

# COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue  
Weston WV 26452  
Phone:( 304)269-8200  
FAX: (304)269-2416  
Email:lewiscountycommission@lewiscountywv.org  
Website: lewiscountywv.org



**COMMISSIONERS:**  
Rod Wyman, President  
Agnes Queen, Commissioner  
Bobby Stewart, Commissioner

**LEWIS COUNTY COMMISSION  
110 CENTER AVENUE, 2ND FLOOR  
WESTON, WV 26452  
AMENDED MEETING AGENDA  
TUESDAY, FEBUARY 3, 2026**

## **SILENT MEDITATION AND PLEDGE OF ALLEGIANCE**

- 1. 10:00 AM**      **Call Meeting to Order** (*action required*)
- 2. 10:00 AM**      **John Breen, Lewis County Assessor**  
**RE:** Exonerations, Consolidations, Apportionments  
Draft copies will be available for review two business days prior to the meeting date. (*action required*)

## **APPOINTMENTS**

NONE

## **CORRESPONDENCE**

- 3. Upshur County Commission Meeting Agenda:** The January 29, 2026 Upshur County Commission meeting was canceled. (*information only*)
- 4. Coal Severance Tax:** Lewis County received Coal Severance Taxes in the amount of \$9,861.57 for the time period of October 2025-December 2025. The previous quarter total amount received as \$8,019.60. (*information only*)
- 5. County Fire Protection Funding:** As part of the County Fire Protection Fund (WV Code §7-5B-1) distribution, Lewis County should be receiving \$32,354.30 according to notice received from Governor Patrick Morrisey. (*information only*)
- 6. Proposed Valley North Project:** WSP USA provides notice of plans to construct a new 765-kV transmission line in West Virginia. (*information only*)
- 7. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Six Month Budget Reviews, Economic Development Authority, Board of Equalization and Review, County Commission Association of West Virginia, Region VII, etc.

## **BUSINESS**

- 8. Lewis County Park:** Josh Hinchman, Park Director, requests to post for various park and Extreme Adventures positions to prepare for the 2026 season. (*action required*)

9. **State Budget Revision:** The Lewis County Commission will be asked to consider a state budget revision. *(action required)*
10. **West Fork Conservation District:** The West Fork Conservation District Board of Supervisors requests funding of \$5,000 for operation, maintenance, and repair for the Polk Creek Watershed structures and channel. An agreement is presented for consideration. *(action required)*
11. **Brownfields Assessment Grant:** A Federal Financial Report for the Brownfields Assessment Grant is presented for consideration. *(action required)*
12. **Consideration of Meeting Cancellation:** The Commission will consider cancellation of the February 10, 2026 meeting due to out-of-town training and meetings. *(action required)*
13. **Time Sheets, Leave Requests and Annual Leave Transfers:** Barb Winans leave request. *(action required)*

**ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:**

14. **Actions of the Clerk:** County Clerk Becky Carder presents actions of the clerk in recess of the county commission for approval. Draft copies will be available for review upon request two business days prior to the meeting date. *(action required)*
15. **Approval of Estates:** County Clerk Becky Carder presents the estates ready for settlement to the Lewis County Commission for approval. Draft copies will be available for review upon request two business days prior to the meeting date. *(action required)*
16. **Presentation by the County Clerk of the Orders of Prior Meeting(s):** The Lewis County Clerk presents the Orders (minutes) of previous Lewis County Commission meeting(s) for approval. Draft copies will be available for review upon request two business days prior to the meeting date. *(action required)*
17. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request two business days prior to the meeting date. *(action required)*

**ADJOURNMENT:**

18. **With no further action being required by the Lewis County Commission the meeting will be adjourned.** *(action required)*

**LEWIS COUNTY COMMISSION MEETING MANAGEMENT**

- Regular meeting agendas will be posted and available to the public before closure two (2) business days prior to the meeting date.
- Agenda matters to be reviewed and/or considered during the meeting are at the discretion of the Lewis County Commission.
- Appointments to speak with the county commission must be scheduled before 10 AM three (3) business days prior to the meeting. Appointments will be given a ten (10) minute time allowance.
- Agenda Items may require an executive session.
- Open discussion by Commission unless executive session is motioned per WV Code §6-9A-4.
- Input or recommendation from constitutional officers, staff or public that is not listed by name on the agenda will only be allowed if requested by the commission or required by statute.
- Those not scheduled on the agenda may sign up for public comment at a minimum fifteen (15) minutes prior to the start of the meeting. Public comment is limited to five (5) minutes per speaker.
- Motion required for consideration of vote.
- All votes unanimous unless otherwise stated.
- Roberts Rules of Order is utilized as a guide only. The Commission controls meeting management, discussion and input.
- Commissioners may participate and vote via conference call if two (2) commissioners are in attendance.

