

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

**Federal Award ID:** WV20101CARES  
**Budget Period:** 3/28/2020 – 12/31/2020

CFDA 90.404

The County Commission of Kanawha County, on the 30<sup>th</sup> day of June, 20 2020, herein make application for a 2020 HAVA CARES Act sub-grant or reimbursement in the total amount of \$ 245,167.27, 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.

[Signature]  
Commissioner  
[Signature]  
Commissioner  
[Signature]  
Commissioner

6/30/20  
Date  
6/30/20  
Date  
6/30/20  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

*\*If applicable*

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

[Signature]  
Clerk of the County Commission

6/30/2020  
Date

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

VENDOR	DESCRIPTION	COST
1 Pitney Bowes	Absentee Ballot Postage	\$ 88,995.20
2 Anchor Supply	Masks	\$ 7,500.00
3 Therms.com - Fifth Third / Pcard	8 No Touch Forehead Thermometers	\$ 483.00
4 Glove Nation - Fifth Third/Pcard	Gloves	\$ 39.96
5 Delores Adkins / Lowes	**Covers for ExpressVote carts	\$ 659.40
6 Casto & Harris	Absentee Ballots	\$ 7,414.60
7 Casto & Harris	Absentee ballots & envelopes	\$ 60,798.06
8 Vera McCormick/The Dollar Tree	measuring tape; duct tape; bags for masks	\$ 44.94
TOTAL AMOUNT PAID		\$ 165,935.16

VENDOR	DESCRIPTION	COST
<i>The following will be paid when July Pcard Statement is received:</i>		
1 Lowes - Fifth Third/Pcard	**covers for ExpressVote carts	\$ 658.52
2 Home Depot - Fifth Third/Pcard	**covers for ExpressVote carts	\$ 254.36
3 Home Depot - Fifth Third/Pcard	**covers for ExpressVote carts	\$ 395.94
4 Home Depot - Fifth Third/Pcard	**covers for ExpressVote carts	\$ 679.20
TOTAL TO BE PAID IN JULY		\$ 1,988.02

*\*\* Covers for ExpressVotes were sent to vendor for repair. Vendor was not able to repair when factory shut down due to Coronavirus Pandemic. Grill covers had to be purchased from Lowes and Home Depot which worked very well.*

TOTAL AMOUNT PAID \$ 165,935.16  
TOTAL TO BE PAID IN JULY \$ 1,988.02  
**ABSENTEE BALLOT PROCESSING VENDOR COSTS \$ 167,923.18**

Attachment C  
Back up - Vendors

Purchase Order	Vendor	Amount	Check Number	Date Paid	Description
S201745	Pitney Bowes	\$ 46,097.80	545	05/20/2020	Absentee Ballot Postage
S201801	Pitney Bowes	\$ 35,109.20	555	06/02/2020	Absentee Ballot Postage
S201863	Pitney Bowes	\$ 7,788.20	566	06/15/2020	Absentee Ballot Postage
S201825	Anchor Supply	\$ 7,500.00	561	06/15/2020	masks
S201734	Therms.com - Fifth Third / Pcard	\$ 483.00	567	06/23/2020	8 No Touch Forehead Thermometers
direct pay	Glove Nation - Fifth Third/Pcard	\$ 39.96	233399	04/23/2020	gloves
	Delores Adkins / Lowes	\$ 659.40	233748	06/15/2020	** covers for ExpressVote carts
S201855	Casto & Harris	\$ 7,414.60	233918	06/26/2020	Absentee Ballots
S201862	Casto & Harris	\$ 60,798.06	569	06/26/2020	absentee ballots & envelopes
	Vera McCormick	\$ 44.94	233654	06/02/2020	measuring tape, duct tape, bags for masks
		\$ 165,935.16			

Purchase Order	Vendor	Amount	Check Number	Date Paid	Description
<b>Will appear on July Pcard Statement:</b>					
	Lowes - Fifth Third/Pcard	\$ 658.52			** covers for ExpressVote carts
	Home Depot - Fifth Third/Pcard	\$ 254.36			** covers for ExpressVote carts
S201856	Home Depot - Fifth Third/Pcard	\$ 395.94			** covers for ExpressVote carts
	Home Depot - Fifth Third/Pcard	\$ 679.20			** covers for ExpressVote carts

\*\* Covers for ExpressVotes were sent to vendor for repair. They were not able to repair when factory shut down due to Coronavirus Pandemic. Grill covers had to be purchased from Lowes and Home Depot which worked very well.

