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Header 1

List View

**General Information** | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#) | [Clarification Request](#)

Procurement Folder: 1052268

Procurement Type: Central Master Agreement

Vendor ID:

Legal Name: WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC

Alias/DBA:

Total Bid: \$738,000.00

Response Date:

Response Time:

Responded By User ID:

First Name:

Last Name:

Email:

Phone:

SO Doc Code: CRFQ

SO Dept: 0932

SO Doc ID: DRS2200000013

Published Date: 6/23/22

Close Date: 6/28/22

Close Time: 13:30

Status: Closed

Solicitation Description:

Total of Header Attachments: 1

Total of All Attachments: 1



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

State of West Virginia  
Solicitation Response

**Proc Folder:** 1052268  
**Solicitation Description:** Addendum No.1 State Use Program Management Services by a CNA  
**Proc Type:** Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2022-06-28 13:30	SR 0932 ESR06272200000008110	1

**VENDOR**  
000000204796  
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC

**Solicitation Number:** CRFQ 0932 DRS2200000013  
**Total Bid:** 738000  
**Response Date:** 2022-06-27  
**Response Time:** 17:32:02  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**

Toby L Welch  
(304) 558-8802  
toby.l.welch@wv.gov

Vendor Signature X	FEIN#	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	CNA MANAGEMENT SERVICES				738000.00

Comm Code	Manufacturer	Specification	Model #
80000000			

**Commodity Line Comments:** Exhibit A is within the bid packet.  
4.1% x \$18,000,000 =738,000  
We are bringing a paper copy with blue signatures in the morning for your files. ~tnm

**Extended Description:**  
Vendor must fill out Exhibit A pricing page in its entirety and submit it with their bids,  
Vendors should enter their total bid amount from Exhibit A into the Contract Amount line



Proposal to West Virginia Department of  
Administration, Purchasing Division for  
Administration of the State Use Program.

CRFQ 0932 DRS2200000013

By



West Virginia Association of  
Rehabilitation Facilities

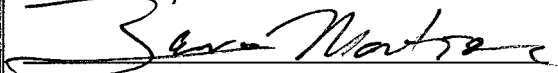
Physical Address: 400 Patterson  
Lane Charleston, WV 25311

Mailing Address: P.O. Box 6764,  
Charleston, WV 25362

[www.wvarf.org](http://www.wvarf.org)

Contact: Tara Martinez, CEO/Director  
Email: [tmartinez@wvarf.org](mailto:tmartinez@wvarf.org)

Submitted by

  
Tara Martinez, CEO/Director

Date

6/28/22

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## 1 - Purpose and Scope

WVARF respectfully submits this bid to continue as the Central Nonprofit Agency to manage the state use contract. Our mission is “To give every individual with a disability the opportunity to have gainful employment.” We believe strongly in the purpose of the state use program and will continue to strive to “encourage the employment of people with disabilities so that they can be self-sufficient, productive, and independent and at the same time provide goods and services to the state at fair market value.” We have a long history of success collaborating with the Governor’s Committee for the purchase of commodities and Services from the Handicapped and hope to continue our successful relationship into the future.

## 2 – Definitions

WVARF agrees to comply with the provided definitions.

## 3 - Qualifications

### 3.1 Vendor Experience

Established in 1973, West Virginia Association of Rehabilitation Facilities (WVARF) has served as the Central Nonprofit Agency (CNA) for the State Use Contract in the state of West Virginia for over thirty (30) years. WVARF has 501(c)3 status and is a registered entity through the West Virginia Secretary of State. WVARF has been dedicated to providing services to the Governor’s Committee, training and collaborating with Community Rehabilitation Partners (CRPs), and upholding and improving Quality Assurance (QA) standards for our programs. WVARF has the proven expertise and capacity to fulfill the requirements of CRFQ 0932 DRS2200000013.

WVARF works closely with our customers and our vendors to ensure high quality and high satisfaction results. In each example below, WVARF marketed services, conducted the negotiation of prices, coordinated the delivery of services and goods, ensured Quality Assurance, Invoiced the customer, and processed payments to vendors in a professional and efficient manner, just as we have done on over two hundred contracts each year.

#### Past Performance Example 1

Project: Stream Access Grounds Maintenance (statewide)

Agency: WVDNR

Contact: Mark Scott (mark.t.scott@wv.gov)

Goal/Objective: Coordinate the completing of grounds maintenance across 126 boating and/or fishing sites, among 12 CRPs, while meeting state and federal funding requirements. We defined a scope and updated the process with the 6 DNR district Biologist. We streamlined the process with the creation of a centralized timesheet and the institution of SharePoint for data collection. This yielded a substantial time savings from completion, collection, billing, and payment processes.

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### Past Performance Example 2

Project: Fogging/Disinfecting (statewide)

Agency: WVDHHR

Contact: George Montgomery (George.l.montgomery@wv.gov)

Goal/Objective: During the pandemic, the need for a quick, efficient, and safe disinfecting service became urgent. With the coordination from CRP, The Op Shop, we were able to coordinate a 24–48-hour turnaround, in most cases, to disinfect offices that had a COVID exposure. This allowed the state agencies (DHHR mainly but spread across a few agencies) to open quickly to continue helping the public. We were able to expand this service across several other CRPs to broaden the range and completion ability. The Op Shop also assisted with training of other CRPs.

### Past Performance Example 3

Project: Janitorial Service Agreement Updates

Agency: All State Use Program agencies – 224 service agreements for 21-22

Contact: WVARF/All SUP agencies

Goal/Objective: WVARF successfully updated all janitorial service agreements by applying the industry ISSA Clean Standards. This helped establish a framework for excellence across every agreement by assessing the effectiveness of the cleaning processes. This also helped ensure that the participants of the SUP were receiving adequate, standardized, times to complete the needed work.

## 3.2 Vendor Staff

WVARF has eight full time staff dedicated to servicing the State Use Contract. In addition, WVARF partners with contractors to further supplement the skills and expertise of the staff.

### Job Descriptions:

WVARF utilizes the following roles, as needed, to fulfill the contract requirements. All roles require at least 5 years of experience with skills relevant to the fulfillment of the state use contract.

## Accounting Assistant

**Organization:** West Virginia Association of Rehabilitation Facilities

**Organization Profile:** The West Virginia Association of Rehabilitation Facilities, Inc. (WVARF) serves as the state's Central Nonprofit Agency, linking people with disabilities to meaningful employment opportunities. WVARF is a collaboration of nonprofit corporations and government agencies working to advance preferential purchasing programs, or "State Use" programs, which create jobs for individuals with disabilities.

**Status:** Salaried/Exempt, 40 hours a week

**Supervisor:** Associate Director

**Location:** Charleston, WV

**Job Overview:** The accounting assistant is a mid-level to senior position that ensures accurate data entry and maintenance of accounting functions, such as accounts receivable, accounts payable, vendor lists, customer lists, payment information, and invoice entry and reconciliation. This position works in a team environment and may advise fellow team members on accounting functions.

### Responsibilities and Duties:

- Provide accounting data entry to the accounting department (AR, AP)
- Type accurately and maintain accurate, detailed records
- Process ACH payments and prepare ACH payment receipts
- Reconcile payments received to accounts receivable and accounts billable
- Interface with customers and vendors verbally and in written correspondence
- Proficiently utilize software for accounting functions (QuickBooks, Excel, Word, etc.)
- Create and present training topics
- Collaborate with and direct other department team members to ensure accuracy and effective workflow
- Create Reports, as requested, for the Associate and Executive Managers
- Problem solve basic accounting issues within the team
- Operate General Office Equipment including Computers, Printers, Fax Machines, Multi-line telephones, Postage Machines, etc.

### Qualifications:

- Associates Degree or higher in accounting or related field
- 5 years of experience in an accounting function role (AR or AP)
- Proficient in Microsoft Office, QuickBooks, and ERP systems
- Detail oriented with the ability to quickly change from one task to another with ease and accuracy
- Professional communication skills and the ability to maintain confidentiality
- The ability to type at least 40 WPM
- The ability to work autonomously and provide accurate direction to others

## Office Clerk

**Organization:** West Virginia Association of Rehabilitation Facilities

**Organization Profile:** The West Virginia Association of Rehabilitation Facilities, Inc. (WVARF) serves as the state's Central Nonprofit Agency, linking people with disabilities to meaningful employment opportunities. WVARF is a collaboration of nonprofit corporations and government agencies working to advance preferential purchasing programs, or "State Use" programs, which create jobs for individuals with disabilities.

**Status:** Hourly/Non-Exempt, 40 hours a week

**Supervisor:** Associate Director

**Location:** Charleston, WV

**Job Overview:** The Office Clerk is responsible for accurate filing, proofreading, reconciling and recordkeeping. This position works in a team environment and must take direction from multiple employees.

### Responsibilities and Duties:

- Provide administrative support to the accounting department (AR, AP)
- Type accurately and maintain accurate, detailed records
- Proofread Customer and Vendor Invoices for accuracy
- Sort, Reconcile and Mail correspondence
- Create and maintain filing systems for record keeping
- Use basic software applications for communication and data entry
- Operate General Office Equipment including Computers, Printers, Fax Machines, Multi-line telephones, Postage Machines, etc.

### Qualifications:

- High School Diploma, or equivalent
- 5 years of Office or Receptionist work, required
- Basic Software exposure
- Detail oriented with the ability to quickly change from one task to another with ease and accuracy
- The ability to take direction from multiple people
- Professional communication skills and the ability to maintain confidentiality

## Receptionist

**Organization:** West Virginia Association of Rehabilitation Facilities

**Organization Profile:** The West Virginia Association of Rehabilitation Facilities, Inc. (WVARF) serves as the state's Central Nonprofit Agency, linking people with disabilities to meaningful employment opportunities. WVARF is a collaboration of nonprofit corporations and government agencies working to advance preferential purchasing programs, or "State Use" programs, which create jobs for individuals with disabilities.

**Status:** Hourly/Non-Exempt, 40 hours a week

**Supervisor:** Associate Director

**Location:** Charleston, WV

**Job Overview:** The Receptionist is responsible for answering phones, directing calls, taking accurate messages, and transcribing accurate payment information from customers. This position works in a team environment and must take direction from multiple employees.

**Responsibilities and Duties:**

- Provide professional receptionist support to the organization
- Write accurately and maintain accurate, detailed records
- Sort Mail correspondence
- Operate General Office Equipment including multi-line telephones, Postage Machines, Copiers etc.

**Qualifications:**

- High School Diploma, or equivalent
- 5 years of Office or Receptionist work
- The ability to take direction from multiple people
- Professional communication skills and the ability to maintain confidentiality



## **Contract Administrator**

**Organization:** West Virginia Association of Rehabilitation Facilities

**Organization Profile:** The West Virginia Association of Rehabilitation Facilities, Inc. (WVARF) serves as the state's Central Nonprofit Agency, linking people with disabilities to meaningful employment opportunities. WVARF is a collaboration of nonprofit corporations and government agencies working to advance preferential purchasing programs, or "State Use" programs, which create jobs for individuals with disabilities.

**Status:** Salaried/Exempt, 40 hours a week

**Supervisor:** Executive Director

**Location:** Charleston, WV

**Job Overview:** The Contract Administrator is a mid-level to senior position that ensures accurate and detailed contract terms are created and met through partnerships with CRPs. This position works in a team environment and may advise fellow team members on contract matters.

### **Responsibilities and Duties:**

- Create contracts with state agencies and collaborate with Contract Managers to fulfill contract obligations
- Coordinate and manage Commodities contracts
- Type accurately and maintain accurate, detailed records
- Interface with customers and vendors verbally and in written correspondence
- Proficiently utilize software for creating and tracking contract terms, obligations, and results
- Create and present training topics
- Collaborate with other team members to ensure accuracy and effective workflow
- Problem solve contract issues in collaboration with Contract Managers
- Create and maintain accurate Inventory Management systems
- Create reports, as requested, for the Associate and Executive Director
- Interface with the Accounting Department to ensure accurate billing practices for contracts
- Operate General Office Equipment including Computers, Printers, Fax Machines, Multi-line telephones, Postage Machines, etc.

### **Qualifications:**

- Associates Degree or higher in Business or related field, or equivalent experience
- 5 years of experience in a Purchasing or Mid-level Management role
- Proficient in Microsoft Office, QuickBooks, and ERP systems
- Detail oriented with the ability to quickly change from one task to another with ease and accuracy
- Professional communication skills and the ability to maintain confidentiality
- The ability to type at least 40 WPM
- The ability to work autonomously and provide accurate direction to others

## Contract Manager – Temp Contracts

**Organization:** West Virginia Association of Rehabilitation Facilities

**Organization Profile:** The West Virginia Association of Rehabilitation Facilities, Inc. (WVARF) serves as the state's Central Nonprofit Agency, linking people with disabilities to meaningful employment opportunities. WVARF is a collaboration of nonprofit corporations and government agencies working to advance preferential purchasing programs, or "State Use" programs, which create jobs for individuals with disabilities.

**Status:** Salaried/Exempt, 40 hours a week

**Supervisor:** Executive Director

**Location:** Charleston, WV

**Job Overview:** The Contract Manager – Temp Contracts is a mid-level to senior position that coordinates the fulfillment of State Use Temporary Worker Contracts through partnerships with CRPs. This position works in a team environment and collaborates with team members to ensure accurate terms, billing, and fulfillment of contract requirements.

### Responsibilities and Duties:

- Assist in the creation of contracts with state agencies and collaborate with CRPs and state agencies to fulfill contract obligations
- Type accurately and maintain accurate, detailed records
- Interface with customers and vendors verbally and in written correspondence
- Proficiently utilize software for creating and tracking contract terms, obligations, and results
- Create and present training tools and topics
- Collaborate with other team members to ensure accuracy and effective workflow
- Problem solve contract issues in collaboration with Contract Administrator
- Create reports, as requested, for the Associate and Executive Director
- Interface with the Accounting Department to ensure accurate billing practices for contracts
- Operate General Office Equipment including Computers, Printers, Fax Machines, Multi-line telephones, Postage Machines, etc.

### Qualifications:

- Associates Degree or higher in Business or related field, or equivalent experience
- 5 years of experience in a Purchasing or Administrative role
- Proficient in Microsoft Office
- Detail oriented with the ability to quickly change from one task to another with ease and accuracy
- Professional communication skills and the ability to maintain confidentiality
- The ability to type at least 40 WPM
- The ability to work autonomously

## **Contract Manager – Janitorial/Services Contracts**

**Organization:** West Virginia Association of Rehabilitation Facilities

**Organization Profile:** The West Virginia Association of Rehabilitation Facilities, Inc. (WVARF) serves as the state's Central Nonprofit Agency, linking people with disabilities to meaningful employment opportunities. WVARF is a collaboration of nonprofit corporations and government agencies working to advance preferential purchasing programs, or "State Use" programs, which create jobs for individuals with disabilities.

**Status:** Salaried/Exempt, 40 hours a week

**Supervisor:** Executive Director

**Location:** Charleston, WV

**Job Overview:** The Contract Manager – Janitorial/Services Contracts is a mid-level to senior position that coordinates the fulfillment of State Use Janitorial/Services Contracts through partnerships with CRPs. This position works in a team environment and collaborates with team members, CRPs, and customers to ensure quality assurance, accurate terms, billing, and fulfillment of contract requirements.

### **Responsibilities and Duties:**

- Assist in the creation of contracts with state agencies and collaborate with CRPs and state agencies to fulfill contract obligations
- Travel throughout assigned region to meet with CRPs to ensure quality and compliance of contracts through inspections and interviews
- Travel throughout assigned region to meet with State Agencies to troubleshoot non-compliance issues with contracts, and to generate additional contract opportunities
- Interface with customers and vendors verbally and in written correspondence
- Proficiently utilize software for creating and tracking contract terms, obligations, and results
- Collaborate with other team members to ensure accuracy and effective workflow
- Problem solve contract issues in collaboration with Contract Administrator
- Interface with the Accounting Department to ensure accurate billing practices for contracts
- Operate General Office Equipment including Computers, Printers, Fax Machines, Multi-line telephones, Postage Machines, etc.

### **Qualifications:**

- Associates Degree or higher in Business or related field, or equivalent experience
- 5 years of experience in a Purchasing or Administrative role
- Proficient in Microsoft Office
- Detail oriented with the ability to quickly change from one task to another with ease and accuracy
- Professional communication skills and the ability to maintain confidentiality
- The ability to type at least 40 WPM
- The ability to work autonomously
- The ability to travel, daily, as needed

## **CEO/Executive Director**

**Organization:** West Virginia Association of Rehabilitation Facilities

**Organization Profile:** The West Virginia Association of Rehabilitation Facilities, Inc. (WVARF) serves as the state's Central Nonprofit Agency, linking people with disabilities to meaningful employment opportunities. WVARF is a collaboration of nonprofit corporations and government agencies working to advance preferential purchasing programs, or "State Use" programs, which create jobs for individuals with disabilities.

**Status:** Salaried/Exempt, 40 hours a week

**Supervisor:** WVARF Board of Directors

**Location:** Charleston, WV

**Job Overview:** The Executive Director is a senior executive position that oversees organizational functions and ensures the mission of WVARF is met through responsible fiscal, personnel, customer, community and CRP policy and relationship management.

### **Responsibilities and Duties:**

- Develop positive relationships with state agencies to maximize opportunities for CRPs
- Develop positive relationships with CRPs to maximize organizational mission
- Develop positive relationships with Legislators and decision makers to align legislation with organizational mission.
- Direct and motivate employees to meet organizational needs.
- Create and implement Strategic Planning initiatives to ensure the longevity of the organization.
- Create and implement well defined fiscal and personnel policies and procedures that meet legal requirements and best practices in the industry.
- Train and facilitate the training of employees in job duties and KSAs needed for organizational success.
- Create, manage, and maintain an annual budget approved by the BOD.
- Manage the overall workflow and processes necessary to carry out the organization's mission.
- Create and present reports to the BOD reflecting organizational budget status, progress, goals, and challenges, as requested, and at least bi-monthly.

### **Qualifications:**

- MBA or similar degree, or equivalent experience. Fiscal Management experience required.
- 2 years of experience in an Executive Director role, or 5 years in an Associate Director role
- 2 years of Management Experience in a Non-Profit Organization
- Proficient in Microsoft Office and ERP software
- Professional communication skills and the ability to maintain confidentiality
- Training and Development experience
- The ability to work autonomously and direct others
- The ability to create and implement strategic planning initiatives
- The ability to travel, daily, as needed

## **CFO/Associate Director**

**Organization:** West Virginia Association of Rehabilitation Facilities

**Organization Profile:** The West Virginia Association of Rehabilitation Facilities, Inc. (WVARF) serves as the state's Central Nonprofit Agency, linking people with disabilities to meaningful employment opportunities. WVARF is a collaboration of nonprofit corporations and government agencies working to advance preferential purchasing programs, or "State Use" programs, which create jobs for individuals with disabilities.

**Status:** Salaried/Exempt, 40 hours a week

**Supervisor:** Executive Director

**Location:** Charleston, WV

**Job Overview:** The Associate Director/CFO is a senior position that oversees and directs organizational functions pertaining to fiscal, personnel, and CRP relationship management. This position leads a team environment and directs team members to complete required tasks, as needed, for organizational success.

### **Responsibilities and Duties:**

- Develop positive relationships with CRPs to maximize organizational mission
- Direct and motivate employees to meet organizational needs.
- Assist the ED in implementation of Strategic Goals
- Assist ED in implementing well defined fiscal and personnel policies and procedures that meet legal requirements and best practices in the industry.
- Train employees in job duties and KSAs needed for organizational success.
- Oversee Accounting Department functions. Complete Bank Reconciliations and internal audits.
- Create, Implement and Conduct HR Policies and Procedures, including hiring, employee file maintenance, benefits, employee reviews, and discipline.
- Create and Present Fiscal and Human Resource Reporting for the BOD.

### **Qualifications:**

- Bachelors in accounting or similar degree, or equivalent experience, required. Fiscal Management experience, required. Human Resource Management, required.
- 2 years of experience in an Associate Director, or similar, role
- 5 years of management or coordination experience, required
- At least 1 year of accounting experience in a Non-Profit Organization, preferred
- Proficient in Microsoft Office, Accounting, and ERP software
- Professional communication skills and the ability to maintain confidentiality
- Training and Development experience
- The ability to work autonomously and direct others

Beginning in August 2022, WVARF intends to add an additional contract support position. The Job Description follows:

## **Program/Grants Director**

**Organization:** West Virginia Association of Rehabilitation Facilities

**Organization Profile:** The West Virginia Association of Rehabilitation Facilities, Inc. (WVARF) serves as the state's Central Nonprofit Agency, linking people with disabilities to meaningful employment opportunities. WVARF is a collaboration of nonprofit corporations and government agencies working to advance preferential purchasing programs, or "State Use" programs, which create jobs for individuals with disabilities.

**Status:** Salaried/Exempt, 40 hours a week

**Supervisor:** CEO/Executive Director

**Location:** Charleston, WV

**Job Overview:** The Program/Grants Director is a senior position that oversees and directs organizational functions pertaining to programing creation and implementation, responsible for researching, planning, assisting in training and curriculum development, and implementing the organization's programs and grant activities. They initiate goals based on the strategic objectives and allocate resources necessary to achieve those plans from start to finish including identifying processes, deadlines, outputs, and outcomes. This position leads a team environment and directs team members to complete required tasks, as needed, for organizational success.

### **Responsibilities and Duties:**

- Initiate and set goals for programs and grant activities according to the strategic objectives of the organization
- Plan the programs from start to completion involving deadlines, milestones, and processes
- Develop budgets and operations
- Devise evaluation strategies to monitor performance and determine the need for improvements
- Supervise all program and project partners and stakeholders involved to provide feedback and resolve complex problems
- Discover ways to enhance efficiency and productivity of procedures and people
- Apply change, risk and resource management principles when needed
- Read and prepare reports to determine progress and issues
- Ensure program operations and activities adhere to legal guidelines and internal policies
- Keep CEO informed with detailed and accurate reports or presentations
- Assist with creating training curricula

### **Qualifications:**

- Bachelor's degree in business or similar degree, or equivalent experience, required. Fiscal Management experience, required. Program Development, required. Non-profit and Business Strategic Management and Development, required. Grant Management, required

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- 2 years of experience in a director, or similar, role
- At least 3 years of program and/or grant management experience in a Non-Profit Organization, required
- Proficient in Microsoft Office
- Professional communication skills and the ability to maintain confidentiality
- Training and Development experience
- The ability to work autonomously and direct others

## Staff Bios

**Tara Martinez, MBA – CEO/Executive Director**

An innovative leader with two decades of diversified leadership experience, including 16 years in state government, Tara is a resourceful strategist offering steady program growth through positive administration, partnership, and coalition building. Since 2019, Tara has led the organization toward efficiency and transparency, overseeing the implementation of several system improvements at WVARF during COVID 19 and beyond. Her extensive background in policy and strategic planning is extremely valuable in executing the CNA contract. Her ability to develop, lead, and support her team is integral to WVARF's success.

**Nita Hobbs, MA – CFO/Associate Director**

An experienced leader and problem solver, Nita has over 6 years of Management and Accounting experience, as well as a Master of Arts Degree. She is also a current MBA Candidate with a focus in accounting and will graduate in Fall 2023. As a systems thinker, she was integral in the reorganization and upgrade of the accounting system for WVARF in 2020, as a part of the contractor team, prior to joining the WVARF team as CFO in 2021. Her experience includes human resources functions and management, accounting functions and management, vendor and employee training and development, curriculum development, inventory management, and project management.

**Andrea Higginbotham – Contract Administrator**

Andrea is a dedicated and accomplished professional with comprehensive years of hands-on experience in personnel training and development, operations supervision, public speaking, policy development, interpretation, and implementation, as well as human resources. Since 2019, Andrea has served as the Contract Administrator for WVARF. Her dedication to detail and accuracy, as well as her ability to develop solutions in a fast-paced environment has been pivotal to improvements made in customer service and quality assurance within our organization. She has over 18 years of experience in management and coordination and brings to WVARF extensive knowledge of operations management and project implementation.

**Sabrina Jones, AAS – Accounting Assistant, Accounts Receivable**

With over 28 years of office, customer service and accounting experience, Sabrina has created a proven track record of success at WVARF since 2015. Sabrina has an Associate of Applied Science in Accounting and was crucial to WVARF's success during the leadership shift and accounting system transition in 2020

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by providing continuity and insight. Her attention to detail, accuracy and excellent customer service skills exemplifies WVARF's commitment to excellence for our customers.

**Kimberly Nichols, AS – Accounting Assistant, Accounts Payable**

Kimberly joined the team in 2021, bringing with her over 20 years of experience in accounting, customer service, and office experience. She holds an Associate degree in business and accurately types 18600 KPH. This paired with her extensive experience in Accounts Payable functions, attention to detail, and excellent communication skills enhances the WVARF team and offers our vendors an excellent interface for questions and concerns, and for prompt payment.

**Eric Martin, BA – Contract Manager – Temp Contracts/Commodities Orders**

With over 10 years of experience in management and customer service, Eric brings a diverse skill set of accounting entries and reconciliation, in addition to employee coordination and customer education and relations. Eric joined the team in 2020 as a contractor and moved into a permanent position in 2021. His in-depth knowledge of commodities items, as well as his ability to fulfill Temp Contract requirements are valuable assets for the state use contract.

**Gary Wolfe – Contract Manager – Janitorial/Services Contracts (Northern)**

Since 2012, Gary has worked closely with both customers and CRPs to assure success of the state use contract. Gary is an ISSA Cleaning Industry Management Standard Certification Expert, and has over 30 years of management, customer service, and project management experience. Gary plays a key role in implementation of WVARF's QA program and is a solution-oriented professional dedicated to customer satisfaction as well as vendor growth and development. Gary's ability to translate customer needs to vendor solutions is incredibly valuable for the success of the state use contract.

**Misty Mayville, BS – Contract Manager – Janitorial/Service Contracts (Southern)**

Since 2009, Misty has developed and implemented training and development programs across the state. Joining WVARF in 2021, Misty brings extensive experience in collaboration with Federal and State agencies, as well as in monitoring for compliance of standards and documentation. Her experience building programs from conception to implementation offers WVARF a robust resource for problem solving as well as concept generation for CRPs.

Please see Attachment 3.2 for full resumes for each employee.

**Contractor Bios**

WVARF utilizes trusted partners to supplement the employee staff, as needed. Utilizing contractors allows WVARF to have access to expertise in an as needed, affordable manner. This assists in limiting financial burden and offers on demand services during high volume timeframes.

**This Place – [www.thisplacewv.com](http://www.thisplacewv.com)**

A consulting and services firm based in West Virginia and well versed in Non-Profit accounting; This Place assisted in the accounting system efficiency improvements in 2020. They also assisted in evaluating and implementing HR systems and procedures. This Place continues to offer supplemental



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data entry and accounting assistance, as needed. Their president and founder, Rachel Rae Dyer, has over 20 years of experience in human resource management, accounting, employee training and development, efficiency improvement, project management and strategic planning. She has an MBA and a BS in Accounting.

**Ellis & Ellis - <https://www.elliscpa.com/>**

Ellis & Ellis, PLLC is a full-service accounting firm serving clients throughout the state of West Virginia and surrounding states, dedicated to providing clients with professional, personalized services and guidance in a wide range of financial and business needs. Ellis & Ellis serves as the auditor for WVARF. Kim Williams is a CPA who has conducted the annual audit for WVARF for fiscal years 2019 – 2021. She provides additional expertise, as needed, and advises on accounting compliance and best practices.

### 3.3 Compliance

#### Vendor (WVARF) Resume

WVARF has served as the CNA for the West Virginia State Use program since inception. WVARF's staff and support team has over 150 years of experience in fields and capabilities necessary to continue to make the state use program successful. Employees have ongoing training and development through organizations such as SUPRA, Leadership WV, ARC, USDOL, ISSA Trainings and Conferences, and various other industry conferences and trainings. This ongoing training ensures our staff is well informed of current industry expectations and innovations.

WVARF has continued to improve their management systems, each year, making the experience for customers and vendors more streamlined and accurate. Since 2020, WVARF has implemented improved electronic accounting and processing systems. Utilizing technology and the full breadth of our accounting system, we now offer click to pay for customers, DocuSign for contract documents, and SharePoint for Vendors to upload and share invoices and access training and procedure guidance. During the COVID 19 pandemic, WVARF was able to pivot quickly to avoid extreme disruptions in service, converting to remote work, adapting to new demands, and shifting the offerings to meet the need of the moment.

QA programs have been improved through updated systematic evaluation procedures with clear expectations and timing. Additionally new complaint procedures have been introduced to ensure assertive and timely correction in any circumstances where the customer has not had their expectations met.

WVARF has expanded their assessment of fair market price evaluation. Utilizing partners such as Core America (Janitorial Fair Market Price Evaluation), and Tyler Mountain (commercial entity), as well as with educational institutions like Marshall University and West Virginia University, we have been able to gain a more thorough understanding of our market and its offerings and provide services and prices accordingly.