## **Additional Notices**

### **Board of Equalization and Review Meetings:**

Thursday	January 29, 2026
Tuesday	February 3, 2026
Thursday	February 5, 2026 (Minerals at 12:00 p.m.)
Tuesday	February 10, 2026
Thursday	February 12, 2026
Tuesday	February 17, 2026

All meetings will be held at 11:00 AM (unless otherwise noted) in the Lewis County Commission Meeting Room, Lewis County Courthouse, 110 Center Avenue, 2<sup>nd</sup> Floor, Weston, WV 26452

25% Coal Severance	CITY OF WESTON	3,075.28	January 27, 2026
25% Coal Severance	CITY OF WESTOVER	3,077.61	January 27, 2026
25% Coal Severance	CITY OF WHEELING	21,050.68	January 27, 2026
25% Coal Severance	CITY OF WHITE SULPHUR SPRINGS	1,728.28	January 27, 2026
25% Coal Severance	CITY OF WILLIAMSON	2,399.06	January 27, 2026
25% Coal Severance	CITY OF WILLIAMSTOWN	2,332.13	January 27, 2026
25% Coal Severance	CITY OF WINFIELD	1,862.12	January 27, 2026
25% Coal Severance	CLAY CO SHERIFFS DEPT	5,956.79	January 27, 2026
25% Coal Severance	CORP OF BOLIVAR	806.17	January 27, 2026
25% Coal Severance	CORP OF FALLING SPRINGS	132.29	January 27, 2026
25% Coal Severance	CORPORATION OF HARPERS FERRY	209.33	January 27, 2026
25% Coal Severance	CORPORATION OF SHEPHERDSTOWN	1,191.36	January 27, 2026
25% Coal Severance	DODDRIDGE CO SHERIFF	5,567.71	January 27, 2026
25% Coal Severance	FAYETTE CO SHERIFF	19,041.48	January 27, 2026
25% Coal Severance	GILMER CO SHERIFF	4,745.97	January 27, 2026
25% Coal Severance	GRANT CO SHERIFF	6,607.33	January 27, 2026
25% Coal Severance	GREENBRIER CO SHERIFF DEPT	17,114.77	January 27, 2026
25% Coal Severance	HAMPSHIRE CO SHERIFF	16,301.60	January 27, 2026
25% Coal Severance	HANCOCK CO SHERIFF	8,199.43	January 27, 2026
25% Coal Severance	HARDY CO SHERIFF	8,953.47	January 27, 2026
25% Coal Severance	HARRISON CO SHERIFF	24,385.85	January 27, 2026
25% Coal Severance	JACKSON CO SHERIFF	16,222.22	January 27, 2026
25% Coal Severance	JEFFERSON CO SHERIFF	33,381.33	January 27, 2026
25% Coal Severance	KANAWHA CO SHERIFF	66,917.53	January 27, 2026
25% Coal Severance	LEWIS CO SHERIFF/TREASURER	9,861.57	January 27, 2026
25% Coal Severance	LINCOLN CO SHERIFF	14,707.16	January 27, 2026
25% Coal Severance	LOGAN CO SHERIFF	22,273.17	January 27, 2026
25% Coal Severance	MARION CO SHERIFF	21,022.66	January 27, 2026
25% Coal Severance	MASON CO SHERIFF	14,318.85	January 27, 2026
25% Coal Severance	MCDOWELL CO SHERIFF	9,909.82	January 27, 2026
25% Coal Severance	MERCER CO SHERIFF	33,276.28	January 27, 2026
25% Coal Severance	MINERAL CO SHERIFF	15,324.22	January 27, 2026
25% Coal Severance	MINGO CO SHERIFF	14,785.74	January 27, 2026
25% Coal Severance	MONONGALIA CO SHERIFF	53,123.16	January 27, 2026
25% Coal Severance	MONROE CO SHERIFF	8,826.62	January 27, 2026
25% Coal Severance	MORGAN CO SHERIFF TAX OFFICE	12,372.68	January 27, 2026
25% Coal Severance	NICHOLAS CO SHERIFF	15,184.15	January 27, 2026
25% Coal Severance	OHIO CO SHERIFF	7,913.07	January 27, 2026
25% Coal Severance	PENDLETON CO SHERIFF	4,395.02	January 27, 2026
25% Coal Severance	PLEASANTS CO SHERIFF	3,849.54	January 27, 2026
25% Coal Severance	POCAHONTAS CO SHERIFF	4,986.42	January 27, 2026
25% Coal Severance	PRESTON COUNTY SHERIFF	21,280.23	January 27, 2026
25% Coal Severance	PUTNAM CO SHERIFF	33,470.05	January 27, 2026
25% Coal Severance	RALEIGH CO SHERIFF	42,406.39	January 27, 2026
25% Coal Severance	RANDOLPH CO SHERIFF	14,959.28	January 27, 2026
25% Coal Severance	RITCHIE CO SHERIFF	4,005.95	January 27, 2026
25% Coal Severance	ROANE CO SHERIFF	9,193.91	January 27, 2026
25% Coal Severance	BOONE COUNTY SHERIFFS DEPT	13,767.13	January 27, 2026
25% Coal Severance	SHERIFF OF BROOKE CO TAX OFFICE	9,130.11	January 27, 2026
25% Coal Severance	SHERIFF OF MARSHALL COUNTY	13,167.18	January 27, 2026

