shrunk to fit onto an 8 ½ x 11" paper;
- d. The check list provided must be completed and submitted with the application;
- e. Required and supporting documents shall be labeled and placed in an appendix. Extraneous information will not be considered;
- f. Original signatures must be on application in **all sections** that require a signature. We will accept signature on PDF application, but original signature must be maintained on file;
- g. Mail the application to the following address:

West Virginia Development Office
Community Advancement and Development
Building 3, Suite 700
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0311

Deadline for Applications:

Applications are due on or before January 29, 2021 by 5:00 p.m. Applications must be stamped received by WVCAD by 5:00 pm on Friday, January 29, 2021.

Please note that non-broadband planning grants will be accepted throughout the program year.

The FY2020 CDBG Action Plan and Project Application are located at www.wvcad.org/resources under the Community Block Grant header

Contact Information:

If you have any questions or require any assistance, please feel free to contact the CDBG team:

Email:	Sherry Risk	CDBG Program Manager	sherry.l.risk@wv.gov	304-957-2068
	Ryan Halsey	CDBG Project Manager	ryan.j.halsey@wv.gov	304-957-2096

Community Development Block Grant Application Checklist

Please complete your application (one original) and submit in a three-ring binder, with tabs for each section in Calibri 11 font in the following order: *Project Application Checklist*-should be first item to appear in the binder.

Section	Page	Included
Section 1: Project Summary/Applicant Information		
1.1 Project Summary Format		
1.2 Status of Open CDBG Grants		
Section 2: Project Narrative		
2.1 Project Narrative		
2.2 Funding		
2.3 Engineering and Design		
2.4 Project Schedule		
2.5 Project Budget		
2.6 Citizen Participation Plan and Documentation		
2.7 National Objective		
Section 3: EEO Beneficiary Analysis		
Section 4: Section 3 Plan		
Section 5: Assurances		
Section 6: Disclosure/Update Report		
Section 7: FFATA/SAM.gov/DUNS Number/Debarment		
Section 8-Conflict of Interest Statement and Disclosure		
Section 9- Authorization of Release of Information		
Section 10-Application Authorizing Signature		
Appendix A: Clearly defined project area with topographical, aerial, and driving maps		
Appendix B: Documents pertaining to health and environmental concerns		
Appendix C: Other Funding Sources Commitment Letters		
Appendix D: Cost Estimates		
Appendix E: IJDC Funding Determination Letter and Technical Review		
Appendix F: Citizen Participation and Documentation		
Appendix G: Map of census area and data		

Appendix H: ACS/Census Beneficiary Source Documentation		
Appendix I: Income Survey documentation and tabulation sheet		
Appendix J: Urgent Need documentation if applicable		
Appendix K: Fair Housing resolution and plan		
Appendix L: Title VI Map		
Appendix M: Resolution and SAM.gov Registration Page signature required		
Appendix N: Resolution Authorizing the Filing		
Appendix O: Copy of most recent signed Independent Audit		

1.1 CDBG PROJECT SUMMARY FORMAT
(No more than one page)

Project Title:	Title of project.
Submission Type:	Indicate if application is a new submission or resubmission. If resubmitting an application, please indicate when application was first submitted to the WVDO.
Project Applicant:	Legal name of applicant.
Project Contact Person:	Name, phone number and email address of project contact person.
Project Administrator:	Name, phone number and email address of project administrator.
Area Served:	Identify city, county or counties served by the project.
Project Description:	Provide short paragraph describing project activities. Additionally, please note if this an additional phase to a previously funded project or if additional phases are anticipated.
Funding:	Identify the amount and name of each funding source; identify each source as grant or loan; identify each funding source as a percentage of the total project cost; provide a total project cost.
Project Benefits:	Describe briefly and in <u>quantifiable</u> terms the benefits of the project (for example, the number of customers and households being served (new and existing), the number of acres improved, the number of structures to be demolished, etc. If Planning Application-Does the proposed plan align with an existing City, County and Regional Planning and Development Council Plans? This must be a quantifiable number).
Partnerships:	Describe briefly any local, regional, or state partnerships or collaborations that will support the project with contact person, address, phone number and email address

1.2 Status of Open Grants

1. List any open CDBG grants
 - a. Project name
 - b. Number
 - c. Date awarded
 - d. Amount
 - e. Status
2. Have you submitted a waiver request for projects older than 2018 to the WVDO due to existing open grants? If yes, when did you submit? If no, please attach the waiver request.
3. Status of open grant? For example: Project is 90 percent complete. Bids were opened in March 2017. Project is progressing with no anticipated delays and is 75 percent complete as of March 2018. Completion is expected July 2018. Final Performance Report to be submitted September 20.

Section 2.1 Project Narrative

Formatting instructions: Use the headings below as headings for the project's narrative (number the headings as below and place in bold). The suggested length of the narrative is 5 pages maximum. Please number the pages. Use Calibri 11 font.

- 1. Describe the need for the project** (Describe any problems, opportunities, or local/regional demand that the project will address and how these issues impact the community).
- 2. Project description** (Provide a detailed work plan, including a description of all major project activities (what will be done, who will complete each activity) and timelines for each activity during the project).
- 3. Project Benefits** (Describe in quantifiable terms the benefits of the project, such as how many customers and households will be served (existing and new), how many acres improved, how many structures demolished, compliance with public standards, etc.; describe other project benefits likely to result from the project, e.g., positive impact on community quality of life, public health, or future economic development activity in the area).
- 4. Resiliency** (describe any resiliency efforts such as energy-efficiency incorporated into the project).
- 5. Investment Linkage** (describe how the project complements other economic/community development efforts in the area and how the project furthers local, regional, or state planning goals—identify the specific plan the project is tied to or complements).
- 6. Applicant Capacity** (describe the applicant's capacity to administer and implement the project; describe any role for project administrators that the applicant might utilize and the experience of the administrator with federal grants).
- 7. Partnerships** (Describe any local, regional, or state partnerships that support the project).

2.3 – Engineering and Design-Water and Sewer and Storm Water, Public Facilities-Parks and Recreation Projects only

Engineer Firm or staff person	Burgess & Niple		Contract Date if applicable		
Contact	Craig Richards	Address	4424 Emerson Ave. Parkersburg, WV 26104		
Telephone	304-485-8541	Email			
Name of individual completing cost estimate		Lise Sibicky	Date	8/2019	
Signed and dated cost estimates attached? (must be less than 24 months old)		Yes	X	No	
Name of Service Provider if applicable					
Preliminary Engineering Report (PER) attached?		Yes	X	No	
Engineering/Design Status	Under Design				
Was the engineering or design firm procured in compliance with WV State Code Chapter 5-22-1 and 2 CFR 200?			Yes	X	No
Rights-of-ways needed	Yes	# to be Acquired	20		
Parcels requiring acquisition	no	# to be Acquired			
Residents requiring relocation		# to be Relocated			
Businesses requiring relocation		# to be Relocated			
Status of Required Permits					
Permitting Agency		Date Submitted	Date Approved		
	WV DEP				
	WV DHHR				
	WV DOH				
	Army Corps of Engineers				

Tap Fee Assistance-Only applies to Water and Sewer projects

Is tap fee assistance requested as part of this project?	Yes/No	If yes, complete below
Estimated Number of Participants		
Estimated Cost	\$	

LMI tap fee assistance must be provided to low-income persons/families. Any remaining funds should be provided to moderate-income persons/families. An individual water taps or sewer hookup. Please provide this as the total possible customers in occupied housing units for a project and not only the expected sign ups, such as 80 percent. Customers must be separated between residential and non-residential (business/church/seasonal) for CDBG projects as non-residences can report no income and are not beneficiaries.

See the WVDO Tap Fee Assistance Guide for more information.

2.4-Project Schedule

[illegible]

2.5- Project Budget

Project Title

Cost Category	CDBG Funds	Other Funds	Other Funding Sources	Committed (Yes or No)	Total Cost
Administration	\$ 50,000	\$			\$ 50,000
Professional Services	\$ 226,000	\$			\$ 226,000
Accounting	\$ 10,000	\$			\$ 10,000
Acquisition	\$ 20,000	\$			\$ 20,000
Relocation	\$	\$			\$
Demolition	\$	\$			\$
Construction	\$ 876,000	\$			\$ 876,000
LMI Assessments	\$	\$			\$
Tap Fees Assistance- Infrastructure Only	\$	\$			\$
Planning Only	\$ 125,000	\$			\$ 125,000
Other- Permits	\$ 1,000	\$			\$ 1,000
Other -	\$	\$			\$
Total	\$ 1,308,000	\$			\$ 1,308,000

- Engineering, design, and other project cost estimates must be within 24 months of the application date.
- Attach cost estimates and documentation regarding the status of other funds
- Please note, Accounting must be separated from Administration; however, it is an administrative cost. Collectively, Accounting and Administrative MUST be less than 10% of the requested CDBG Funds.