In addition to servicing the state use contract, we have taken steps to enhance our offering for CRPs and individuals with disabilities. In August we will have a dedicated program curriculum developer

through ARC - assisting with business development in the private sector and municipal customers. This role will focus on developing CRPs in business, non-profit management, and training for new skills.

To enhance the knowledge of our customers about the offerings we provide, we will conduct an EXPO at the Charleston Convention Center in the fall to showcase the people we work with and services we can provide.

We have sought to collaborate and partner with other organizations that align with our mission such as the Statewide Independent Living Counsel and Governors Employment First Task Force. It has been our primary focus to work as a collaborator and enhance our program to provide high quality, fair priced services in service of the state use contract.

### 3 Mandatory Requirements

#### 4.1.1 Contract Management

##### 4.1.1.1 Evaluating CRP capabilities

In accordance with 186CSR4, WVARF enters into an annual Master Service Agreement with each CRP (Attachment 4.1.1.1) and requires the outlined documents be provided each year. These documents are to be submitted using our SharePoint site:

1. A copy of the IRS nonprofit status letter
  2. Copy of the most current By-laws.
  3. Copy of the most current Articles of Incorporation (must include correct corporate name; and any "dba" you are using; and all documents showing their filing date and Secretary of State Seal.
  4. Copy of the letter from Secretary of State showing that the CRP is registered and in good standing with the Secretary of State as a charitable organization pursuant to W. Va. Code § 29-19-1.
  5. List of current Board of Directors and officers with names, addresses, and telephone numbers.
  6. Copy of the current US Department of Labor Certificate authorizing wage payments pursuant to 29 U.S.C. § 214(c) if commensurate wages are paid.
  7. Copy of the current Certificate of Liability, Automobile, Crime and Third-Party Fidelity, and Workers' Compensation insurance coverage.
  8. DRS Vendor Acknowledgement Letter approving the agency as a Community Rehabilitation Program
- WVARF also makes in-person site visits, conducts meetings through Zoom, and phone calls to ensure the CRP is adhering to the contract.

##### 4.1.1.2 List of Commodities

WVARF provides the Committee with a list of commodities and services available from qualified vendors for consideration for the statewide contract. WVARF will continue to provide lists and will update lists as new products and upgrades become available. Please see Attachment 4.1.1.2 for the current commodities list.

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## 4.1.1.3 Assisting CRPs

WVARF Assists CRPs in developing new products and upgrading existing products. WVARF's contract managers, work to identify commodity and service needs from our customers. Once a need has been identified, WVARF works with the customer to capture the required information, then presents this need to the CRPs.

WVARF also works with the CRPs on what commodities and services they have the ability to provide. Once a need or a service has been identified, WVARF completes a needs assessment with our customers, via email or conversation, to see if the commodity is a viable option for the State Use Program.

WVARF then works with the CRPs on collecting the required fair market price comparison data and presents the commodity or service to the Governor's Committee for approval.

Additionally, WVARF staff participates in SUPRA surveys about new products and services. These surveys assist state use programs across the country by sharing of success stories with other states. WVARF staff has identified and developed new products and services through this participation. WVARF fully expects to continue developing innovative programs with an increased emphasis on quality and customer service.

## 4.1.1.4 Marketing Plan

WVARF establishes a Marketing Plan annually to inform State Agencies, Political Subdivisions, and institutions of higher education of the advantages of this program. In addition to the website ([wvarf.org](http://wvarf.org)), WVARF partnered with the WVU John Chambers College of Business and Economics, Bureau of Business and Economic Research to publish the "Economic Impact of the West Virginia State Use Program" report (See Attachment 4.1.1.4). Infographics have also been created and shared with customers and stakeholders that show the impact of our services (See Attachment 4.1.1.4). Relationship building on the personal customer level has been intentional, as well. In October 2022, a robust Marketing Plan is scheduled to begin development to enhance State Agency and private customer knowledge of our offerings. This effort is expected to reach new customers while also making current customers aware of additional options they may not be aware of.

## 4.1.1.5 Training Sessions

WVARF trains each participating CRP at least twice, annually. These training sessions are recorded and housed on SharePoint, so CRPs can utilize them for training of new hires or retraining of current staff. The trainings in 2021 focused on the migration of invoice submission to the digital SharePoint platform. At the beginning of 2020, WVARF was still conducting physical paper invoicing and performed a systemwide overhaul in the accounting department to increase the speed and efficacy of invoice billing to the state and payments to CRPs.

As an example, Attachment 4.1.1.5 is a screen shot of the second training performed in 2021. WVARF staff standardized invoicing requirements from CRPs, so item numbers corresponded with the Statewide Contract line items and began requiring that PO numbers appear on all invoicing to match state accounting records. We also require standardized naming of submitted invoice and backup records. All these efforts to standardize accounting practices expedite our processes.

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As part of our 3-year strategic plan, we polled CRPs to determine what trainings will most benefit them. Future potential topics include executive management, Board training, grant writing, operations, staff training, and accounting processes.

### 4.1.1.6 Negotiating Contracts

Each year, WVARF is responsible for negotiating over two hundred contracts with CRPs. This includes any changes and any new contracts.

### 4.1.1.7 Qualified Vendors

WVARF uses only qualified vendors to perform work on the statewide contract. WVARF works with the CRPs to define their available commodities and services. Once a commodity or service has been confirmed by WVARF, the CRP is presented to the Governor's Committee for approval to provide said commodity or service. No orders from the state are given to any CRP that is not first approved by the Committee.

### 4.1.1.8 CRP Compliance

WVARF ensures compliance with the contract through a Quality Assurance program. This includes training, site visits, inspections, and customer feedback systems. The Corporation has always and will continue to have mechanisms in place which assure quality of goods, services, and customer requirements. The Corporation's continuous improvement plan is an integral part of the daily methodology and philosophy on how to conduct its business.

#### Inspections and Sampling Methods/Procedures:

The Corporation has been and will continue to inspect commodities utilizing nationally recognized methods and procedures for sampling and inspection. For example, the bottled water contract is licensed through the WV Department for Distribution and the WV State Weights and Measures for containers and volume of water. The National Sanitation Foundation (NSF) tests water regularly and attached tags to water systems. The producing CRP follows the International Bottled Water Association (IBWA) standards and attends conferences for this association. The liquid soap contract is measured against standards set by the Food and Drug Administration (FDA), including contents, labeling and conformity with intended use. Periodic site visits by WVARF staff includes the review of processes.

#### Nationally Recognized Evaluation Methods/Procedures:

The Corporation will continue to measure the quality of services using industry standards as part of its program monitoring system. An example of an industry standard for a service is the ISSA standards of quality measuring for janitorial contracts. Such instruments of quality measurement include periodic site visits to inspect the quality and contact with the customer to determine their satisfaction. Additionally, the Corporation will continue to encourage the CRPs to adopt and use the same rigor when conducting their own inspections, thereby allowing for standardizing processes.

#### Implementation of a Continuous Quality Improvement Plan:

The Corporation has policies, procedures, processes, and controls in place to ensure all work is completed properly. Those quality assurance policies, procedures, processes, and controls are

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continuously reviewed and amended or updated in real time. The Corporation's quality improvement plan is designed to ensure that all customers receive the highest quality products and services. This plan includes:

- Meeting regularly with customers to fully understand their needs and expectations including acceptable quality level
- Emphasizing best procurement value when developing specifications
- Obtaining agreement from the CRPs to provide the product or service per the specifications for the agreed upon fair market price
- Conducting a pre-performance review for service contracts to ensure needs and expectations are fully understood
- Conducting first article approval for non-routine products
- Providing written quality control checklists for each contract that are based on the specifications
- Detailing CRP quality control responsibilities
- Providing technical assistance to customers and CRPs
- Conducting periodic on-site inspections of each contract. Inspections are performed on a random unannounced basis to obtain the most realistic appraisal of performance; If the performance is not to standard, a quality assurance form is completed, and an action plan developed with the CRP and communicated to the customer. The purpose of the continuous quality improvement plan is to enhance quality and customer satisfaction.

### 4.1.1.9 Scope of Work

WVARF has established scopes of work for services provided utilizing national recognized standards and commonly used practices. During service agreement communications with the customer, WVARF covers the specific needs, and adjusts the scope to their requests. Attachment 4.1.1.9 is an example of the grounds maintenance scope of work.

### 4.1.1.10 Fair Market Price Assurance

WVARF conducts surveys of private industry to acquire data points for costs of labor, equipment, supplies, raw materials, delivery, overhead, etc. WVARF analyzes this information and provides reasonable Fair Market Prices to the Governor's Committee. Methodologies for determining fair market prices are based upon:

- Source America pricing models
- International Sanitary Supply Association's (ISSA) Clean Standards
- Market surveys, including price comparison and quotes
- Industry sector pricing models
- Competitive environments

Once the fair market price has been formulated, based upon hard data, the fair market price is presented to the Governor's Committee for approval. No adjustments to established pricing are allowed prior to the Governor's Committee review.

#### 4.1.1.11 Management Services

WVARF performs all contract management functions at the set percentage fee. This includes QA, Accounting, Customer Service and Operations. WVARF understands that additional revenue from this contract can only come as a result of a higher volume of sales rather than a change in the set percentage fee.

Regarding Accounting specifically, WVARF improved and streamlined accounting systems in 2020 and 2021, making the entire process electronic, efficient, and transparent. The established process for accounting for over two hundred contracts monthly, is as follows:

##### *Receiving Bills from CRPs*

CRP accounting staff submits their invoices and any backup documents required for proof of services for all janitorial services, temporary workers, and commodities. Submissions are made to the individual WVARF/CRP SharePoint folder by the 10<sup>th</sup> of the month following the month of service.

Invoices are audited by WVARF accounting staff and entered as a bill dated with the last of the month the service was performed. The due date is determined to be net 60 days (or net thirty for Rest Area janitorial services) from the date that the CRP submitted the invoice. If any discrepancy is found in the auditing process it is communicated with the CRP.

Weekly vendor payments are conducted to pay CRPs by the net sixty due date. WVARF attempts to pay CRPs at 50 days when cash flow allows.

##### *Invoicing State Customers*

WVARF accounting staff obtains the audited bill from the SharePoint folder, identifies the appropriate state customer, and creates a corresponding invoice that reflects the appropriate ADO or Statewide Contract line-item number as needed. If a customer is known to pay consistently via p-card, then invoices are structured with the appropriate p-card line-item pricing.

Janitorial invoicing is completed first, as this is the largest revenue stream for WVARF and enables consistent cash flow to pay vendors in a timely manner. If any backup documentation is required, it is attached and sent with the invoice.

Customers who pay regularly by p-card receive a link in the email distribution of invoices to pay invoices online. This streamlines payment and cuts down on person-hours from both the state customer and WVARF staff. A WVARF Receptionist is also available to take payment information from customers who call the office to make payment. Customers are also able to pay via OASIS/EFT.

Remittances received from OASIS are processed daily and corresponding invoices marked paid.

Reconciliations are conducted monthly to locate any payment discrepancies.

Weekly reminders of past due bills are sent to state customers.

#### 4.1.2 Monitoring Quality Assurance

##### 4.1.2.1 Commodities Inspection

WVARF uses nationally recognized methods and procedures for sampling and inspections. For example, the bottled water contract is licensed through the WV Department for Distribution and the WV State Weights and Measures for containers and volume of water. The National Sanitation Foundation (NSF) tests water regularly and attached tags to water systems. The producing CRP follows the International Bottled Water Association (IBWA) standards and attends conferences for this association. The liquid soap contract is measured against standards set by the Food and Drug Administration (FDA), including contents, labeling and conformity with intended use. Periodic site visits by WVARF staff includes the review of processes.

##### 4.1.2.2 Services Inspection

WVARF will continue to measure the quality of services using industry standards as part of its program monitoring system. An example of an industry standard for a service is the ISSA standards of quality measuring for janitorial contracts. Such instruments of quality measurement include periodic site visits to inspect the quality and contact with the customer to determine their satisfaction. Additionally, WVARF will continue to encourage the CRPs to adopt and use the same rigor when conducting their own inspections, thereby allowing for standardizing processes.

##### 4.1.2.3 Continuous Quality Improvement Plan

WVARF has implemented a continuous quality improvement plan. The Corporation has policies, procedures, processes, and controls in place to ensure all work is completed properly. Those quality assurance policies, procedures, processes, and controls are continuously reviewed and amended or updated in real time. The Corporation's quality improvement plan is designed to ensure that all customers receive the highest quality products and services. This plan includes:

- Meeting regularly with customers to fully understand their needs and expectations including acceptable quality level
- Emphasizing best procurement value when developing specifications
- Obtaining agreement from the CRPs to provide the product or service per the specifications for the agreed upon fair market price
- Conducting a pre-performance review for service contracts to ensure needs and expectations are fully understood
- Conducting first article approval for non-routine products
- Providing written quality control checklists for each contract that are based on the specifications
- Detailing CRP quality control responsibilities
- Providing technical assistance to customers and CRPs

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- Conducting periodic on-site inspections of each contract. Inspections are performed on a random unannounced basis to obtain the most realistic appraisal of performance; If the performance is not to standard, a quality assurance form is completed, and an action plan developed with the CRP and communicated to the customer. The purpose of the continuous quality improvement plan is to enhance quality and customer satisfaction.

## 4.1.3 CNA Responsibilities

## 4.1.3.1 Annual Review and Action Plan

*4.1.3.1.1 Number of persons with disabilities to be employed*

*4.1.3.1.2 Sales of Commodities and Services*

*4.1.3.1.3 Wages paid to persons with disabilities*

*4.1.3.1.4 Hours Worked by persons with disabilities*

*4.1.3.1.5 Responsiveness to customer inquiries and/or complaints*

*4.1.3.1.6 Quality Standards for participating CRPs*

*4.1.3.1.7 Training activities to increase CRP capability and efficiency*

*4.1.3.1.8 Financial Controls*

Please see Attachment 4.1.3.1 for examples of Annual Review and Action Plan.

## 4.1.4 Reports

## 4.1.4.1 Annual Report

Annually, WVARF makes available an annual report for each fiscal year. This report details the operation of the non-profit workshops. This annual report is made public and is available to the Director of Rehabilitation Services, the Governor's Committee, the Legislature, and the Governor. Please see Attachment 4.1.4.1 for an example of an annual report.

## 4.1.4.2 Financial Statements

WVARF generates current financial reporting in a monthly format for use by the Governor's Committee. These financial reports are generated through our automated accounting system (QuickBooks Enterprise) and detail the activities of the State Use Program. Please see Attachment 4.1.4.2 for examples of financial statements.

## 4.1.4.3 Annual Budget

WVARF creates an annual budget available to the Governor's Committee for approval, before the committee's May meeting (prior to WVARF's fiscal year), detailing the projected revenues, expenses, and earnings. Please see Attachment 4.1.4.3 for an example.



#### 4.1.3.3.1

Specifically, WVARF will detail the allocation of the program fee to make clear what portion is being allocated to directly support the program, what portion is overhead, and what portion is allocated to expand direct services to programs. See Attachment 4.1.3.3.1 for breakdown of costs. Please note that income in FY23 will be supplemented by grants and commercial contracts.

#### 4.1.4.4 AR/AP Monthly Reports

WVARF makes available monthly Accounts Receivable and Payable reports. Please see Attachment 4.1.4.4 as an example.

#### 4.1.4.5 Quarterly Activity Report

WVARF complies with all reporting requirements and data information requirements.

#### 4.1.4.6 Reporting Requirements Statewide Contract and Temporary Contract Services

WVARF complies with all reporting requirements and data information requirements of the Statewide Contract and Temporary Contract Services.

#### 4.1.4.7 Annual Review of the CNA

##### 4.1.4.7.1 Annual Action Plan

Please see Attachment 4.1.3.1

##### 4.1.4.7.2 Documented Outcomes

Please see Attachments 4.1.4.5 and 4.1.1.4

##### 4.1.4.7.3 Audited Financial Statements

Please see Attachment 4.1.4.7.3

##### 4.1.4.7.4 Monthly Reports

Please see Attachment 4.1.4.4

##### 4.1.4.7.5 Quarterly Reports

Please see Attachment 4.1.4.5

### 4.1.5 General Requirements

#### 4.1.5.1 Conflict of Interest

All WVARF Board members, employees and contractors sign a conflict-of-interest agreement. This agreement details the expectations that no officer, member, or employee of WVARF shall have any financial or other interest, direct or indirect, which would conflict or compromise in any manner or degree with the performance of the services provided by WVARF. Please see Attachment 4.1.5.1 for a copy of the policy.

#### 4.1.5.2 Payment Terms.

WVARF has the ability to pay CRPs within 60 days. In practice, WVARF strives to pay vendors within 55 days (within 30 days for Rest Areas). Currently, WVARF has a line of credit exceeding the minimum required by the contract of \$350,000. Please see Attachment 4.1.5.2, a letter from our banking institution Truist, verifying we meet requirements. Additionally, Attachment 3 includes the two most recent 990 filings.

#### 4.1.5.3 Non-Profit Status

Please see Attachment 4.1.5.3— the letter from the IRS indicating our 501c3 status.

#### 4.1.5.4 Program Fee Reporting

Annually, WVARF has and will submit the program fees charged to the Committee for review. These fees are detailed in our financial statements.

#### 4.1.5.5 Separation of Monies

WVARF maintains separate bank accounts for monies not provided by the state use program. Additionally, all monies are tracked through a classing system within our accounting system. This ensures both physical monies and tracking of monies for reporting purposes is clearly separated from other types of income WVARF may receive, such as grants.

#### 4.1.5.6 Impartiality

WVARF has a selection system in place that ensures impartiality in the assignment of services to be provided through the state use program. The methods used are catalogued and analyzed to help determine which CRPs are awarded contracts. When a new contract becomes available, a Request for Interest (RFI) is sent to all CRPs, whether they currently have a State Use contract or not. Based on the response to the RFI, WVARF staff prepares a matrix of all interested CRPs outlining their capability based on established criteria. WVARF then makes the contract assignment, using the matrix as a guide. Please see Attachment 4.1.5.6 for a sample RFI and matrix.

#### 4.1.5.7 Service Area

WVARF services the entire state of West Virginia.

#### 4.1.5.8 Physical Address

WVARF has a physical address in West Virginia where services are based from. The address is: 400 Patterson Lane Charleston, WV 25311

## 4 - Contract Award

### 5.1 Contract Award

WVARF meets all required specifications listed in the RFQ and has made effort to clearly detail and prove compliance throughout this document.

### 5.2 Pricing Page

WVARF's 4.1% program fee has been detailed on the pricing page. Please see Exhibit A, attached. Additionally, we understand the 3% p-card pass through fee is not a part of the percentage fee for services performed under this contract.

## 5 – Performance

WVARF will perform in accordance with the release orders that may be issued against this contract.

## 6 – Payment

WVARF will accept payment in accordance with the payment procedures of the State of West Virginia.

## 7 – Travel

WVARF assumes responsibility for all mileage and travel costs associated with performing this contract, including travel time. All associated costs are included in the program percentage fee.

## 8 – Facilities Access

### 8.2 Principal Service Personnel

WVARF will select key personnel to receive keys/cards in the case that access is required.

### 8.3 Card/Key Control

WVARF will maintain key control. Any lost key/card will be replaced at WVARF's cost.

### 8.4 Key Notification

WVARF will immediately notify the appropriate agency if a key/card is lost or stolen.

### 8.5 Security Protocol

WVARF will comply with all security protocols and procedures provided by the issuing agency.

### 8.6 Staff Protocol Training

WVARF will train all staff in security protocols and procedures as provided by the issuing agency.

## 9 – Vendor Default

WVARF intends to provide contract services and comply with all specifications and requirements detailed within the agreement, follow all laws, rules and ordinances governing the contracting services agreement, and rectify any deficiencies in performance efficiently, however, we understand that should we fail to do so, we will be considered in default of contract, and that default may result in immediate cancellation of the contract and orders, and additional potential remedies under law.

## 10 – Miscellaneous

### 10.2 Contract Manager

Contract Manager: Tara Martinez

CRFQ 0932 DRS2200000013 Technical Proposal: WVARF

Telephone Number: 304.205.7971

Fax Number: 304.205.7915

Email Address: [tmartinez@wvarf.org](mailto:tmartinez@wvarf.org)

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# ANDREA BETH HIGGINBOTHAM

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Dedicated and accomplished professional with comprehensive years of hands-on experience in personnel training and development, operations supervision, public speaking, policy development, interpretation, and implementation, as well as human resources. Possesses multitude of versatile skills that transfer into any work setting, manifesting exceptional management skills. Exhibits excellent interpersonal, business acumen, and quantitative abilities, combined with the capacity to assume increasingly significant responsibilities. Adept at effectively balancing organizational and employee needs, coupled with exceptional problem solving, multitasking, and communication skills that optimize operational efficiencies and improve business and operations. Recognized for maintaining a high level of professionalism and integrity in dealing and building a long-term relationship with all levels of staff.

## CORE SKILLS AND COMPETENCIES

- |                         |                                       |                         |
|-------------------------|---------------------------------------|-------------------------|
| • Customer Service      | • Communication and Coordination      | • Relationship Building |
| • Talent Acquisition    | • Leadership and Team Building        | • Time Management       |
| • Operations Management | • Organization and Multitasking       | • Business Acumen       |
| • Strategic Planning    | • Coaching and Mentoring              | • Process Improvement   |
| • Staff Supervision     | • Regulatory Compliance and Standards | • Project Management    |

## EDUCATIONAL BACKGROUND

**WEST VIRGINIA UNIVERSITY INSTITUTE OF TECHNOLOGY**, Montgomery WV  
Bachelor of Science in Management Information Systems | May 2004

**WEST VIRGINIA UNIVERSITY INSTITUTE OF TECHNOLOGY**, Montgomery WV  
Associate of Science in Business Technology with Computer Information Emphasis | May 2004

## PROFESSIONAL EXPERIENCE

**West Virginia Association of Rehabilitation Facilities, Inc.**

Charleston, WV

### CONTRACT ADMINISTRATOR

August/2019 – Present

- Manage the contracts held under the State Use Program for the state of West Virginia
- Create contracts with the state agencies and oversee Contract Managers to fulfill contract obligations
- Ensures accurate and detailed contract terms are created and met through partnerships with 28 Community Rehabilitation Programs
- Problem solves contract issues in a collaboration with Contract Management
- Interface with customers and vendors for contract implementation and resolution

**The Kroger Company**

Charleston, WV

### DELI/BAKERY COORDINATOR

April/2010 – July/2019

- Oversee daily business operations of 20 deli/bakery departments that includes trainings and mentoring of associates.
- Increase revenue for new and established customers by using proper sales techniques and account management principles.
- Handle reports and retail store correspondence along with handling effective management of store schedule.
- Prepared action plans and implement standards pertaining to customer services, quality, productivity and production.
- Identified operational opportunities and established key standard operation to increase profit and meet goals.

**The Kroger Company**

Charleston, WV

### CO-MANAGER ON SPECIAL ASSIGNMENT

February/2008 – April/2010

- Spearheaded accuracy trainings and accountability discussions that resulted to an enhanced quality rating.
- Monitored employee's performance by proper evaluation and by conducting consistent training session to improve performance.
- Assessed support personnel through training programs to discuss new procedures and to ensure staff are properly educated.
- Conducted and assisted in various coaching topics such as company labor system, human resource function for the district.

**The Kroger Company**

Charleston, WV

### CO-MANAGER

June/2004 – February/2008

- Co-Managed the day to day operations of the grocery store composed of 120+ personnel.
- Performed various HR functions and transformative efforts with an emphasis on participative management and best practices.
- Established positive customer and employee relationships while providing excellent customer service.
- Successfully achieved recruitment goals by utilizing pro-active pipeline recruiting and creative recruitment tactics.
- Completed staff performance evaluations to establish career progression plans for key staff retention and reduction of staff turnover.

## ACCOMPLISHMENTS

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- 2019 – National Registry of Food Safety Professionals Certified
- Elected as a Subject Matter Expert for 20+ stores for 2 years that involved duties such as USCAN cashier trainings, accounting software, new labor management system, and process improvements across multiple departments
- Executed a strategic initiative plan that touched 20+ store locations focusing on process improvements, trainings, and quality review.
- Committee member for the new company food safety program which was implemented to all the company branches nationwide.
- Spearheaded the company's Associate Appreciation Day for 4 consecutive years which was attended by approximately 1000 people per year

## TRAINING AND PROFESSIONAL DEVELOPMENT

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Leadership Evolution | Development of Leaders in an ever-changing business environment | 2018  
Leading at the Speed of Trust | Teaching trust as a learnable skill to strengthen the team | 2018  
Performance Based Coaching | Coaching techniques based on performance and individual learning abilities | 2018  
Leadership Foundations | Building a foundation for effective leaders | 2018  
Apples and Oranges Business Finance for Everyone | Reviewing the financial groundwork for a business | 2018  
Permission to Manage | Effective leadership while giving associates precise goals and direction. | 2011  
The OZ Principle Accountability Training | Creating a Culture of Accountability | 2009  
Coaching for High Performance | Adapting coaching styles to various performance situations | 2007

## ACHIEVEMENTS AND VOLUNTEER EXPERIENCE

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The Salvation Army Camp Happy Valley Committee Chairman | 2013-2014  
The Salvation Army Advisory Board Member | 2009-2014  
Goodwill Employer of the Year Award | 2006

## TECHNICAL AND OTHER SKILLS

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Microsoft Office Suite | Microsoft Office Excel | Accounting Software | Public Speaking | Presentation and Preparation | Customer Focused  
16 Years of experience in training and workforce | Auditing | Training and Development | 80 Words Per Minute



# ERIC MARTIN

## Special Skills

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Employee Management - Coordinated multiple employees in fast-paced, high-pressure environments.

Customer/Employee Relations - Track record of working successfully as both team member and team builder. Direct relations with many different age groups, social classes, and cultures in varied environments. Talent for diffusing conflict between both customers and employees.

Communication Skills - Excellent communication skills, both verbal and written. Quickly synthesizes new and multiple sources of information. Can type 70 WPM.

General Office Skills - Operation of office machinery: fax, copier, multi-line telephone, computer, printer, scanner, etc. Exceptional time management and organizational skills. Can work well autonomously or in a team environment.

Computer Skills - Microsoft Word, Excel, Power Point and Outlook as well as internet use and other basic computer programs. Above average understanding of computer composition and construction, operating systems (both Mac OSX and Windows 95 through Windows 10) and networking. Ability to complete advanced computer troubleshooting and maintenance, both software and hardware based. Have a track record of quickly and accurately learning new and proprietary customer database and inventory management programs. Excellent data entry skills.

Inventory – Have created inventory control procedures for multiple workplaces. Have been responsible for shipping and receiving as well as placing orders.

## Experience

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**Please Note:** As you examine this resume you will notice that I have had several periods of time in which I was not working. This is because I have a long-term debilitating illness that was not properly diagnosed and treated. This forced me to resign from many jobs as I became unable to perform duties to the standard that I hold for myself and that I want to provide to my employer. Please know that I am now receiving effective treatment and expect to be able to perform any duties required of me. I am eager to return to the workforce and hope we can work together towards that end.



# ERIC MARTIN

## **Independent Contractor**, *this place*, Fairmont, WV, [05/2019-Current]

My role involves a variety of tasks for multiple customers provided on an on-demand frequency. Duties have included entering of information into Excel/creating minor Excel formulas, entering lists, SOs/POs, and AP invoices into QuickBooks, completing payroll for multiple companies in QuickBooks, auditing state contract pricing/data within multiple tracking lists, analyzing and sorting files received via email into appropriate folders on OneDrive and local computers, training customers' employees on tasks, troubleshooting technology issues, and various other duties as assigned. This job requires attention to detail, speed, accuracy, self-management, and customer service skills in a fast paced, deadline driven environment.

## **Council Member**, *Town of White Hall*, White Hall, WV, [07/2019-06/2021]

This role is an elected position. I serve the town of White Hall, WV residents, businesses, and non-profits in an administrative/leadership capacity by researching and voting on resolutions and motions presented during council meetings, including but not limited to, budget development and approval, road construction and maintenance, personnel decisions, and hotel motel tax allocation. I serve on various committees as needed for focused topics designated by council. I attend public events and represent council to citizens and visitors to the town.

## **Office Manager**, *Town of White Hall*, White Hall, WV, [08/2015-04/2016]

I was primarily responsible for handling payroll, accounts payable and receivable, account reconciliations, assisting the Mayor and Council as requested, and assisted the town accountant with budget development and issues.

## **Administrative Assistant/Inventory/Payroll**, *Soles Electric*, Fairmont, WV, [02/2015-04/2016]

As administrative assistant, I provided office support, including but not limited to tracking orders, sending, and receiving inventory, tracking accounts payable and receivable, extensive use of the ACS computer system, and computer troubleshooting. During this work I also completely reorganized and resorted the filing system. As inventory manager, I was responsible for creating an inventory organization and tracking system from scratch. This included physically reorganizing inventory, coordinating others to organize inventory, creating part numbers and location numbers. For payroll I was responsible for auditing employee hours against jobs, entering information into Intuit, paying, and filing taxes, and ensuring direct deposit of wages.