✓ 1-27-26  
#87008



*Patrick Morrisey*  
*Office of the Governor*

January 16, 2026

Lewis County Commission  
110 Center Avenue  
Weston, WV 26452

Re: County Fire Protection Funding

Commissioners:

I am pleased to announce your county should be receiving \$32,354.30 as part of the County Fire Protection Fund (WV Code §7-5B-1) distribution.

In August 2023, the WV Legislature passed a bill providing \$3,000,000 to the County Fire Protection Fund. Those funds are to be distributed only to the county commissions of counties which have in place a countywide excess levy, or a countywide fee, dedicated to fire or emergencies services. Among those counties, distributions shall be in the relative proportion to each county's percentage of the aggregate population of all such counties combined. This percentage is then used to allocate the county's portion of the \$3,000,000 fund.

Based on this legislation, I have directed West Virginia Department of Homeland Security to distribute these funds directly to County Commissions. County Commissions are further required to distribute these funds for the exclusive benefit of fire protection or emergency services in the county.

As Governor, I am proud to support this vital program and remain deeply committed to ensuring our brave firefighters and first responders have the resources they need to protect our communities.

Sincerely,

*PATRICK MORRISEY*

Patrick Morrisey  
Governor



WSP  
6641 W. Broad Street, Suite 405  
Richmond, VA 23230  
USA  
wsp.com

2026-01-27

Tina Helmick  
County Administrator  
Lewis County  
110 Center Ave.  
Weston, WV 26452

**Subject: Proposed Valley North Project in West Virginia, Virginia, and Maryland**

Dear Ms. Helmick:

Valley Link Transmission Company, LLC (Valley Link), a joint venture between Transource Energy, LLC, FirstEnergy Transmission, LLC, and Dominion High Voltage Mid-Atlantic, Inc. is proposing the Valley North Project, which will construct a new 765-kilovolt (kV) transmission line between the existing Amos Substation in Putnam County, West Virginia, the proposed Welton Spring Substation in Hardy County, West Virginia, and the proposed Rocky Point Substation in Frederick County, Maryland (Project). The Project will support the region's significant growing power needs. WSP USA, Inc. (WSP) is conducting a route selection study, promoting public engagement, documenting the routing process, and preparing the Certificate of Public Convenience and Necessity (CPCN) applications to the Public Service Commission of West Virginia, Virginia State Corporation Commission, and Maryland Public Service Commission. On behalf of Valley Link, WSP is requesting your input on the Project.