2.6 Citizen Participation and Documentation

Two public meetings are required for all first-time applications. Notification of the public meetings must be published in the newspaper at least fourteen (14) days prior to the meeting, with the meeting being held on the Fifteenth (15th) day after the notice appeared. The notification of the second public meeting may not be published until after the first public meeting is held. For applications that are being resubmitted, only the second public meeting is required; however, notice of the first public meeting from the last year the project was submitted must be included in the application. See WVCAD and sample Citizen Participation Plan at www.wvcad.org/resources.

1. 1st Public hearing legal notice publish date
2. 1st Public hearing held on date
3. 2nd Public hearing legal notice publish date
4. 2nd Public hearing held on date
5. Name(s) of Newspapers published
6. Minutes with authors signature
7. Sign in Sheets with date, time, and location of Public Hearing

2.7 National Objectives



A. Low to Moderate income benefit

Section 102(a)(20) of the HCDA defines the term "low- and moderate-income persons" as families and individuals whose incomes are no more than 80 percent of the median income of the area involved.



1. Benefit low to moderate income persons by low to moderate income area (LMA)

- **Benefit to Low to Moderate Area-Wide (LMA) Benefit:** Refer to 24 CFR 570.483(b)(1)(i) and HUD CPD Notice 14-10 updated by HUD CPD Notice 19-02. Review guidelines at <https://www.hudexchange.info/programs/cdbg/cdbg-low-moderate-income-data/>
- Identify the census area that most closely approximates the service area. For that census area, provide the following from HUD LMISD data: www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-block-groups-places This section applies to applications with the exception of demolition and planning.
- *Attach LMISD source documentation and calculation of Total Service Area as outlined in CPD Notice 19-02 in Appendix G.*

List the following:

Census Tract	<u>109.02</u>	Block Group	<u>3</u>	Low Mod Universe	<u>765</u>	Total LMI Persons
Census Tract	_____	Block Group	_____	Low Mod Universe	_____	Total LMI Persons
Census Tract	_____	Block Group	_____	Low Mod Universe	_____	Total LMI Persons
Census Tract	_____	Block Group	_____	Low Mod Universe	_____	Total LMI Persons
				Total	_____	Total

- See CPD Notice 19-02 to for the formula to calculate Total Service Area at <https://files.hudexchange.info/resources/documents/Notice-CPD-1902-Low-and-Moderate-Income-Summary-Data-Updates.pdf>
- For water and sewer and storm water conduct census/survey calculations based on customer projections provided in the engineering report. All projects except for Brownfields, Demolition and Planning have outcomes measures based on low to moderate income household benefit.
- Household means all persons occupying a housing unit. The occupants may be a family, as defined in 24 CFR 570.403; two or more families living together; or any other group of related or unrelated persons who share living arrangements, regardless of actual or perceived, sexual orientation, gender identity, or marital status. A household should be represented on a single income survey sheet. Households do not always correspond with the defined number of customers in a project, as there may be one utility service to a duplex of two households, or a single tap to a trailer park, which may contain multiple households.



2. Benefit low to moderate income persons- (LMA) income survey

- Income Survey – 24 CFR 570.483 (b)(1) and HUD CPD Notice 14-013 and 19-02 -see survey guide at

[https://wvcad.org/assets/files/resources/CDBG%20-%20Small%20Cities%20Block%20Grant%20Program/5 2016 Income Survey Guide.pdf](https://wvcad.org/assets/files/resources/CDBG%20-%20Small%20Cities%20Block%20Grant%20Program/5%2016%20Income%20Survey%20Guide.pdf)

<https://www.hudexchange.info/programs/cdbg/cdbg-low-moderate-income-data/>

- *Attach source documentation in Appendix H.*

1. Why was survey conducted?
 - a. The census area does not coincide with the service area
 - b. The census area does not reflect the current income of the area.
2. Describe survey methodology?
3. How was sample size determined?
4. Survey documentation must include the following:
 - a. Date of survey.
 - b. Mail, phone, door to door or combination of 2 to 3?
 - c. Sample size.
 - d. Total of survey-households or individuals in service area?
 - e. Number of responses by households or individuals?
 - f. Percentage of response rate.



3. Limited Clientele: Refer to 24 CFR 570.483(b)(2) and CFR 570.506(b)(3).

1. Identify Targeted Limited Clientele and how project eligibility will be determined.



B. Elimination of Slum and Blight-no direct low to moderate income benefit

- Elimination of a slum or a blighted condition on a spot basis meets the Slums and Blight National Objective. This means that the household or family income of the beneficiaries is not necessary for a Slums and Blight eligible project.
- Brownfields and demolition projects only eligible for this National Objective.
- Projects will only be eligible under Spot Basis: 24 CFR 483(c)(2).



C. Urgent Need 24 CFR 570.483(d)

- A local determination and certification are required to be submitted with application.
- Attach a detailed explanation and required documentation as outlined in the application instructions. Addressing a community's urgent need meets the Urgent Need National Objective. WVCAD must include that the project will alleviate conditions that pose a serious and immediate threat to the health and welfare of the community, are recent in origin and cannot be addressed with funding from the community or other sources. 1-Required documentation from local code official. 2-Condition has existed for last 18 months.

SECTION 3— EEO BENEFICIARY ANALYSIS

1. Minority Population included application.
2. Percentage of minority population as compared to total population to be served in application.
3. Data source used.

Beneficiary Analysis: Use 2018 ACS Data. If not available, use U.S. Census data <https://data.census.gov> to determine minority composition of the census tract(s)/block group(s) most closely approximating the project area. Attach source documentation. Must be consistent with areas listed in Section 2.7 – National Objective.

4. By Census Tract and Block Group

Asian
 Black or African American
 Native Hawaiian or another Pacific Islander
 White
 Hispanic
 Non-Hispanic
 American Indian or Alaska Native and White
 Asian and White
 Black or African American and White
 American Indian or Alaska Native and Black or African American
 Individuals reporting more than one race
 Gender
 Single/Head of Household
 Disabled

5. Will all minorities in the applicant's jurisdiction receive service?
6. If any minorities within the applicant's jurisdiction do not currently receive the service proposed in this application, please explain why they are not being served and when they will be served.
7. Grant recipients must take "significant actions that are designed and can be reasonably expected to achieve a material positive change that affirmatively furthers fair housing by, for example decreasing disparity in access to opportunity ."Describe the actions undertaken to "Affirmatively Further Fair Housing" -reference the State Analysis of Impediments at <https://wvcad.org/assets/files/resources/HUD%20Consolidated%20Plan%20and%20Executive%20Summary/2020-West-Virginia-Analysis-of-Impediments-To-Fair-Housing-Final-6.4.2020.pdf>.
8. Attach a Title VI map in Appendix K.

Section 4-Section 3 Plan

Do you have a Section 3 plan? Yes If yes, when was it last updated? 8/2019

A sample Section 3 Plan is available at www.wvcad.org/resources.

Community Development Block Grant

SECTION 5 – ASSURANCES

The applicant hereby assures and certifies that:

- A. It possesses the legal authority for the grant and ability to execute the proposed project.
- B. Its governing body has duly adopted or passed an official act as resolution, motion, or similar action, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing 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.
- C. Prior to submission of its application to the state, the applicant has met the citizen participation requirements of the Act.
- D. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with the Title I funds by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless: (a) Title I funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than Title I funds; or (b) for purposes of assessing any amount against properties owned and occupied by persons of low- and moderate-income who are not persons of very low income, it certifies to the state that it lacks sufficient Title I funds to comply with the requirements of clause (a).
- E. It is following a written and detailed citizen participation plan which:
 - 1. Provides for, and encourages, citizen participation, with particular emphasis on participation by persons of low- and moderate-income who are residents of slums and blighted areas and of areas in which funds are proposed to be used and provides for participation of residents in low- and moderate-income neighborhoods as defined by the local jurisdiction;
 - 2. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the Grantee's proposed use of funds, as required by regulations of the Secretary of the U.S. Department of Housing and Urban Development and relating to the actual use of funds under this title;
 - 3. Provides for technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposals with the level and type of assistance to be determined by the Grantee;
 - 4. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development needs, the review of proposed activities, and review of program performance, the hearings which shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodations for the disabled;
 - 5. Provides for a timely, written answer to written complaints and grievances within 15 working days were practicable; and
 - 6. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.
- F. The applicant further certifies that it has, prior to submitting its Final Statement to the State:
 - 1. Furnished citizens with information concerning the amount of funds available for proposed community development and housing activities and the range of activities that may be undertaken, including the

estimated amount proposed to be used for activities that will benefit persons of low- and moderate-income and plans for minimizing displacement of persons as a result of activities assisted with such funds and to assist persons actually displaced as a result of these activities;

2. Developed a community development plan for the grant period that identifies community development and housing needs and specifies both short- and long-term community development objectives that have been developed in accordance with the primary objectives and requirements of the Act and, if the activities selected serve beneficiaries that are not residents of its jurisdiction, has determined that the activities selected are meeting its needs in accordance with Section 106(d)(2)(D) of the Act;
3. Published a proposed statement, in such manner and in sufficient detail, to afford affected citizens an opportunity to examine its content and to submit comments on the proposed statement and on the community development performance of the applicant;
4. Provided adequate notice of public meetings;
5. Held one or more public hearing to obtain the views of citizens on community development and housing needs;
6. Considered all comments and views prior to completing the Final Statement; and
7. Made the Final Statement available to the public.