## **High End Ordering CSSR**, *Aegis Communications (in contract to AT&T)*, Fairmont, WV, [09/2012-11/2012]

This position involved placing orders for setting up long distance lines and toll-free numbers for large companies, although primarily it focused on troubleshooting computer errors that resulted from these orders.





## ERIC MARTIN

This required performing regular and detailed research and data entry with several different DOS-based computer programs and databases, as well as several web-based programs and ordering services. This position involved communicating with high end business customers via email. It also involved team coordination to handle large orders.

**Technical Phone Support**, Xerox (*in contract to Apple Inc.*), Raleigh, NC, [12/2011 - 03/2012]

This position included taking incoming calls in a call center environment, determining if calls were to correct department, and rerouting calls as appropriate. On calls that were to the correct department (iMacs, MacBook, MacBook Pros, Mac Pros, Mac Minis, and general Mac OSX issues), performed both basic and advanced troubleshooting steps over the phone using only customer descriptions (no remote desktop viewing or control). Verbally walked customers of varying competencies through appropriate probing and troubleshooting steps and corrective actions. Cataloged customer information, product information, probing and troubleshooting steps and resolution in Apple brand logging program. Performed regular computer searches of Apple.com Knowledge base as well as via search engines such as Google.com. I had an escalation rate to senior advisors of roughly 2% while the site-wide escalation rate was 11%. My average customer satisfaction rate of either satisfied or very satisfied was consistently over 90% while the site-wide average was approximately 80%.

**Grill Cook/Expedite**, Cracker Barrel Old Country Store, Morrisville, NC, [03/2011 - 11/2011]

I was responsible for coordinating up to 10 grill cooks simultaneously while ensuring speed and accuracy of all orders, as well as maintaining communications between the grill line and all other aspects of the business. Preparing food to order while maintaining maximum standards of quality, accuracy, and speed in an extremely fast paced environment. This involved properly staging and prioritizing items to have the entire order ready as close to the same time as possible. While I was there, I helped lower overall order time.

**Community Relations Intern**, The State of Ohio Office of the Treasurer, Canton, OH, [09/2010 -12/2010]

I served as contact between regional individuals and organizations and the central state treasury office to organize an event to educate community leaders in how to spread and apply debt management knowledge and techniques. Basic office duties, representing the Treasury Department at local community events, such as fairs, seminars, and the occasional city board meeting, organizing community outreach and financial education programs, contacted local community leaders on behalf of the Treasury Department via phone and internet.

**Manager**, Domino's Pizza, Garrettsville, OH, [3/2007 -01/2009, 08/2000-12/2005]

My duties included managing up to 18 employees and performed tasks in a fast-paced environment, hiring, disciplinary actions, handling all customer issues and using personal judgment to determine the best course of action to reflect positively on the company, autonomously handling team management, delivery routing,



## ERIC MARTIN

scheduling corrections, inventory, store transfers, expense auditing, personnel and customer file management, money handling at POS, and bank deposits. Also, taking customer orders both in person and via multi-line phone. Consistently met and exceeded food cost and labor goals during a growth in business after several years of decline.

**Assistant Manager**, *Circle K*, Brimfield, OH, [9/2006 – 7/2007]

I was directly responsible for re-facing and reorganizing the entire store according to company specifications, including a major reorganization project of full-sized walk-in coolers with front customer access to meet company specifications and allow proper stocking procedures and vendor access to product (Located and either disposed of or returned to vendors nearly \$2000 worth of expired product). Generally, I was also responsible for Customer satisfaction, resolving customer complaints, money handling at POS, inventory, vendor relations, product orders, scheduling, employee performance evaluations, balancing accounts and preparing bank deposits, and entering orders paid and received into proprietary data entry program.

### **Education**

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**Bachelor of Arts (Dual):** Kent State University, Kent, OH – International Relations and Political Science

**Masters level coursework (30 Credit Hours):** Kent State University, Kent, OH – Public Administration (Focus: Local Economic Development)

# SABRINA JONES

## OBJECTIVE

A business career.

## QUALIFICATIONS

I am responsible, goal oriented, work well with others, and have excellent communication skills. I can type 50 words per minute and am very knowledgeable with computers and programs. Some of the programs I am familiar with are Microsoft Teams, Microsoft Word, Microsoft Excel, Quicken, and QuickBooks. Learning new things is something that I strive to do and enjoy doing.

## EDUCATION

Athens High School, Athens, WV –Graduated receiving Diploma.

National Business College, Bluefield, VA – Took courses in Business and Medical Assisting.

Catawba Valley Community College, Hickory, NC – Graduated with honors in May 1997. Achieved Associate Degree in Applied Science in Accounting.

## EMPLOYMENT

April 2015–Current      West Virginia Association of Rehabilitation Services  
*Accounts Receivable Clerk*

- Create and email invoices
- Review any contract changes for pricing or product updates to ensure proper invoicing
- Audit sub-contractor invoices for time accuracy
- Liaison between all clients and twenty-seven sub-contractors
- Research state agency payments against invoices for close out of state funded purchase orders
- Perform receipt of credit card payments and ACH payments as needed
- Maintain close working relationship with CFO, Accounts Payable, and Contract Management for accuracy of accounting procedures and knowledge of client agreements

June 2000– March 2015      Homemaker and Volunteer

- Utilized accounting as bookkeeper for non-profit organization and school.

April 1999–May 2000      BB&T, Hickory, NC  
*Relationship Banker*

- Develop relationship with clients to service their needs
- Maintain sales and referrals
- Delegate the ordering for the branch
- Processed check ordering for clients
- Profile clients and open new accounts

August 1996–March 1999      *Receiving and Paying Teller*

- Perform customer deposits and withdrawals
- Assigned to balancing and settling ATM
- Responsible for balancing cash drawer
- Resolve cash items and unidentified items for all tellers

May 1995–July 1996      Express Office Systems, Hickory, NC  
*Office Assistant*

- Efficiently dispatch service technicians to job sites
- Answered five incoming phone lines
- Effectively shipped and entered all orders

January 1994–April 1995      Walter E. Leonard, M.D., Hickory, NC  
*Office Manager*

- Filed insurance claims for patients
- Ordered necessary supplies
- Corresponded records with other Doctors

## REFERENCES

Available upon request

# Nita Hobbs

## EXPERIENCE

### West Virginia Association of Rehabilitation Facilities (WVARF) — CFO/Associate Director

May 2021 - Present

- Develops a positive relationship with Community Rehabilitation Programs (CRPs) to maximize organizational mission
- Directs and motivates employees to meet organizational needs
- Assists the CEO in implementation of Strategic Goals
- Assists the CEO in implementing well defined fiscal and personnel policies and procedures that meet legal requirements and best practices in the industry.
- Trains employees in job duties and KSAs needed for organizational success.
- Oversees Accounting Department functions. Completes bank reconciliations and internal audits.
- Creates, implements, and conducts HR Policies and Procedures including hiring, employee file maintenance, benefits, employee reviews, and discipline.
- Creates and presents fiscal and Human Resource reporting for the BOD.

### This Place — Independent Contractor (Accounting, Employee Training, and Marketing Consultant)

OCTOBER 2019 - May 2021

- Worked with accounting and executive staff from small businesses and 25+ nonprofits across the state
- Evaluated operational, personnel, and accounting systems, identifies areas for improvement, utilized creative problem-solving to develop new systems and efficiencies
- Developed training curriculum and trained organization staff to learn and implement new systems. Tailored instruction to staff members' differing levels of task competency, learning styles and experience level.
- Developed, managed, and assigned tasks to myself and others, implemented self-management skills to meet strict deadlines
- Offered financial guidance and prepared reports as requested to the Executive Director and Board of Directors
- Utilized QuickBooks and Excel Spreadsheets for Accounts Payable, Accounts Receivable, and Performance Reporting
- Provided high volume accounting data entry to the accounting department (AR, AP)

#### Professional Highlight

Standardized payment processes to CRPs (Vendors) and initiated A/R collection initiatives to promote continuous cash flow.

#### Professional Highlight

Organized and facilitated initiative to migrate submission of CRPs' invoices to SharePoint, saving WVARF staff hours of sorting and labeling of invoices. Conducts ongoing training with CRP accounting staff to meet submission standards.

#### Professional Highlight

In a year-long accounting systems overhaul, I employed effective multitasking as I balanced my goal as an Independent Contractor while also completing the day-to-day duties of the AP position. This often involved leading meetings with and delegating duties to organization staff and other contractors, and reporting back to the Associate Director

#### Professional Highlight

Worked with Director, President of the Board, and Treasurer to conduct large-scale accounting

- Processed a high volume of ACH payments and prepared ACH payment receipts and deposits
- Managed social media marketing campaigns

reconciliation for an organization who experienced fraud

## **Full Bowl Catering — Assistant Catering Manager**

OCTOBER 2019 - PRESENT

- Conducts weekly Accounts Receivable Review and Collections
- Creates Sales Estimates/Proposals
- Creates and submits weekly payroll reporting for tipped wages
- Tracks and monitors labor and food costs
- Manages catering events from proposal stage to event execution
- Manages customer relationships
- Creates and manages event systems including custom packing, pull, and departure lists, as well as job summary checklists for FOH staff
- Manages staff of 6 during events
- Utilizes “Caterease” and “Toast” Accounting software for invoicing, estimates, Accounts Receivable and customer relationship detail

### **Professional Highlight**

I identified inconsistencies in price quoting practices and implemented pricing and menu standardization, which enabled more streamlined planning and execution of events. Turning my ideas into action helped secure positive customer relationships for the organization

## **VIPKid — ESL Teacher**

MARCH 2019 - APRIL 2020

- Taught ESL on proprietary online streaming platform
- Engaged with non-native English-speaking Chinese students, ages 4-12 of varying fluency, in one-on-one class structure
- Educated students and provided feedback to parents about students' progress
- Developed ongoing, rewarding relationships with regular students as I saw measurable progress in their verbal and written language abilities

### **Professional Highlight**

Honed ability to communicate and connect with non-native English speakers with culturally diverse backgrounds and learning styles while utilizing a well-developed curriculum.

## **Pies & Pints — Manager & Bar Manager/Beer Buyer**

MARCH 2018 - MARCH 2019

- Managed staff and food costs to meet expected margins provided by corporate management
- Reduced bar cost from 30.5% to 28.5%
- Managed vendor relationships
- Managed rotating product selection, waste management and profitability margins for 20 tap full bar system
- Managed promotion and execution of Customer Engagement Events

### **Professional Highlight**

Supported and encouraged staff diversity through improved hiring practices and inclusive management approaches.

- Managed and conducted Inventory weekly to meet and establish Min/Max levels
- Managed 50 employees across 3 shifts during peak operating hours
- Utilized QuickBooks and Excel Spreadsheets for Accounts Payable, Employee Pay out, Inventory Costing and Performance Reporting

**Professional Highlight**  
Creatively directed new solutions to customer marketing and engagement goals, delivering unique and highly profitable events such as “Tap Takeover.”

## **Mario’s Fishbowl Suncrest — Kitchen Manager**

NOVEMBER 2016 - MARCH 2018

- Managed and trained Back of House staff of 10 employees, while simultaneously working on the line
- Managed staffing levels during shifts, and reviewed schedule to ensure appropriate peak hour staffing
- Managed Min/Max levels, conducted inventory and, implemented waste controls
- Designed and implemented daily specials and soup offerings to limit waste and reduce costs
- Managed staff duties and counseled for corrective actions as needed
- Managed vendors and vendor product receipt for deliveries
- Floor Manager for Front and Back of House during peak operating hours
- Responsible for Customer Relation Management and retainage to include direct interaction with customers to resolve complaints
- Utilized “Toast” software for invoicing, estimates, Accounts Receivable and customer relationship detail

**Professional Highlight**  
Directed staff and encouraged positive attitudes and peak performance during high stress work times

## **FiT Publishing — Executive Editor/Acquisitions**

MAY 2014 - NOVEMBER 2016

- Represented FiT at academic conferences; encouraged sales and adoptions; networked to obtain ideas for new texts and recruit potential authors.
- Provided guidance, leadership, and training in overseeing all members who contributed to the editorial services department (staff, interns, freelance editors, and page designers).
- Oversaw all areas of production for textbooks, trade books, and academic journals.
- Served as author/editor primary contact during production. Kept authors and freelance copy editors, typesetters, etc., on task; identified publication process problems and provided corrective actions.
- Prepared manuscripts for print by copy editing, revising, and proofreading as needed.

**Professional Highlight**  
Streamlined working with external resource providers and consultants by researching, resourcing and then implementing “Teamwork” software for Project Management in the

- Monitored FiT editorial expenses. Sought out and requested bids from new vendors to ensure accepted bids and the vendor pool was competitive.
- Utilized “Teamwork” software for Project Management in the organization

organization.

## EDUCATION

### **Louisiana State University Shreveport** — *MBA Candidate Accounting Concentration*

EXPECTED COMPLETION FALL 2023

### **West Virginia University** — *Master of Arts English Literature*

AUGUST 2011 - MAY 2013

### **Slippery Rock University** — *Bachelor of Arts English Literature*

AUGUST 2008 - DECEMBER 2011

#### **Scholastic Highlight**

4.0 GPA and Awarded First Year Master’s Outstanding Student

#### **Scholastic Highlight**

3.73 GPA, Magna Cum Laude

## COMMUNITY AND LEADERSHIP INVOLVEMENT

### **ChooseWV** — *Executive Director*

- Project manage ChooseWV initiative. ChooseWV is a start-up nonprofit with the goal of creating an inclusive and positive narrative about the state of West Virginia, her diverse residents, and her work through verbal and visual storytelling, education, and resource enrichment.
- Work with the Board of Directors and Implementation Team to identify funding sources and strategize applications for grant sources

#### **Leadership Highlight**

I function as a servant leader, acting pro-bono as Executive Director, to facilitate the start-up of this fledgling non-profit

### **Team RWB** — *Eagle Leader, North Central WV Chapter*

- Team RWB’s mission is to enrich the lives of America’s veterans by connecting them to their community through physical and social activity.
- Lead groups of veterans and civilians on backpacking excursions and regular jogging meetups on the Morgantown Rail Trail.

#### **Leadership Highlight**

I welcome veterans and community members from highly diverse backgrounds in order to assist veterans with smoothly re-integrating into our community.

# GARY WOLFE JR.



## *Contract Manager*

## Trainings & Certifications



- ISSA Cleaning Industry Management Standard Certification Expert
- Janitor University

## WORK EXPERIENCE

### Contract Manager

 July 2021 – Present  Charleston, WV



### Business Services Liaison

 Nov 2012 – July 2021  Charleston, WV

### West Virginia Association of Rehabilitation Facilities

- Oversee quality assurance of all contracts
- Work with CRP's to develop and create jobs for people with disabilities, fulfilling any additional needs of state use agencies



### Owner/Operator

 Apr 2011 – Nov 2012  Parkersburg, WV

### Almari Construction

- Oversaw and executed construction projects for both residential and commercial customers
- Maintained budget and financial records for the business



### Owner/Operator

 Mar 2006 – Apr 2011  Belpre, OH

### Wolfe Golf Promotions

- Coordinated with hotels, restaurants, and golf courses to put together leisure golf packages for customers
- Promoted and conducted sales for the business



### Assistant General Manager

 Mar 2003 – Mar 2006  Parkersburg, WV

### Holiday Inn

- Assisted general manager in the day-to-day operations of the hotel
- Maintain and ensure quality of guest service

### General Manager

 Sep 1992 – Mar 2003  Parkersburg, WV

### Blennerhassett Hotel

- Implemented marketing and promotional initiatives for the hotel
- Recruited, trained, and supervised staff of over 100 employees



## Professional Profile

### **Personal Profile**

I am the type of person that needs to be challenged. I believe in both internal and external rewards. I am hard working, very determined and extremely organized. I enjoy keeping myself busy and put extra efforts into my tasks. I enjoy working with others and am also able to work unsupervised. I have excellent communication skills and telephone techniques. I am reliable and I strive to always keep a positive attitude and have the ability to learn quickly.

As my basic functions, I consider myself to have expertise in computer/office skills, cultural/diverse team work, productivity, and most important, goal accomplishment.

### **Skills Summary**

- WPM=80 KPH=18600
- Enjoys working with other people and enjoys learning new things. Ability to learn very quickly. Believes that a neat and organized workspace is better for accurate and efficient outcomes. Provide outstanding customer service. Ability to maintain confidentiality. Detail oriented. Excellent Multi-Tasker
- Resolves in-depth requests in a methodical manner with both internal and external business partners to find appropriate resolutions
- Enjoys sharing knowledge and encouraging development of others to achieve specific team goals.
- Experience in PeopleSoft, SAP, Freitater, Microsoft Office (Word, Excel, Outlook), Adobe, Kronos, Time Matters, Tabs
- Successfully assists internal and external customers at all levels via telephone and email while actively listening and asking in depth questions.
- Write Business Documents for legal purposes
- Good Communication skills.

## Education

- Glenville State College – Glenville, WV (2010-2012)  
Associate Degree in Science - Business. (Received Provost Academic Recognition Award Fall 2010 and Spring 2012)

## Professional Experience

The Masters Law Firm lc – Charleston, WV (April 1, 2013-Current)  
-Legal Secretary / Paralegal in Training

- Screened potential new client phone calls

## ***Kimberly Nichols***

- Wrote business letters/documents
- Scheduled appointments
- Maintained open lines of communications to our clients
- Requested medical records and bills from providers
- Created medical summaries and timelines
- Assisted in the obtaining information for our cases
- Assisted an attorney in court and in meetings with clients
- Organized and maintained files and documents
- Assisted in the completion of discovery requests
- Assisted attorney in locating experts for cases
- Reviewed medical records and placed them in chronological order in binders for the attorney to review more easily.
- Processed Accounts Payable (Program used is Tabs3)
- Scanned all documents received
- Entered invoices
- Printed checks monthly (or as needed)
- Ran reports to enter for cost accounting
- Reconciled bank statements monthly
- Reconciled credit card statements
- Reconciled payments received
- Ran yearly accounting reports
- Entered W-9 information
- Printed and mailed 1099's yearly.

### Smith Land Surveying (June 2012-March 31, 2013)

- Answered multi line phone & took messages
- Accounts payable (Processed in QuickBooks)
- Daily Attendance sheet
- Greet customers
- Accept rent payments and provided receipts
- Complete complaint forms for rental properties
- Write business documents/letters
- Received mail and processed accordingly
- Maintained open lines of communication
- Assisted in the entry of employees' time for payroll.
- Balance company checkbook

### Java City (01/2012-03/2012) – Internship for Business Degree

- Duties were to include learning the company from the making coffee to management duties.

# ***Kimberly Nichols***

Owens Corning (2002-2010) - Data Entry Analyst (1 yr.), A/P (7 yrs.), Payroll (1yr)

- Assisted in processing Canadian payroll for 5 Owens Corning locations for both hourly and salary employees and 17 U.S. locations for hourly employees.
- Assisted freight carriers with issues by researching the problem, resolving the situation and correcting it so it doesn't occur again.
- Assisted in the creating and upkeep of the intranet (MountainLink).
- Reviewed account details for freight carriers to ensure timely and accurate payment of invoices.
- Scanned documents into electronic system for easier viewing and processing.
- Assisted in payment of current and past due bills.
- Assisted in the transition of work to India by training the employees who took over the processes
- Responded to customer requests promptly.
- Expertly handled irate customers with ease.
- Knowledge of the processes.
- Managed accounts for 3 major railroads including reconciling bank statements daily.

## References

- Excellent professional references available upon request.

# MISTY MAYVILLE

West Virginia Association of Rehabilitation Facilities

## **Southern Contract Manager**

July 2021 - Present

- Assist in the creation of contracts with state agencies and collaborate with CRPs and state agencies to fulfill contract obligations.
- Travel throughout assigned region to meet with CRPs to ensure quality and compliance of contracts through inspections and interviews.
- Travel throughout assigned region to meet with State Agencies to troubleshoot non-compliance issues with contracts, and to generate additional contract opportunities

West Virginia Department of Transportation, Division of Highways, Programming Division

## **Community Development Specialist II**

August 2020 – July 2021

- Collaborate with state and federal governmental officials in the development and administration of federal grant-in-aid and/or technical assistance programs.
- Monitor the local administration of state and federal grants to assure grant funds are properly spent and appropriate records maintained.

West Virginia Department of Transportation, Division of Highways, Civil Rights Division

## **Equal Employment Opportunity Specialist II**

August 2019 – August 2020

- Knowledge of Federal and State laws, regulations, and policies governing discriminatory employment practices and equal opportunities.
- Knowledge of available community and industrial training resources and programs. effective cooperation from colleagues and representatives of labor, industry, educational and religious groups in areas which may be emotional and controversial.
- Maintain tracking, case file administration, and recordkeeping in accordance with Division of Highways policy.

WEST VIRGINIA WOMEN WORK

## **STATEWIDE PROGRAM MANAGER**

NOVEMBER 2017 – AUGUST 2019

- Provided direct oversight and management to Program Coordinators at 5 satellite locations across West Virginia.
- Monitored/maintained budget and financial services. Made recommendations, adjustments to operating budget when necessary.

WEST VIRGINIA WOMEN WORK

## **PROGRAM COORDINATOR/JOB DEVELOPER**

JANUARY 2009 TO NOVEMBER 2017

- Planned, coordinated, and implemented a 12-week training class that included OSHA 10, WV Plumber in Training, WV Electrical licensing, math, hands on building components, budgeting, and resources topics.
- Developed standards with DOL Office of Apprenticeship, Dept. of Highways, and Statewide apprenticeship programs for a Certificate of Recommendation for Step Up graduates.
- Taught 19 Step Up classes with a least 80% completion rate, with 80% - 100% that gained employment in non-traditional jobs.

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## **EDUCATION**

West Virginia State University

Bachelor of Science in Criminal Justice

August 2002

*I am a Solutions Creator. I thrive as leader who helps organizations create and implement a clear path between where they currently are, and a desired outcome. Twenty years of experience in business, non-profit and governmental work have given me exposure to a multitude of resources, ideas, processes, procedures, expectations and learning opportunities that equip me to think outside of the box for collaborative solutions. I love to learn, and I do it thoroughly. Even more so, I love to apply knowledge. I love to connect people, opportunities, and ideas.*

### Employment History

**President, 2018 – Current, RD MD RED, LLC (dba This Place), Fairmont, WV**

President of a business services and consulting company that develops and implements efficiency improvements, business coaching, strategic planning, leadership development, culture shifting, budget analysis, forecasting, tracking, reporting, bookkeeping, employee policies and procedures, marketing, training and development of employees, and recruitment for various size companies in diverse industries. (10 ICs, 30+ recurring clients)

**Adjunct Instructor and Curriculum Developer, 2021 – Current, WVJC, Morgantown, WV**

Instruct students online and in person in various business topics. Online and in person course curriculum development.

**Licensed Independent Financial Advisor, 2019 – March 2022, Summit Financial Networks, Fairmont, WV**

Advise individuals, businesses and non-profit organizations on financial matters related to investments, net worth, and retirement plans (\$17M AUA, 100+ clients).

**Business Manager, Soles Enterprises, LLC, Fairmont, WV, 2014-2018**

Successfully led the transition of employee safety culture (Achieved 900+ days of no lost time), established company policies, procedures, training and development in human resources and safety, streamlined and improved accounting systems and methods, increased positive public relations in the community and state, and developed professionalism and improved communication within the organization. (50 + employees, 10M+ in revenues)

**Financial Director, Town of White Hall, WV, 2012-2018**

Successfully led change by establishing streamlined financial accounting, effective budgeting, human resource practices, electronic recordkeeping, policies and procedures, and employee training and development, while advising city council on budget needs, restrictions, rules, and processes.

**Consultant, Asplundh Tree Expert Company, Des Moines, IA, 2010-2014**

Engaged to improve business efficiencies, develop an effective management team, and increase professionalism in the region. Conducted effective budget forecasting and analysis, contract review, and reporting, while also creating and implementing employee and management training and development, policies and procedures, and process analysis and improvements.

**Sr. Region Administrator, Asplundh Tree Expert Company, Omaha, NE, 2008-2010**

Led employee and management training and development (500+ regional employees). Responsible for contract analysis and projections (\$1M-34M, per contract), compliance and tracking, policy and procedure creation and implementation, budget forecasting and analysis, customer relationship building, and safety management. Project Manager for mass hiring events (15+ team, 250+ new employees, 10+ new General Forepersons). Managed Jr. Administrators (2) and General Forepersons (20).

**Office Manager, Groza Construction Inc., Monterey, CA, 2005-2006**

Served as the company's Human Resource Manager, while also managing the company safety program, subcontractor schedules and communications, customer relations, permit and inspection requirements, website development, and contract research and billing. (55+ employees, 25+ subcontractors)

**Supervisor**, Gaylord Opryland Hotel and Convention Center, Nashville, TN, 2002-2004

Responsible for managing various establishments (up to 5, simultaneously), within the conference center. Functioned as the event coordinator for private parties (up to 10K attendees), coordinated catering, employee teams (25+ member teams), inventory, billing, and customer needs.

***Prior Experience available upon request.***

#### Education

**MBA**, West Virginia University, GPA - 3.93

**Bachelor of Science, Accounting**, Linfield College, *Summa Cum Laude*, GPA – 4.0

**Human Resources Management Certificate**, Linfield College - GPA - 4.0

Bachelor of Arts, Hiram College - *Cum Laude* - Theater, Education - GPA – 3.65

Entrepreneurial Bootcamp for Veterans with Disabilities, Certificate, University of Missouri/Syracuse University

#### Professional Licenses

Series Industries Essentials (SIE), FINRA, 2019

Series 7, FINRA, 2020

Series 66, Uniform Combined State Law Examination, 2020

Licensed Insurance Representative – Life and Health, WV

#### Community and Leadership Involvement

ARC, Appalachian Leadership Institute Graduate, 2021

RCBI Workforce Advisory Board, 2017-Current

Choose West Virginia Board, President, 2020 - Current

Team RWB, Chapter Captain, 2018-2021

FBI Citizens' Academy, 2019

CASA of Marion County, Executive Board Member - Secretary, 2018 – 2020

Leadership West Virginia, Class of 2018 (Class Project Campaign Director: Choose West Virginia, [choosewv.com](http://choosewv.com), 2

International Telly Awards, 5 Regional Addy Awards)

Leadership Marion Advisory Board, 2018 - 2019

United Way of Marion County DWTS, "Star" – 2nd place, 2018

Leadership Marion, Class 36, 2017-2018 (Record Fundraising Year)

Team Rubicon, 2017-Current

West Virginia Manufacturing Association Education Foundation Board, 2017-2019

Mountaineer Challenge Academy, Student Mentor, 2017 -2018

Learning Options Incorporated, Grant Committee, 2016-2018

Hiram College Alumni Executive Board, 2016-2018

Hiram College Alumni Reunion Chair, 2002-present (Class Fundraising Award - multiple years)

Weir High School Class Reunion Chair, 1998 - present

#### Military Service

**Airborne Korean Linguist**, United States Air Force – Honorable Discharge, September 2005

## **SUMMARY**

Innovative leader with two decades of diversified leadership experience, including 16 years in state government; resourceful strategist offering steady program growth through positive administration, partnership, and coalition building.

- Strong acumen in strategic planning, board development, partner and member retention, legislative agenda forecasting, and advocacy.
- Extensive legislative and program specific research, reporting, information management, program, and budget development.
- Experienced in authoring and administration of federal, state, and nonprofit grant programs.
- Directed, developed, implemented, and maintained detailed administrative, procedural processes, and internal controls improving accuracy and efficiency in achieving organizational objectives.
- Coordinated highly complex, deadline-driven operations, able to identify goals and priorities and resolve issues.

## **PROFESSIONAL EXPERIENCE**

**West Virginia Association of Rehabilitation Facilities, Inc.** (November 2019 – Present) - Charleston, West Virginia  
**CEO/Executive Director**

### Key Responsibilities and Accountabilities:

- Serves as the Chief Executive Officer of the Central Non-Profit Agency (CNA) and is responsible for the administration of its legislated duties. Report to Board of Directors.
- Plans, directs and coordinates the organization's activities to ensure attainment of organizational goals consistent with financial requirements.
- Management of the day to day affairs of the CNA.
- Direct the drafting of policies, procedures, grant proposals or other documents.
- Direct the Association's fiscal management, legislative information, public relations, and marketing activities.
  - Personnel Management: Responsibility and authority to hire, assign duties, discipline, re-assign duties, suspend or discharge staff consistent with the policies and procedures adopted by the membership. The Director evaluates or approves the evaluations of all staff on an annual basis.
  - Fiscal Management: Sole fiscal agent of the organization and makes and directs expenditures under the guidelines established by the board. Oversee the preparation of financial statements and budgets, and operates the organization within an approved budget.
  - Planning, Development, Program Evaluation: Make planning recommendations for the organization's activities. The recommendations shall include: 1) plans for the development of fiscal stability and growth. 2) direct services development which strengthen the programs offered for individuals with disabilities through Community Rehabilitation Programs (CRP). Lead planning in developing, implementing and evaluating short term and long range projects.
  - Committee Activities: Serves as an Ex-Officio member of all committees. Provide staff support and information to enhance the effectiveness of committees.
  - CRP Services: Provide consultation to CRPs in the areas of program administration and management. Provide technical assistance and consultation on a broad spectrum of topics related to rehabilitation services and business development and administration.
  - Advocacy: Responsible for maintaining effective relationships with national, state and local professional associations, consumers, advocates or governmental organizations with related interests. Responsible for advocating for the rights of persons with disabilities.
  - Legal and Legislative: Maintain compliance with all laws related to the organization's management. Responsible for monitoring legislative and governmental issues and/or activities, disseminating relevant information members and providing information/assistance to legislative and governmental officials in support of organization's goals.
  - Responsible for management of the CNA to insure full - implementation of the state use law and employment of persons with disabilities.