The proposed single circuit 765-kV transmission line will be approximately 260 miles long, depending on the final route selected. Preliminary route options for the Project include paralleling existing transmission lines and crossing largely undeveloped or compatible land-uses in new rights-of-way. The study area for the Project is shown in Attachment 1.

Valley Link and WSP are requesting your input during the route development phase of the Project so that information about significant resources in the study area can be considered. We appreciate your input, and your feedback will be incorporated into the CPCN applications. Please distribute this notification to staff members who may be involved with the Project for review and comment.

I look forward to receiving your comments and feedback regarding the Project. Please feel free to contact me via email at [andrew.j.burke@wsp.com](mailto:andrew.j.burke@wsp.com) or by phone at 603-218-5438.

Sincerely,

Andrew Burke, AICP  
Assistant Vice President, Environmental Planning

CC: Roger Whitt, Mary Anderson, Daniel Fraser  
Attachment: Project Overview Map



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WEST FORK CONSERVATION DISTRICT

87 Ollie Lane, Suite 102 · Mount Clare, WV 26408 · Phone (304) 627-2160

January 15, 2026

Lewis County Commission

110 Center Ave

Weston, WV 26452

RE: Polk Creek

Dear County Commissioners,

The West Fork Conservation District Board of Supervisors respectfully requests funding of \$5,000.00 for operation, maintenance, and repair (OM&R) program for the Polk Creek Watershed structures and channel. Last year you gave the District \$5,000.00, of which we were very grateful. The Maintenance items are important and will always be needed to maintain the integrity of the dam and to protect county citizens. This is a vital structure for your county, and we are sincere when we thank you for working with us as partners to maintain the dam.

Thank you for your attention to this request and we look forward to hearing from you. If you should have any questions, please give me a call at 304-627-2160.

Sincerely,

Dee Horner

Administrative Specialist

West Fork Conservation District

87 Ollie Lane

Mount Clare, WV 26408

304-627-2160

Program: OM&R Funding  
County: Lewis  
Agreement#

## Lewis County Flood Control Dam and Channel Operation, Maintenance Funding Agreement

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THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_ 2026, by and between the Lewis County Commission, West Fork Conservation District, and the West Virginia Conservation Agency.

AUTHORITY: WVCA: W.Va. Code 19-21A-4  
Lewis County Commission: W. Va. Code 7-1-3i

THE PURPOSE of this agreement is to recognize the need for ongoing operation, maintenance, and inspection for critical infrastructure and to provide annual funding to operate and maintain the flood control structures in Lewis County.

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### **It is Mutually agreed that:**

This agreement shall run on a 12-month fiscal year, July 1 to June 30. This agreement may be extended for up to five years by mutual consent of each party.

All sponsors agree to provide funding to the West Fork Conservation District on an annual fiscal year basis to address the operation and maintenance of the structures covered under this agreement.

Unless otherwise noted, the annual contributions will be:

Lewis County Commission \$5,000.00

West Virginia Conservation Agency.

As Provided by the WV Legislature on  
as Needed basis

The West Fork Conservation District shall send a letter in January of each year requesting these funds in accordance with the list above.

As part of the request, the West Fork Conservation District, in collaboration with the West Virginia Conservation Agency, shall make a report to the Lewis County Commission on prior fiscal year's operation and maintenance work, and provide a projection of work that will be performed during the upcoming fiscal year.

All parties listed above shall attend the scheduled operation and maintenance inspections on an annual basis at a time mutually agreed to by the parties.

Any costs outside of the regular operation and maintain will be negotiated and become part of a separate agreement between the parties.

**Page 2**  
**OM&R Funding Agreement**  
**Lewis County**  
**Agreement#**

West Virginia Conservation Agency funding as provided from the WV Legislature. Lewis County

Commission's funding is subject to annual appropriations.

This agreement reflects the entire understanding between the parties. Any changes to this agreement shall be in writing and signed by all parties.

This agreement is governed by West Virginia law. If any part of this agreement is declared to be invalid by a body having competent jurisdiction, the remaining terms and conditions of the agreement survive in their entirety.