G. Its chief executive officer or other officer:

1. Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969, and
2. Authorizes and consents, on behalf of the applicant and himself/herself, to accept the jurisdiction of the federal courts for the purpose of enforcement of their responsibilities as such an official.

H. The Community Development Program has been developed so as to give maximum, feasible priority to activities which will benefit low- and moderate-income families; meet other community development needs having particular urgency because an existing condition poses a serious immediate threat to the health and welfare of the community, and other financial resources are not available to meet such needs; or aid in the prevention or elimination of blighted or deteriorated areas.

I. It will comply with the regulations, policies, guidelines, and requirements of the state as they relate to the application, and acceptance and use of funds to include Subpart I of CFR 570 and supplemental parts of 24 CFR Part 570 as specifically made applicable by the state to the extent expressly referred to.

J. It will administer and enforce the labor standards requirements set forth in 24 CFR 570.603 and HUD regulations issued to implement such requirements.

K. It will comply with all requirements by the state and/or federal government concerning special requirements of law, program requirements, and other administrative requirements.

L. It will comply with the provisions of Executive Order 11988 relating to evaluation of flood hazard and Executive Order 11990 relating to the prevention, control, and abatement of water pollution.

M. Its notification, inspection, testing, and abatement procedures concerning lead-based paint will comply with 24 CFR 570.487, and procedures adopted by the state.

N. It will require every building or facility (other than a privately-owned residential structure) designed, constructed, or altered with funds provided under this part, to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Disabled," Number A-117.1-R-1971, subject to the exceptions contained in 41 CFR 101-19.604. The applicant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.

O. It will comply with:

1. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352) and the regulations issued pursuant thereto (24 CFR Part 601) which provides that no persons in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance, and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of federal financial assistance extend to the applicant, this assurance shall obligate the applicant or, in the case of any transfer of such property, any transfer, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits.
2. Title VII of the Civil Rights Act of 1968 (Pub. L. 90-284), as amended, administering all programs and activities relating to housing and community development, in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services.
3. Section 109 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR Part 570.602), which provides that no persons in the United States shall, on the grounds of race, color, national origin, religion, or sex, be subjected to discrimination under any program or activity funded in part with funds provided, including discrimination on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified disabled individual as provided in Section 504 of the Rehabilitation Act of 1973 and the regulation issued pursuant thereto (24 CFR Part 8).
4. Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with federal assistance.
5. Executive Order 11246, and the regulations issued pursuant thereto (24 CFR Part 130 and 41 CFR Chapter 60), which provides that no persons shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of federal or federally-assisted construction contracts. Contractors and subcontractors on federal and federally-assisted construction contracts shall take affirmative action to ensure fair treatment in employment upgrading, demotion or transfer, recruitment or recruiting; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training and apprenticeship.

P. It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that, to the greatest extent feasible, opportunities for training and employment be given to lower-income residents of the project area and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by persons residing in, the area of the project.

Q. It will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and Federal Implementing Regulation at 49 CFR Part 24, and the requirements of Section 570.488, and is following a residential anti-displacement and relocation assistance plan under section 104(d) of the Act and will minimize displacement of persons as a result of activities assisted with CDBG funds.

R. It will establish safeguards to prohibit employees from using positions for a purpose that is, or gives the appearance of being, motivated by a desire for a private gain for themselves or others, particularly those with whom they have family, business, or other ties as required by State Law and 24 CFR 570.489(h).

S. It will comply with the provisions of the Hatch Act, which limits the political activity of employees.

T. It will give the State of West Virginia, HUD, and the General Accounting Office, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

U. It will ensure that the facilities under its ownership, lease, or supervision which shall be utilized in the accomplishment of the program area is not listed on the Environmental Protection Agency's (EPA) List of Violating

Facilities, and it will notify the state of the receipt of any communication from the Director of the EPA's Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by EPA.

- V. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, P.L. 93-234, 97 Stat. 875, and approved December 31, 1973. Per 24 *CFR* 570.605, if a community has had notice for more than a year that an area has been identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, CDBG funds cannot be spent for acquisition or construction purposes in the area unless the community is participating in the National Flood Insurance Program and such insurance has been purchased for the properties in question.
- W. It will, in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1968 (16 U.S.C. 470), Executive Order 11593, and the Preservation of Archaeological and Historical Data Act of 1966 (16 U.S.C. 468a-11 et. seq.) by:
 - 1. Consulting with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 26 *CFR* Part 800.8) by the proposed activity, and
 - 2. Complying with all requirements established by HUD to avoid or mitigate adverse effects upon such properties.
- X. It will provide and maintain competent and adequate architectural engineering supervision and inspection at all construction sites to ensure that the complete work conforms to the approved plans and specifications and that all contract provisions have been complied with.
- Y. It will not use funds directly or indirectly to employ, awards contract to, or otherwise engage the services of a debarred, suspended, or ineligible contractor or subcontractor.
- Z. It will assume responsibility to ensure that all program funds are accounted for consistent with program objectives and all federal, state, and local laws and regulations.
- AA. It will cause the project to be audited in accordance with 2 *CFR* 200, and will promptly refund to the state any funds received that are not supported by audit.
- BB. It certifies, to the best of its knowledge and belief, that:
 - 1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons 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 any member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, or modification of any federal contract, grant, loan, or cooperative agreement.
 - 2. If any funds other than federal appropriated funds have been paid or will be paid to any persons 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 this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
 - 3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontractors, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this

transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

- CC. It has been adopted and is enforcing a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in nonviolent civil rights demonstrations; and is enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
- DD. It is in compliance with the provisions of Section 504 of the HUD Act, or will take appropriate steps to ensure compliance.
- EE. It will comply with Section 102 of the HUD Reform Act of 1989, and CFR Part 12 in regard to the disclosure of interest in projects exceeding \$200,000 in the aggregate.
- FF. The applicant is in compliance with 31 U.S. Code § 3720B - Barring Delinquent Federal debtors from obtaining Federal loans or loan insurance guarantees. HUD adheres to 31 U.S.C. 3720B stating that, "project applicants with an outstanding Federal debt will not be eligible to receive HUD funds, unless: (1) a negotiated repayment schedule is established and the repayment schedule is not delinquent, or (2) other arrangements satisfactory to HUD are made prior to the award of funds by HUD. If arrangements satisfactory to HUD cannot be completed within 90 days of notification of selection, HUD will rescind the conditional award with a project applicant."



Chief Elected Official Signature

12-14-2020

Date

David Blair Couch

Printed Name of Chief Elected Official

SECTION 6—DISCLOSURE/UPDATE REPORT—MUST FILL OUT ALL FIELDS The required Applicant/Recipient Disclosure/Update Report is required per Section 102 of the HUD Reform Act of 1989 and 24 CFR Part 12 requires that all applicants for CDBG funds exceeding \$200,000 in the aggregate must make a disclosure statement.

Applicant/Recipient

U.S. Department of Housing

OMB Approval No. 2510-0011 (exp. 11/30/2018)

Disclosure/Update Report

and Urban Development

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on next page.)

Applicant/Recipient InformationIndicate whether this is an Initial Report ☐or an Update Report ☒

1. Applicant/Recipient Name, Address, and Phone (include area code): Wood Country Commission, No.1 Court Sq, Suite 203. 304-424-1984	2. Social Security Number or Employer ID Number:
3. HUD Program Name Community Development Block Grant	4. Amount of HUD Assistance Requested/Received
5. State the name and location (street address, City and State) of the project or activity: Hill Ave, Marrtown Rd. Parkersburg, WV	

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

☒ Yes☐ No

2. Have you received, or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9

☐ Yes☒ No.

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form.

However, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds. Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity; and
- Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature: 

Date: (mm/dd/yyyy)

X

12-14

Form HUD-2880

Public reporting burden for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

Privacy Act Statement. Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is voluntary. HUD is authorized to collect this information under the Housing and Community Development Act of 1987 42 U.S.C. 3543 (a). The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. 552) and HUD's implementing regulations at 24 CFR Part 15.

HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR 54.38.

Note: This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

Instructions

Overview

A. Coverage. You must complete this report if:

(1) You are applying for assistance from HUD for a specific project or activity and you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the fiscal year;

(2) You are updating a prior report as discussed below; or

(3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

B. Update reports (filed by "Recipients" of HUD Assistance): General. All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Line-by-Line Instructions.

Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.

2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.

3. Applicants enter the HUD program name under which the assistance is being requested.

4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.

5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Part I. Threshold Determinations - Applicants Only

Funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and

2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Note: A financial interest means any financial involvement in the

Part I contains information to help the applicant determine whether the remainder of the form must be completed. Recipients filing Update Reports should not complete this Part.

If the answer to either questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

Part II. Other Government Assistance and Expected Sources and Uses of Funds.

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.

2. State the type of other government assistance (e.g., loan, grant, loan insurance).

3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).

4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD and any other source - that have been or are to be, made available for the project or activity. Non-government sources of not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).

project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need

3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.

4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.

5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

SECTION 7

FFATA/SAM.gov/DUNS Number/Debarment

The Federal Funding Accountability and Transparency Act (FFATA) requires the WVDO to submit the award of federal funds to the FFATA Sub-Award Reporting System (FSRS) website for all federal awards of \$25,000 or more. By signing below, I authorize the West Virginia Development Office to report the award of any CDBG funds awarded because of this application in the Federal Financial Accountability and Transparency Act (FFATA) report for the State of West Virginia. HUD funding is subject to the regulatory citation 31 U.S. Code § 3720B, barring delinquent Federal debtors from obtaining Federal loans or loan insurance guarantees. Is the Applicant delinquent on any State or Federal loan or financial obligation? *If yes, explain below.*

I understand and certify, by the date listed below, that my organization is properly registered with the SAM.gov website to complete these reporting requirements.

By signing below, I also certify that my organization is not debarred or suspended and does not have an inactive DUNS number. A copy of the Sam.gov registration page is attached to this application.

SAM.gov Registration Date		12/10/2020	FEIN	55-6000417
Zip+4	Ex: 25305-0311	26101-5353	DUNS	103819496
SAM.gov Registration Attached		Yes or No; if no, explain plan.		

Signature of Authorizing Official: 

Typed Name and Title:

David Blair Couch, President

Date:

12-14-2020

Section 8 -Conflict of Interest Statement and Disclosure

Conflict of Interest -The WVCAD makes subawards of federal funds to other organizations. All subawards shall be subject to the conflict of interest policies and provisions described in the WV Ethics Act applicable procedures delineated in 24 CFR 570.489(h)(4).

CDBG Conflict of Interest Disclosure

Note: A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the CDBG applicant's or CDBG agent's other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Disclosure should indicate whether the CDBG applicant or CDBG agent has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the awarding of CDBG funding. The CDBG applicant or CDBG agent should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federally and organizationally established regulations and guidelines in financial conflicts must be abided by to consider awarding CDBG funds.

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:



I have no conflict of interest to report.



I have the following conflict of interest to report (please specify other nonprofit and for profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member is an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

1. _____
2. _____
3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. **WARNING:** Any person who knowingly makes a false claim or statement to the Department of Housing and Urban Development (HUD) may be subject to civil or criminal penalties under 18 U.S.C.287, 1001 and 31 U.S.C. 3729. Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willfully making false or fraudulent statements to any department of the United States Government.

Applicant/Agent Signature: _____

Date: _____

[Signature]
12-14-2020

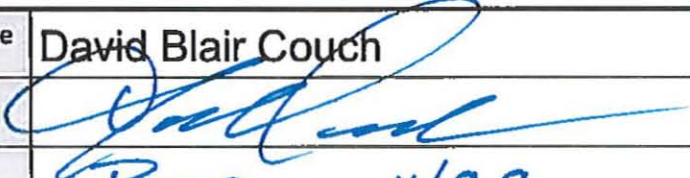
Section 9- Authorization of Release of Information

The Applicant (Local Government), which has ultimate responsibility for submission of this application designates the following party as the authorized contact for additional information and/or documentation regarding this application for CDBG funding.

Name of Contact Person	John Isner
Address	709 Market St, Parkersburg, WV 26101
Phone Number	304-422-4993
Email Address	john.isner@movrc.org

Section 10-Application Authorizing Signature

The information contained within this application is true and correct to the best of my knowledge. The submission thereof has been duly authorized by resolution (attached) of the Unit of Local Government after public hearing requirement have been met, and the applicant will comply with the attached assurances and certifications, provided technical assistance is provided when necessary. Please include notary stamp with signature.

Typed Name	David Blair Couch
Signature	
Title	PRES - WCC
Date	12-14-2020

Other Required Attachments

- Appendix A:** Clearly defined project area with topographical, aerial, and driving maps. The area(s) need to be related to affected enumeration districts, census tracts, and block groups showing boundaries and identification of specific activities to be undertaken.
- Appendix B:** Signed documents pertaining to health and environmental concerns and compliance issues must be provided by Code Official. It is essential to include this documentation in the application. Photographs, videos, support letters, and petitions may also be included. Must be attached if application is for brownfields/demolition.
- Appendix C:** Other funding sources Signed Commitment Letters.
- Appendix D:** Signed and dated copy of Preliminary Engineering Report from the project engineer for Water and Sewer and Storm Water projects. For Public Facilities, Demolition and Planning grants from local government official (architect or engineer) cost estimates signed.
- Appendix E:** IJDC Documentation-Water and Sewer Projects only- *(Do not submit printed copies of the IJDC application screens)*. All water and sewer projects ONLY must be submitted to the West Virginia Infrastructure and Jobs Development Council (IJDC) for technical review. If a project has previously gone through IJDC review and the scope has not changed, the below documentation can be submitted any time prior to February 26, 2021. If it is a new project or the scope has changed since the previous IJDC review, the project must go before IJDC review.
- IJDC Technical Feasibility/Determination Letter signed.
 - IJDC/DEP/BPH Technical Review Memo initialed.
 - Most recent Funding Committee Report – Preliminary Application Review Sheet
- Appendix F:** Citizen Participation documentation-attach the following:
- Tear sheet of published public hearing and affidavit advertisement notarized.
 - Signed minutes of meeting by author.
 - Sign in Sheets with date, time, and location of meeting.
- Appendix G:** Maps clearly reflecting the census area and data if the applying project is based on Census Tract information. **Note: The census area must coincide with the project area. Income survey data must also correspond to the service area if applicable.**
- Appendix H:** ACS/Census Beneficiary Analysis Source Documentation (American Community Survey-2018 or U.S. Census Source Documentation), HUD LMISD Source Documentation (Low-Mod Data).
- Appendix I:** Income Survey and Documentation.
- Appendix J:** Urgent Need 24 CFR 5470.483(3) documentation signed by Code Official -if applicable.
- Appendix K:** 1-Applicant must include a resolution with the HUD Fair Housing logo and a statement that the unit of local government is an equal opportunity employer and takes steps to affirmatively further fair housing in all public notices, ads and publications.
- 2-Fair Housing Plan.
- 3- ALL ADS MUST CONTAIN THE FAIR HOUSING SYMBOL, AND A STATEMENT OF EQUAL OPPORTUNITY EMPLOYMENT, AND FAIR HOUSING. SEE EXAMPLE BELOW ON PAGE 31.**
- Appendix L:** Title VI Map.

- Appendix M:** Print out of DUNS and SAMs number signed. All applicants and Grantees must have a Data Universal Numbering System (DUNS) number and must register with the Federal System for Award Management (SAM) at www.SAM.gov. A DUNS number, assigned by Dun & Bradstreet, is required to register in SAM.gov. If the applicant does not already have a DUNS Number, please advise applicant to visit www.dnb.com or call 1-866-653-1344.
- Appendix N:** Resolution Authorizing Filing of the Application (MUST be signed after the public participation requirements have been completed). The local government shall adopt or pass an official act or resolution authorizing the filing of the application, all assurances, and certifications contained therein, directing and authorizing the person identified as the official representative of the applicant and to provide such additional information as may be required. All resolutions must be signed by the chief elected official and at least one corresponding official (city council member, county clerk, etc. or Notary when applicable).
- Appendix O:** Copy of most recent independent audit.

Language assistance for persons who have limited English proficiency and disabilities requiring assistance will be available with advanced notice. Please contact the WV Development Office for instructions to any of the public hearings. WVDO does business in accordance with the Fair Housing Act (The Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988) with equal access to all persons regardless of race, color, national origin, religion, sex, familial status, or disability.