**Manna Meal, Inc. (November 2017 – October 2019) - Charleston, West Virginia**

**Executive Director**

Key Responsibilities and Accountabilities:

- Providing strategic leadership for the organization, developed community engagement activities, and advising the board on facilitating overall goals and objectives.
- Collaborating with community leaders, organizations, and public agencies to solicit food contributions and facilitate educational awareness of program activities for local businesses and community members.
- Coordinating fundraisers and maintain all accounting reports, administrative functions, execute and negotiate contracts and payroll.
- Growing and nurturing local relationships with partner organizations, municipal leadership, and our city, state and county police agencies.
- Monitoring program budgets and costs. Facilitating the creation of an investment policy.
- Recruiting, training, and supervising a staff of up to 15 hourly and 3 salaried employees.
- Securing funding through grants and other monetary sources. Increased net income with a surplus of over \$60,000 for 2018 by raising food donations and realigning the organizational budget
- Creating collaborations and strategic plan to work toward an expansion of the organization to a city-wide program
- Writing, managing and reporting for grants and donations received.
- Building a network of providers to offer services to clients served at Manna Meal
- Media relations, public affairs, and governmental affairs
- Report to a 21-member Board of Directors

**West Virginia Center on Budget and Policy (October 2015 – October 2017) - Charleston, West Virginia**

**Policy Outreach Coordinator**

Key Responsibilities and Accountabilities:

- Lead governmental relations, facilitate relationships with policymakers, legislative staff, state agencies, state-based and national partners
- Planning and organizing outreach for strategic civic engagement – creating a coalition of hundreds of citizens and over 30 partner organizations; including the 174 member partnership with Our Children, Our Future campaign, during a legislative issue campaign
- Liaison to numerous statewide coalitions
- Planning and building strategy for issue campaigns and organization outreach
- Developing and implementing plans for resource utilization, scheduling, and external collaborations, and program budgeting
- Researching and implementation of emerging policy issues and new approaches to outreach, advocacy, staff management, and best practices for organizational development
- Planned and implemented the inaugural WVCBP Summer Policy Institute, a three-day learning experience for highly-qualified undergraduate and graduate students, to become better informed about vital West Virginia specific policy issues, network with fellow students and leaders, and prepare for their future studies and work in policy-related fields. Due to the success of our inaugural event West Virginia University requested to host the 2017 event
- Coordinated and implemented trainings and other presentations to educate nonprofit organizations, policymakers, and low-income community members on issues and policy goals – Created a network of over 20 new organizations within the first year of this project
- Report to Executive Director

**West Virginia Women's Commission (November 2008 – October 2015) - Charleston, WV**

**Executive Director**

Key Responsibilities and Accountabilities:

- Provided organizational leadership, coalition/partner building, identified funding opportunities and strategic growth plans for the organization. Increased sponsorship
- Planned budget development, engaging monetary and in-kind event sponsors, progressively navigated through statutorily mandated 15% fiscal budget cuts, by means of partner collaboration
- Liaison to national associations, state, and federal agencies
- Planned and implemented research, focus groups and surveys on the status of women; making recommendations to commission, legislative and executive branches, as well as statewide organizations
- Executed contracts and grant requirements
- Generated positive realignment of organization to a viable growing organization
- Developed, restructured, and accomplished strategic growth plans for the commission



**West Virginia Department of Agriculture (April 2005 – August 2008) - Charleston, WV**

**Executive Assistant to Deputy Commissioner**

Key Responsibilities and Accountabilities:

- Assisted Deputy Commissioner to compile, research, and make recommendation on state and federal legislation
- Counseled rule-making for divisions within the department
- Advise Deputy Commissioner on Federal Grant/Cooperative Agreement compliance for the department
- Prepared correspondence, reports, forms, contacts, bulletins, manuals, narratives, and other documents and related office material that required familiarity with specialized terminology such as legal terms
- Served as purchasing agent for the executive division
- Reported to the Deputy Commission of the Department of Agriculture
- Streamlined program activities and network contacts to better serve constituents
- Reformed language to donated foods program refining collaboration with partner organizations

**EDUCATION, TRAINING AND CERTIFICATIONS**

**Executive Master's Degree in Business Administration (December 2012)**

Marshall University, Huntington, West Virginia

**Regents Bachelor's Degree (August 2009)**

Marshall University, Huntington West Virginia

**A.A. General Studies (December 2006)**

Marshall University, Huntington, West Virginia

**Grants Management Certificate Program (May 2007)**

Management Concepts, Inc.

**VOLUNTEER ACTIVITIES/PROFESSIONAL AFFILIATIONS/AWARDS**

- State Use Program Association Board of Directors – Treasurer/Secretary, Finance Committee Chair
- Leadership West Virginia Board of Directors
- Member – Women for Economic and Leadership Development
- WV Living Magazine Wonder Woman 2018
- Leadership West Virginia Class 2018 Graduate
- Board of Directors, Secretary WV Coalition Against Domestic Violence 2017 – 2021
- Chair - State Advisory Committee – U.S. Commission on Civil Rights 2016 – 2019 (Vice Chair 2013-15)
- The 100 – founding steering committee member
- Racial Justice Committee YWCA committee member
- Race Matters – Training Facilitator for the Charleston Police Department and various state wide organizations
- 2015 Graduate of Leadership Kanawha Valley
- 2014 Governor's Annual Civil Rights Day Honoree
- Policy Committee Tamarack Foundation
- Chair and founding member of the Red Cross West Virginia Region Women Who Care event committee
- Chair of the American Heart Association WV Advocacy Team 2013-2014
- Member of the Foundation for Rape and Information Services Advisory Board 2013 - 2015
- Ohio River Valley Women's Business Council – 2013 Catch the Wave WV – Committee Member – Advocate of the Year 2014
- National Association of Commissions for Women as an elected Board member 2012-2015
- WV Youth Leadership Association Youth in Government Committee Member

**Exhibit A**

**Exhibit A**

**Third Party Administrator by a Central Non-Profit Agency (CNA)**

The exact value of the Contract Services needed are undefined at the time of this solicitation. The quantities are estimated based on current needs and estimated needs during the life of the Contract. The following value is listed for bidding purposes only.

Example:

Percentage Markup (3%) X \$18,000,000.00 = \$540,000.00 Total Bid Amount

**Bid**

Percentage Markup 4.1 % X \$18,000,000.00 = \$ 738,000 Total Bid Amount.

**Vendor must submit completed Exhibit A Pricing Page with bid response.**

  
\_\_\_\_\_  
Vendor Signature

tmartinez@wvartf.org  
\_\_\_\_\_  
Contact email address

**Attachment A – Proof of Insurance**



WESTVIR-26

CILHAMILTON

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/2/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners 340 MacCorkle Ave. SE Charleston, WV 25314	CONTACT NAME: <b>Brent Burton</b>	
	PHONE (A/C, No, Ext): <b>(304) 345-8000</b>	FAX (A/C, No): <b>(304) 345-8014</b>
	E-MAIL ADDRESS: <b>lisa.hamilton@assuredpartners.com</b>	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : <b>Philadelphia Indemnity Company</b>	<b>18058</b>
	INSURER B : <b>Hartford Fire Insurance Co.</b>	<b>19682</b>
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

INSURED  
  
**WV Association of Rehabilitation Facilities**  
**710 Central Avenue**  
**Charleston, WV 25302**

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			PHPK2277717	7/1/2021	7/1/2022	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b> MED EXP (Any one person) \$ <b>20,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>3,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>3,000,000</b> \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK2277717	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ <b>10,000</b>			PHUB769024	7/1/2021	7/1/2022	EACH OCCURRENCE \$ <b>1,000,000</b> AGGREGATE \$ \$ <b>1,000,000</b>
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	40WECPX1511	12/30/2021	12/30/2022	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ <b>100,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>100,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>
A	Crime			PHPK2277717	7/1/2021	7/1/2022	Employee Theft \$ <b>1,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
E/L Broad form is included under workers compensation policy. Thirty Day Cancellation Notice Applies other than 10 day notice for Non-Payment of Premium. Effective 06/01/18 the Employee Theft limit was increased from \$100,000 to \$1,000,000. A \$10,000 deductible applies for each Employee Theft Claim.

## CERTIFICATE HOLDER

## CANCELLATION

Insured Proof Of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

## Attachment 4.1.1.1



## ***Master Service Agreement***

*The West Virginia Association of Rehabilitation Facilities, Inc.*

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

### **MASTER SERVICE AGREEMENT**

2021 - 2022

THIS AGREEMENT IS MADE BETWEEN THE WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC., (WVARF) APPROVED CENTRAL NONPROFIT AGENCY,  
AND  
**GOODWILL INDUSTRIES OF KANAWHA VALLEY, INC.,**  
A QUALIFIED COMMUNITY REHABILITATION PROGRAM, TO PROVIDE  
SERVICES AND COMMODITIES TO APPROVED STATE GOVERNMENT SPENDING UNITS UNDER  
THE WEST VIRGINIA STATE USE PROGRAM (W.Va. Code Sec. 5A-3A)

This Agreement is made this first day of July 2021, and in effect until June 30, 2022, by and between the West Virginia Association of Rehabilitation Facilities, Inc., hereinafter known as WVARF, Inc., serving as the approved Central Nonprofit Agency ("CNA"), Goodwill Industries of Kanawha Valley, Inc., a Qualified Community Rehabilitation Program ("CRP").

Whereas, WVARF, Inc. and CRP have agreed that CRP shall participate in the West Virginia "State Use Program," W. Va. Code section 5A-3A-1 et seq., (Purchase of Commodities and Services from the Handicapped), by the provision of commodities or services to West Virginia's state agencies, institutions, political subdivisions and other instrumentalities ("Purchasing Agencies"); the parties therefore desire to reduce their agreement to writing as follows:

This agreement constitutes the CRP's acceptance of the agreement made by and between WVARF, Inc., and the Purchasing Agencies, and the CRP's acceptance of this Master Agreement to deliver commodities or services in accord with this Agreement and the West Virginia State Use Program. Specific deliverables to be performed are forthcoming in separate Purchase Orders or additional commodity or service specific agreements ("sub-agreements").

The CRP shall not allocate, reassign, transfer, sub-contract or in any way relinquish or alter the responsibility of directly performing the work associated with any contract under the auspices of this agreement without the express written consent of WVARF, Inc., serving as the approved CNA, and the Committee for the Purchase of Commodities and Services from the Handicapped ("Committee"). Any allocation or reassignment must be to a qualified CNA. Any approved allocation, assignment, transfer, sub-contract, relinquishment, or alteration of responsibility to directly perform the work shall not relieve the CRP of any of its obligations set forth in this Agreement unless the parties specifically agree in writing to release the CRP.

I. Relationship between parties:

The CRP agrees that it is an independent contractor and it and its employees, agents and members are not employees of WVARF, Inc. for any purpose and as an independent contractor, the CRP shall have the sole responsibility for controlling and supervising the work performed under this agreement.

The CRP shall have sole responsibility for hiring, contracting, firing, training, supervising, and all other aspects of employment of personnel for the provision of services and products to governmental spending units. CRP will have the sole responsibility for all actions taken by their personnel while performing under this agreement, or while on state property either prior to or during the execution of any contract for services and products under this agreement. CRP will be solely responsible for payment of all wages and benefits.

II. General Provisions:

The CRP hereby warrants, guarantees, and covenants that it and its officers, agents and personnel shall comply with all local, state, and federal laws, rules and regulations.

III. Requirements of CRP:

1. **INSURANCE:**

A. CRP agrees during the term of this agreement to maintain insurance. Certificates verifying insurance, workers' compensation coverage, and special provisions requested shall be furnished to WVARF Inc. before commencement of work, and whenever CRP has a material change in its insurance coverages. Insurance policies shall be written with a company licensed to do business in West Virginia or with the West Virginia Board of Risk and Insurance Management (BRIM).

B. CRP's shall notify WVARF Inc. immediately of any pending cancellation of or material change in its contract of insurance.

C. The following insurance is required:

(1). Workers' Compensation (statutory limits)

(2). Employer Liability Limits\*:

No less than \$1,000,000 Bodily Injury (each accident)

No less than \$1,000,000 Bodily Injury (disease - each employee)

\$1,000,000 Bodily Injury (disease- aggregate)

Insurance policy shall be endorsed to include "Mandolidis coverage" for claims brought under West Virginia Code § 23-4-2.

(3). Commercial General Liability Insurance Limits\*:

No less than \$1,000,000 - Combined single limit, (CSL), for bodily injury and/or property damage per occurrence;

No less than \$1,000,000 - Products, completed operations aggregate;

No less than \$1,000,000 - General aggregate



(4). Automobile Liability Insurance\* - On sites where automobile usage is necessary. Limits: No less than \$1,000,000- Combined single limit for bodily injury and/or property damage per accident.

(5). Crime and Third-Party Fidelity Coverage in at least an amount of: \$100,000.00.

\*If coverage is provided by BRIM, the maximum available limits.

- D. The CRP, if it obtains insurance with a company licensed to do business in West Virginia, agrees to protect, defend, indemnify and hold harmless WVARF, Inc., its members, directors, officers, employees, volunteers and subsidiaries individually and jointly, from all suits, claims, liability, losses, causes of action or any other obligation including defense costs arising out of or in any manner connected with the services and/or products covered by this Agreement, including without limitation incidents involving bodily injury, death, property damage or any violation or alleged violation of any federal, state or local law or regulations. Insurance provided by the CRP shall be considered primary and non-contributory with any other coverage available to WVARF, Inc., with aggregate limit per location and per project endorsement to be included. Policy shall be endorsed to include WVARF, Inc. as an additional insured.
2. CRP will remain in good standing with Workers Compensation.
  3. CRP will complete and send WVARF, Inc. by the 30<sup>th</sup> day following the end of each quarter the "West Virginia State Use Quarterly Report". This is a mandated requirement per legislative rule – Series §186-4-3.2.5 and Series §186-4-3.2.9. In addition, it is a mandate to be in compliance with the Governor's Committee according to legislative procedural rule Series §186-5-7. (2)
  4. CRP's employees with disabilities must provide an average of 75% of the total hours worked on the sum of all CRP's State Use Contracts for each reporting period. If the 75% average is not met, the CRP will submit to the Committee a plan of corrective action to achieve this level prior to the next quarterly report along with the Quarterly Report indicating a percentage lower than 75%.
  5. CRP will immediately notify WVARF, Inc. of any fact that might jeopardize compliance with the specifications and standards for the work to be performed.
  6. CRP will make a full disclosure to WVARF, Inc. of all facts related to costs, overhead, and profits in the production of a commodity or provision of a service. At least annually, and more often upon WVARF Inc.'s request, CRP will provide a written and signed cost report.
  7. CRP will comply with all requirements for participation as set forth in Rule Title 186, series 4, "Rules for Qualifications for Participation." CRP will immediately provide WVARF, Inc., on behalf of the Committee, any information that changes, alters, or amends any information previously submitted pertinent to the above-mentioned rule.

8. Failure on the behalf of CRPs to comply with the above-mentioned requirement will result in suspension of payments until reports are received. In the event that any individual CRP places the CNA in jeopardy of not completing the Annual Report, a corrective action plan will be developed, and potential revocation of existing contract shall be considered.
9. CRPs will comply with WVARF invoicing processes and Generally Accepted Accounting Principles (GAAP).
10. CRPs agree to comply with an annual onsite Quality Assurances Review and Audit.
11. Training sessions will be conducted by WVARF representatives in, distance format (ZOOM, TEAMS, video), regional locations throughout the state convenient to all CRPs. Reasonable advanced notice of these sessions will be provided to all CRPs, and attendance is required by at least one representative of each CRP.

#### IV. Requirements of WVARF, Inc.

WVARF Inc. agrees that it will during the term of this Agreement:

1. Partner with the CRP in developing suitable services and or commodities to be procured by the State, its agencies, institutions and political subdivisions and other instrumentalities of state authorized to participate in the "State Use Program" (West Virginia Code §5A-3A-1 et seq. and Title 186, Legislative rules).
2. Represent the CRP to the Committee, to the purchasing agencies and to the purchasing division, including but not limited to: negotiating prices and terms with the purchasing agencies or purchasing division, and making recommendations for fair market pricing.
3. Assist CRP in determining costs.
4. Maintain the necessary records and data on the CRPs to enable WVARF, Inc. to allocate work equitably.
5. Assist in providing training programs to enable the CRP to better provide services and products.
6. Work on improving the West Virginia State Use law to maximize the employment opportunities of individuals with disabilities.

#### V. Payment of Services:

1. CRP is to invoice WVARF, Inc. as of the last business day of each month. Invoices must be received by WVARF, Inc. no later than the tenth day of the month following the month invoiced. CRP must invoice WVARF, Inc. providing when requested correct backup information such as time sheets, delivery records, etc. Invoices and backup information must be correct and complete to alleviate delay in payment to the CRP. WVARF, Inc. is to process invoices from the CRP and will submit an invoice to the State of West Virginia.

A. Payment to CRPs will be made within a reasonable time of receiving payments from state agencies for services rendered. In addition, CRPs will be guaranteed to receive payment for invoices received **(not disputed, unclear, or incorrect)** based on services rendered that meet or exceed the 60-day threshold for which WVARF, Inc. has not received payment.

B. WVARF's operation of the State Use Program financially is essentially a pass-through operation. WVARF remits to CRPs money that is paid to WVARF by the State of West Virginia, less a 4.1% administrative fee approved by the Committee for the management, promotion, and adherence to the requirements of the Central Nonprofit Agency as referred in applicable West Virginia Code and Legislative Rules.

C. Although WVARF is obligated by the State Purchasing RFP to fully pay CRPs within sixty (60) days after the submission of invoices regardless if the State has submitted payment to the Central Nonprofit Agency (CNA). From time-to-time, WVARF may experience circumstances and conditions when the sixty (60) days payment practice may not be followed and possibly when a credit or refund of overpayment is necessary.

D. During periods of unforeseen circumstances and conditions, WVARF may withhold payment to a CRP past the normal sixty (60) days limit when the service, commodity, or the invoice has been or appears to be contested or questioned by the State of West Virginia spending unit ("State Agency") for any reason. WVARF will not pay funds to a CRP until WVARF is reasonably certain that prompt reimbursement will be provided to WVARF by the State.

E. Additionally, if a State Agency (spending unit) for any reason contests a service, commodity, or an invoice after sixty (60) days when payment has ordinarily been made by WVARF to the CRP, and if the State Agency does not subsequently make full payment to WVARF in the amount that WVARF has already paid to the CRP (plus WVARF's 4.1%), then any resulting overpayment to the CRP will be applied as a credit to the CRP's next invoice, reducing the amount to be paid by WVARF to the CRP for that invoice. If there are no subsequent invoices from a CRP, a full refund from the CRP will be required in the amount of any payments to the CRP that have not been reimbursed to WVARF by the State Agency (spending unit).

2. CRP shall remit to WVARF, Inc. a program fee of 4.1% on any and all monies received for purchases and services made directly between the CRP and a Purchasing Agency for any service or commodity not under a WVARF, Inc. purchase order, provided that this purchase was made under, or perceived to be under, the auspices of the State Use Program. This obligation does not apply to purchases made under a competitive bidding process through the WV Purchasing Division, political subdivision, or state college or university.

#### VI. Inspection of Work:

CRP grants to WVARF, Inc. the right to inspect the commodities or the work sites for quality and maintenance of professional standards. CRP is to participate in quality assurance activity. Failure to maintain adequate professional standards in the opinion of the WVARF, Inc., the Committee and/or the West Virginia Director of Purchasing or the Purchasing Agency may result in

immediate termination of this agreement or one or more purchase orders or sub-agreements.

VII. Compliance and Performance Review:

All CRPs participating in the State Use Program are subject annual review of their financial records, their compliance with state law and rule, and with the terms of this Agreement including all attachments and any sub-agreements or purchase order specifications. The CRP will be responsible for reimbursement for undocumented, unsubstantiated or unperformed labor, costs, non-procured material and/or equipment, failure to deliver commodities to specification, failure to maintain an average 75% disabled workers on the sum of all State Use Program agreements or any other deviations from the agreements, inclusive of appendices, and state laws and rules.

If, upon review of all pertinent records, it is determined that there is a material difference between the services or commodities contracted and actual services or commodities provided and/or expenditures and/or other major non-compliance with the Agreement, sub-agreement or purchase orders, WVARF, Inc. will request the CRP to submit and immediately implement a plan of correction which outlines the necessary steps to bring the CRP into compliance. If the CRP does not implement an acceptable plan of correction within a 15-workday period, WVARF, Inc. may require one or more of the following:

- A. Monetary reimbursements to the customer-agency in the form of an invoice deduction; or
- B. Monetary deductions from the CRP's invoice placed in an escrow account. A settlement of this account balance will be determined and will either be reimbursed to the customer or returned to the CRP; or
- C. Termination of the specific contract or purchase order. The CRP will also be liable for any shortages. A CRP may appeal any contract termination to the Committee.

VIII. Complaints:

CRP is to maintain documentation of all complaints, formal or informal, as well as all steps taken to investigate and, when necessary, to resolve the complaints for any work performed under the auspices of the "State Use Program." Reports of CRP complaints or grievances shall also be directed to WVARF, Inc. WVARF, Inc. will make an independent investigation of all complaints it receives and report its findings to the CRP. If necessary, WVARF, Inc. may undertake the review process as set forth in Paragraph VII. Also, if necessary, WVARF, Inc. or the Committee may initiate a grievance by following the process established in Rule Title 186, series two (§ 186 W. Va. CSR-2).

The CRP also has the right to file a grievance with the Committee per Committee rule.

IX. Modification or Termination of Purchase Orders or Sub-Agreements:

1. All modifications to purchase orders or sub-agreements must be in writing and signed by WVARF, Inc. and the CRP to be binding. WVARF, Inc. may consult with the Committee about proposed modifications when appropriate.
2. Either party to any purchase order or sub-agreement may terminate the purchase order or sub-agreement without cause by written notice, which notice is either delivered personally or is sent by certified or registered mail and states a termination date no earlier than midnight of the 60<sup>th</sup> day following the day on which the notice is personally delivered or deposited in the United States mail.
  - A. WVARF, Inc. may permit earlier termination if another qualified CRP agrees to assume the timely delivery of commodities to be provided or the services to be performed under the existing Agreement, sub-agreement, or purchase order, and the qualified CRP is acceptable to the Purchasing Agency, the Committee, and WVARF, Inc.
  - B. In the event the Purchasing Agency, in accord with its Agreement with the CNA, terminates its agreement or any part of its agreement with the CNA with 30 days' notice or less, any purchase order or sub-agreement to provide the commodities or services arising from the Purchasing Agency's agreement will also be terminated on a 30-day notice or less.
3. WVARF, Inc. reserves the right to cancel any Purchase Order or sub-agreement upon written notice to the CRP of a deficiency and specification of 30 days to correct the deficiency for non-compliance with the terms and conditions. Non-compliance includes but is not limited to failure to meet State specifications, quality assurance standards, quantity or delivery requirements, or payment of obligations to vendors or WVARF, Inc., or if reasonable evidence of intentional, willful, or grossly negligent conduct rises to the level of violations of state law.
4. WVARF, Inc. reserves the right to recommend and the Committee reserves the right to take appropriate disciplinary action including prohibiting the CRP from participating in the State Use Program if at any time the Committee determines the CRP does not materially comply with 186 CSR 4.3 "Qualification for Program Participation," any sub-agreement or purchase order requirements, or any requirement of the program or state or federal law.
  - A. The Committee and WVARF, Inc. reserve the right to immediately terminate any purchase order or sub-agreement in the event the Purchasing Agency cancels its orders with the CNA.

X. Modification or Termination of Master Agreement:

1. All modifications to the Master Agreement must be in writing and signed by WVARF, Inc. and the CRP to be binding. WVARF, Inc. will seek approval from the Committee when appropriate.
2. Either party to this Master Agreement may terminate the agreement without cause by written notice, which notice is either delivered personally or is sent by certified or registered

mail and states a termination date no earlier than midnight of the 60<sup>th</sup> day following the day on which the notice is personally delivered or deposited in the United States mail. WVARF, Inc. may permit earlier termination if another qualified CRP agrees to assume the timely delivery of commodities to be provided or the services to be performed under the existing Agreement, sub-agreement, or purchase order, and the qualified CRP is acceptable to the Purchasing Agency, the Committee, and WVARF, Inc.

3. Additionally, if a State Agency (spending unit) for any reason contests a service, commodity, or an invoice after sixty (60) days when payment has ordinarily been made by WVARF to the CRP and if the State Agency does not subsequently make full payment to WVARF in the amount that WVARF has already paid to the CRP (plus WVARF's 4.1%), then any resulting overpayment to the CRP will be applied as a credit to the CRP's next invoice, reducing the amount to be paid by WVARF to the CRP for that invoice. If there are no subsequent invoices from a CRP, a full refund from the CRP will be required in the amount of any payments to the CRP that have not been reimbursed to WVARF by the State Agency (spending unit).
4. WVARF, Inc. reserves the right to cancel the Agreement, inclusive of attachments, upon written notice to the CRP of a deficiency and specification of 30 days to correct the deficiency for non-compliance with the terms and conditions. Non-compliance includes but is not limited to failure to meet State specifications, quality assurance standards, quantity or delivery requirements, or payment of obligations to materials vendors or to WVARF, Inc., or if reasonable evidence of intentional, willful, or grossly negligent conduct rises to the level of violations of state law.
5. WVARF, Inc. reserves the right to recommend and the Committee reserves the right to take appropriate disciplinary action including prohibiting the CRP from participating in the State Use Program if at any time the Committee determines the CRP does not materially comply with 186 CSR 4.3 "Qualification for Program Participation," this Agreement, any sub-agreement or purchase order, or any requirement of the program or state or federal law.
6. The Committee and WVARF, Inc. reserve the right to immediately terminate this Agreement or any sub-agreement or purchase order obligation in the event the Purchasing Agency cancels its orders with the CNA.

Execution of this agreement below binds the CNA and the CRP to the terms and conditions contained herein inclusive of attachments, Purchase Orders, and sub-agreements.