**LEWIS COUNTY COMMISSION**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This action authorized at an  
Official meeting of the  
Lewis County Commission on

the \_\_\_ day of \_\_\_\_\_, 2026,

in the State of West Virginia.

**Attest:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

**WEST FORK CONSERVATION DISTRICT**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This action authorized at an  
Official meeting of the  
West Fork Conservation District on  
the \_\_\_ day of \_\_\_\_\_, 2026,

in the State of West Virginia.

**Attest:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

OM&R  
Funding  
Agreement  
Lewis  
County  
Agreement#

WEST VIRGINIA CONSERVATION AGENCY

By: ..... Title: ..... Date: .....

## Federal Financial Report

(Follow form Instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted <b>USEPA - Brownfields &amp; Redevelopment Section</b>		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) <b>BF-95304901</b>	
3. Recipient Organization (Name and complete address including Zip code)			
Recipient Organization Name: <b>Lewis County Commission</b>			
Street1: <b>110 Center Avenue, 2nd Floor</b>			
Street2:			
City: <b>Weston</b>		County:	
State: <b>West Virginia</b>		Province:	
Country:		ZIP / Postal Code: <b>26452</b>	
4a. UEI	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	
6. Report Type	7. Basis of Accounting	8. Project/Grant Period	9. Reporting Period End Date
<input type="checkbox"/> Quarterly	<input type="checkbox"/> Cash	From: <b>10/1/22</b> To: <b>9/30/25</b>	<b>9/30/24</b>
<input type="checkbox"/> Semi-Annual	<input type="checkbox"/> Accrual		
<input type="checkbox"/> Annual			
<input checked="" type="checkbox"/> Final			
10. Transactions			Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>			
<b>Federal Cash (To report multiple grants, also use FFR attachment):</b>			
a. Cash Receipts			
b. Cash Disbursements			
c. Cash on Hand (line a minus b)			0
<i>(Use lines d-o for single grant reporting)</i>			
<b>Federal Expenditures and Unobligated Balance:</b>			
d. Total Federal funds authorized			500000
e. Federal share of expenditures			499466.10
f. Federal share of unliquidated obligations			0
g. Total Federal share (sum of lines e and f)			499466.1
h. Unobligated balance of Federal Funds (line d minus g)			533.90000000002328
<b>Recipient Share:</b>			
i. Total recipient share required			0
j. Recipient share of expenditures			0
k. Remaining recipient share to be provided (line i minus j)			0
<b>Program Income:</b>			
l. Total Federal program income earned			
m. Program Income expended in accordance with the deduction alternative			
n. Program Income expended in accordance with the addition alternative			
o. Unexpended program income (line l minus line m or line n)			

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Totals:				0	0	0

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official	
Prefix: <input type="text"/>	First Name: <input type="text" value="Robert"/> Middle Name: <input type="text"/>
Last Name: <input type="text" value="Stewart"/>	Suffix: <input type="text"/>
Title: <input type="text" value="Lewis County Commission President"/>	
b. Signature of Authorized Certifying Official	c. Telephone (Area code, number and extension)
<input type="text"/>	<input type="text" value="304-269-8200"/>
d. Email Address	e. Date Report Submitted
<input type="text" value="bobbystewart00@gmail.com"/>	<input type="text"/>
14. Agency use only:	



## U.S. ENVIRONMENTAL PROTECTION AGENCY MBE/WBE UTILIZATION UNDER FEDERAL GRANTS AND COOPERATIVE AGREEMENTS

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2030-0020). Responses to this collection of information are required to obtain an assistance agreement (40 CFR Part 30, 40 CFR Part 31, and 40 CFR Part 33 for awards made prior to December 26, 2014, and 2 CFR 200, 2 CFR 1500, and 40 CFR Part 33 for awards made after December 26, 2014). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 1 hour per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