WOOD COUNTY COMMISSION
CITIZEN PARTICIPATION PLAN

INTRODUCTION

The Wood County Commission wishes to establish a policy whereby every citizen has an opportunity to express his or her views regarding the County's Small Cities Block Grant program. Persons of low and moderate income, residents of blighted areas, and residents of neighborhoods affected by proposed or ongoing activities are particularly encouraged to express their views. Toward that end the following procedures are established as an integral part of the Wood County Commission's Community Development and Housing Program.

PREAPPLICATION PROCEDURES

A. Needs Assessment

Prior to submitting a Small Cities Block Grant application the Wood County Commission shall hold a public hearing to obtain the views and proposals of citizens with regard to the determination of community development and housing needs including the needs of low- and moderate-income persons. The following information will be made available at the public hearing:

1. The total amount of funds which may be applied for by the applicant.
2. The range of eligible activities.
3. Previously funded activities in the County and the status of these activities.
4. The application process is competitive in nature.
5. A summary of another important program requirement.

The Wood County Commission will also inform the citizens that all views and proposals presented at the hearing or submitted in writing prior to the hearing will be considered in determining the community development and housing of Wood County.

B. Activities Selection

Following the needs assessment, the governing body may determine that an application to the Governor of West Virginia requesting Small Cities Block Grant funding is in the best interest of the County in attempting to address one or more needs identified in the assessment. If they chose to submit an application, the Commission will make a preliminary selection of the activity (s) to be included in the application.

Prior to filing an application, however, the Wood County Commission will hold a public hearing to receive and consider comments regarding the selected activities. Having fully considered all written and oral comments the Commission may make a final selection of activities and may adopt a resolution authorizing filing of an application.

The application will contain all comments received and the Commission's response thereto, a copy of which will be available to any party which requests it. Also, as part of the application, the Wood County Commission must certify that the requirements for Citizen Participation have been met.

POST APPROVAL PROCEDURE

A. Change of Scope

Prior to requesting a change in the scope of an awarded Small Cities Block Grant the Wood County Commission will hold a public hearing to solicit citizen input regarding the proposed amendment. Comments received will be fully considered by the governing body before authorizing a request for amendment.

B. Program Evaluation

The Wood County Commission encourages public comments regarding its implementation of an approved project. Written comments should be addressed to the Wood County Commission. Complaints must be in writing. The Wood County Commission will make forms available for registering a complaint (sample form attached). A written response will be made regarding any such complaint within fifteen (15) working days. Any person not satisfied with the response to a complaint may appeal to the full Commission for a final review and administrative decision. Comments and complaints will be addressed throughout the project as quickly as possible by available staff.

Prior to submission of a Final Performance Report the Wood County Commission will hold a public meeting to receive input regarding the Commission's performance and the report.

Public Meetings

Any public meeting held in conjunction with the application for a grant and or the implementation of a grant shall be at such times and places to be readily accessible to all citizens. Specific notice shall be made at least five days prior to any such meeting. The period of notice may be waived if health, safety or the public good require immediate action. Notice shall be given in at least one of the following methods: Legal advertisement, block advertisement, news article, posting on the Courthouse doors, or any other appearance in a newspaper of general circulation in the County.

According to the 2010 U.S. Census, only 1.1% of the adult population was non-English speaking, therefore, no specific arrangements will be made for non-English speaking persons at such meetings. Should a situation arise whereby a resident would be deprived access to a public meeting due to a language barrier the situation will be addressed on an individual case basis.

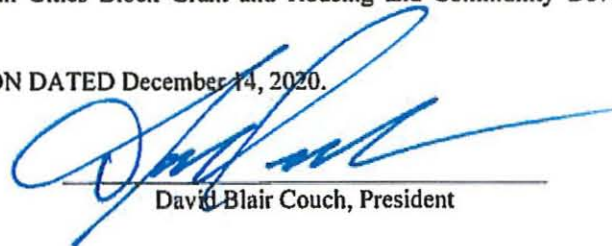
Technical Assistance

The Wood County Commission does not have the staff necessary to provide technical assistance relative to the Small Cities Block Grant program. Therefore, any group or persons, particularly one representing low- and moderate-income persons will be referred to the Mid-Ohio Valley Regional Council (MOVRC). The MOVRC will meet with such persons or groups to explain the SCBG program and its eligibility requirements and to outline steps necessary to develop a proposed project.

Record Maintenance

The Wood County Commission will maintain a file which documents its compliance with the Citizen Participation Plan, and which contain all correspondence and documents relating to public participation associated with the Small Cities Block Grant and Housing and Community Development Program.

ADOPTED BY RESOLUTION DATED December 14, 2020.



David Blair Couch, President

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

RESOLUTION

WHEREAS, the State of West Virginia through the West Virginia Development Office is sponsoring the Small Cities Block Grant (SCBG) Program; and,

WHEREAS, the SCBG Program is designed to provide assistance to Counties and Municipalities in West Virginia to address critical community development, housing and economic development needs; and,

WHEREAS, the **Wood County Commission** is an eligible applicant; and,

WHEREAS, the **Wood County Commission** might address these needs by making formal application to the SCBG Program sponsored by the State of West Virginia.

NOW THEREFORE BE IT RESOLVED that the **Wood County Commission** does hereby formally endorse the submittal of an application to the West Virginia Development Office in hopes of receiving SCBG funding consideration.

BE IT FURTHER RESOLVED that **David Blair Couch**, in his official capacity as **President**, is hereby authorized to execute all necessary documents on behalf of the **Wood County Commission** regarding the SCBG Program.

NOW BE IT FURTHER RESOLVED that the **Wood County Commission** will abide by the rules and regulations set forth by the State of West Virginia in the administration of the SCBG Program.

ADOPTED THIS 14th DAY OF December, 2020

David Blair Couch, President
Wood County Commission

ATTEST: _____

WOOD COUNTY COMMISSION

COUNTY WIDE PLAN

DECEMBER 2020

OBJECTIVE OF COUNTY WIDE PLAN

The Wood County Plan will identify and define areas of need, establish priorities to be accomplished.

The following items are in order of priority as established by the Wood County Commission; although the listing description details are abbreviated, it does not diminish the importance of each item.

Adopted this 14th day of December 2020.



David Blair Couch, President
December 14, 2020

WOOD COUNTY COMMISSION

COUNTY WIDE PLAN PRIORITY LIST

#1 EMPLOYMENT

1. Industrial Development
2. Small Business Development
3. Entrepreneurship Programs

#2 TRANSPORTATION

Transportation is vital to economic development. Assist with efforts to improve transportation.

1. Extend North Bend Rail Trail into the City of Parkersburg
2. Route 2 North Improvement
- 3.

#3 UTILITIES, WATER AND SEWER

The identified outlying areas in the "Utilities" section do not receive public water or sewer services. Access to these areas is hampered by the topographical configuration of the county, low density of the rural population and high cost to provide services to each location.

1. Water -
Pond Run Water Extention - Lubeck Public Service District
2. Sewer - Due to the rural setting of the area, many homes in Wood County are served by individual septic systems. Several critical areas need to have sewer service. Some of the package plants in the county are out of compliance with their permits, and need to be upgraded.
Hill Avenue Sewer Project - Parkersburg Utility Board
Marrrtown Road Sewer Project - Parkersburg Utility Board
Old St. Marys Pike Sewer Project - Parkersburg Utility Board
Improve Pettyville area sewer system - Mineral Wells PSD

#4 HOUSING

1. Encourage development of affordable housing.
2. Enforce property maintenance code to ensure existing housing stock contributes to, rather than detracts from, the community.

#5 RECREATION

1. Further develop Mountwood Park, Blennerhasset Island, and Fort Boreman Historical Park.

2. Further develop recreational trails which serve hikers, bikers, horseback riders, and/or ATV riders.

#6 HAZARD MITIGATION

1. Continue flood mitigation measures in the Happy Valley area, including acquisition and demolition of repetitively flooded structures.
2. Pursue flood mitigation measures in the Seven Acres area and other frequently flooded areas of the county.

RESOLUTION

WHEREAS, the State of West Virginia through the West Virginia Development Office is sponsoring the Small Cities Block Grant (SCBG) Program; and,

WHEREAS, the SCBG Program is designed to provide assistance to Counties and Municipalities in West Virginia to address critical community development, housing and economic development needs; and,

WHEREAS, the **Wood County Commission** is an eligible applicant; and,

WHEREAS, the **Wood County Commission** might address these needs by making formal application to the SCBG Program sponsored by the State of West Virginia.

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BE IT FURTHER RESOLVED that **David Blair Couch**, in his official capacity as **President**, is hereby authorized to execute all necessary documents on behalf of the **Wood County Commission** regarding the SCBG Program.

NOW BE IT FURTHER RESOLVED that the **Wood County Commission** will abide by the rules and regulations set forth by the State of West Virginia in the administration of the SCBG Program.