\_\_\_\_\_  
CEO, West Virginia Association of  
Rehabilitation Facilities, Inc., serving as the  
Approved Central Nonprofit Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
CRP, Executive Director or CEO

\_\_\_\_\_  
Date

## Attachment 4.1.1.2



Reference	Item Number	Workable Industries, Inc.	Product/Item Description	Unit of Measure	Price to State	CRP Billable Amount
CO#3	AP001	Bright Horizons	Absorbent Pad Kit - Oil - 17" x 19" Item# AP100 (100 per bag)	each (ea)	84.26	84.2600
CO#3	AP001-P	Bright Horizons	Absorbent Pad Kit - Oil - 17" x 19" Item# AP100 (100 per bag)	each (ea)	86.7878	84.2600
CO#3	AP002	Bright Horizons	Absorbent Blanket Kit- 19" x 144" Item# AP153 (1 per bag)	each (ea)	64.69	64.6900
CO#3	AP002-P	Bright Horizons	Absorbent Blanket Kit- 19" x 144" Item# AP153 (1 per bag)	each (ea)	66.6307	64.6900
CO#3	AP003	Bright Horizons	Universal Spill Kit - 15 Pads, 3 Socks, gloves, goggles Item# AP200	each (ea)	68.04	68.0400
CO#3	AP003-P	Bright Horizons	Universal Spill Kit - 15 Pads, 3 Socks, gloves, goggles Item# AP200	each (ea)	70.0812	68.0400
CO#3	AP004	Bright Horizons	Universal Drum Top Cover - 22" Diameter Item# APDTU (25 per box)	each (ea)	70.83	70.8300
CO#3	AP004-P	Bright Horizons	Universal Drum Top Cover - 22" Diameter Item# APDTU (25 per box)	each (ea)	72.9549	70.8300
CO#3	AP005	Bright Horizons	Absorbant Booms - Oil - 5" x 10" Item# AP510 (4 per bale)	each (ea)	85.88	85.8800
CO#3	AP005-P	Bright Horizons	Absorbant Booms - Oil - 5" x 10" Item# AP510 (4 per bale)	each (ea)	88.4564	85.8800
CO#3	AP006	Bright Horizons	Absorbent Booms - Oil - 8" x 10" Item# AP810 (4 per bale)	each (ea)	136.57	136.5700
CO#3	AP006-P	Bright Horizons	Absorbent Booms - Oil - 8" x 10" Item# AP810 (4 per bale)	each (ea)	140.6671	136.5700
CO#3	AP007	Bright Horizons	Absorbent Socks - Oil - 3" x 4" item# AP430 (30 per case)	each (ea)	109.72	109.7200
CO#3	AP007-P	Bright Horizons	Absorbent Socks - Oil - 3" x 4" item# AP430 (30 per case)	each (ea)	113.0116	109.7200
CO#3	AS001	Gateway Industries, Inc.	Rubber Coated Laboratory Apron - 45" x 35"	each (ea)	22.44	22.4400
CO#3	AS001-P	Gateway Industries, Inc.	Rubber Coated Laboratory Apron - 45" x 35"	each (ea)	23.1132	22.4400
CO#3	AS002	Gateway Industries, Inc.	Vinyl Food Handler Apron - 42" x 35"	each (ea)	6.09	6.0900
CO#3	AS002-P	Gateway Industries, Inc.	Vinyl Food Handler Apron - 42" x 35"	each (ea)	6.2727	6.0900
CO#4	CH001	Jackson County Developmental Center, Inc. dba JCDC	WV CHIPS: per hour for under 1,000 contacts per month	hour (hr)	31.59	31.5900
CO#4	CH001-P	Jackson County Developmental Center, Inc. dba JCDC	WV CHIPS: per hour for under 1,000 contacts per month	hour (hr)	32.5377	31.5900
CO#4	CH002	Jackson County Developmental Center, Inc. dba JCDC	WV CHIPS: per contact for contacts over 1,000 per month	each (ea)	6.75	6.7500
CO#4	CH002-P	Jackson County Developmental Center, Inc. dba JCDC	WV CHIPS: per contact for contacts over 1,000 per month	each (ea)	6.9525	6.7500
CO#4	CH003	Jackson County Developmental Center, Inc. dba JCDC	WV CHIPS: automated outbound broadcast calls, per call	each (ea)	0.19	0.1900
CO#4	CH003-P	Jackson County Developmental Center, Inc. dba JCDC	WV CHIPS: automated outbound broadcast calls, per call	each (ea)	0.1957	0.1900
CO#13	CL001	Workable Industries, Inc.	SWEATSHORTS (no minimum) Ash Grey, 9" Inseam, no drawstrings or pockets, Size M-XL Item# SWEATSHORTM-XL	each (ea)	9.68	9.6800
CO#13	CL001-P	Workable Industries, Inc.	SWEATSHORTS (no minimum) Ash Grey, 9" Inseam, no drawstrings or pockets, Size M-XL Item# SWEATSHORTM-XL	each (ea)	9.9704	9.6800
CO#13	CL002	Workable Industries, Inc.	SWEATSHORTS (no minimum) Ash Grey 9" Inseam, no drawstrings or pockets, Size 2XL-4XL SWEATSHORT2XL-4XL	each (ea)	11.43	11.4300
CO#13	CL002-P	Workable Industries, Inc.	SWEATSHORTS (no minimum) Ash Grey 9" Inseam, no drawstrings or pockets, Size 2XL-4XL SWEATSHORT2XL-4XL	each (ea)	11.7729	11.4300
CO#13	CL005	Workable Industries, Inc.	SWEATPANTS (no minimum) Size S Item# SWP-S	each (ea)	9.9	9.9000
CO#13	CL005-P	Workable Industries, Inc.	SWEATPANTS (no minimum) Size S Item# SWP-S	each (ea)	10.197	9.9000
CO#13	CL006	Workable Industries, Inc.	SWEATPANTS (no minimum) Size M Item# SWP-M	each (ea)	9.9	9.9000
CO#13	CL006-P	Workable Industries, Inc.	SWEATPANTS (no minimum) Size M Item# SWP-M	each (ea)	10.197	9.9000
CO#13	CL007	Workable Industries, Inc.	SWEATPANTS (no minimum) Size L Item# SWP-L	each (ea)	9.9	9.9000
CO#13	CL007-P	Workable Industries, Inc.	SWEATPANTS (no minimum) Size L Item# SWP-L	each (ea)	10.197	9.9000
CO#13	CL008	Workable Industries, Inc.	SWEATPANTS (no minimum) Size XL Item# SWP-XL	each (ea)	9.9	9.9000
CO#13	CL008-P	Workable Industries, Inc.	SWEATPANTS (no minimum) Size XL Item# SWP-XL	each (ea)	10.197	9.9000
CO#13	CL009	Workable Industries, Inc.	SWEATPANTS (no minimum) Size 2XL Item# SWP-2XL	each (ea)	12	12.0000
CO#13	CL009-P	Workable Industries, Inc.	SWEATPANTS (no minimum) Size 2XL Item# SWP-2XL	each (ea)	12.36	12.0000
CO#13	CL010	Workable Industries, Inc.	SWEATPANTS (no minimum) Size 3XL Item# SWP-3XL	each (ea)	13.85	13.8500
CO#13	CL010-P	Workable Industries, Inc.	SWEATPANTS (no minimum) Size 3XL Item# SWP-3XL	each (ea)	14.2655	13.8500
CO#13	CL011	Workable Industries, Inc.	SWEATPANTS (no minimum) Size 4XL Item# SWP-4XL	each (ea)	13.85	13.8500
CO#13	CL011-P	Workable Industries, Inc.	SWEATPANTS (no minimum) Size 4XL Item# SWP-4XL	each (ea)	14.2655	13.8500
CO#13	CL012	Workable Industries, Inc.	SWEATPANTS (no minimum) Size 5XL Item# SWP-5XL	each (ea)	13.85	13.8500
CO#13	CL012-P	Workable Industries, Inc.	SWEATPANTS (no minimum) Size 5XL Item# SWP-5XL	each (ea)	14.2655	13.8500
CO#13	CL013	Workable Industries, Inc.	SWEATPANTS (no minimum) Size 6XL Item# SWP-6XL	each (ea)	18.8	18.8000
CO#13	CL013-P	Workable Industries, Inc.	SWEATPANTS (no minimum) Size 6XL Item# SWP-6XL	each (ea)	19.364	18.8000

CO#13	CL014	Workable Industries, Inc.	SWEATSHIRTS (no minimum) Size S Item# SWS-S	each (ea)	9.8	9.8000
CO#13	CL014-P	Workable Industries, Inc.	SWEATSHIRTS (no minimum) Size S Item# SWS-S	each (ea)	10.094	9.8000
CO#13	CL015	Workable Industries, Inc.	SWEATSHIRTS (no minimum) Size M Item# SWS-M	each (ea)	9.8	9.8000
CO#13	CL015-P	Workable Industries, Inc.	SWEATSHIRTS (no minimum) Size M Item# SWS-M	each (ea)	10.094	9.8000
CO#13	CL016	Workable Industries, Inc.	SWEATSHIRTS (no minimum) Size L Item# SWS-L	each (ea)	9.8	9.8000
CO#13	CL016-P	Workable Industries, Inc.	SWEATSHIRTS (no minimum) Size L Item# SWS-L	each (ea)	10.094	9.8000
CO#13	CL017	Workable Industries, Inc.	SWEATSHIRTS (no minimum) Size XL Item# SWS-XL	each (ea)	9.8	9.8000
CO#13	CL017-P	Workable Industries, Inc.	SWEATSHIRTS (no minimum) Size XL Item# SWS-XL	each (ea)	10.094	9.8000
CO#13	CL018	Workable Industries, Inc.	SWEATSHIRTS (no minimum) Size 2XL Item# SWS-2XL	each (ea)	11	11.0000
CO#13	CL018-P	Workable Industries, Inc.	SWEATSHIRTS (no minimum) Size 2XL Item# SWS-2XL	each (ea)	11.33	11.0000
CO#13	CL019	Workable Industries, Inc.	SWEATSHIRTS (no minimum) Size 3XL Item# SWS-3XL	each (ea)	13	13.0000
CO#13	CL019P	Workable Industries, Inc.	SWEATSHIRTS (no minimum) Size 3XL Item# SWS-3XL	each (ea)	13.39	13.0000
CO#13	CL020	Workable Industries, Inc.	SWEATSHIRTS (no minimum) Size 4XL Item# SWS-4XL	each (ea)	13	13.0000
CO#13	CL020-P	Workable Industries, Inc.	SWEATSHIRTS (no minimum) Size 4XL Item# SWS-4XL	each (ea)	13.39	13.0000
CO#13	CL021	Workable Industries, Inc.	SWEATSHIRTS (no minimum) Size 5XL Item# SWS-5XL	each (ea)	13	13.0000
CO#13	CL021-P	Workable Industries, Inc.	SWEATSHIRTS (no minimum) Size 5XL Item# SWS-5XL	each (ea)	13.39	13.0000
CO#13	CL022	Workable Industries, Inc.	SWEATSHIRTS (no minimum) Size 6XL Item# SWS-6XL	each (ea)	22.5	22.5000
CO#13	CL022-P	Workable Industries, Inc.	SWEATSHIRTS (no minimum) Size 6XL Item# SWS-6XL	each (ea)	23.175	22.5000
CO#13	CL023	Workable Industries, Inc.	TOBOGGANS (minimum sold in sets of 12) Item# Toboggans	each (ea)	3.25	3.2500
CO#13	CL023-P	Workable Industries, Inc.	TOBOGGANS (minimum sold in sets of 12) Item# Toboggans	each (ea)	3.3475	3.2500
CO#3	CL024	Workable Industries, Inc.	T-SHIRTS (no minimum) Size S Item# T-SHIRT-S	each (ea)	4.46	4.4600
CO#3	CL024-P	Workable Industries, Inc.	T-SHIRTS (no minimum) Size S Item# T-SHIRT-S	each (ea)	4.5938	4.4600
CO#3	CL025	Workable Industries, Inc.	T-SHIRTS (no minimum) Size M Item# T-SHIRT-M	each (ea)	4.46	4.4600
CO#3	CL025-P	Workable Industries, Inc.	T-SHIRTS (no minimum) Size M Item# T-SHIRT-M	each (ea)	4.5938	4.4600
CO#3	CL026	Workable Industries, Inc.	T-SHIRTS (no minimum) Size L Item# T-SHIRT-L	each (ea)	4.46	4.4600
CO#3	CL026-P	Workable Industries, Inc.	T-SHIRTS (no minimum) Size L Item# T-SHIRT-L	each (ea)	4.5938	4.4600
CO#3	CL027	Workable Industries, Inc.	T-SHIRTS (no minimum) Size XL Item# T-SHIRT-XL	each (ea)	4.46	4.4600
CO#3	CL027-P	Workable Industries, Inc.	T-SHIRTS (no minimum) Size XL Item# T-SHIRT-XL	each (ea)	4.5938	4.4600
CO#3	CL028	Workable Industries, Inc.	T-SHIRTS (no minimum) Size 2XL Item# T-SHIRT-2XL	each (ea)	6.3	6.3000
CO#3	CL028-P	Workable Industries, Inc.	T-SHIRTS (no minimum) Size 2XL Item# T-SHIRT-2XL	each (ea)	6.489	6.3000
CO#3	CL029	Workable Industries, Inc.	T-SHIRTS (no minimum) Size 3XL Item# T-SHIRT-3XL	each (ea)	6.83	6.8300
CO#3	CL029-P	Workable Industries, Inc.	T-SHIRTS (no minimum) Size 3XL Item# T-SHIRT-3XL	each (ea)	7.0349	6.8300
CO#3	CL030	Workable Industries, Inc.	T-SHIRTS (no minimum) Size 4XL Item# T-SHIRT-4XL	each (ea)	6.83	6.8300
CO#3	CL030-P	Workable Industries, Inc.	T-SHIRTS (no minimum) Size 4XL Item# T-SHIRT-4XL	each (ea)	7.0349	6.8300
CO#3	CL031	Workable Industries, Inc.	T-SHIRTS (no minimum) Size 5XL Item# T-SHIRT-5XL	each (ea)	6.83	6.8300
CO#3	CL031-P	Workable Industries, Inc.	T-SHIRTS (no minimum) Size 5XL Item# T-SHIRT-5XL	each (ea)	7.0349	6.8300
CO#3	CL032	Workable Industries, Inc.	UNDERSHIRTS - White (minimum sold in sets of 12) Size S Item# UNDERSHIRT-S	each (ea)	3.09	3.0900
CO#3	CL032-P	Workable Industries, Inc.	UNDERSHIRTS - White (minimum sold in sets of 12) Size S Item# UNDERSHIRT-S	each (ea)	3.1827	3.0900
CO#3	CL033	Workable Industries, Inc.	UNDERSHIRTS - White (minimum sold in sets of 12) Size M Item# UNDERSHIRT-M	each (ea)	3.09	3.0900
CO#3	CL033-P	Workable Industries, Inc.	UNDERSHIRTS - White (minimum sold in sets of 12) Size M Item# UNDERSHIRT-M	each (ea)	3.1827	3.0900
CO#3	CL034	Workable Industries, Inc.	UNDERSHIRTS - White (minimum sold in sets of 12) Size L Item# UNDERSHIRT-L	each (ea)	3.09	3.0900
CO#3	CL034-P	Workable Industries, Inc.	UNDERSHIRTS - White (minimum sold in sets of 12) Size L Item# UNDERSHIRT-L	each (ea)	3.1827	3.0900
CO#3	CL035	Workable Industries, Inc.	UNDERSHIRTS - White (minimum sold in sets of 12) Size XL Item# UNDERSHIRT-XL	each (ea)	3.09	3.0900
CO#3	CL035-P	Workable Industries, Inc.	UNDERSHIRTS - White (minimum sold in sets of 12) Size XL Item# UNDERSHIRT-XL	each (ea)	3.1827	3.0900
CO#3	CL036	Workable Industries, Inc.	UNDERSHIRTS - White (minimum sold in sets of 12) Size 2XL Item# UNDERSHIRT-2XL	each (ea)	3.68	3.6800
CO#3	CL036-P	Workable Industries, Inc.	UNDERSHIRTS - White (minimum sold in sets of 12) Size 2XL Item# UNDERSHIRT-2XL	each (ea)	3.7904	3.6800

CO#3	CL037	Workable Industries, Inc.	UNDERSHIRTS - White (minimum sold in sets of 12) Size 3XL Item# UNDERSHIRT-3XL	each (ea)	3.68	3.6800
CO#3	CL037-P	Workable Industries, Inc.	UNDERSHIRTS - White (minimum sold in sets of 12) Size 3XL Item# UNDERSHIRT-3XL	each (ea)	3.7904	3.6800
CO#3	CL038	Workable Industries, Inc.	UNDERSHIRTS - White (minimum sold in sets of 12) Size 4XL Item# UNDERSHIRT-4XL	each (ea)	3.68	3.6800
CO#3	CL038-P	Workable Industries, Inc.	UNDERSHIRTS - White (minimum sold in sets of 12) Size 4XL Item# UNDERSHIRT-4XL	each (ea)	3.7904	3.6800
CO#3	CL039	Workable Industries, Inc.	UNDERSHIRTS - White (minimum sold in sets of 12) Size 5XL Item# UNDERSHIRT-5XL	each (ea)	4.88	4.8800
CO#3	CL039-P	Workable Industries, Inc.	UNDERSHIRTS - White (minimum sold in sets of 12) Size 5XL Item# UNDERSHIRT-5XL	each (ea)	5.0264	4.8800
CO#3	CL040	Workable Industries, Inc.	UNDERSHIRTS - White (minimum sold in sets of 12) Size 6XL Item# UNDERSHIRT-6XL	each (ea)	4.88	4.8800
CO#3	CL040-P	Workable Industries, Inc.	UNDERSHIRTS - White (minimum sold in sets of 12) Size 6XL Item# UNDERSHIRT-6XL	each (ea)	5.0264	4.8800
CO#13	CL041	Workable Industries, Inc.	GLOVES - Brown Jersey, 100% cotton gloves Item GLOVES (minimum sold in sets of 12)	each (ea)	1.44	1.4400
CO#13	CL041-P	Workable Industries, Inc.	GLOVES - Brown Jersey, 100% cotton gloves Item GLOVES (minimum sold in sets of 12)	each (ea)	1.4832	1.4400
CO#13	CL042	Workable Industries, Inc.	SLIPPERS - House Slippers Item# SLIPPER (minimum sold in sets of 12)	each (ea)	5.2	5.2000
CO#13	CL042-P	Workable Industries, Inc.	SLIPPERS - House Slippers Item# SLIPPER (minimum sold in sets of 12)	each (ea)	5.356	5.2000
CO#3	CL043	Workable Industries, Inc.	JACKET - Lined Coach's Jacket (no minimum) Size S Item# JACKET-XL	each (ea)	17.33	17.3300
CO#3	CL043-P	Workable Industries, Inc.	JACKET - Lined Coach's Jacket (no minimum) Size S Item# JACKET-XL	each (ea)	17.8499	17.3300
CO#3	CL044	Workable Industries, Inc.	JACKET - Lined Coach's Jacket (no minimum) Size M Item# JACKET-XL	each (ea)	17.33	17.3300
CO#3	CL044-P	Workable Industries, Inc.	JACKET - Lined Coach's Jacket (no minimum) Size M Item# JACKET-XL	each (ea)	17.8499	17.3300
CO#3	CL045	Workable Industries, Inc.	JACKET - Lined Coach's Jacket (no minimum) Size L Item# JACKET-XL	each (ea)	17.33	17.3300
CO#3	CL045-P	Workable Industries, Inc.	JACKET - Lined Coach's Jacket (no minimum) Size L Item# JACKET-XL	each (ea)	17.8499	17.3300
CO#3	CL046	Workable Industries, Inc.	JACKET - Lined Coach's Jacket (no minimum) Size XL Item# JACKET-XL	each (ea)	17.33	17.3300
CO#3	CL046-P	Workable Industries, Inc.	JACKET - Lined Coach's Jacket (no minimum) Size XL Item# JACKET-XL	each (ea)	17.8499	17.3300
CO#3	CL047	Workable Industries, Inc.	JACKET - Lined Coach's Jacket (no minimum) Size 2XL Item# JACKET-2XL	each (ea)	19.43	19.4300
CO#3	CL047-P	Workable Industries, Inc.	JACKET - Lined Coach's Jacket (no minimum) Size 2XL Item# JACKET-2XL	each (ea)	20.129	19.5427
CO#3	CL048	Workable Industries, Inc.	JACKET - Lined Coach's Jacket (no minimum) Size 3XL Item# JACKET-3XL	each (ea)	19.95	19.9500
CO#3	CL048-P	Workable Industries, Inc.	JACKET - Lined Coach's Jacket (no minimum) Size 3XL Item# JACKET-3XL	each (ea)	20.5485	19.9500
CO#3	CL049	Workable Industries, Inc.	JACKET - Lined Coach's Jacket (no minimum) Size 4XL Item# JACKET-4XL	each (ea)	21.37	21.3700
CO#3	CL049-P	Workable Industries, Inc.	JACKET - Lined Coach's Jacket (no minimum) Size 4XL Item# JACKET-4XL	each (ea)	22.0111	21.3700
CO#3	CL050	Workable Industries, Inc.	JACKET - Lined Coach's Jacket (no minimum) Size 6XL Item# JACKET-6XL	each (ea)	38.12	38.1200
CO#3	CL050-P	Workable Industries, Inc.	JACKET - Lined Coach's Jacket (no minimum) Size 6XL Item# JACKET-6XL	each (ea)	39.2636	38.1200
CO#3	CL051	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 4 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.4	10.4000
CO#3	CL051-P	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 4 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.712	10.4000
CO#3	CL052	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 5 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.4	10.4000
CO#3	CL052-P	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 5 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.712	10.4000
CO#3	CL053	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 6 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.4	10.4000

CO#3	CL053-P	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 6 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.712	10.4000
CO#3	CL054	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 7 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.4	10.4000
CO#3	CL054-P	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 7 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.712	10.4000
CO#3	CL055	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 8 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.4	10.4000
CO#3	CL055-P	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 8 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.712	10.4000
CO#3	CL056	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 9 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.4	10.4000
CO#3	CL056-P	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 9 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.712	10.4000
CO#3	CL057	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 10 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.4	10.4000
CO#3	CL057-P	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 10 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.712	10.4000
CO#3	CL058	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 11 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.4	10.4000
CO#3	CL058-P	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 11 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.712	10.4000
CO#3	CL059	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 12 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.4	10.4000
CO#3	CL059-P	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 12 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.712	10.4000
CO#3	CL060	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 13 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.4	10.4000
CO#3	CL060-P	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 13 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.712	10.4000
CO#3	CL061	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 14 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.4	10.4000
CO#3	CL061-P	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 14 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.712	10.4000
CO#3	CL062	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 15 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.4	10.4000
CO#3	CL062-P	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 15 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.712	10.4000
CO#3	CL063	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 16 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.4	10.4000
CO#3	CL063-P	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 16 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.712	10.4000
CO#3	CL064	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 17 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.4	10.4000
CO#3	CL064-P	Workable Industries, Inc.	TENNIS SHOES - Canvas Velcro Tennis Shoes - Size 17 Item# TENNIS SHOES-4-17 (no minimum)	each (ea)	10.712	10.4000
CO#14	CL065	Workable Industries, Inc.	PANTIES - Female Underpants (minimum sold in sets of 12) Size 5 Item# 5-9	each (ea)	2.25	2.2500
CO#14	CL065-P	Workable Industries, Inc.	PANTIES - Female Underpants (minimum sold in sets of 12) Size 5 Item# 5-9	each (ea)	2.3175	2.2500
CO#14	CL066	Workable Industries, Inc.	PANTIES - Female Underpants (minimum sold in sets of 12) Size 6 Item# 5-9	each (ea)	2.25	2.2500
CO#14	CL066-P	Workable Industries, Inc.	PANTIES - Female Underpants (minimum sold in sets of 12) Size 6 Item# 5-9	each (ea)	2.3175	2.2500
CO#14	CL067	Workable Industries, Inc.	PANTIES - Female Underpants (minimum sold in sets of 12) Size 7 Item# 5-9	each (ea)	2.25	2.2500

CO#14	CL067-P	Workable Industries, Inc.	PANTIES - Female Underpants (minimum sold in sets of 12) Size 7 Item# 5-9	each (ea)	2.3175	2.2500
CO#14	CL068	Workable Industries, Inc.	PANTIES - Female Underpants (minimum sold in sets of 12) Size 8 Item# 5-9	each (ea)	2.25	2.2500
CO#14	CL068-P	Workable Industries, Inc.	PANTIES - Female Underpants (minimum sold in sets of 12) Size 8 Item# 5-9	each (ea)	2.1375	2.2500
CO#13	CL069	Workable Industries, Inc.	PANTIES - Female Underpants (minimum sold in sets of 12) Size 9 Item# 5-9	each (ea)	2.25	2.2500
CO#13	CL069-P	Workable Industries, Inc.	PANTIES - Female Underpants (minimum sold in sets of 12) Size 9 Item# 5-9	each (ea)	2.3175	2.2500
CO#13	CL070	Workable Industries, Inc.	PANTIES - Female Underpants (minimum sold in sets of 12) Size 10 Item# 10-14	each (ea)	2.89	2.8900
CO#13	CL070-P	Workable Industries, Inc.	PANTIES - Female Underpants (minimum sold in sets of 12) Size 10 Item# 10-14	each (ea)	2.9767	2.8900
CO#14	CL071	Workable Industries, Inc.	PANTIES - Female Underpants (minimum sold in sets of 12) Size 11 Item# 10-14	each (ea)	2.89	2.8900
CO#14	CL071-P	Workable Industries, Inc.	PANTIES - Female Underpants (minimum sold in sets of 12) Size 11 Item# 10-14	each (ea)	2.9767	2.8900
CO#14	CL072	Workable Industries, Inc.	PANTIES - Female Underpants (minimum sold in sets of 12) Size 12 Item# 10-14	each (ea)	2.89	2.8900
CO#14	CL072-P	Workable Industries, Inc.	PANTIES - Female Underpants (minimum sold in sets of 12) Size 12 Item# 10-14	each (ea)	2.9767	2.8900
CO#14	CL073	Workable Industries, Inc.	PANTIES - Female Underpants (minimum sold in sets of 12) Size 13 Item# 10-14	each (ea)	2.89	2.8900
CO#14	CL073-P	Workable Industries, Inc.	PANTIES - Female Underpants (minimum sold in sets of 12) Size 13 Item# 10-14	each (ea)	2.9767	2.8900
CO#14	CL074	Workable Industries, Inc.	PANTIES - Female Underpants (minimum sold in sets of 12) Size 14 Item# 10-14	each (ea)	2.89	2.8900
CO#14	CL074-P	Workable Industries, Inc.	PANTIES - Female Underpants (minimum sold in sets of 12) Size 14 Item# 10-14	each (ea)	2.9767	2.8900
CO#13	CL075	Workable Industries, Inc.	UNDERWEAR - Male Underpants (minimum sold in sets of 12) Size S Item#	each (ea)	1.95	1.9500
CO#13	CL075-P	Workable Industries, Inc.	UNDERWEAR - Male Underpants (minimum sold in sets of 12) Size S Item#	each (ea)	2.0085	1.9500
CO#14	CL076	Workable Industries, Inc.	UNDERWEAR - Male Underpants (minimum sold in sets of 12) Size M Item#	each (ea)	1.95	1.9500
CO#14	CL076-P	Workable Industries, Inc.	UNDERWEAR - Male Underpants (minimum sold in sets of 12) Size M Item#	each (ea)	2.0085	1.9500
CO#14	CL077	Workable Industries, Inc.	UNDERWEAR - Male Underpants (minimum sold in sets of 12) Size L Item#	each (ea)	1.95	1.9500
CO#14	CL077-P	Workable Industries, Inc.	UNDERWEAR - Male Underpants (minimum sold in sets of 12) Size L Item#	each (ea)	2.0085	1.9500
CO#14	CL078	Workable Industries, Inc.	UNDERWEAR - Male Underpants (minimum sold in sets of 12) Size XL Item#	each (ea)	1.95	1.9500
CO#14	CL078-P	Workable Industries, Inc.	UNDERWEAR - Male Underpants (minimum sold in sets of 12) Size XL Item#	each (ea)	2.0085	1.9500
CO#13	CL079	Workable Industries, Inc.	UNDERWEAR - Male Underpants (minimum sold in sets of 12) Size 2XL Item#	each (ea)	2.35	2.3500
CO#13	CL079-P	Workable Industries, Inc.	UNDERWEAR - Male Underpants (minimum sold in sets of 12) Size 2XL Item#	each (ea)	2.4205	2.3500
CO#13	CL080	Workable Industries, Inc.	UNDERWEAR - Male Underpants (minimum sold in sets of 12) Size 3XL Item#	each (ea)	2.35	2.3500
CO#13	CL080-P	Workable Industries, Inc.	UNDERWEAR - Male Underpants (minimum sold in sets of 12) Size 3XL Item#	each (ea)	2.4205	2.3500
CO#13	CL081	Workable Industries, Inc.	UNDERWEAR - Male Underpants (minimum sold in sets of 12) Size 4XL Item#	each (ea)	2.4	2.4000

