

**WEST VIRGINIA GOVERNOR'S OFFICE
EMERGENCY DROUGHT RELIEF REIMBURSEMENT GRANT PROGRAM
POLICIES AND PROCEDURES FOR APPLICANTS**

I. PURPOSE

The Emergency Drought Relief Reimbursement Grant Program, administered by the Office of the Governor, will provide financial assistance, in the form of reimbursement of eligible and reasonable expenses, to state, regional, county, and municipal agencies, including fire departments, that are providing assistance to maintain necessary irrigation and livestock water supplies in response to the extreme drought conditions present in certain counties of this State. The objective of the program is to mitigate negative impacts of the drought by supporting the transportation of necessary irrigation and livestock water supplies and to cover the reasonable expenses incurred by such public agencies, including fire departments, as they assist in reducing drought-related harm to farmers and agricultural operations in affected areas of this State.

II. DEFINITIONS

As used herein, the following terms have the following meanings, unless the context clearly indicates otherwise. Any questions as to the meanings of certain terms herein shall be resolved by the Governor's Office in its sole discretion.

- "Eligible Applicant" means a state, regional, county, or municipal agency, including fire departments, in counties determined by the U.S. Drought Monitor to have severe (D2) or extreme (D3) drought conditions, where such agencies are supporting the procurement or transportation of necessary irrigation water supply and/or livestock water supply or are incurring other reasonable expenses related to reducing drought-related harms to agricultural operations in this State.
- "Irrigation Water Supply" means supplying water to agricultural products that require irrigation during a water shortage due to extreme drought conditions.
- "Agricultural Products" means livestock and livestock products, poultry and poultry products, fruits and fruit products, vegetable and vegetable products, grains and hays and the products derived therefrom, tobacco, syrups, honey, and other products derived from the business of farming; including such other products as may be manufactured, derived, or prepared from agricultural products, raw or processed, which are used as food for man or other animals.
- "Livestock Water Supply" means supplying water to operations involving the production, growing, raising, or reproducing of livestock during a water shortage due to extreme drought conditions.
- "Livestock" means cattle, horses, swine, sheep, goats, or any other animal of the bovine, equine, porcine, ovine, or caprine specie, and domestic poultry.
- "Conservation District" means a distinct conservation district organized under the provisions of West Virginia Code § 19-21A-1 et seq.

III. ELIGIBILITY CRITERIA

Eligible applicants include state, regional, county, and municipal agencies, including fire departments, in counties determined by the U.S. Drought Monitor to have severe (D2) or extreme (D3) drought conditions, where such agencies are supporting the procurement or transportation of necessary irrigation and livestock water supplies or are incurring other reasonable expenses related to reducing drought-related harms to farmers and agricultural operations in this State.

Reasonable costs may be reimbursed to an eligible agency where it has expended funds to support irrigation for agricultural operations within its jurisdiction, provided that such expenditure was made to support irrigation of land actively being used for growing agricultural products where agricultural products are present which require irrigation.

Reasonable costs may be reimbursed to an eligible agency where it has expended funds to support maintaining livestock water supplies for agricultural operations within its jurisdiction, provided that such expenditure was made to support the production, growing, raising, or reproducing of livestock.

IV. REVIEW, APPROVAL, AND DISBURSEMENT PROCESS

Generally, applications will be considered upon submission of a complete Emergency Drought Relief Reimbursement Grant Application, including documentation and sufficient detail to justify the reasonableness of costs incurred by an eligible applicant.

Various categories of applicants are, however, directed to submit their application to a different initial reviewing party, as described below.

Fire Departments

Fire departments are directed to submit their applications to the West Virginia Division of Forestry by submitting a completed application along with all supporting documentation to eric.m.jarrell@wv.gov. The Division of Forestry will compile and review all applications from fire departments and submit a summary of applications, in spreadsheet format, along with its recommendation for funding, to the Governor's Office. The Governor's Office will then utilize a third-party accounting firm to verify the sufficiency of documentation of eligible and reasonable costs and make such awards as it determines appropriate in its sole discretion. Funding for approved applications from fire departments will be transferred from the Governor's Office to the Division of Forestry, which will then transfer approved amounts to individual fire departments.

Conservation Districts

Conservation Districts are directed to submit their applications to the West Virginia Conservation Agency, by submitting a completed application along with all supporting documentation to cshreve@wvca.us. The Conservation Agency will compile and review all applications from conservation districts and submit a summary of applications, in spreadsheet format, along with its recommendation for funding, to the Governor's Office. The Governor's Office will then utilize a third-party accounting firm to verify the sufficiency of documentation of eligible and reasonable

costs and make such awards as it determines appropriate in its sole discretion. Funding for approved applications from conservation districts will be transferred from the Governor's Office to the Conservation Agency, which will then transfer approved amounts to individual Conservation Districts.

Other State, Regional, County, and Municipal Agencies

Other State, Regional, County, or Municipal Agencies, including emergency management agencies or county commissions, for example, are directed to submit their applications directly to the Governor's Office, by submitting a completed application along with all supporting documentation to krista.k.cox@wv.gov. The Governor's Office will review all applications from such agencies and will utilize a third-party accounting firm to verify the sufficiency of documentation of eligible and reasonable costs and make such awards as the Governor's Office determines appropriate in its sole discretion. Funding for approved applications from such agencies will be transferred from the Governor's Office to the agency directly.

Applications must be submitted by September 13, 2024, and may be approved contingent on the availability of funds that may be designated for this grant program.

V. REIMBURSABLE GRANT OR SUBGRANT AGREEMENT

Fire Departments

Prior to the disbursement of funds for the benefit of fire departments, the West Virginia Division of Forestry and the Governor's Office will enter into a grant agreement incorporating these Policies and Procedures along with such other terms and conditions as the Governor's Office may deem necessary or beneficial, and the Division of Forestry and each fire department which will receive funds shall enter into a subgrant agreement incorporating these Policies and Procedures along with such other terms and conditions as the Governor's Office may deem necessary or beneficial.

Conservation Districts

Prior to the disbursement of funds for the benefit of conservation districts, the West Virginia Conservation Agency and the Governor's Office will enter into a grant agreement incorporating these Policies and Procedures along with such other terms and conditions as the Governor's Office may deem necessary or beneficial, and the Conservation Agency and each conservation district which will receive funds shall enter into a subgrant agreement incorporating these Policies and Procedures along with such other terms and conditions as the Governor's Office may deem necessary or beneficial.

Other State, Regional, County, and Municipal Agencies

Prior to the disbursement of funds for the benefit of other state, regional, county, or municipal agencies, the Governor's Office and such agency shall enter into a grant agreement incorporating these Policies and Procedures along with such other terms and conditions as the Governor's Office may deem necessary or beneficial.

VI. REMITTANCE OF INELIGIBLE COSTS

Any monies transferred to any grantee or subgrantee receiving funds under this grant program which may be determined to be for costs deemed ineligible or unreasonable shall be repaid to the Governor's Office.