<b>1A. REPORTING PERIOD</b> October 1, 2024 – September 30, 2025	<b>1B. REPORT TYPE</b> <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Final Report (Project completed)												
<b>1C. Revision of a Prior Year Report?</b> <input checked="" type="radio"/> No <input type="radio"/> Yes If yes, what reporting period is being revised and briefly describe the changes made. <b>Note:</b> The revised report will replace the associated original report in its entirety.													
<b>2A. RECIPIENT UNIQUE ENTITY IDENTIFIER</b>  													
<b>2B. RECIPIENT REPORTING CONTACT</b> Name: Bobby Stewart III Email: bobbystewart00@gmail.com Phone: 304-269-8200													
<b>3. FEDERAL AWARD IDENTIFICATION NUMBER (FAIN)</b> (For SRF state recipients, please include all numbers for all open assistance agreements being reported on this form.) <b>BF-95304901</b>													
<b>4A. If NO procurements were made this reporting period (by the recipient, sub-recipient(s), loan recipient(s), and prime contractor(s)), CHECK and SKIP to Block No. 6.</b> (Procurements are all expenditures through contract, order, purchase, lease or barter of supplies, equipment, construction, or services needed to complete Federal assistance programs.) <input type="checkbox"/>													
<b>4B. Total Procurements &amp; MBE/WBE Accomplishments This Reporting Period (in dollars)</b> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 20%; text-align: center;">Construction</th> <th style="width: 20%; text-align: center;">Non-Construction</th> <th style="width: 20%; text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>Total Procurement:</td> <td style="text-align: right;">\$ 0</td> <td style="text-align: right;">\$ 57322.64</td> <td style="text-align: right;">\$ 57322.64</td> </tr> <tr> <td>MBE/WBE Combined Procurement:</td> <td style="text-align: right;">\$ 0</td> <td style="text-align: right;">\$ 0</td> <td style="text-align: right;">\$ 0</td> </tr> </tbody> </table>			Construction	Non-Construction	Total	Total Procurement:	\$ 0	\$ 57322.64	\$ 57322.64	MBE/WBE Combined Procurement:	\$ 0	\$ 0	\$ 0
	Construction	Non-Construction	Total										
Total Procurement:	\$ 0	\$ 57322.64	\$ 57322.64										
MBE/WBE Combined Procurement:	\$ 0	\$ 0	\$ 0										
<b>5A. Good Faith Efforts:</b> If procurements were made, indicate whether your organization has followed the six Good Faith efforts found in 40 CFR Part 33, Subpart C, 40 CFR 33.501 and 2 CFR 200.321.  <input checked="" type="checkbox"/> Yes, my organization has implemented and documented each of the six Good Faith Efforts on the procurements made during this reporting period.  <input type="checkbox"/> No, my organization has not implemented and documented each of the six Good Faith Efforts on the procurements made during this reporting period.	<b>5B. If procurements were made, but no MBE/WBE procurements are being reported, then check the applicable box(es) for the reason(s) why no MBE/WBE procurements were made.</b>  <input checked="" type="checkbox"/> No MBE/WBE(s) applied <input type="checkbox"/> No MBE/WBE(s) were qualified  <input type="checkbox"/> Other:												
<b>6. NAME OF RECIPIENT'S AUTHORIZED REPRESENTATIVE</b> Bobby Stewart III	<b>TITLE</b> Lewis County Commission President												
<b>7. SIGNATURE OF RECIPIENT'S AUTHORIZED REPRESENTATIVE</b>	<b>DATE</b>												

## **Instructions:**

### **A. General Instructions:**

MBE/WBE utilization is based on 40 CFR Part 33 and 2 CFR Parts 200 and 1500. The reporting requirement reflects the change in the reporting threshold described in Recipient/Applicant Information Notice-2018-G04 issued by EPA's Office of Grants and Debarment on September 7, 2018 (<https://www.epa.gov/grants/rain-2018-g04>). EPA Form 5700-52A must be completed annually by recipients of financial assistance agreements where the combined total of funds budgeted for procuring supplies, equipment, construction and services exceeds the current Simplified Acquisition Threshold as set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1. This reporting requirement applies to all new and existing awards and voids all previous reporting requirements.

In determining whether the threshold is exceeded for a particular assistance agreement, the analysis must focus on funds budgeted for procurement under the supplies, equipment, construction, services or "other" categories, and include funds budgeted for procurement under sub-awards or loans.

Reporting will also be required in cases where the details of the budgets of sub-awards/loans are not clear at the time of the grant awards and the combined total of the procurement and sub-awards and/or loans exceeds the Simplified Acquisition Threshold.