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

**KANAWHA COUNTY CLERK'S OFFICE  
SALARY COST TO PROCESS ABSENTEE BALLOTS**

**TEMPORARY EMPLOYEES**

2020 CLERK PART-TIME TEMPORARY STAFF	\$	15,046.24	
2020 EXTRA TEMPORARY STAFF	\$	29,123.63	
2020 OTHER COUNTY OFFICE EMPLOYEES	\$	<u>9,599.30</u>	
			\$ 53,769.17

2018 PART-TIME TEMPORARY STAFF			\$ <u>(3,352.22)</u>
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<b>REIMBURSEMENT AMOUNT FOR TEMPORARY STAFF</b>			<b>\$ 50,416.95</b>
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**FULL TIME EMPLOYEES**

2020 FULL TIME EMPLOYEE OVERTIME	\$	50,464.13	
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2018 FULL TIME EMPLOYEE OVERTIME	\$	<u>(23,636.99)</u>	
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<b>REIMBURSEMENT AMOUNT FOR FULL-TIME EMPLOYEE OVERTIME</b>			<b>\$ <u>26,827.14</u></b>
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<b>TOTAL EXTRA SALARY COSTS DUE TO PROCESSING ABSENTEE BALLOTS:</b>			<b>\$ <u><u>77,244.09</u></u></b>
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Attachment C  
Backup Salaries 1

2018 PART-TIME STAFF					
Employee	30-Apr	15-May	30-May	Total Hours	\$12/hr Cost
Candy Joseph	65.25	101.75	92.5	259.5	\$ 3,114.00
					Fica/Medicare \$ 238.22
					<b>\$ 3,352.22</b>

PART TIME STAFF ASSISTING WITH ABSENTEE BALLOTS							
Employee	PAYROLL DATES - 2020					Total Hours	\$12/hr Cost
	30-Apr	15-May	29-May	15-Jun	30-Jun		
Elishua Brown		27	55.25	119	89.5	290.75	
Tyler Davis	45.25	41	98.25	188.25	41.5	414.25	
Candy Joseph	0	88.5	100.25			188.75	
Valerie McNiel	0	0	19.5	175.25	76.25	271	
						1,164.75	\$ 13,977.00
						Fica/Medicare	\$ 1,069.24
							<b>\$ 15,046.24</b>

FULL TIME STAFF FROM OTHER OFFICES (overtime pays only)							
	30-Apr	15-May	29-May	15-Jun	30-Jun		
Prosecuting Attorney			\$ 377.06	\$ 37.00	\$ 171.68		\$ 585.74
Sheriff Tax			\$ 521.33	\$ 2,014.10			\$ 2,535.43
Accessor's Office				\$ 2,904.87	\$ 1,878.17		\$ 4,783.04
							\$ 7,904.21
						Fica/Medicare	\$ 604.67
						Retirement	\$ 790.42
							<b>\$ 9,299.30</b>

EXTRA TEMPORART PART TIME EMPLOYEES	
15-May	\$ 1,866.00
29-May	\$ 6,069.00
15-Jun	\$ 12,552.00
6/15 Candy	\$ 1,578.00
30-Jun	\$ 3,720.00
6/30 Candy	\$ 1,269.00
	\$ 27,054.00 2,254.5 hours
Fica/Medicare	\$ 2,069.63
	<b>\$ 29,123.63</b>

Attachment C  
Back up salaries 2

FULL TIME EMPLOYEE ELECTION OVERTIME MAY 2018 PRIMARY						
Pay Date	Time Period	Extra Hours	Amount	FICA / MEDICARE	RETIREMENT 11%	TOTAL
April 30, 2018	4/2-15	100.50	\$2,456.29			
May 15, 2018	4/16-29	310.25	\$8,732.66			
May 31, 2018	4/30 - 5/13	258.00	\$8,732.66			
		668.75	\$19,921.61	\$1,524.00	\$2,191.38	\$23,636.99

FULL TIME EMPLOYEE ELECTION OVERTIME JUNE 2020 PRIMARY						
Pay Date	Time Period	Extra Hours	Amount	FICA / MEDICARE	RETIREMENT 10%	TOTAL
April 30, 2020			\$0.00			
May 15, 2020	4/16-26	175.00	\$5,350.81			
May 31, 2020	4/27-5/10	234.75	\$8,653.90			
June 15, 2020	5/11-31	631.50	\$17,216.07			
June 30, 2020	6/1-14	423.50	\$11,672.66			
		1,464.75	\$42,893.44	\$3,281.35	\$4,289.34	\$50,464.13

FULL TIME STAFF HOURS	
JUNE 2020 PRIMARY	1,464.75
MAY 2018 PRIMARY	(668.75)
<b>TOTAL ADDITIONAL HOURS</b>	<b>796.00</b>

FULL TIME STAFF PAY FOR EXTRA HOURS	
JUNE 2020 PRIMARY	\$50,464.13
MAY 2018 PRIMARY	(\$23,636.99)
<b>TOTAL ADDITIONAL PAY</b>	<b>\$26,827.14</b>

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## 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="Kanawha County Commission, County Clerk's Office"/>	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix: <input style="width: 100px;" type="text"/>	* First Name: <input style="width: 200px;" type="text" value="Vera"/> Middle Name: <input style="width: 150px;" type="text"/>
* Last Name: <input style="width: 350px;" type="text" value="McCormick"/>	Suffix: <input style="width: 80px;" type="text"/>
* Title: <input style="width: 250px;" type="text" value="County Clerk"/>	
* SIGNATURE: <input style="width: 300px;" type="text" value="Vera J. McCormick"/>	* DATE: <input style="width: 150px;" type="text" value="June 30, 2020"/>

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