CO#13	CL081-P	Workable Industries, Inc.	UNDERWEAR - Male Underpants (minimum sold in sets of 12) Size 4XL Item# UNDERWEAR-4XL	each (ea)	2.472	2.4000
CO#13	CL082	Workable Industries, Inc.	WALKINGSHORTS - Walking Shorts (no minimum) Size M Item# WALKINGSHORTS-M-XL	each (ea)	8	8.0000
CO#13	CL082-P	Workable Industries, Inc.	WALKINGSHORTS - Walking Shorts (no minimum) Size M Item# WALKINGSHORTS-M-XL	each (ea)	8.24	8.0000
CO#13	CL083	Workable Industries, Inc.	WALKINGSHORTS - Walking Shorts (no minimum) Size L Item# WALKINGSHORTS- M-XL	each (ea)	8	8.0000
CO#13	CL083-P	Workable Industries, Inc.	WALKINGSHORTS - Walking Shorts (no minimum) Size L Item# WALKINGSHORTS- M-XL	each (ea)	8.24	8.0000
CO#13	CL084	Workable Industries, Inc.	WALKINGSHORTS - Walking Shorts (no minimum) Size XL Item# WALKINGSHORTS-M-XL	each (ea)	8	8.0000
CO#13	CL084-P	Workable Industries, Inc.	WALKINGSHORTS - Walking Shorts (no minimum) Size XL Item# WALKINGSHORTS-M-XL	each (ea)	8.24	8.0000
CO#3	CL085	Workable Industries, Inc.	WALKINGSHORTS - Walking Shorts (no minimum) Size 2XL Item# WALKINGSHORTS-2XL-4XL	each (ea)	9.24	9.2400
CO#3	CL085-P	Workable Industries, Inc.	WALKINGSHORTS - Walking Shorts (no minimum) Size 2XL Item# WALKINGSHORTS-2XL-4XL	each (ea)	9.5172	9.2400
CO#3	CL086	Workable Industries, Inc.	WALKINGSHORTS - Walking Shorts (no minimum) Size 3XL Item# WALKINGSHORTS-2XL-4XL	each (ea)	9.24	9.2400
CO#3	CL086-P	Workable Industries, Inc.	WALKINGSHORTS - Walking Shorts (no minimum) Size 3XL Item# WALKINGSHORTS-2XL-4XL	each (ea)	9.5172	9.2400
CO#3	CL087	Workable Industries, Inc.	WALKINGSHORTS - Walking Shorts (no minimum) Size 4XL Item# WALKINGSHORTS-2XL-4XL	each (ea)	9.24	9.2400
CO#3	CL087-P	Workable Industries, Inc.	WALKINGSHORTS - Walking Shorts (no minimum) Size 4XL Item# WALKINGSHORTS-2XL-4XL	each (ea)	9.5172	9.2400
CO#3	CL088	Workable Industries, Inc.	COATS - Heavy (no minimum) Size S Item# COAT-S-XL	each (ea)	32.15	32.1500
CO#3	CL088-P	Workable Industries, Inc.	COATS - Heavy (no minimum) Size S Item# COAT-S-XL	each (ea)	33.1145	32.1500
CO#13	CL089	Workable Industries, Inc.	COATS - Heavy (no minimum) Size M Item# COAT-S-XL	each (ea)	32.15	32.1500
CO#13	CL089-P	Workable Industries, Inc.	COATS - Heavy (no minimum) Size M Item# COAT-S-XL	each (ea)	33.1145	32.1500
CO#13	CL090	Workable Industries, Inc.	COATS - Heavy (no minimum) Size L Item# COAT-S-XL	each (ea)	32.15	32.1500
CO#13	CL090-P	Workable Industries, Inc.	COATS - Heavy (no minimum) Size L Item# COAT-S-XL	each (ea)	33.1145	32.1500
CO#13	CL091	Workable Industries, Inc.	COATS - Heavy (no minimum) Size XL Item# COATS-S-XL	each (ea)	32.15	32.1500
CO#13	CL091-P	Workable Industries, Inc.	COATS - Heavy (no minimum) Size XL Item# COATS-S-XL	each (ea)	33.1145	32.1500
CO#13	CL092	Workable Industries, Inc.	COATS - Heavy (no minimum) Size 2XL Item# COAT-2XL	each (ea)	36.9	36.9000
CO#13	CL092-P	Workable Industries, Inc.	COATS - Heavy (no minimum) Size 2XL Item# COAT-2XL	each (ea)	38.007	36.9000
CO#13	CL093	Workable Industries, Inc.	COATS - Heavy (no minimum) Size 3XL Item# COAT-3XL	each (ea)	37.4	37.4000
CO#13	CL093-P	Workable Industries, Inc.	COATS - Heavy (no minimum) Size 3XL Item# COAT-3XL	each (ea)	38.522	37.4000
CO#13	CL094	Workable Industries, Inc.	COATS - Heavy (no minimum) Size 4XL Item# COAT-4XL	each (ea)	43.35	43.3500
CO#13	CL094-P	Workable Industries, Inc.	COATS - Heavy (no minimum) Size 4XL Item# COAT-4XL	each (ea)	44.6505	43.3500
CO#13	CL095	Workable Industries, Inc.	COATS - Heavy (no minimum) Size 6XL Item# COAT-6XL	each (ea)	44.1	44.1000
CO#13	CL095-P	Workable Industries, Inc.	COATS - Heavy (no minimum) Size 6XL Item# COAT-6XL	each (ea)	45.423	44.1000
CO#3	CL096	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 32 Item# BRA-32-38	each (ea)	4.76	4.7600
CO#3	CL096-P	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 32 Item# BRA-32-38	each (ea)	4.9028	4.7600
CO#3	CL097	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 34 Item# BRA-32-38	each (ea)	4.76	4.7600
CO#3	CL097-P	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 34 Item# BRA-32-38	each (ea)	4.9028	4.7600
CO#3	CL098	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 36 Item# BRA-32-38	each (ea)	4.76	4.7600
CO#3	CL098-P	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 36 Item# BRA-32-38	each (ea)	4.9028	4.7600
CO#3	CL099	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 38 Item# BRA-32-38	each (ea)	4.76	4.7600
CO#3	CL099-P	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 38 Item# BRA-32-38	each (ea)	4.9028	4.7600
CO#3	CL100	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 40 Item# BRA-40-54	each (ea)	5.44	5.4400
CO#3	CL100-P	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 40 Item# BRA-40-54	each (ea)	5.6032	5.4400
CO#3	CL101	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 42 Item# BRA-40-54	each (ea)	5.44	5.4400
CO#3	CL101-P	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 42 Item# BRA-40-54	each (ea)	5.6032	5.4400
CO#3	CL102	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 44 Item# BRA-40-54	each (ea)	5.44	5.4400
CO#3	CL102-P	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 44 Item# BRA-40-54	each (ea)	5.6032	5.4400
CO#3	CL103	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 46 Item# BRA-40-54	each (ea)	5.44	5.4400

CO#3	CL103-P	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 46 Item# BRA-40-54	each (ea)	5.6032	5.4400
CO#3	CL104	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 48 Item# BRA-40-54	each (ea)	5.44	5.4400
CO#3	CL104-P	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 48 Item# BRA-40-54	each (ea)	5.6032	5.4400
CO#3	CL105	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 50 Item# BRA-40-54	each (ea)	5.44	5.4400
CO#3	CL105-P	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 50 Item# BRA-40-54	each (ea)	5.6032	5.4400
CO#3	CL106	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 52 Item# BRA-40-54	each (ea)	5.44	5.4400
CO#3	CL106-P	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 52 Item# BRA-40-54	each (ea)	5.6032	5.4400
CO#3	CL107	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 54 Item# BRA-40-54	each (ea)	5.44	5.4400
CO#3	CL107-P	Workable Industries, Inc.	BRA - Ladies Bra (minimum sold in sets of 12) Size 54 Item# BRA-40-54	each (ea)	5.6032	5.4400
CO#3	CL108	Workable Industries, Inc.	SOCKS - Men's Low Cut Sports Socks (minimum sold in sets of 12) Item# MLCSS	each (ea)	1.1	1.1000
CO#3	CL108-P	Workable Industries, Inc.	SOCKS - Men's Low Cut Sports Socks (minimum sold in sets of 12) Item# MLCSS	each (ea)	1.133	1.1000
CO#3	CL109	Workable Industries, Inc.	SOCKS - Ladie's Low Cut Sport Socks (minimum sold in sets of 12) Item# LLCSS	each (ea)	1.16	1.1600
CO#3	CL109-P	Workable Industries, Inc.	SOCKS - Ladie's Low Cut Sport Socks (minimum sold in sets of 12) Item# LLCSS	each (ea)	1.1948	1.1600
CO#13	CL110	Workable Industries, Inc.	SOCKS - Men's Crew Socks (minimum sold in sets of 12) Item# CREWSOCKS	each (ea)	1	1.0000
CO#13	CL110-P	Workable Industries, Inc.	SOCKS - Men's Crew Socks (minimum sold in sets of 12) Item# CREWSOCKS	each (ea)	1.03	1.0000
CO#13	CL111	Workable Industries, Inc.	SANDALS - Shower, PVC (no minimum) Item# PVCSHOWERSANDALS	each (ea)	5	5.0000
CO#13	CL111-P	Workable Industries, Inc.	SANDALS - Shower, PVC (no minimum) Item# PVCSHOWERSANDALS	each (ea)	5.15	5.0000
CO#13	CL112	Workable Industries, Inc.	TOOTHBRUSH = 3" Flexible toothbrush (sold by the case, 72 per case) Item# TOOTHBRUSH	each (ea)	0.4	0.4000
CO#13	CL112-P	Workable Industries, Inc.	TOOTHBRUSH = 3" Flexible toothbrush (sold by the case, 72 per case) Item# TOOTHBRUSH	each (ea)	0.412	0.4000
CO#13	CL113	Workable Industries, Inc.	TOENAIL CLIPPER - Toenail Clipper without file (sold by the case, 12 per case) Item# TOENAILCLIPPERW/O)	each (ea)	1.1	1.1000
CO#13	CL113-P	Workable Industries, Inc.	TOENAIL CLIPPER - Toenail Clipper without file (sold by the case, 12 per case) Item# TOENAILCLIPPERW/O)	each (ea)	1.133	1.1000
CO#13	CL114	Workable Industries, Inc.	FINGERNAIL CLIPPER - Fingernail Clipper without file (sold by the case, 24 per case) Item# FINGERNAILCLIPPERW/O)	each (ea)	0.61	0.6100
CO#13	CL114-P	Workable Industries, Inc.	FINGERNAIL CLIPPER - Fingernail Clipper without file (sold by the case, 24 per case) Item# FINGERNAILCLIPPERW/O)	each (ea)	0.6283	0.6100
CO#3	CM001	Preston County Workshop	Commercial Walk Off Mat, Action Met Plus - 4' x 10'	each (ea)	312.76	312.7600
CO#3	CM001-P	Preston County Workshop	Commercial Walk Off Mat, Action Met Plus - 4' x 10'	each (ea)	322.1428	312.7600
CO#3	CM002	Preston County Workshop	Commercial Action Mat Plus - 4' x 8'	each (ea)	249.86	249.8600
CO#3	CM002-P	Preston County Workshop	Commercial Action Mat Plus - 4' x 8'	each (ea)	257.3558	249.8600
CO#3	CM003	Preston County Workshop	Commercial Action mat Plus - 3' x 5'	each (ea)	110.46	110.4600
CO#3	CM003-P	Preston County Workshop	Commercial Action mat Plus - 3' x 5'	each (ea)	113.7738	110.4600
CO#3	CM004	Preston County Workshop	Commercial Action Mat Plus - 4' x 6'	each (ea)	187.81	187.8100
CO#3	CM004-P	Preston County Workshop	Commercial Action Mat Plus - 4' x 6'	each (ea)	193.4443	187.8100
CO#3	CM005	Preston County Workshop	Premium Commercial Magic Mat - 4' x 10'	each (ea)	332.31	332.3100
CO#3	CM005-P	Preston County Workshop	Premium Commercial Magic Mat - 4' x 10'	each (ea)	342.2793	332.3100
CO#3	CM006	Preston County Workshop	Premium Commercial Magic Mat 4' x 8'	each (ea)	265.16	265.1600
CO#3	CM006-P	Preston County Workshop	Premium Commercial Magic Mat 4' x 8'	each (ea)	273.1148	265.1600
CO#3	CM007	Preston County Workshop	Premium Commercial Magic Mat - 3' x 5'	each (ea)	117.26	117.2600
CO#3	CM007-P	Preston County Workshop	Premium Commercial Magic Mat - 3' x 5'	each (ea)	120.7778	117.2600
CO#3	CM008	Preston County Workshop	Premium Commercial Magic Mat - 4' x 6'	each (ea)	198.86	198.8600
CO#3	CM008-P	Preston County Workshop	Premium Commercial Magic Mat - 4' x 6'	each (ea)	204.8258	198.8600
CO#3	CM009	Preston County Workshop	Premium Commercial Magic Mat - 3' x 10'	each (ea)	244.76	244.7600
CO#3	CM009-P	Preston County Workshop	Premium Commercial Magic Mat - 3' x 10'	each (ea)	252.1028	244.7600

CO#4	DD001	Pace Enterprises, Inc.	Minimum Service Charges (includes 2 containers) (Minimum service charge waived for container service customers. This charge is required for an entity that has a separate Service Request Form, Payment Method and Certificate of Destruction; pertaining to each physical address of a Spending Unity)	each (ea)	39	39.0000
CO#4	DD001-P	Pace Enterprises, Inc.	Minimum Service Charges (includes 2 containers) (Minimum service charge waived for container service customers. This charge is required for an entity that has a separate Service Request Form, Payment Method and Certificate of Destruction; pertaining to each physical address of a Spending Unity)	each (ea)	40.17	39.0000
CO#4	DD002	Pace Enterprises, Inc.	30" Shredinator after MSC	each (ea)	6.5	6.5000
CO#4	DD002-P	Pace Enterprises, Inc.	30" Shredinator after MSC	each (ea)	6.695	6.5000
CO#4	DD003	Pace Enterprises, Inc.	36" Duraflex Console after MSC	each (ea)	7.6	7.6000
CO#4	DD003-P	Pace Enterprises, Inc.	36" Duraflex Console after MSC	each (ea)	7.828	7.6000
CO#4	DD004	Pace Enterprises, Inc.	64 Gallon Cart after MSC	each (ea)	9.8	9.8000
CO#4	DD004-P	Pace Enterprises, Inc.	64 Gallon Cart after MSC	each (ea)	10.094	9.8000
CO#4	DD005	Pace Enterprises, Inc.	96 Gallon Cart after MSC	each (ea)	12	12.0000
CO#4	DD005-P	Pace Enterprises, Inc.	96 Gallon Cart after MSC	each (ea)	12.36	12.0000
CO#4	DD006	Pace Enterprises, Inc.	175 Gallon Cart (1 container for 175 Gallon) (Minimum service charge waived for container service customers. This charge is required for an entity that has a separate Service Request Form, Payment Method and Certificate of Destruction; pertaining to each physical address of a Spending Unity)	each (ea)	21.8	21.8000
CO#4	DD006-P	Pace Enterprises, Inc.	175 Gallon Cart (1 container for 175 Gallon) (Minimum service charge waived for container service customers. This charge is required for an entity that has a separate Service Request Form, Payment Method and Certificate of Destruction; pertaining to each physical address of a Spending Unity)	each (ea)	22.454	21.8000
CO#4	DD007	Pace Enterprises, Inc.	Standard 1 cf/box (\$37 minimum) (Minimum service charge waived for container service customers. This charge is required for an entity that has a separate Service Request Form, Payment Method and Certificate of Destruction; pertaining to each physical address of a Spending Unity)	each (ea)	3.3	3.3000
CO#4	DD007-P	Pace Enterprises, Inc.	Standard 1 cf/box (\$37 minimum) (Minimum service charge waived for container service customers. This charge is required for an entity that has a separate Service Request Form, Payment Method and Certificate of Destruction; pertaining to each physical address of a Spending Unity)	each (ea)	3.399	3.3000
CO#4	DD008	Pace Enterprises, Inc.	Oversize 1-3 of oversize box (\$37 minimum) (Minimum service charge waived for container service customers. This charge is required for an entity that has a separate Service Request Form, Payment Method and Certificate of Destruction; pertaining to each physical address of a Spending Unity)	each (ea)	5.5	5.5000
CO#4	DD008-P	Pace Enterprises, Inc.	Oversize 1-3 of oversize box (\$37 minimum) (Minimum service charge waived for container service customers. This charge is required for an entity that has a separate Service Request Form, Payment Method and Certificate of Destruction; pertaining to each physical address of a Spending Unity)	each (ea)	5.665	5.5000
CO#4	DD009	Pace Enterprises, Inc.	Non-Paper Destruction, Non-Metal - per pound (\$37 minimum) (Minimum service charge waived for container service customers. This charge is required for an entity that has a separate Service Request Form, Payment Method and Certificate of Destruction; pertaining to each physical address of a Spending Unity)	pound (lb)	0.4	0.4000



			Non-Paper Destruction, Non-Metal - per pound (\$37 minimum) (Minimum service charge waived for container service customers. This charge is required for an entity that has a separate Service Request Form, Payment Method and Certificate of Destruction; pertaining to each physical address of a Spending			
CO#4	DD009-P	Pace Enterprises, Inc.	Unity)	pound (lb)	0.412	0.4000
CO#4	DD010	Pace Enterprises, Inc.	Expedited Courier - Purge Service Charge - per incident	each (ea)	271.8	271.8000
CO#4	DD010-P	Pace Enterprises, Inc.	Expedited Courier - Purge Service Charge - per incident	each (ea)	279.954	271.8000
CO#4	DD011	Pace Enterprises, Inc.	Palletizing Charge for Purge - per box	Box (Box)	1.1	1.1000
CO#4	DD011-P	Pace Enterprises, Inc.	Palletizing Charge for Purge - per box	Box (Box)	1.133	1.1000
			(Minimum service charge waived for container service customers. This charge is required for an entity that has a separate Service Request Form, Payment Method and Certificate of Destruction; pertaining to each physical address of a Spending			
CO#4	DD012	Pace Enterprises, Inc.	Unity)			
			(Minimum service charge waived for container service customers. This charge is required for an entity that has a separate Service Request Form, Payment Method and Certificate of Destruction; pertaining to each physical address of a Spending			
CO#4	DD012-P	Pace Enterprises, Inc.	Unity)			0.0000
CO#3	DI001	Precision Services, Inc.	Scanned at 200/300 dps up to 8.5" x 14"	each (ea)	0.084	0.0840
CO#3	DI001-P	Precision Services, Inc.	Scanned at 200/300 dps up to 8.5" x 14"	each (ea)	0.0865	0.0840
CO#3	DI002	Precision Services, Inc.	Scanned at 200/300 dps up to 11" x 17"	each (ea)	0.126	0.1260
CO#3	DI002-P	Precision Services, Inc.	Scanned at 200/300 dps up to 11" x 17"	each (ea)	0.1298	0.1260
CO#3	DI003	Precision Services, Inc.	Indexing per Keystroke	each (ea)	0.009	0.0090
CO#3	DI003-P	Precision Services, Inc.	Indexing per Keystroke	each (ea)	0.0093	0.0090
CO#3	DI004	Precision Services, Inc.	Set up fee per job	each (ea)	47.444	47.4440
CO#3	DI004-P	Precision Services, Inc.	Set up fee per job	each (ea)	48.8673	47.4440
CO#3	DI005	Precision Services, Inc.	Create master CD fee	each (ea)	45.74	45.7400
CO#3	DI005-P	Precision Services, Inc.	Create master CD fee	each (ea)	47.1122	45.7400
CO#3	DI006	Precision Services, Inc.	Create Duplicate CD	each (ea)	15.52	15.5200
CO#3	DI006-P	Precision Services, Inc.	Create Duplicate CD	each (ea)	15.9856	15.5200
CO#3	DI007	Precision Services, Inc.	Prepare Documents to be scanned	each (ea)	10.622	10.6220
CO#3	DI007-P	Precision Services, Inc.	Prepare Documents to be scanned	each (ea)	10.9407	10.6220
CO#3	DI008	Precision Services, Inc.	Transportation of Documents	each (ea)	0.64	0.6400
CO#3	DI008-P	Precision Services, Inc.	Transportation of Documents	each (ea)	0.6592	0.6400
CO#3	DI009	Precision Services, Inc.	Fragile Document Scanning on Flatbed Scanner, hourly fee	each (ea)	10.622	10.6220
CO#3	DI009-P	Precision Services, Inc.	Fragile Document Scanning on Flatbed Scanner, hourly fee	each (ea)	10.9407	10.6220
CO#3	DI010	Precision Services, Inc.	Document Scanning at 200/300 dpi up to 11" x 17" with Flatbed, per document	each (ea)	0.193	0.1930
CO#3	DI010-P	Precision Services, Inc.	Document Scanning at 200/300 dpi up to 11" x 17" with Flatbed, per document	each (ea)	0.1988	0.1930
CO#3	DI011	Precision Services, Inc.	OCR, no Operator editing , per document	each (ea)	0.048	0.0480
CO#3	DI011-P	Precision Services, Inc.	OCR, no Operator editing , per document	each (ea)	0.0494	0.0480
CO#3	DI012	Precision Services, Inc.	OCR Clean-up, per hour	each (ea)	11.152	11.1520
CO#3	DI012-P	Precision Services, Inc.	OCR Clean-up, per hour	each (ea)	11.4866	11.1520
CO#3	DI013	Precision Services, Inc.	Off-Site storage, per CD, per Year	each (ea)	5.039	5.0390
CO#3	DI013-P	Precision Services, Inc.	Off-Site storage, per CD, per Year	each (ea)	5.1902	5.0390
CO#3	DI014	Precision Services, Inc.	Document Shredding, per 15" box	each (ea)	6.287	6.2870
CO#3	DI014-P	Precision Services, Inc.	Document Shredding, per 15" box	each (ea)	6.4756	6.2870
CO#3	DI015	Precision Services, Inc.	Data Warehousing 8.5" x 11", per image, per year, via internet	each (ea)	0.034	0.0340
CO#3	DI015-P	Precision Services, Inc.	Data Warehousing 8.5" x 11", per image, per year, via internet	each (ea)	0.035	0.0340
CO#3	DI016	Precision Services, Inc.	Accessing of Warehouse Data above 20% per image	each (ea)	0.005	0.0050
CO#3	DI016-P	Precision Services, Inc.	Accessing of Warehouse Data above 20% per image	each (ea)	0.0052	0.0050
CO#3	DI017	Precision Services, Inc.	Document Scanning 18" x 24" ENG. C @ 200 dpi - per document	each (ea)	1.472	1.4720
CO#3	DI017-P	Precision Services, Inc.	Document Scanning 18" x 24" ENG. C @ 200 dpi - per document	each (ea)	1.5162	1.4720
CO#3	DI018	Precision Services, Inc.	Document Scanning 18" x 24" ENG. C @ 300 dpi - per document	each (ea)	1.735	1.7350
CO#3	DI018-P	Precision Services, Inc.	Document Scanning 18" x 24" ENG. C @ 300 dpi - per document	each (ea)	1.7871	1.7350
CO#3	DI019	Precision Services, Inc.	Document Scanning 24" x 36" ENG. C @ 200 dpi - per document	each (ea)	1.616	1.6160
CO#3	DI019-P	Precision Services, Inc.	Document Scanning 24" x 36" ENG. C @ 200 dpi - per document	each (ea)	1.6645	1.6160

CO#3	DI020	Precision Services, Inc.	Document Scanning 24" x 36" ENG. C @ 300 dpi - per document	each (ea)	1.861	1.8610
CO#3	DI020-P	Precision Services, Inc.	Document Scanning 24" x 36" ENG. C @ 300 dpi - per document	each (ea)	1.9168	1.8610
CO#3	DI021	Precision Services, Inc.	Document Scanning 36" x 48" ENG. C @ 200 dpi - per document	each (ea)	2.015	2.0150
CO#3	DI021-P	Precision Services, Inc.	Document Scanning 36" x 48" ENG. C @ 200 dpi - per document	each (ea)	2.0755	2.0150
CO#3	DI022	Precision Services, Inc.	Document Scanning 36" x 48" ENG. C @ 300 dpi - per document	each (ea)	2.3	2.3000
CO#3	DI022-P	Precision Services, Inc.	Document Scanning 36" x 48" ENG. C @ 300 dpi - per document	each (ea)	2.369	2.3000
CO#3	DI023	Precision Services, Inc.	Microfilm Scanning, 16mm roll film, 200/300 dpi - per document	each (ea)	0.083	0.0830
CO#3	DI023-P	Precision Services, Inc.	Microfilm Scanning, 16mm roll film, 200/300 dpi - per document	each (ea)	0.0855	0.0830
CO#3	DI024	Precision Services, Inc.	Microfilm Scanning, 35mm roll film, 200/300 dpi - per document	each (ea)	0.125	0.1250
CO#3	DI024-P	Precision Services, Inc.	Microfilm Scanning, 35mm roll film, 200/300 dpi - per document	each (ea)	0.1288	0.1250
CO#3	DI025	Precision Services, Inc.	Microfiche Scanning 200/300 dpi - per - per document	each (ea)	0.145	0.1450
CO#3	DI025-P	Precision Services, Inc.	Microfiche Scanning 200/300 dpi - per - per document	each (ea)	0.1494	0.1450
CO#3	DI026	Precision Services, Inc.	Scan Aperture Card 200/300 dpi	each (ea)	0.375	0.3750
CO#3	DI026-P	Precision Services, Inc.	Scan Aperture Card 200/300 dpi	each (ea)	0.3863	0.3750
CO#3	DI027	Precision Services, Inc.	Create a Master DVD	each (ea)	45.75	45.7500
CO#3	DI027-P	Precision Services, Inc.	Create a Master DVD	each (ea)	47.1225	45.7500
CO#3	DI028	Precision Services, Inc.	Media Set-up Fee and Digital Delivery of Images	each (ea)	28.398	28.3980
CO#3	DI028-P	Precision Services, Inc.	Media Set-up Fee and Digital Delivery of Images	each (ea)	29.2499	28.3980
CO#3	DI029	Precision Services, Inc.	Scan Large Books over 12" x 17" and up to 17" x 24" NEW	each (ea)	0.19	0.1900
CO#3	DI029-P	Precision Services, Inc.	Scan Large Books over 12" x 17" and up to 17" x 24" NEW	each (ea)	0.1957	0.1900
CO#3	DI030	Precision Services, Inc.	Scan Small Books up to 12" x 16" NEW	each (ea)	0.1	0.1000
CO#3	DI030-P	Precision Services, Inc.	Scan Small Books up to 12" x 16" NEW	each (ea)	0.103	0.1000
CO#3	DI031	Precision Services, Inc.	Document Warehouse Image 18" x 24" (via internet)	each (ea)	0.13	0.1300
CO#3	DI031-P	Precision Services, Inc.	Document Warehouse Image 18" x 24" (via internet)	each (ea)	0.1339	0.1300
CO#3	DI032	Precision Services, Inc.	Document Warehouse Image 24" x 36" (via internet)	each (ea)	0.238	0.2380
CO#3	DI032-P	Precision Services, Inc.	Document Warehouse Image 24" x 36" (via internet)	each (ea)	0.2451	0.2380
CO#3	DI033	Precision Services, Inc.	Document Warehouse Image 36" x 48" (via internet)	each (ea)	0.51	0.5100
CO#3	DI033-P	Precision Services, Inc.	Document Warehouse Image 36" x 48" (via internet)	each (ea)	0.5253	0.5100
CO#4	DM001	Jackson County Developmental Center, Inc. dba JCDC	WV CHIPS: Skill Level III (Customer Service Rep.)	hour (hr)	30.35	30.3500
CO#4	DM001-P	Jackson County Developmental Center, Inc. dba JCDC	WV CHIPS: Skill Level III (Customer Service Rep.)	hour (hr)	31.2605	30.3500
CO#4	DM002	Jackson County Developmental Center, Inc. dba JCDC	Services per 1000 keystrokes	each (ea)	3.72	3.7200
CO#4	DM002-P	Jackson County Developmental Center, Inc. dba JCDC	Services per 1000 keystrokes	each (ea)	3.8316	3.7200
CO#4	DM003	Jackson County Developmental Center, Inc. dba JCDC	Additional courier service	hour (hr)	21.83	21.8300
CO#4	DM003-P	Jackson County Developmental Center, Inc. dba JCDC	Additional courier service	hour (hr)	22.4849	21.8300
CO#4	DM004	Jackson County Developmental Center, Inc. dba JCDC	Sort forms by type, county, number index, etc.	hour (hr)	21.67	21.6700
CO#4	DM004-P	Jackson County Developmental Center, Inc. dba JCDC	Sort forms by type, county, number index, etc.	hour (hr)	22.3201	21.6700
CO#4	DM005	Jackson County Developmental Center, Inc. dba JCDC	Batch work	hour (hr)	21.67	21.6700
CO#4	DM005-P	Jackson County Developmental Center, Inc. dba JCDC	Batch work	hour (hr)	22.3201	21.6700
CO#4	DM006	Jackson County Developmental Center, Inc. dba JCDC	Remove attachments	hour (hr)	21.67	21.6700
CO#4	DM006-P	Jackson County Developmental Center, Inc. dba JCDC	Remove attachments	hour (hr)	22.3201	21.6700
CO#4	DM007	Jackson County Developmental Center, Inc. dba JCDC	Screen form for accuracy prior to entry	hour (hr)	21.67	21.6700
CO#4	DM007-P	Jackson County Developmental Center, Inc. dba JCDC	Screen form for accuracy prior to entry	hour (hr)	22.3201	21.6700