ADOPTED THIS 14th DAY OF December, 2020



David Blair Couch, President
Wood County Commission

ATTEST:  _____

Mark Rhodes
Wood County 02:37:45 PM
Instrument No 88240413
Date Recorded 12/14/2020
Document Type 000
Pages Recorded 39
Book-Page 75-124

DECEMBER 14, 2020

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ORDERED THAT THE COUNTY
COURTHOUSE AND ITS OFFICES WILL BE CLOSED ON
DECEMBER 24, 2020 AND DECEMBER 31, 2020.

ORDER

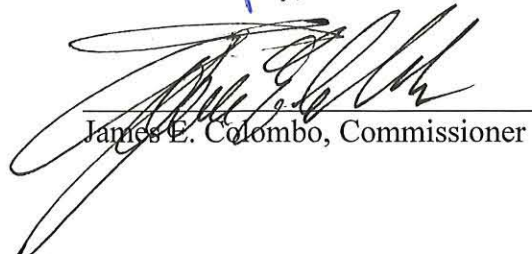
Governor Jim Justice has declared Thursday, December 24, 2020 and Thursday, December 31, 2020 as a full day off for State employees without charge against accrued annual leave; therefore, upon a motion made by David Blair Couch, seconded by Robert K. Tebay and passed, it is hereby ORDERED that the Courthouse and its offices will be closed on these dates in observance of Christmas Eve and New Year's Eve. Doing so is not intended to create and should not be construed in any manner as creating a legal holiday within the meaning of the West Virginia Code. Accordingly, this action should not be construed as creating a legal holiday that affects the Civil Service, State or County employees, it is simply a day off. County employees that work on this day during the scheduled time off will receive equal comp time off.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

M/winter holidays 2020

Mark Rhodes
WOOD COUNTY 12/14/2020 PM
Instrument No 88240403
Date Recorded 12/14/2020
Document Type 000
Pages Recorded 1
Book-Page 75-124

**Wood County Commission
Fire Service Fee
Erroneous Assessment Application**

Ticket # **20218**
Customer Name **LITTLE RICHARD S**
Customer # **19126**
Tax Year **2020**

Upon the request of **RICHARD S LITTLE**
customer
whose address **2558 LOOMIS RIDGE RD PARKERSBURG WV 26101**
is
aggrieved by an erroneous assessment in District # **01**
Map # **120 0M1A** in the County of Wood for the **2020** tax year.

The County Commission therefore orders that said property owner be hereby exonerated from the said erroneous assessment from the payment of the said fee so assessed in the **2020** tax year.

The exoneration is based on the following information:
DUE TO ...THIS TRAILER WAS SOLD IN PREVIOUS YEAR.

Ticket 20218: \$14.40

Original ticket amount \$ 14.40
Less amount exonerated \$ 14.40
Adjusted amount due \$ **0**



Wood County Fire Service Board President



Commissioner



County Commission President

12/11/20

Date



Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse Of said county, The County Commission did approve this exoneration on December 14, 2020

By: Aleshia Ryan

**WOOD COUNTY FIRE SERVICE BOARD • FIRE FEE**

PO BOX 2005 • Parkersburg, WV 26102 • Phone: (304) 424-1991

FIRE FEE INVOICE FOR 2020

Customer #: 19126

LITTLE RICHARD S
LITTLE TERESA2558 LOOMIS RIDGE RD
PARKERSBURG, WV 26101

TICKET	DISTRICT/MAP/PARCEL	LOCATION	SQ FT	AMOUNT
20218	01 120 0M1A 0000 0000	2523 LOOMIS RDIGE RD	720	14.40

PAST DUE - PLEASE PAY IMMEDIATELY

Total: \$14.40

Delinquent Interest Accrued: \$2.30

TOTAL AMOUNT DUE: \$16.70

Due after December 15, 2020: \$16.99

Due after January 15, 2021: \$17.28

Due after February 15, 2021: \$17.57

Due after March 15, 2021: \$17.86

METHODS OF PAYMENT: CHECK, MONEY ORDER, OR CASH
WE DO NOT ACCEPT CREDIT OR DEBIT CARDS
BY MAIL AT PO BOX 2005, PARKERSBURG, WV 26102
IN PERSON M-F 8:30-4:30, COUNTY TAX OFFICE 319 MARKET ST PARKERSBURG
DRIVE THRU & DROP BOX IN ALLEY BEHIND TAX OFFICE
(include bottom of bill with payment)

RETURN THIS PORTION WITH YOUR 2020 PAYMENT**MAIL PAYMENTS TO:**WOOD CO. FIRE BOARD
PO BOX 2005
PARKERSBURG, WV 26102

Customer #: 19126

**MAKE CHECKS PAYABLE TO:
WOOD COUNTY FIRE SERVICE BOARD****TOTAL AMOUNT DUE: \$16.70**

DONATION (Optional) \$

TOTAL PAYMENT AMOUNT ENCLOSED \$

CHECK #

LITTLE RICHARD S
LITTLE TERESA2558 LOOMIS RIDGE RD
PARKERSBURG, WV 26101MAILING
ADDRESS
CHANGES:

Mark Rhodes
WOOD County 02:23:29 PM
Instrument No 89240396
Site Recorded 12/14/2020
Document Type CDD
Pages Recorded 2
Index Page 2
78-124

**Wood County Commission
Fire Service Fee
Erroneous Assessment Application**

Ticket # **23610**
Customer Name **PIERCE DANIEL D**
Customer # **21989**
Tax Year **2020**

Upon the request of **PIERCE DANIEL D**
customer
whose address **24 MOUNT ST PARKERSBURG WV 26104**
is

aggrieved by an erroneous assessment in District # **01**
Map # **130 0014** in the County of Wood for the **2020** tax year.

The County Commission therefore orders that said property owner be hereby exonerated from the said erroneous assessment from the payment of the said fee so assessed in the **2020** tax year.

The exoneration is based on the following information:

DUE TO ...THIS PROPERTY IS ONLY 9375 SQ FT AND WAS RECORDED AS 11,100 SQ FT. THE COMMERCIAL ASSESSORS OFFICE REEVALUATED THE PROPERTY AND AGREED WITH PIERCE, DANIEL.

PIERCE WOULD LIKE TO BE CREDITED OR REFUNDED THE DIFFERENCE FOR PAST 3 YEARS THAT PROPERTY WAS ASSESSED INCORRECTLY FOR A TOTAL OF \$155.25, \$51.75 EACH YEAR.

Ticket 23610: \$155.25

Original ticket amount \$ **333**
Less amount exonerated \$ **177.25**
Adjusted amount due \$ **-155.75**

TOTAL PAID: \$999
FOR 3 YEARS CREDIT/REFUND: \$155.25



Wood County Fire Service Board President

12/11/20

Date



Commissioner



County Commission President

Commissioner

At a regular session of the County Commission of Wood County, West Virginia, held at the Courthouse Of said county, The County Commission did approve this exoneration on December 14, 2020



**WOOD
COUNTY
FIRE**

WOOD COUNTY FIRE SERVICE BOARD • FIRE FEE

PO BOX 2005 • Parkersburg, WV 26102 • Phone: (304) 424-1991

FIRE FEE INVOICE FOR 2020



Customer #: 21989

PIERCE DANIEL D
PIERCE CLARA B

24 MOUND ST
PARKERSBURG, WV 26104

TICKET	DISTRICT/MAP/PARCEL	LOCATION	SQ FT	AMOUNT
23610	01 130 0014 0000 0000 T	RT.# 47	11100	0.00
23611	01 130 0014 0000 0000 T	RT.# 47	4200	0.00
23612	01 130 0014 0000 0000 T	RT.# 47	4500	0.00
23613	01 130 0014 0000 0000 T	RT.# 47	3900	0.00
23614	01 130 0014 0000 0000 T	RT.# 47	3600	0.00

**TO AVOID INTEREST, PLEASE PAY BY:
APRIL 15, 2020**

Total: \$0.00
Delinquent Interest Accrued: \$0.00
TOTAL AMOUNT DUE: \$0.00

Due after December 15, 2020: \$0.00

Due after January 15, 2021: \$0.00

Due after February 15, 2021: \$0.00

Due after March 15, 2021: \$0.00

METHODS OF PAYMENT: CHECK, MONEY ORDER, OR CASH
WE DO NOT ACCEPT CREDIT OR DEBIT CARDS
BY MAIL AT PO BOX 2005, PARKERSBURG, WV 26102
IN PERSON M-F 8:30-4:30, COUNTY TAX OFFICE 319 MARKET ST PARKERSBURG
DRIVE THRU & DROP BOX IN ALLEY BEHIND TAX OFFICE
(include bottom of bill with payment)