For example, if the Simplified Acquisition Threshold is \$250,000, then if a recipient has \$300,000 budgeted under procurement, then completion of this report is required.

When reporting is required, all procurement actions are reportable, not just the portion which exceeds the Simplified Acquisition Threshold.

If at the time of award the budgeted funds exceed the Simplified Acquisition Threshold but actual expenditures fall below, a report is still required.

If at the time of award, the combined total of funds budgeted for procurements in any category is less than or equal to the Simplified Acquisition Threshold and is

maintained below the threshold, no DBE report is required to be submitted.

Recipients are required to report 30 days after the end of each federal fiscal year (i.e. October 30th), per the terms and conditions of the financial assistance agreement.

Final reports are due October 30<sup>th</sup> or 120 days after the end of the project period, whichever comes first.

MBE/WBE program requirements, including reporting, are material terms and conditions of the financial assistance agreement. Failure to comply may lead to termination of the financial assistance agreement which is then reported to the OMB-designated integrity and performance system accessible through SAM (currently FAPIIS) pursuant to 2 CFR 200.339(b).

### **B. Submission:**

Recipients must submit completed forms to the point of contact associated with the awarding office for the applicable assistance agreement. Information on specific points of contact for EPA's Headquarters and ten Regional Offices is located at:

<https://www.epa.gov/grants/frequently-asked-questions-disadvantaged-business-enterprises>

Questions regarding the completion of this form should be directed to the DBE Coordinator associated with the awarding office for the applicable assistance agreement. A list of the DBE Coordinators for each awarding office can be located here:

<https://www.epa.gov/grants/epa-dbe-program-coordinators>

### C. Instructions:

1A. Specify Federal fiscal year this report covers. The Federal fiscal year runs from October 1st through September 30th (e.g. **November 29, 2020 falls within Federal fiscal year 2021**)

1B. Specify report type. Check the annual reporting box if this is an annual report. If it is a final report, check the final report box to indicate if the project is completed.

1C. Indicate if this is a revision to a previous year and provide a brief description of the revision you are making including what reporting period is being revised. The revised report will replace the associated original report in its entirety.

2A. Provide your organization's Unique Entity Identifier. More information about Unique Entity Identifier, including its meaning, can be found in 2 CFR Part 25.

2B. Identify the name and contact information for the person located within the recipient organization that can be contacted if questions arise from this report.

3. Provide the Federal Award Identification Number (FAIN) assigned by EPA. A separate report must be submitted for each Assistance Agreement.

\*For SRF recipients: In box 3 list numbers for ALL OPEN Assistance Agreements being reported on this form.

4A. Self-explanatory. **Note:** Procurement means expenditures under the supplies, equipment, construction, services or "other" categories, and include funds expended for procurement under sub-awards or loans.

4B. Provide the total dollar amount (in dollars) of **ALL** procurements awarded this reporting period by construction, non-construction, and grand total by the recipient, sub-recipients, and SRF loan recipients, **including** MBE/WBE expenditures, not just the portion which exceeds the threshold. For example: Actual dollars for procurement from the procuring office; actual contracts let from the contracts office; actual goods, services, supplies, etc., from other sources including the central purchasing/ procurement centers).

Provide the total dollar amount (in dollars) of MBE/WBE procurements **ONLY** awarded this reporting period by construction, non-construction, and grand total by the recipient, sub-recipients, SRF loan recipients, and prime contractors not just the portion which exceeds the threshold.

**\*For SRF recipients only:** In 4B, please enter the total annual procurement amount under all of your SRF Assistance Agreements. The figure reported in this section is **not** directly tied to an individual Assistance Agreement identification number. **(SRF state recipients report state procurements in this section)**

5A. Self-explanatory.

5B. If procurements were made during this reporting period, but no procurements with MBE(s) or WBE(s) are being reported, then select the reason why. If "Other" is chosen, please fill in with the reason.

6. Self-explanatory.

7. Self-explanatory.

\*\*This data is requested to comply with provisions mandated by: statute or regulations (40 CFR Part 33 and/or 2 CFR Parts 200 and 1500); OMB Circulars; or added by EPA to ensure sound and effective assistance management. Accurate, complete data are required to obtain funding, while no pledge of confidentiality is provided.