CO#4	DM008	Jackson County Developmental Center, Inc. dba JCDC	Calculate fields to verify totals	hour (hr)	21.67	21.6700
CO#4	DM008-P	Jackson County Developmental Center, Inc. dba JCDC	Calculate fields to verify totals	hour (hr)	22.3201	21.6700
CO#4	DM009	Jackson County Developmental Center, Inc. dba JCDC	Recall submitted forms for sight verification	hour (hr)	21.67	21.6700
CO#4	DM009-P	Jackson County Developmental Center, Inc. dba JCDC	Recall submitted forms for sight verification	hour (hr)	22.3201	21.6700
CO#4	DM010	Jackson County Developmental Center, Inc. dba JCDC	Edit submitted reports	hour (hr)	21.67	21.6700
CO#4	DM010-P	Jackson County Developmental Center, Inc. dba JCDC	Edit submitted reports	hour (hr)	22.3201	21.6700
CO#4	DM011	Jackson County Developmental Center, Inc. dba JCDC	Copy	hour (hr)	21.67	21.6700
CO#4	DM011-P	Jackson County Developmental Center, Inc. dba JCDC	Copy	hour (hr)	22.3201	21.6700
CO#4	DM012	Jackson County Developmental Center, Inc. dba JCDC	Open mail	hour (hr)	21.97	21.9700
CO#4	DM012-P	Jackson County Developmental Center, Inc. dba JCDC	Open mail	hour (hr)	22.3201	21.6700
CO#4	DM013	Jackson County Developmental Center, Inc. dba JCDC	Prepare documents for mailing, filing, etc.	hour (hr)	21.67	21.6700
CO#4	DM013-P	Jackson County Developmental Center, Inc. dba JCDC	Prepare documents for mailing, filing, etc.	hour (hr)	22.3201	21.6700
CO#4	DM014	Jackson County Developmental Center, Inc. dba JCDC	Prepare documents for mailing, filing, etc. per piece	each (ea)	0.16	0.1600
CO#4	DM014-P	Jackson County Developmental Center, Inc. dba JCDC	Prepare documents for mailing, filing, etc. per piece	each (ea)	0.1648	0.1600
CO#4	DM015	Jackson County Developmental Center, Inc. dba JCDC	Postage (at cost)	LS (LS)	At Cost	At Cost
CO#4	DM015-P	Jackson County Developmental Center, Inc. dba JCDC	Postage (at cost)	LS (LS)	At Cost	#VALUE!
CO#4	DM016	Jackson County Developmental Center, Inc. dba JCDC	Generate reports	hour (hr)	21.67	21.6700
CO#4	DM016-P	Jackson County Developmental Center, Inc. dba JCDC	Generate reports	hour (hr)	22.3201	21.6700
CO#4	DM017	Jackson County Developmental Center, Inc. dba JCDC	Created and manage database	hour (hr)	21.67	21.6700
CO#4	DM017-P	Jackson County Developmental Center, Inc. dba JCDC	Created and manage database	hour (hr)	22.3201	21.6700
CO#4	DM018	Jackson County Developmental Center, Inc. dba JCDC	Develop and maintain mailing lists	hour (hr)	21.67	21.6700
CO#4	DM018-P	Jackson County Developmental Center, Inc. dba JCDC	Develop and maintain mailing lists	hour (hr)	22.3201	21.6700
CO#4	DM019	Jackson County Developmental Center, Inc. dba JCDC	Create Data Media (Diskette, CD, Zip Drive, Electronic Data Transfer)	hour (hr)	21.67	21.6700
CO#4	DM019-P	Jackson County Developmental Center, Inc. dba JCDC	Create Data Media (Diskette, CD, Zip Drive, Electronic Data Transfer)	hour (hr)	22.3201	21.6700
CO#4	DM020	Jackson County Developmental Center, Inc. dba JCDC	Research Information Sources to Complete Form	hour (hr)	24.16	24.1600
CO#4	DM020-P	Jackson County Developmental Center, Inc. dba JCDC	Research Information Sources to Complete Form	hour (hr)	24.8848	24.1600
CO#4	DM021	Jackson County Developmental Center, Inc. dba JCDC	Sort alphabetically for Storage	hour (hr)	21.67	21.6700
CO#4	DM021-P	Jackson County Developmental Center, Inc. dba JCDC	Sort alphabetically for Storage	hour (hr)	22.3201	21.6700

CO#4	DM022	Jackson County Developmental Center, Inc. dba JCDC	Shred Documents	hour (hr)	21.67	21.6700
CO#4	DM022-P	Jackson County Developmental Center, Inc. dba JCDC	Shred Documents	hour (hr)	22.3201	21.6700
CO#4	DM023	Jackson County Developmental Center, Inc. dba JCDC	Project Manager	hour (hr)	28.47	28.4700
CO#4	DM023-P	Jackson County Developmental Center, Inc. dba JCDC	Project Manager	hour (hr)	29.3241	28.4700
CO#4	DM024	Jackson County Developmental Center, Inc. dba JCDC	Production Manager	hour (hr)	53.32	53.3200
CO#4	DM024-P	Jackson County Developmental Center, Inc. dba JCDC	Production Manager	hour (hr)	54.9196	53.3200
CO#4	DM025	Jackson County Developmental Center, Inc. dba JCDC	Programming	hour (hr)	151.12	151.1200
CO#4	DM025-P	Jackson County Developmental Center, Inc. dba JCDC	Programming	hour (hr)	155.6536	151.1200
CO#7	DM026	Jackson County Developmental Center, Inc. dba JCDC	DOT Traffic Engineering Records (per Record Price)	each (ea)	6.79	6.7900
CO#7	DM026-P	Jackson County Developmental Center, Inc. dba JCDC	DOT Traffic Engineering Records (per Record Price)	each (ea)	6.9937	6.7900
CO#13	DM027	Mercer County Opportunity Industries, Inc.	Shred Documents (Bankers Box 12"x12"x12")	Box (Box)	5	5.0000
CO#13	DM027-P	Mercer County Opportunity Industries, Inc.	Shred Documents (Bankers Box 12"x12"x12")	Box (Box)	5.15	5.0000
CO#13	DM028	Mercer County Opportunity Industries, Inc.	Document Pick-Up Fee (1-50 mile radius)	each (ea)	25	25.0000
CO#13	DM028-P	Mercer County Opportunity Industries, Inc.	Document Pick-Up Fee (1-50 mile radius)	each (ea)	25.75	25.0000
CO#13	DM029	Mercer County Opportunity Industries, Inc.	Document Pick-Up Fee (50-100 mile radius)	each (ea)	50	50.0000
CO#13	DM029-P	Mercer County Opportunity Industries, Inc.	Document Pick-Up Fee (50-100 mile radius)	each (ea)	51.5	50.0000
CO#15	FC001	Hagerstown Goodwill Industries, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.35	0.3500
CO#15	FC001-P	Hagerstown Goodwill Industries, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.3605	0.3500
CO#15	FC002	Mercer County Opportunity Industries, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.35	0.3500
CO#15	FC002-P	Mercer County Opportunity Industries, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.3605	0.3500
CO#15	FC003	Seneca Designs	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.35	0.3500
CO#15	FC003-P	Seneca Designs	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.3605	0.3500
CO#15	FC004	Pace Enterprises, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.35	0.3500
CO#15	FC004-P	Pace Enterprises, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.3605	0.3500
CO#15	FC005	SW Resources, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.35	0.3500
CO#15	FC005-P	SW Resources, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.3605	0.3500
CO#15	FC006	Job Squad, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.35	0.3500
CO#15	FC006-P	Job Squad, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.3605	0.3500
CO#15	FC007	Gateway Industries, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.35	0.3500
CO#15	FC007-P	Gateway Industries, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.3605	0.3500
CO#15	FC008	Goodwill Industries of Kanawha Valley, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.35	0.3500
CO#15	FC008-P	Goodwill Industries of Kanawha Valley, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.3605	0.3500
CO#15	FC009	The Op Shop, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.35	0.3500
CO#15	FC009-P	The Op Shop, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.3605	0.3500
CO#15	FC010	Pretera	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.35	0.3500
CO#15	FC010-P	Pretera	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.3605	0.3500
CO#15	FC011	Preston County Workshop	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.35	0.3500
CO#15	FC011-P	Preston County Workshop	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.3605	0.3500
CO#15	FC012	Lillian James	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.35	0.3500
CO#15	FC012-P	Lillian James	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.3605	0.3500
CO#15	FC013	Integrated Resources, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.35	0.3500
CO#15	FC013-P	Integrated Resources, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.3605	0.3500
CO#15	FC014	Goodwill of KYOWVA, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.35	0.3500
CO#15	FC014-P	Goodwill of KYOWVA, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.3605	0.3500
CO#15	FC015	Workable Industries, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.35	0.3500
CO#15	FC015-P	Workable Industries, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.3605	0.3500
CO#15	FC016	Development Center & Workshop, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.35	0.3500

CO#15	FC016-P	Development Center & Workshop, Inc.	FLOOR CARE - Carpet Extraction	Square Foot (SF)	0.3605	0.3500
Original Contract	FL001	Workable Industries, Inc.	7' US Indoor Flag Set with Pole and Fringe 3 x 5	each (ea)	196.68	196.6800
Original Contract	FL001-P	Workable Industries, Inc.	7' US Indoor Flag Set with Pole and Fringe 3 x 5	each (ea)	202.5804	196.6800
Original Contract	FL002	Workable Industries, Inc.	US Internment Flag 5' x 9'6"	each (ea)	109.25	109.2500
Original Contract	FL002-P	Workable Industries, Inc.	US Internment Flag 5' x 9'6"	each (ea)	113.0425	109.7500
Original Contract	FL003	Workable Industries, Inc.	WV Spectra Pro Flag with Nyl-Glo	each (ea)	51.11	51.1100
Original Contract	FL003-P	Workable Industries, Inc.	WV Spectra Pro Flag with Nyl-Glo	each (ea)	52.6433	51.1100
Original Contract	FL004	Workable Industries, Inc.	WV Flag with Mounting Set 3' x 5'	each (ea)	194.4	194.4000
Original Contract	FL004-P	Workable Industries, Inc.	WV Flag with Mounting Set 3' x 5'	each (ea)	200.232	194.4000
CO#3	FL005	Workable Industries, Inc.	USA Flag Hand Held 4" x 6"	each (ea)	0.64	0.6400
CO#3	FL005-P	Workable Industries, Inc.	USA Flag Hand Held 4" x 6"	each (ea)	0.6592	0.6400
CO#13	FL006	Workable Industries, Inc.	USA Flag Nyl-Brite All American Nylon 4' x 6'	each (ea)	40.06	40.0600
CO#13	FL006-P	Workable Industries, Inc.	USA Flag Nyl-Brite All American Nylon 4' x 6'	each (ea)	41.2618	40.0600
CO#3	FL007	Workable Industries, Inc.	USA Flag Nylon 5' x 8'	each (ea)	80.71	80.7100
CO#3	FL007-P	Workable Industries, Inc.	USA Flag Nylon 5' x 8'	each (ea)	83.1313	80.7100
CO#3	FL008	Workable Industries, Inc.	USA Flag Cotton 5' x 9.5'	each (ea)	75.15	75.1500
CO#3	FL008-P	Workable Industries, Inc.	USA Flag Cotton 5' x 9.5'	each (ea)	77.4045	75.1500
CO#15	FL009	Workable Industries, Inc.	WV Flag Nylon 4' x 6'	each (ea)	58.73	58.73
CO#15	FL009-P	Workable Industries, Inc.	WV Flag Nylon 4' x 6'	each (ea)	60.4919	58.73
CO#15	FR001	Hagerstown Goodwill Industries, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.6	0.6
CO#15	FR001-P	Hagerstown Goodwill Industries, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.618	0.6
CO#15	FR002	Mercer County Opportunity Industries, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.6	0.6
CO#15	FR002-P	Mercer County Opportunity Industries, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.618	0.6
CO#15	FR003	Seneca Designs	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.6	0.6
CO#15	FR003-P	Seneca Designs	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.618	0.6
CO#15	FR004	Pace Enterprises, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.6	0.6
CO#15	FR004-P	Pace Enterprises, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.618	0.6
CO#15	FR005	SW Resources, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.6	0.6
CO#15	FR005-P	SW Resources, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.618	0.6
CO#15	FR006	Integrated Resources, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.6	0.6
CO#15	FR006-P	Integrated Resources, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.618	0.6
CO#15	FR007	Job Squad, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.6	0.6
CO#15	FR007-P	Job Squad, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.618	0.6
CO#15	FR008	Gateway Industries, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.6	0.6
CO#15	FR008-P	Gateway Industries, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.618	0.6
CO#15	FR009	Goodwill Industries of Kanawha Valley, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.6	0.6
CO#15	FR009-P	Goodwill Industries of Kanawha Valley, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.618	0.6
CO#15	FR010	The Op Shop, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.6	0.6
CO#15	FR010-P	The Op Shop, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.618	0.6
CO#15	FR011	Prestera	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.6	0.6
CO#15	FR011-P	Prestera	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.618	0.6
CO#15	FR012	Preston County Workshop	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.6	0.6
CO#15	FR012-P	Preston County Workshop	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.618	0.6
CO#15	FR013	Lillian James	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.6	0.6
CO#15	FR013-P	Lillian James	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.618	0.6
CO#15	FR014	Workable Industries, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.6	0.6
CO#15	FR014-P	Workable Industries, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.618	0.6
CO#15	FR015	Goodwill of KYOWVA, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.6	0.6
CO#15	FR015-P	Goodwill of KYOWVA, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.618	0.6
CO#15	FR016	Development Center & Workshop, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.6	0.6
CO#15	FR016-P	Development Center & Workshop, Inc.	FLOOR CARE - Stirp & Wax VCT	Square Foot (SF)	0.618	0.6
CO#15	GM001	Hagerstown Goodwill Industries, Inc.	Grounds Maintenance	hour (hr)	40	40
CO#15	GM001-P	Hagerstown Goodwill Industries, Inc.	Grounds Maintenance	hour (hr)	41.2	40
CO#15	GM002	Mercer County Opportunity Industries, Inc.	Grounds Maintenance	hour (hr)	40	40
CO#15	GM002-P	Mercer County Opportunity Industries, Inc.	Grounds Maintenance	hour (hr)	41.2	40
CO#15	GM003	Seneca Designs	Grounds Maintenance	hour (hr)	40	40
CO#15	GM003-P	Seneca Designs	Grounds Maintenance	hour (hr)	41.2	40

CO#15	GM004	Pace Enterprises, Inc.	Grounds Maintenance	hour (hr)	40	40
CO#15	GM004-P	Pace Enterprises, Inc.	Grounds Maintenance	hour (hr)	41.2	40
CO#15	GM005	SW Resources, Inc.	Grounds Maintenance	hour (hr)	40	40
CO#15	GM005-P	SW Resources, Inc.	Grounds Maintenance	hour (hr)	41.2	40
CO#15	GM006	Integrated Resources, Inc.	Grounds Maintenance	hour (hr)	40	40
CO#15	GM006-P	Integrated Resources, Inc.	Grounds Maintenance	hour (hr)	41.2	40
CO#15	GM007	Job Squad, Inc.	Grounds Maintenance	hour (hr)	40	40
CO#15	GM007-P	Job Squad, Inc.	Grounds Maintenance	hour (hr)	41.2	40
CO#15	GM008	Gateway Industries, Inc.	Grounds Maintenance	hour (hr)	40	40
CO#15	GM008-P	Gateway Industries, Inc.	Grounds Maintenance	hour (hr)	41.2	40
CO#15	GM009	Goodwill Industries of Kanawha Valley, Inc.	Grounds Maintenance	hour (hr)	40	40
CO#15	GM009-P	Goodwill Industries of Kanawha Valley, Inc.	Grounds Maintenance	hour (hr)	41.2	40
CO#15	GM010	Jackson County Developmental Center, Inc. dba JCDC	Grounds Maintenance	hour (hr)	40	40
CO#15	GM010-P	Jackson County Developmental Center, Inc. dba JCDC	Grounds Maintenance	hour (hr)	41.2	40
CO#15	GM011	Prestera	Grounds Maintenance	hour (hr)	40	40
CO#15	GM011-P	Prestera	Grounds Maintenance	hour (hr)	41.2	40
CO#15	GM012	Preston County Workshop	Grounds Maintenance	hour (hr)	40	40
CO#15	GM012-P	Preston County Workshop	Grounds Maintenance	hour (hr)	41.2	40
CO#15	GM013	Eastridge	Grounds Maintenance	hour (hr)	40	40
CO#15	GM013-P	Eastridge	Grounds Maintenance	hour (hr)	41.2	40
CO#15	GM014	Lillian James	Grounds Maintenance	hour (hr)	40	40
CO#15	GM014-P	Lillian James	Grounds Maintenance	hour (hr)	41.2	40
CO#15	GM015	Buckhannon-Upshur	Grounds Maintenance	hour (hr)	40	40
CO#15	GM015-P	Buckhannon-Upshur	Grounds Maintenance	hour (hr)	41.2	40
CO#15	GM016	Goodwill of KYOWVA, Inc.	Grounds Maintenance	hour (hr)	40	40
CO#15	GM016-P	Goodwill of KYOWVA, Inc.	Grounds Maintenance	hour (hr)	41.2	40
CO#15	GM017	Clay County Services Unlimited, Inc	Grounds Maintenance	hour (hr)	40	40
CO#15	GM017-P	Clay County Services Unlimited, Inc	Grounds Maintenance	hour (hr)	41.2	40
CO#15	GM018	Development Center & Workshop, Inc.	Grounds Maintenance	hour (hr)	40	40
CO#15	GM018-P	Development Center & Workshop, Inc.	Grounds Maintenance	hour (hr)	41.2	40
CO#15	GM019	The Op Shop, Inc.	Grounds Maintenance	hour (hr)	40	40
CO#15	GM019-P	The Op Shop, Inc.	Grounds Maintenance	hour (hr)	41.2	40
CO#15	GM020	W.A.T.C.H., Inc.	Grounds Maintenance	hour (hr)	40	40
CO#15	GM020-P	W.A.T.C.H., Inc.	Grounds Maintenance	hour (hr)	41.2	40
CO#3	LB001	Hancock Co.	Bags, soiled linen, Pink	each (ea)	61.66	61.6600
CO#3	LB001-P	Hancock Co.	Bags, soiled linen, Pink	each (ea)	63.5098	61.6600
CO#3	LB002	Hancock Co.	Bags, soiled linen, Purple	each (ea)	61.66	61.6600
CO#3	LB002-P	Hancock Co.	Bags, soiled linen, Purple	each (ea)	63.5098	61.6600
CO#3	LB003	Hancock Co.	Bags, soiled linen, Blue	each (ea)	61.66	61.6600
CO#3	LB003-P	Hancock Co.	Bags, soiled linen, Blue	each (ea)	63.5098	61.6600
CO#3	LC001	Hancock Co.	Adult Diaper, XLG, Snaps	each (ea)	5.27	5.2700
CO#3	LC001-P	Hancock Co.	Adult Diaper, XLG, Snaps	each (ea)	5.4281	5.2700
CO#3	LC002	Hancock Co.	Apron, split pocket, navy, 35% cotton	each (ea)	5.91	5.9100
CO#3	LC002-P	Hancock Co.	Apron, split pocket, navy, 35% cotton	each (ea)	6.0873	5.9100
CO#3	LC003	Hancock Co.	Apron, Black	each (ea)	8.76	8.7600
CO#3	LC003-P	Hancock Co.	Apron, Black	each (ea)	9.0228	8.7600
CO#3	LC004	Hancock Co.	Bibs, tie back	each (ea)	2.38	2.3800
CO#3	LC004-P	Hancock Co.	Bibs, tie back	each (ea)	2.4514	2.3800
CO#3	LC005	Hancock Co.	Bibs, Deluxe quilted - Veteran's Affairs use only	each (ea)	5.43	5.4300
CO#3	LC005-P	Hancock Co.	Bibs, Deluxe quilted - Veteran's Affairs use only	each (ea)	5.5929	5.4300
CO#3	LC006	Hancock Co.	Bath Mats, Terry, 86% cotton/14% poly, 20" x 30"	each (ea)	4	4.0000
CO#3	LC006-P	Hancock Co.	Bath Mats, Terry, 86% cotton/14% poly, 20" x 30"	each (ea)	4.12	4.0000
CO#3	LC007	Hancock Co.	Blanket, baby, cotton, blue, 30" x 40"	each (ea)	1.3	1.3000
CO#3	LC007-P	Hancock Co.	Blanket, baby, cotton, blue, 30" x 40"	each (ea)	1.339	1.3000
CO#3	LC008	Hancock Co.	Blanket, Baby, cotton, pink, 30" x 40"	each (ea)	1.3	1.3000

CO#3	LC008-P	Hancock Co.	Blanket, Baby, cotton, pink, 30" x 40"	each (ea)	1.339	1.3000
CO#3	LC009	Hancock Co.	Blanket, white, 85% cotton/15% poly, 70" x 90"	each (ea)	4.75	4.7500
CO#3	LC009-P	Hancock Co.	Blanket, white, 85% cotton/15% poly, 70" x 90"	each (ea)	4.8925	4.7500
CO#3	LC010	Hancock Co.	Blanket, thermal, white 100% cotton, 66" x 90"	each (ea)	8.1	8.1000
CO#3	LC010-P	Hancock Co.	Blanket, thermal, white 100% cotton, 66" x 90"	each (ea)	8.343	8.1000
CO#3	LC011	Hancock Co.	Coat, Doctor, Blend, size 36	each (ea)	10.76	10.7600
CO#3	LC011-P	Hancock Co.	Coat, Doctor, Blend, size 36	each (ea)	11.0828	10.7600
CO#3	LC012	Hancock Co.	Coat, Doctor, Blend, size 38	each (ea)	10.76	10.7600
CO#3	LC012-P	Hancock Co.	Coat, Doctor, Blend, size 38	each (ea)	11.0828	10.7600
CO#3	LC013	Hancock Co.	Coat, Doctor, Blend, size 40	each (ea)	10.76	10.7600
CO#3	LC013-P	Hancock Co.	Coat, Doctor, Blend, size 40	each (ea)	11.0828	10.7600
CO#3	LC014	Hancock Co.	Coat, Doctor, Blend, size 42	each (ea)	10.76	10.7600
CO#3	LC014-P	Hancock Co.	Coat, Doctor, Blend, size 42	each (ea)	11.0828	10.7600
CO#3	LC015	Hancock Co.	Coat, Doctor, Blend, size 44	each (ea)	10.76	10.7600
CO#3	LC015-P	Hancock Co.	Coat, Doctor, Blend, size 44	each (ea)	11.0828	10.7600
CO#3	LC016	Hancock Co.	Coat, Doctor, Blend, size 46	each (ea)	10.76	10.7600
CO#3	LC016-P	Hancock Co.	Coat, Doctor, Blend, size 46	each (ea)	11.0828	10.7600
CO#3	LC017	Hancock Co.	Coat, Doctor, Blend, size 48	each (ea)	10.76	10.7600
CO#3	LC017-P	Hancock Co.	Coat, Doctor, Blend, size 48	each (ea)	11.0828	10.7600
CO#3	LC018	Hancock Co.	Dish cloth, lint free	each (ea)	0.41	0.4100
CO#3	LC018-P	Hancock Co.	Dish cloth, lint free	each (ea)	0.4223	0.4100
CO#3	LC019	Hancock Co.	Gown, IV, Snaps, 55% cotton/45% poly, size S	each (ea)	5.29	5.2900
CO#3	LC019-P	Hancock Co.	Gown, IV, Snaps, 55% cotton/45% poly, size S	each (ea)	5.4487	5.2900
CO#3	LC020	Hancock Co.	Gown, IV, Snaps, 55% cotton/45% poly, size M	each (ea)	5.29	5.2900
CO#3	LC020-P	Hancock Co.	Gown, IV, Snaps, 55% cotton/45% poly, size M	each (ea)	5.4487	5.2900
CO#3	LC021	Hancock Co.	Gown, IV, Snaps, 55% cotton/45% poly, size LG	each (ea)	5.29	5.2900
CO#3	LC021-P	Hancock Co.	Gown, IV, Snaps, 55% cotton/45% poly, size LG	each (ea)	5.4487	5.2900
CO#3	LC022	Hancock Co.	Gown, IV, Snaps, 55% cotton/45% poly, size XLG	each (ea)	5.29	5.2900
CO#3	LC022-P	Hancock Co.	Gown, IV, Snaps, 55% cotton/45% poly, size XLG	each (ea)	5.4487	5.2900
CO#3	LC023	Hancock Co.	Gown, IV, Snaps, 55% cotton/45% poly, size XXLG	each (ea)	5.29	5.2900
CO#3	LC023-P	Hancock Co.	Gown, IV, Snaps, 55% cotton/45% poly, size XXLG	each (ea)	5.4487	5.2900
CO#3	LC024	Hancock Co.	Gown, Barrier, Blue, 55% cotton/45% poly, size LG	each (ea)	8.31	8.3100
CO#3	LC024-P	Hancock Co.	Gown, Barrier, Blue, 55% cotton/45% poly, size LG	each (ea)	8.5593	8.3100
CO#3	LC025	Hancock Co.	Gown, Barrier, Blue, 55% cotton/45% poly, size XLG	each (ea)	8.31	8.3100
CO#3	LC025-P	Hancock Co.	Gown, Barrier, Blue, 55% cotton/45% poly, size XLG	each (ea)	8.5593	8.3100
CO#3	LC026	Hancock Co.	Gown, Barrier, Blue, 55% cotton45% poly, size XXLG	each (ea)	8.31	8.3100
CO#3	LC026-P	Hancock Co.	Gown, Barrier, Blue, 55% cotton45% poly, size XXLG	each (ea)	8.5593	8.3100
CO#3	LC027	Hancock Co.	Gown, Child, Yellow, Child Guard FR material, Size S	each (ea)	4.88	4.8800
CO#3	LC027-P	Hancock Co.	Gown, Child, Yellow, Child Guard FR material, Size S	each (ea)	5.0264	4.8800
CO#3	LC028	Hancock Co.	Gown, Child, Blue, Child Guard FR material, Size M	each (ea)	4.88	4.8800
CO#3	LC028-P	Hancock Co.	Gown, Child, Blue, Child Guard FR material, Size M	each (ea)	5.0264	4.8800
CO#3	LC029	Hancock Co.	Gown, Child, Green, Child Guard FR material, Size LG	each (ea)	4.88	4.8800
CO#3	LC029-P	Hancock Co.	Gown, Child, Green, Child Guard FR material, Size LG	each (ea)	5.0264	4.8800
CO#3	LC030	Hancock Co.	Gown Mammogram, 55% cotton/45% poly, Snap	each (ea)	6.75	6.7500
CO#3	LC030-P	Hancock Co.	Gown Mammogram, 55% cotton/45% poly, Snap	each (ea)	6.9525	6.7500
CO#3	LC031	Hancock Co.	Gown, OR, Misty Green, Moisture Barrier, Size XLG	each (ea)	22.29	22.2900
CO#3	LC031-P	Hancock Co.	Gown, OR, Misty Green, Moisture Barrier, Size XLG	each (ea)	22.9587	22.2900
CO#3	LC032	Hancock Co.	Gown, Patient, Lapover, with tape ties, size XLG	each (ea)	4.36	4.3600
CO#3	LC032-P	Hancock Co.	Gown, Patient, Lapover, with tape ties, size XLG	each (ea)	4.4908	4.3600
CO#3	LC033	Hancock Co.	Gown, Patient, Lapover, with tape ties, size 3XLG	each (ea)	5.81	5.8100
CO#3	LC033-P	Hancock Co.	Gown, Patient, Lapover, with tape ties, size 3XLG	each (ea)	5.9843	5.8100
CO#3	LC034	Hancock Co.	Gown, 3-arm hole, size LG	each (ea)	8.1	8.1000
CO#3	LC034-P	Hancock Co.	Gown, 3-arm hole, size LG	each (ea)	8.343	8.1000
CO#3	LC035	Hancock Co.	gown, 3-arm hole, size XLG	each (ea)	8.1	8.1000
CO#3	LC035-P	Hancock Co.	gown, 3-arm hole, size XLG	each (ea)	8.343	8.1000
CO#3	LC036	Hancock Co.	Mat, Walk off/on, 2' x 3' smooth black	each (ea)	16.7	16.7000
CO#3	LC036-P	Hancock Co.	Mat, Walk off/on, 2' x 3' smooth black	each (ea)	17.201	16.7000