RETURN THIS PORTION WITH YOUR 2020 PAYMENT

MAIL PAYMENTS TO:

WOOD CO. FIRE BOARD
PO BOX 2005
PARKERSBURG, WV 26102



Customer #: 21989

**MAKE CHECKS PAYABLE TO:
WOOD COUNTY FIRE SERVICE BOARD**

TOTAL AMOUNT DUE: \$0.00

DONATION (Optional) \$ _____

TOTAL PAYMENT AMOUNT ENCLOSED \$ _____

CHECK # _____

PIERCE DANIEL D
PIERCE CLARA B

24 MOUND ST
PARKERSBURG, WV 26104

MAILING
ADDRESS
CHANGES: _____



Duplicate Wood County Fire Fee Receipt

PIERCE DANIEL D
PIERCE CLARA B

Account No. 21989

24 MOUND ST
PARKERSBURG, WV 26104

Fee Year	Ticket No.	District / Map / Parcel / Card	Description	Amount
2020	23610	01 130 0014 0000 0000 T	TCT 1.38-A STAUNTON PIKE	\$333.00
2020	23611	01 130 0014 0000 0000 T	TCT 1.38-A STAUNTON PIKE	\$126.00
2020	23612	01 130 0014 0000 0000 T	TCT 1.38-A STAUNTON PIKE	\$135.00
2020	23613	01 130 0014 0000 0000 T	TCT 1.38-A STAUNTON PIKE	\$117.00
2020	23614	01 130 0014 0000 0000 T	TCT 1.38-A STAUNTON PIKE	\$108.00
Total Paid:				\$819.00
Donation:				

Paid: 2020-07-02 11:49:30 By: Check #: 21544 Received By: aables

Please examine your receipt carefully and be sure it covers all fees due.



Duplicate Wood County Fire Fee Receipt

PIERCE DANIEL D
PIERCE CLARA B

Account No. 21989

24 MOUND ST
PARKERSBURG, WV 26104

Fee Year	Ticket No.	District / Map / Parcel / Card	Description	Amount
2020	23610	01 130 0014 00000000 T	TCT 1.38-A STAUNTON PIKE	\$333.00
2020	23611	01 130 0014 00000000 T	TCT 1.38-A STAUNTON PIKE	\$126.00
2020	23612	01 130 0014 00000000 T	TCT 1.38-A STAUNTON PIKE	\$135.00
2020	23613	01 130 0014 00000000 T	TCT 1.38-A STAUNTON PIKE	\$117.00
2020	23614	01 130 0014 00000000 T	TCT 1.38-A STAUNTON PIKE	\$108.00
Total Paid:				\$819.00
Donation:				

Paid: 2020-07-02 11:49:30 By: Check #: 21544 Received By: aables

Please examine your receipt carefully and be sure it covers all fees due.



**WOOD
COUNTY
FIRE**

Duplicate Wood County Fire Fee Receipt

PIERCE DANIEL D
PIERCE CLARA B

Account No. 20681

24 MOUND ST
PARKERSBURG, WV 26104

Fee Year	Ticket No.	District / Map / Parcel / Card	Description	Amount
2019	22679	01 130 0014 0000 0000 01 130001	TCT 1.38-A STAUNTON PIKE	\$346.32
2019	22680	01 130 0014 0000 0000 01 130001	TCT 1.38-A STAUNTON PIKE	\$131.04
2019	22681	01 130 0014 0000 0000 01 130001	TCT 1.38-A STAUNTON PIKE	\$140.40
2019	22682	01 130 0014 0000 0000 01 130001	TCT 1.38-A STAUNTON PIKE	\$121.68
2019	22683	01 130 0014 0000 0000 01 130001	TCT 1.38-A STAUNTON PIKE	\$112.32
Total Paid:				\$851.76
Donation:				

Paid: 2019-06-03 14:34:48 By: - Check #: 975220 975219 Received By: mjohnson

Please examine your receipt carefully and be sure it covers all fees due.



**WOOD
COUNTY
FIRE**

Duplicate Wood County Fire Fee Receipt

PIERCE DANIEL D
PIERCE CLARA B

Account No. 20681

24 MOUND ST
PARKERSBURG, WV 26104

Fee Year	Ticket No.	District / Map / Parcel / Card	Description	Amount
2019	22679	01 130 0014 00000000 01 130001	TCT 1.38-A STAUNTON PIKE	\$346.32
2019	22680	01 130 0014 00000000 01 130001	TCT 1.38-A STAUNTON PIKE	\$131.04
2019	22681	01 130 0014 00000000 01 130001	TCT 1.38-A STAUNTON PIKE	\$140.40
2019	22682	01 130 0014 00000000 01 130001	TCT 1.38-A STAUNTON PIKE	\$121.68
2019	22683	01 130 0014 00000000 01 130001	TCT 1.38-A STAUNTON PIKE	\$112.32
Total Paid:				\$851.76
Donation:				

Paid: 2019-06-03 14:34:48 By: - Check #: 975220 975219 Received By: mjohnson

Please examine your receipt carefully and be sure it covers all fees due.



Duplicate Wood County Fire Fee Receipt

PIERCE DANIEL D
PIERCE CLARA B

Account No. 12875

24 MOUND ST
PARKERSBURG, WV 26104

Fee Year	Ticket No.	District / Map / Parcel / Card	Description	Amount
2018	14165	01 130 0014 0000 0000 01 130001	TCT 1.38-A STAUNTON PIKE	\$426.24
2018	14166	01 130 0014 0000 0000 01 130001	TCT 1.38-A STAUNTON PIKE	\$161.28
2018	14167	01 130 0014 0000 0000 01 130001	TCT 1.38-A STAUNTON PIKE	\$172.80
2018	14168	01 130 0014 0000 0000 01 130001	TCT 1.38-A STAUNTON PIKE	\$149.76
2018	14169	01 130 0014 0000 0000 01 130001	TCT 1.38-A STAUNTON PIKE	\$138.24
Total Paid:				\$1,048.32
Donation:				\$0.00

Paid: 2019-06-03 14:34:48 By: - Check #: 975220 975219 Received By: mjohnson

Please examine your receipt carefully and be sure it covers all fees due.



Duplicate Wood County Fire Fee Receipt

PIERCE DANIEL D
PIERCE CLARA B

Account No. 12875

24 MOUND ST
PARKERSBURG, WV 26104

Fee Year	Ticket No.	District / Map / Parcel / Card	Description	Amount
2018	14165	01 130 0014 00000000 01 130001	TCT 1.38-A STAUNTON PIKE	\$426.24
2018	14166	01 130 0014 00000000 01 130001	TCT 1.38-A STAUNTON PIKE	\$161.28
2018	14167	01 130 0014 00000000 01 130001	TCT 1.38-A STAUNTON PIKE	\$172.80
2018	14168	01 130 0014 00000000 01 130001	TCT 1.38-A STAUNTON PIKE	\$149.76
2018	14169	01 130 0014 00000000 01 130001	TCT 1.38-A STAUNTON PIKE	\$138.24
Total Paid:				\$1,048.32
Donation:				\$0.00

Paid: 2019-06-03 14:34:48 By: - Check #: 975220 975219 Received By: mjohnson

Please examine your receipt carefully and be sure it covers all fees due.

Mark Rhodes
WOOD County 02:31:00 PM
Instrument No 88240400
Date Recorded 12/14/2020
Document Type 000
Pages Recorded 2
Book-Page 75-124

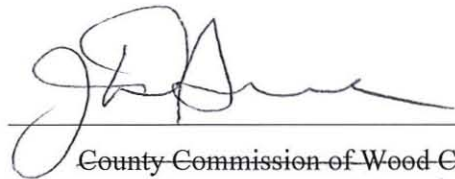
STATE OF WEST VIRGINIA
COUNTY OF WOOD }

TO -WIT:

I, ROBERT K. TEBAY, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of WOOD COUNTY COMMISSION in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.



Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 14th day of December, 2020.



County Commission of Wood County

Circuit Court Judge

Mark Rhodes
WOOD County 02:20:20 PM
Instrument No 88240383
Date Recorded 12/14/2020
Document Type 000
Pages Recorded 1
Book-Page 76-124

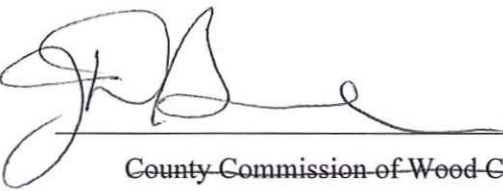
STATE OF WEST VIRGINIA
COUNTY OF WOOD }

TO -WIT:

I, CELESTE RIDGWAY, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of WOOD COUNTY CIRCUIT CLERK – unexpired term in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

Celeste A. Ridgway

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 14th day of December, 2020.

