

**RESOLUTION**

**TO AUTHORIZE APPLICATION FOR FUNDING UNDER WEST VIRGINIA  
HELPING AMERICA VOTE ACT (HAVA) CARES ACT GRANTS PROGRAM**

**WHEREAS**, the West Virginia Secretary of State's Office has made available 2020-2021 HAVA CARES Act grant funds to aid counties in receiving reimbursement for additional election related costs due to the COVID 19 pandemic; and

**WHEREAS**, the Putnam County Clerk's Office has experienced increased costs associated with processing absentee ballots such as printing, envelopes, postage, additional hours for election workers, as well as, additional costs associated with the purchase of personal protective equipment for poll workers, and cleaning and sanitizing products used to clean election equipment and polling places ; and

**WHEREAS**, the 2020 HAVA CARES Act makes funds available for assisting Counties cover such additional costs.

**NOW, THEREFORE BE IT RESOLVED BY THE COMMISSION OF THE COUNTY OF PUTNAM, WEST VIRGINIA**, the Putnam County Commission is hereby in full support of the ideals of this program and also authorizes county officials to make application for grant funding to assist counties with the additional election costs related to the COVID 19 pandemic pursuant to the grant agreement.

The foregoing resolution was passed and adopted by the Putnam County Commission at its meeting on the 14th day of July, 2020.

**SIGNED:**

**ABSENT**

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Stephen A. Andes, President



Ronald R. Foster, Commissioner



R. Andrew Skidmore, Commissioner

Attachment B

**2020 HAVA CARES Act Grant Request Cover Page**

**Federal Award ID:** WV20101CARES

CFDA 90.404

**Budget Period:** 3/28/2020 – 12/31/2020

The County Commission of Putnam County, on the 14th day of July, 2020, herein make application for a 2020 HAVA CARES Act sub-grant or reimbursement in the total amount of \$ 83,995.91, as reflected in the "request" in Attachment C.

We, the undersigned, hereby affirm and swear by our signatures below that the County Commission has met and passed a resolution authorizing the County to purchase or request reimbursement in the request form (Attachment C) to enter into this grant agreement.

**ABSENT**

\_\_\_\_\_  
Stephen A. Andes, President

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Ronald R. Foster, Commissioner

07/14/20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
R. Andrew Skidmore, Commissioner

07/14/20  
\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Commissioner

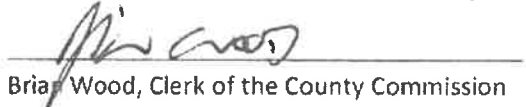
\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Commissioner

\_\_\_\_\_  
Date

*\*If applicable*

The foregoing instrument was acknowledged before me on the following date:

  
\_\_\_\_\_  
Brian Wood, Clerk of the County Commission

7-14-2020  
\_\_\_\_\_  
Date

**2020 HAVA CARES ACT SUB-GRANT REQUEST**

Requests for sub-grants may be requested by submitting all the following documents to the Secretary of State's Office. Guidance on the 2020 HAVA CARES Act Sub-grant can be found in the instructions and the Grant Notification. Any request that does not include all required documentation may be rejected and the additional requirements will be requested to be submitted for consideration:

**All requests:**

Itemized sub-grant request descriptions:

**VENDOR & DESCRIPTION**

|  |                          |
|--|--------------------------|
| 1. <u>Additional Election Workers' Time</u>                          | Cost: <u>\$18,397.40</u> |
| 2. <u>Casto &amp; Harris - Additional Primary Ballots</u>            | Cost: <u>\$9,642.40</u>  |
| 3. <u>Casto &amp; Harris – Additional Envelopes</u>                  | Cost: <u>\$25,750.00</u> |
| 4. <u>Pitney Bowes – Additional Postage</u>                          | Cost: <u>\$25,088.75</u> |
| 5. <u>Target – Q-Tips (stylus for voting machines)</u>               | Cost: <u>\$216.22</u>    |
| 6. <u>Western Hotel Supply – Sneeze Guards</u>                       | Cost: <u>\$660.00</u>    |
| 7. <u>Crowd Control Company – Stanchions and Frames</u>              | Cost: <u>\$1,014.49</u>  |
| 8. <u>General Hardware – Masking Tape (social distancing)</u>        | Cost: <u>\$137.54</u>    |
| 9. <u>Amazon – Hand Sanitizer</u>                                    | Cost: <u>\$67.04</u>     |
| 10. <u>Office Depot – Envelope Moistener (glue)</u>                  | Cost: <u>\$59.04</u>     |
| 11. <u>School Health – Alcohol (to clean voting machines)</u>        | Cost: <u>\$87.14</u>     |
| 12. <u>First Aid Product.com - Alcohol</u>                           | Cost: <u>\$260.96</u>    |
| 13. <u>Granger – Dry Wipes (for cleaning voting machines)</u>        | Cost: <u>\$861.97</u>    |
| 14. <u>Amazon – Zip lock bags (election supply distribution)</u>     | Cost: <u>\$7.88</u>      |
| 15. <u>Dollar General – Zip lock bags</u>                            | Cost: <u>\$19.88</u>     |
| 16. <u>Dollar General - Funnels (to fill sanitizer pump bottles)</u> | Cost: <u>\$5.30</u>      |
| 17. <u>Amazon – large pump bottles for hand sanitizer</u>            | Cost: <u>\$219.90</u>    |
| 18. <u>Bellstar Creative (Election worker training video)</u>        | Cost: <u>\$1,500.00</u>  |

Total Estimated Cost \$ 83,995.91

Additional information required:

Recipient sub-grants (grant of funds to make purchase) must include attachments including:

1. Three vendor quotes or cost estimates for product or services

**Reimbursements of qualified purchases that have been made must also include:**

1. Proof of payment for all items
2. Invoice from the vendor or vendors, if applicable
3. Acceptance of Delivery documentation for purchased items or services
4. List of equipment identification or serial numbers

**All requests must be accompanied with:**

1. 2020 CARES Act Sub-grant request cover page (Attachment B)
2. Non-lobbying Certification (Attachment D)

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a 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, amendment, 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 person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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 into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

|   |  |
|---|--|
| * APPLICANT'S ORGANIZATION  |  |
| <input style="width: 100%;" type="text" value="Putnam County Commission"/>      |  |
| * PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE                           |  |
| Prefix: <input style="width: 100px;" type="text"/>                              | * First Name: <input style="width: 150px;" type="text" value="Robert"/> Middle Name: <input style="width: 150px;" type="text" value="Andrew"/> |
| * Last Name: <input style="width: 300px;" type="text" value="Skidmore"/>        | Suffix: <input style="width: 100px;" type="text"/>   |
| * Title: <input style="width: 250px;" type="text" value="President"/>           |  |
| * SIGNATURE: <input style="width: 300px;" type="text" value="Robert Skidmore"/> | * DATE: <input style="width: 150px;" type="text" value="07/14/20"/>  |