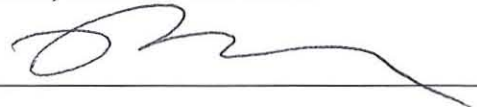

County Commission of Wood County
Circuit Court Judge

Hark Rhodes
Wood County 02:22:15 PM
Instrument No 88240384
Date Recorded 12/14/2020
Document Type 000
Pages Recorded 1
Book-Page 75-124

STATE OF WEST VIRGINIA
COUNTY OF WOOD }

TO -WIT:

I, PATRICK LEFEBURE, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of WOOD COUNTY PROSECUTING ATTORNEY in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.



Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 14th day of December, 2020.



~~County Commission~~ of Wood County
Circuit Judge

Mark Rhodes
Wood County 02:24:06 PM
Instrument No 88240385
Date Recorded 12/14/2020
Document Type 000
Pages Recorded 1
Book-Page 75-124

STATE OF WEST VIRGINIA
COUNTY OF WOOD }

TO -WIT:

I, STEVEN STEPHENS, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of WOOD COUNTY SHERIFF in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.



Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 14th day of December, 2020.


County Commission of Wood County
Circuit Judge

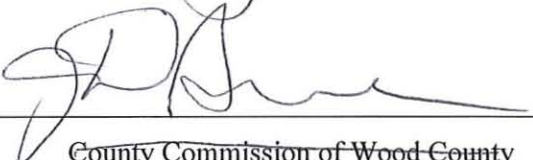
Mark Rhodes
WOOD County 02:25:04 PM
Instrument No 89240399
Data Recorded 12/14/2020
Document Type 000
Pages Recorded 1
Book-Page 75-124

STATE OF WEST VIRGINIA
COUNTY OF WOOD }

TO -WIT:

I, DAVID NOHE, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of WOOD COUNTY ASSESSOR in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.

Subscribed and sworn to, before County Commission of Wood County, West Virginia, this 14th day of December, 2020.


County Commission of Wood County

Circuit Court Judge

Mark Rhodes
WOOD County 02:27:41 PM
Instrument No 88240392
Date Recorded 12/14/2020
Document Type OGD
Pages Recorded 1
Book-Page 75-124

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3384	MONPOWER	MON POWER	REGULAR	12/07/2020	16,083.56	

GENERAL FUND Bank Id 101 Totals

16,083.56

A large, stylized handwritten signature in black ink, located in the middle right section of the page.A second handwritten signature in black ink, located below the first signature on the right side of the page.

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1236	AYERSRYAN	RYAN AYERS	REGULAR	12/08/2020	400.00	

CLERK DELINQUENT TAX Bank Id 405T Totals 400.00

Report Totals 255,286.91



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1152	UNITED NB	UNITED BANK LOAN PROCESSING CENTER	REGULAR	12/08/2020	8,865.17	
COAL SEVERANCE TAX Bank Id 201 Totals					8,865.17	

A large, stylized handwritten signature in black ink, possibly reading 'D. Lee' or similar, with a long, sweeping horizontal stroke extending to the right.A smaller, more compact handwritten signature in black ink, possibly reading 'R. Lee' or similar, with a distinct loop and a short horizontal stroke.


Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7718	MUNDLARR	MUNDAY LARRY DOYLE	REGULAR	12/08/2020	107.00	
7719	WVDTL	WV DRUG TESTING LABORATORIES. INC	REGULAR	12/08/2020	38,202.94	
COMM.CRIMINAL JUSTICE FUND Bank Id 172 Totals					38,309.94	



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3560	BIINCORP	BI INCORPORATED	REGULAR	12/08/2020	4,970.40	
3561	WVDTL	WV DRUG TESTING LABORATORIES, INC	REGULAR	12/08/2020	152.50	
HOME CONFINEMENT Bank Id 108 Totals					5,122.90	



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
7939	DONNELLON-SL	DONNELLON MCCARTHY ENTERPRISES	REGULAR	12/08/2020	196.71	
7940	SUDDENLINK	SUDDENLINK	REGULAR	12/08/2020	260.77	
E-911 FUND Bank Id 107 Totals					457.48	




Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
171365	TRANSUNION	TRANSUNION RISK AND ALTERNATIVE DATA	REGULAR	12/08/2020	50.00	
171366	VCA	VCA DUDLEY AVENUE ANIMAL CLINIC	REGULAR	12/08/2020	202.70	
171367	WORKINGMA	WORKINGMAN'S STORE	REGULAR	12/08/2020	720.98	

GENERAL FUND Bank Id 101 Totals 192,577.59



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3385	DENTAL	RENAISSANCE	REGULAR	12/08/2020	1,939.71	
171341	AAP	ADVANCE AUTO PARTS	REGULAR	12/08/2020	726.99	
171342	AMERICANPLAT	AMERICAN PLATE GLASS INC.	REGULAR	12/08/2020	320.00	
171343	BAKER L	LYNDE BAKER	REGULAR	12/08/2020	42.35	
171344	CRUM G	GWEN CRUM	REGULAR	12/08/2020	125.19	
171345	DISH	DISH NETWORK	REGULAR	12/08/2020	113.56	
171346	DOMINIONH	DOMINION HOPE	REGULAR	12/08/2020	1,900.46	
171347	GENERALSA	GENERAL SALES CO.	REGULAR	12/08/2020	1,802.34	
171348	JANI-SOUR	JANI-SOURCE	REGULAR	12/08/2020	390.00	
171349	JOHNSTONE	JOHNSTONE SUPPLY	REGULAR	12/08/2020	193.60	
171350	KESTERSON	KESTERSON CLEANERS	REGULAR	12/08/2020	169.82	
171351	LEXIS	LEXIS NEXIS	REGULAR	12/08/2020	61.76	
171352	LOWES	LOWE'S COMPANIES, INC.	REGULAR	12/08/2020	573.97	
171353	NOE OFFIC	NOE OFFICE EQUIPMENT	REGULAR	12/08/2020	23.94	
171354	NOLANS	NOLAN'S SERVICES LLC	REGULAR	12/08/2020	15,948.47	
171355	ODEPOT	OFFICE DEPOT	REGULAR	12/08/2020	95.94	
171356	RAWSON M	MICHELLE RAWSON	REGULAR	12/08/2020	100.00	
171357	REGIONALJ	WV REGIONAL JAIL & CORRECTIONAL FACILITY	REGULAR	12/08/2020	163,857.00	
171358	RICOH	RICOH USA INC	REGULAR	12/08/2020	237.56	
171359	RIS	RECORDS IMAGING & STORAGE INC	REGULAR	12/08/2020	1,099.10	
171360	SMITH JODI	JODI SMITH	REGULAR	12/08/2020	188.19	
171361	SOFTWARES	SOFTWARE SYSTEMS INC	REGULAR	12/08/2020	591.00	
171362	STEERSHEA	STEERS HEATING/COOLING	REGULAR	12/08/2020	107.00	
171363	STUARTOIL	STUART OIL COMPANY	REGULAR	12/08/2020	495.96	
171364	TIANO	TIANO-KNOPP ASSOC., INC.	REGULAR	12/08/2020	500.00	




Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1892	FINLEY FI	FINLEY FIRE EQUIPMENT	VOID	12/10/2020	(938.95)	X
1942	MILLER CO	MILLER COMMUNICATIONS IN	VOID	12/10/2020	(16.00)	X
1959	ARMSTRONG GR	ARMSTRONG	REGULAR	12/10/2020	170.01	
1960	COMMUNITY	COMMUNITY BANK	REGULAR	12/10/2020	57.64	
1961	FINLEY FI	FINLEY FIRE EQUIPMENT	REGULAR	12/10/2020	2,702.52	
1962	FRONTIER	FRONTIER	REGULAR	12/10/2020	101.95	
1963	LUBECKVFD	LUBECK VFD	REGULAR	12/10/2020	71.13	
1964	MCNEIL	MCNEIL & COMPANY INC	REGULAR	12/10/2020	13,811.76	
1965	MONPOWER	MON POWER	REGULAR	12/10/2020	342.11	
1966	PERRYASSOC	PERRY & ASSOCIATES, CPA'S A.C.	REGULAR	12/10/2020	1,900.00	

FIRE SERVICE FEE Bank Id 120 Totals

18,202.17

Report Totals

18,202.17



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
1281	WV DEPUTY	WV DEPUTY SHERIFF'S RETIREMENT	REGULAR	12/10/2020	1,399.50	
DEPUTY SHERIFF'S RETIREMENT Bank Id 369 Totals					1,399.50	
Report Totals					1,399.50	



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
3386	HEALTH	HIGHMARK WEST VIRGINIA	HAND	12/10/2020	7,332.11	

PAYROLL FUND Bank Id 101 Totals 7,332.11

Report Totals 7,332.11