CO#3	LC037	Hancock Co.	Mat, Walk off/on, 3' x 4'	each (ea)	31.61	31.6100
CO#3	LC037-P	Hancock Co.	Mat, Walk off/on, 3' x 4'	each (ea)	32.5583	31.6100
CO#3	LC038	Hancock Co.	Mat, Walk off/on, 3' x 5' - rubber with holes	each (ea)	54.06	54.0600
CO#3	LC038-P	Hancock Co.	Mat, Walk off/on, 3' x 5' - rubber with holes	each (ea)	55.6818	54.0600
CO#3	LC039	Hancock Co.	Mat, Walk off/on, 3' x 5' - changed every Two (2) weeks	each (ea)	40.71	40.7100
CO#3	LC039-P	Hancock Co.	Mat, Walk off/on, 3' x 5' - changed every Two (2) weeks	each (ea)	41.9313	40.7100
CO#3	LC040	Hancock Co.	Mat, Scraper, 3' x 5' Scraper	each (ea)	41.84	41.8400
CO#3	LC040-P	Hancock Co.	Mat, Scraper, 3' x 5' Scraper	each (ea)	43.0952	41.8400
CO#3	LC041	Hancock Co.	Mat, Walk off/on, 3' x 10' - changed every Two (2) weeks	each (ea)	79.56	79.5600
CO#3	LC041-P	Hancock Co.	Mat, Walk off/on, 3' x 10' - changed every Two (2) weeks	each (ea)	81.9468	79.5600
CO#3	LC042	Hancock Co.	Mat, Walk off/on, 3' x 12'	each (ea)	118.02	118.0200
CO#3	LC042-P	Hancock Co.	Mat, Walk off/on, 3' x 12'	each (ea)	121.5606	118.0200
CO#3	LC043	Hancock Co.	Mat, Walk off/on, 4' x 6' - changed every Two (2) weeks	each (ea)	57.53	57.5300
CO#3	LC043-P	Hancock Co.	Mat, Walk off/on, 4' x 6' - changed every Two (2) weeks	each (ea)	59.2559	57.5300
CO#3	LC044	Hancock Co.	Mat, Scraper, 4' x 6' - outside use, 100% rubber	each (ea)	68.56	68.5600
CO#3	LC044-P	Hancock Co.	Mat, Scraper, 4' x 6' - outside use, 100% rubber	each (ea)	70.6168	68.5600
CO#3	LC045	Hancock Co.	Mat, Walk off/on, 4' x 8' - changed every Two (2) weeks	each (ea)	81.35	81.3500
CO#3	LC045-P	Hancock Co.	Mat, Walk off/on, 4' x 8' - changed every Two (2) weeks	each (ea)	83.7905	81.3500
CO#3	LC046	Hancock Co.	Mat, Walk off/on, 4' x 10'	each (ea)	117	117.0000
CO#3	LC046-P	Hancock Co.	Mat, Walk off/on, 4' x 10'	each (ea)	120.51	117.0000
CO#3	LC047	Hancock Co.	Mat, Walk off/on, 4' x 12' - changed every Two (2) weeks	each (ea)	142.85	142.8500
CO#3	LC047-P	Hancock Co.	Mat, Walk off/on, 4' x 12' - changed every Two (2) weeks	each (ea)	147.1355	142.8500
CO#3	LC048	Hancock Co.	Mat, Walk off/on, 4' x 20'	each (ea)	234	234.0000
CO#3	LC048-P	Hancock Co.	Mat, Walk off/on, 4' x 20'	each (ea)	241.02	234.0000
CO#3	LC049	Hancock Co.	Mat, Walk off/on, 5' x 8' - changed every Two (2) weeks	each (ea)	111.89	111.8900
CO#3	LC049-P	Hancock Co.	Mat, Walk off/on, 5' x 8' - changed every Two (2) weeks	each (ea)	115.2467	111.8900
CO#3	LC050	Hancock Co.	Mat, Walk off/on, 5' x 10' - changed every Two (2) weeks	each (ea)	140.77	140.7700
CO#3	LC050-P	Hancock Co.	Mat, Walk off/on, 5' x 10' - changed every Two (2) weeks	each (ea)	144.9931	140.7700
CO#3	LC051	Hancock Co.	Mat, Waterhog, 6' x 8' - changed every Two (2) weeks	each (ea)	196.89	196.8900
CO#3	LC051-P	Hancock Co.	Mat, Waterhog, 6' x 8' - changed every Two (2) weeks	each (ea)	202.7967	196.8900
CO#3	LC052	Hancock Co.	Mop Head, wet cotton, looped ends, 16 oz	each (ea)	4.07	4.0700
CO#3	LC052-P	Hancock Co.	Mop Head, wet cotton, looped ends, 16 oz	each (ea)	4.1921	4.0700
CO#3	LC053	Hancock Co.	Moop Head, wet cotton, looped ends, 24 oz	each (ea)	5.31	5.3100
CO#3	LC053-P	Hancock Co.	Moop Head, wet cotton, looped ends, 24 oz	each (ea)	5.4693	5.3100
CO#3	LC054	Hancock Co.	Mop Head, wet rayon, looped ends, 16 oz	each (ea)	10.69	10.6900
CO#3	LC054-P	Hancock Co.	Mop Head, wet rayon, looped ends, 16 oz	each (ea)	11.0107	10.6900
CO#3	LC055	Hancock Co.	Mop Head, dust, 18" - treated	each (ea)	3.38	3.3800
CO#3	LC055-P	Hancock Co.	Mop Head, dust, 18" - treated	each (ea)	3.4814	3.3800
CO#3	LC056	Hancock Co.	Mop Head, 18" - Micro Fiber	each (ea)	2.08	2.0800
CO#3	LC056-P	Hancock Co.	Mop Head, 18" - Micro Fiber	each (ea)	2.1424	2.0800
CO#3	LC057	Hancock Co.	Mop Head, dust, 22" - untreated	each (ea)	8.28	8.2800
CO#3	LC057-P	Hancock Co.	Mop Head, dust, 22" - untreated	each (ea)	8.5284	8.2800
CO#3	LC058	Hancock Co.	Mop Head, dust, 24" - treated	each (ea)	5.36	5.3600
CO#3	LC058-P	Hancock Co.	Mop Head, dust, 24" - treated	each (ea)	5.5208	5.3600
CO#3	LC059	Hancock Co.	Mop Head, dust, 36" - treated	each (ea)	9.44	9.4400
CO#3	LC059-P	Hancock Co.	Mop Head, dust, 36" - treated	each (ea)	9.7232	9.4400
CO#3	LC060	Hancock Co.	Mop head, dust 36" - untreated	each (ea)	6.25	6.2500
CO#3	LC060-P	Hancock Co.	Mop head, dust 36" - untreated	each (ea)	6.4375	6.2500
CO#3	LC061	Hancock Co.	Mop Head, dust, 48" - treated	each (ea)	13.25	13.2500
CO#3	LC061-P	Hancock Co.	Mop Head, dust, 48" - treated	each (ea)	13.6475	13.2500
CO#3	LC062	Hancock Co.	Mop Head, Triangle, 5.2" x 9" Cotton	each (ea)	3.18	3.1800
CO#3	LC062-P	Hancock Co.	Mop Head, Triangle, 5.2" x 9" Cotton	each (ea)	3.2754	3.1800
CO#3	LC063	Hancock Co.	Oven mits	each (ea)	3.35	3.3500
CO#3	LC063-P	Hancock Co.	Oven mits	each (ea)	3.4505	3.3500
CO#3	LC064	Hancock Co.	Pants, PJ, 55% cotton/45% poly, Size S	each (ea)	4.61	4.6100
CO#3	LC064-P	Hancock Co.	Pants, PJ, 55% cotton/45% poly, Size S	each (ea)	4.7483	4.6100
CO#3	LC065	Hancock Co.	Pants, PJ, 55% cotton/45% poly, Size M	each (ea)	4.61	4.6100



CO#3	LC065-P	Hancock Co.	Pants, PJ, 55% cotton/45% poly, Size M	each (ea)	4.7483	4.6100
CO#3	LC066	Hancock Co.	Pants, PJ, 55% cotton/45% poly, Size LG	each (ea)	4.61	4.6100
CO#3	LC066-P	Hancock Co.	Pants, PJ, 55% cotton/45% poly, Size LG	each (ea)	4.7483	4.6100
CO#3	LC067	Hancock Co.	Pants, PJ, 55% cotton/45% poly, Size XLG	each (ea)	4.61	4.6100
CO#3	LC067-P	Hancock Co.	Pants, PJ, 55% cotton/45% poly, Size XLG	each (ea)	4.7483	4.6100
CO#3	LC068	Hancock Co.	Pants, PJ, 55% cotton/45% poly, Size XXL	each (ea)	4.03	4.0300
CO#3	LC068-P	Hancock Co.	Pants, PJ, 55% cotton/45% poly, Size XXL	each (ea)	4.1509	4.0300
CO#3	LC069	Hancock Co.	Pants, PJ, 55% cotton/45% poly, size XXXLG	each (ea)	5.03	5.0300
CO#3	LC069-P	Hancock Co.	Pants, PJ, 55% cotton/45% poly, size XXXLG	each (ea)	5.1809	5.0300
CO#3	LC070	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, Size S	each (ea)	5.7	5.7000
CO#3	LC070-P	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, Size S	each (ea)	5.871	5.7000
CO#3	LC071	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, Size M	each (ea)	5.7	5.7000
CO#3	LC071-P	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, Size M	each (ea)	5.871	5.7000
CO#3	LC072	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, Size LG	each (ea)	5.7	5.7000
CO#3	LC072-P	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, Size LG	each (ea)	5.871	5.7000
CO#3	LC073	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, Size XLG	each (ea)	5.7	5.7000
CO#3	LC073-P	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, Size XLG	each (ea)	5.871	5.7000
CO#3	LC074	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, Size XXL	each (ea)	5.29	5.2900
CO#3	LC074-P	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, Size XXL	each (ea)	5.4487	5.2900
CO#3	LC075	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, Size XXXLG	each (ea)	5.63	5.6300
CO#3	LC075-P	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, Size XXXLG	each (ea)	5.7989	5.6300
CO#3	LC076	Hancock Co.	Pants, Scrubs, Misty Green, 55% cotton/45% poly, Size S	each (ea)	5.7	5.7000
CO#3	LC076-P	Hancock Co.	Pants, Scrubs, Misty Green, 55% cotton/45% poly, Size S	each (ea)	5.871	5.7000
CO#3	LC077	Hancock Co.	Pants, Scrubs, Misty Green, 55% cotton/45% poly, Size M	each (ea)	5.7	5.7000
CO#3	LC077-P	Hancock Co.	Pants, Scrubs, Misty Green, 55% cotton/45% poly, Size M	each (ea)	5.871	5.7000
CO#3	LC078	Hancock Co.	Pants, Scrubs, Misty Green, 55% cotton/45% poly, Size LG	each (ea)	5.7	5.7000
CO#3	LC078-P	Hancock Co.	Pants, Scrubs, Misty Green, 55% cotton/45% poly, Size LG	each (ea)	5.871	5.7000
CO#3	LC079	Hancock Co.	Pants, Scrubs, Misty Green, 55% cotton/45% poly, Size XLG	each (ea)	5.7	5.7000
CO#3	LC079-P	Hancock Co.	Pants, Scrubs, Misty Green, 55% cotton/45% poly, Size XLG	each (ea)	5.871	5.7000
CO#3	LC080	Hancock Co.	Pants, Scrubs, Misty Green, 55% cotton/45% poly, Size XXL	each (ea)	5.29	5.2900
CO#3	LC080-P	Hancock Co.	Pants, Scrubs, Misty Green, 55% cotton/45% poly, Size XXL	each (ea)	5.4487	5.2900
CO#3	LC081	Hancock Co.	Pants, Scrubs, Misty Green, 55% cotton/45% poly, Size XXXLG	each (ea)	5.63	5.6300
CO#3	LC081-P	Hancock Co.	Pants, Scrubs, Misty Green, 55% cotton/45% poly, Size XXXLG	each (ea)	5.7989	5.6300
CO#3	LC082	Hancock Co.	Pillow Case, White, standard size, 55% cotton/45% poly, 42" X 34"	each (ea)	1.26	1.2600
CO#3	LC082-P	Hancock Co.	Pillow Case, White, standard size, 55% cotton/45% poly, 42" X 34"	each (ea)	1.2978	1.2600
CO#3	LC083	Hancock Co.	Pillow Case, OR, Misty Green, Moisture Barrier, 42" x 35"	each (ea)	2.03	2.0300
CO#3	LC083-P	Hancock Co.	Pillow Case, OR, Misty Green, Moisture Barrier, 42" x 35"	each (ea)	2.0909	2.0300
CO#3	LC084	Hancock Co.	Pot Holders	each (ea)	1.77	1.7700
CO#3	LC084-P	Hancock Co.	Pot Holders	each (ea)	1.8231	1.7700
CO#3	LC085	Hancock Co.	Sheet, Draw, White, 55% cotton/45% poly, 54" x 81"	each (ea)	3.4	3.4000
CO#3	LC085-P	Hancock Co.	Sheet, Draw, White, 55% cotton/45% poly, 54" x 81"	each (ea)	3.502	3.4000
CO#3	LC086	Hancock Co.	Sheet, Knitted, Fitted, White 19 oz. 55% cotton/45% poly, 36" x 82"	each (ea)	4.7	4.7000
CO#3	LC086-P	Hancock Co.	Sheet, Knitted, Fitted, White 19 oz. 55% cotton/45% poly, 36" x 82"	each (ea)	4.841	4.7000
CO#3	LC087	Hancock Co.	Sheet, Emergency Room, Flat sheet for ambulance transport	each (ea)	3.5	3.5000
CO#3	LC087-P	Hancock Co.	Sheet, Emergency Room, Flat sheet for ambulance transport	each (ea)	3.605	3.5000
CO#3	LC088	Hancock Co.	Sheet, Queen	each (ea)	13.92	13.9200
CO#3	LC088-P	Hancock Co.	Sheet, Queen	each (ea)	14.3376	13.9200
CO#3	LC089	Hancock Co.	Sheet, Queen, Fitted	each (ea)	13.92	13.9200
CO#3	LC089-P	Hancock Co.	Sheet, Queen, Fitted	each (ea)	14.3376	13.9200
CO#3	LC090	Hancock Co.	Queen Blanket	each (ea)	13.56	13.5600
CO#3	LC090-P	Hancock Co.	Queen Blanket	each (ea)	13.9668	13.5600
CO#3	LC091	Hancock Co.	Sheet, Regular	each (ea)	4.92	4.9200
CO#3	LC091-P	Hancock Co.	Sheet, Regular	each (ea)	5.0676	4.9200
CO#3	LC092	Hancock Co.	Sheet, Full, Blue, Flat	each (ea)	13.59	13.5900
CO#3	LC092-P	Hancock Co.	Sheet, Full, Blue, Flat	each (ea)	13.9977	13.5900
CO#3	LC093	Hancock Co.	Sheet, Full, Blue, Fitted	each (ea)	15.05	15.0500
CO#3	LC093-P	Hancock Co.	Sheet, Full, Blue, Fitted	each (ea)	15.5015	15.0500

CO#3	LC094	Hancock Co.	Sheet, Stretcher, Green, Fitted	each (ea)	11.9	11.9000
CO#3	LC094-P	Hancock Co.	Sheet, Stretcher, Green, Fitted	each (ea)	12.257	11.9000
CO#3	LC095	Hancock Co.	Sheet, OR, Misty Green, Moisture Barrier, 75% cotton/25% poly, 72" x 108"	each (ea)	7.62	7.6200
CO#3	LC095-P	Hancock Co.	Sheet, OR, Misty Green, Moisture Barrier, 75% cotton/25% poly, 72" x 108"	each (ea)	7.8486	7.6200
CO#3	LC096	Hancock Co.	Shirt, Baby, Short Sleeve, 60% cotton/40% poly, size 3 to 6	each (ea)	1.46	1.4600
CO#3	LC096-P	Hancock Co.	Shirt, Baby, Short Sleeve, 60% cotton/40% poly, size 3 to 6	each (ea)	1.5038	1.4600
CO#3	LC097	Hancock Co.	Shirt, Baby, Short Sleeve, 60% cotton/40% poly, size 6 to 10	each (ea)	1.46	1.4600
CO#3	LC097-P	Hancock Co.	Shirt, Baby, Short Sleeve, 60% cotton/40% poly, size 6 to 10	each (ea)	1.5038	1.4600
CO#3	LC098	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size S	each (ea)	6.22	6.2200
CO#3	LC098-P	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size S	each (ea)	6.4066	6.2200
CO#3	LC099	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size M	each (ea)	6.22	6.2200
CO#3	LC099-P	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size M	each (ea)	6.4066	6.2200
CO#3	LC100	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size LG	each (ea)	6.22	6.2200
CO#3	LC100-P	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size LG	each (ea)	6.4066	6.2200
CO#3	LC101	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size XLG	each (ea)	6.22	6.2200
CO#3	LC101-P	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size XLG	each (ea)	6.4066	6.2200
CO#3	LC102	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size XXL	each (ea)	6.22	6.2200
CO#3	LC102-P	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size XXL	each (ea)	6.4066	6.2200
CO#3	LC103	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size XXXL	each (ea)	6.22	6.2200
CO#3	LC103-P	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size XXXL	each (ea)	6.4066	6.2200
CO#3	LC104	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size S	each (ea)	4.25	4.2500
CO#3	LC104-P	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size S	each (ea)	4.3775	4.2500
CO#3	LC105	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size M	each (ea)	4.25	4.2500
CO#3	LC105-P	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size M	each (ea)	4.3775	4.2500
CO#3	LC106	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size LG	each (ea)	4.25	4.2500
CO#3	LC106-P	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size LG	each (ea)	4.3775	4.2500
CO#3	LC107	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size XLG	each (ea)	4.25	4.2500
CO#3	LC107-P	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size XLG	each (ea)	4.3775	4.2500
CO#3	LC108	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size XXL	each (ea)	4.36	4.3600
CO#3	LC108-P	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size XXL	each (ea)	4.4908	4.3600
CO#3	LC109	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size XXXL	each (ea)	4.58	4.5800
CO#3	LC109-P	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size XXXL	each (ea)	4.7174	4.5800
CO#3	LC110	Hancock Co.	Towel, Bar (utility) 100% cotton, 17" x 20"	each (ea)	0.5	0.5000
CO#3	LC110-P	Hancock Co.	Towel, Bar (utility) 100% cotton, 17" x 20"	each (ea)	0.515	0.5000
CO#3	LC111	Hancock Co.	Towel, Surgical	each (ea)	1.3	1.3000
CO#3	LC111-P	Hancock Co.	Towel, Surgical	each (ea)	1.339	1.3000
CO#3	LC112	Hancock Co.	Towel, OR, Misty Green, Moisture Barrier, 100% cotton, 18" x 33"	each (ea)	1.55	1.5500
CO#3	LC112-P	Hancock Co.	Towel, OR, Misty Green, Moisture Barrier, 100% cotton, 18" x 33"	each (ea)	1.5965	1.5500
CO#3	LC113	Hancock Co.	Towel, Bath, White, 100% cotton, 20" x 40"	each (ea)	1.3	1.3000
CO#3	LC113-P	Hancock Co.	Towel, Bath, White, 100% cotton, 20" x 40"	each (ea)	1.339	1.3000
CO#3	LC114	Hancock Co.	Towel, Bath, White with Blue Stripe, 100% cotton, 24" x 48"	each (ea)	1.77	1.7700
CO#3	LC114-P	Hancock Co.	Towel, Bath, White with Blue Stripe, 100% cotton, 24" x 48"	each (ea)	1.8231	1.7700
CO#3	LC115	Hancock Co.	Underpad, 8 oz Soaker, lbex spacing with vinyl black	each (ea)	4.95	4.9500
CO#3	LC115-P	Hancock Co.	Underpad, 8 oz Soaker, lbex spacing with vinyl black	each (ea)	5.0985	4.9500
CO#3	LC116	Hancock Co.	Warm-up Jacket, Misty Green, size S	each (ea)	7.28	7.2800
CO#3	LC116-P	Hancock Co.	Warm-up Jacket, Misty Green, size S	each (ea)	7.4984	7.2800
CO#3	LC117	Hancock Co.	Warm-up Jacket, Misty Green, size M	each (ea)	7.28	7.2800
CO#3	LC117-P	Hancock Co.	Warm-up Jacket, Misty Green, size M	each (ea)	7.4984	7.2800
CO#3	LC118	Hancock Co.	Warm-up Jacket, Misty Green, size LG	each (ea)	7.28	7.2800
CO#3	LC118-P	Hancock Co.	Warm-up Jacket, Misty Green, size LG	each (ea)	7.4984	7.2800
CO#3	LC119	Hancock Co.	Warm-up Jacket, Misty Green, size XLG	each (ea)	7.28	7.2800
CO#3	LC119-P	Hancock Co.	Warm-up Jacket, Misty Green, size XLG	each (ea)	7.4984	7.2800
CO#3	LC120	Hancock Co.	Warm-up Jacket, Misty Green, size XXL	each (ea)	7.28	7.2800
CO#3	LC120-P	Hancock Co.	Warm-up Jacket, Misty Green, size XXL	each (ea)	7.4984	7.2800
CO#3	LC121	Hancock Co.	Wash Cloth, White, .75lb, 100% cotton, Rounded Corners, 12" x 12"	each (ea)	0.24	0.2400

CO#3	LC121-P	Hancock Co.	Wash Cloth, White, .75lb, 100% cotton, Rounded Corners, 12" x 12"	each (ea)	0.2472	0.2400
CO#3	LC122	Hancock Co.	Wrapper, 24" x 24" with moisture barrier	each (ea)	2.82	2.8200
CO#3	LC122-P	Hancock Co.	Wrapper, 24" x 24" with moisture barrier	each (ea)	2.9046	2.8200
CO#3	LC123	Hancock Co.	Wrapper, 36" x 36" with moisture barrier	each (ea)	4.64	4.6400
CO#3	LC123-P	Hancock Co.	Wrapper, 36" x 36" with moisture barrier	each (ea)	4.7792	4.6400
CO#3	LC124	Hancock Co.	Wrapper, 45" x 45" with moisture barrier	each (ea)	6.62	6.6200
CO#3	LC124-P	Hancock Co.	Wrapper, 45" x 45" with moisture barrier	each (ea)	6.8186	6.6200
CO#3	LC125	Hancock Co.	Wrapper, 24" x 24", 1" Fenestration, with moisture barrier	each (ea)	3.92	3.9200
CO#3	LC125-P	Hancock Co.	Wrapper, 24" x 24", 1" Fenestration, with moisture barrier	each (ea)	4.0376	3.9200
CO#3	LC126	Hancock Co.	Wrapper, 24" x 24", 2" Fenestration, Misty Green, with moisture barrier	each (ea)	3	3.0000
CO#3	LC126-P	Hancock Co.	Wrapper, 24" x 24", 2" Fenestration, Misty Green, with moisture barrier	each (ea)	3.09	3.0000
CO#3	LC127	Hancock Co.	Wrapper, 24" x 24", 3" Fenestration, with moisture barrier	each (ea)	4.51	4.5100
CO#3	LC127-P	Hancock Co.	Wrapper, 24" x 24", 3" Fenestration, with moisture barrier	each (ea)	4.6453	4.5100
CO#3	LC128	Hancock Co.	Wrapper, 34" x 35", 4" Fenestration, Misty Green, with moisture barrier	each (ea)	4.99	4.9900
CO#3	LC128-P	Hancock Co.	Wrapper, 34" x 35", 4" Fenestration, Misty Green, with moisture barrier	each (ea)	5.1397	4.9900
CO#3	LC129	Hancock Co.	Wrapper, Surgical, 54" x 54" with 2-ply moisture barrier	each (ea)	8.77	8.7700
CO#3	LC129-P	Hancock Co.	Wrapper, Surgical, 54" x 54" with 2-ply moisture barrier	each (ea)	9.0331	8.7700
CO#3	LC130	Hancock Co.	Wrapper, Surgical, 54"x 72" with 2-ply moisture barrier	each (ea)	12.62	12.6200
CO#3	LC130-P	Hancock Co.	Wrapper, Surgical, 54"x 72" with 2-ply moisture barrier	each (ea)	12.9986	12.6200
CO#3	LC131	Hancock Co.	Tablecloth, 52" x 100", Blended Cotton/Poly, White	each (ea)	9.39	9.3900
CO#3	LC131-P	Hancock Co.	Tablecloth, 52" x 100", Blended Cotton/Poly, White	each (ea)	9.6717	9.3900
CO#3	LC132	Hancock Co.	Tablecloth, 120" round, Blended Cotton/Poly, White	each (ea)	21.12	21.1200
CO#3	LC132-P	Hancock Co.	Tablecloth, 120" round, Blended Cotton/Poly, White	each (ea)	21.7536	21.1200
CO#3	LC133	Hancock Co.	Rags, Terry, various sizes, per pound	pound (lb)	0.75	0.7500
CO#3	LC133-P	Hancock Co.	Rags, Terry, various sizes, per pound	pound (lb)	0.7725	0.7500
CO#3	LC134	Hancock Co.	Environmental Fees	each (ea)		
CO#3	LC134-P	Hancock Co.	Environmental Fees	each (ea)		0.0000
CO#3	LC135	Hancock Co.	Wheelchair Pads	each (ea)	2.28	2.2800
CO#3	LC135-P	Hancock Co.	Wheelchair Pads	each (ea)	2.3484	2.2800
CO#8	LC136	Hancock Co.	Miscellaneous (bedspreads, Curtains, Etc.)	pound (lb)	0.63	0.6300
CO#3	LC136-P	Hancock Co.	Miscellaneous (bedspreads, Curtains, Etc.)	pound (lb)	0.6489	0.6300
CO#3	LD001	Hancock Co.	DHHR Mildred Mitchell-Bateman Hospital	each (ea)	420.1	420.1000
CO#3	LD001-P	Hancock Co.	DHHR Mildred Mitchell-Bateman Hospital	each (ea)	432.703	420.1000
CO#3	LD002	Hancock Co.	DHHR Hopemont Hospital	each (ea)	293.56	293.5600
CO#3	LD002-P	Hancock Co.	DHHR Hopemont Hospital	each (ea)	302.3668	293.5600
CO#3	LD003	Hancock Co.	DHHR Lakin Hospital	each (ea)	365.01	365.0100
CO#3	LD003-P	Hancock Co.	DHHR Lakin Hospital	each (ea)	375.9603	365.0100
CO#3	LD004	Hancock Co.	DHHR Jackie Withrow Hospital (DHHR Pinecrest)	each (ea)	488.92	488.9200
CO#3	LD004-P	Hancock Co.	DHHR Jackie Withrow Hospital (DHHR Pinecrest)	each (ea)	503.5876	488.9200
CO#3	LD005	Hancock Co.	DHHR Williams J. Sharpe Jr. Hospital	each (ea)	309.9	309.9000
CO#3	LD005-P	Hancock Co.	DHHR Williams J. Sharpe Jr. Hospital	each (ea)	319.197	309.9000
CO#3	LD006	Hancock Co.	DHHR Welch Community Hospital	each (ea)	589.62	589.6200
CO#3	LD006-P	Hancock Co.	DHHR Welch Community Hospital	each (ea)	607.3086	589.6200
CO#3	LD007	Hancock Co.	DHHR Manchin	each (ea)	257.45	257.4500
CO#3	LD007-P	Hancock Co.	DHHR Manchin	each (ea)	265.1735	257.4500
CO#3	LD008	Hancock Co.	WV Veterans Nursing Facility	each (ea)	235	235.0000
CO#3	LD008-P	Hancock Co.	WV Veterans Nursing Facility	each (ea)	242.05	235.0000
CO#3	LI001	EmpEmp; Integrated	Low Impact Monitoring	each (ea)	45.03	45.0300
CO#3	LI001-P	EmpEmp; Integrated	Low Impact Monitoring	each (ea)	46.3809	45.0300
CO#3	LI002	EmpEmp; Integrated	Dispatching Service (based on individual contract)	each (ea)	N/A	N/A
CO#3	LI002-P	EmpEmp; Integrated	Dispatching Service (based on individual contract)	each (ea)	N/A	#VALUE!
CO#3	LR001	Hancock Co.	Adult Diaper, XLG, Snaps	each (ea)	0.86	0.8600
CO#3	LR001-P	Hancock Co.	Adult Diaper, XLG, Snaps	each (ea)	0.8858	0.8600

CO#3	LR002	Hancock Co.	Apron, split pocket, navy, 35% cotton	each (ea)	0.37	0.3700
CO#3	LR002-P	Hancock Co.	Apron, split pocket, navy, 35% cotton	each (ea)	0.3811	0.3700
CO#3	LR003	Hancock Co.	Apron, Black	each (ea)	0.37	0.3700
CO#3	LR003-P	Hancock Co.	Apron, Black	each (ea)	0.3811	0.3700
CO#3	LR004	Hancock Co.	Bibs, tie back	each (ea)	0.35	0.3500
CO#3	LR004-P	Hancock Co.	Bibs, tie back	each (ea)	0.3605	0.3500
CO#3	LR005	Hancock Co.	Bibs, Deluxe quilted - Veteran's Affairs use only	each (ea)	0.57	0.5700
CO#3	LR005-P	Hancock Co.	Bibs, Deluxe quilted - Veteran's Affairs use only	each (ea)	0.5871	0.5700
CO#3	LR006	Hancock Co.	Bath Mats, Terry, 86% cotton/14% poly, 20" x 30"	each (ea)	0.53	0.5300
CO#3	LR006-P	Hancock Co.	Bath Mats, Terry, 86% cotton/14% poly, 20" x 30"	each (ea)	0.5459	0.5300
CO#3	LR007	Hancock Co.	Blanket, baby, cotton, blue, 30" x 40"	each (ea)	0.55	0.5500
CO#3	LR007-P	Hancock Co.	Blanket, baby, cotton, blue, 30" x 40"	each (ea)	0.5665	0.5500
CO#3	LR008	Hancock Co.	Blanket, Baby, cotton, pink, 30" x 40"	each (ea)	0.55	0.5500
CO#3	LR008-P	Hancock Co.	Blanket, Baby, cotton, pink, 30" x 40"	each (ea)	0.5665	0.5500
CO#3	LR009	Hancock Co.	Blanket, white, 85% cotton/15% poly, 70" x 90"	each (ea)	0.7	0.7000
CO#3	LR009-P	Hancock Co.	Blanket, white, 85% cotton/15% poly, 70" x 90"	each (ea)	0.721	0.7000
CO#3	LR010	Hancock Co.	Blanket, thermal, white 100% cotton, 66" x 90"	each (ea)	1.54	1.5400
CO#3	LR010-P	Hancock Co.	Blanket, thermal, white 100% cotton, 66" x 90"	each (ea)	1.5862	1.5400
CO#3	LR011	Hancock Co.	Coat, Doctor, Blend, size 36	each (ea)	1.48	1.4800
CO#3	LR011-P	Hancock Co.	Coat, Doctor, Blend, size 36	each (ea)	1.5244	1.4800
CO#3	LR012	Hancock Co.	Coat, Doctor, Blend, size 38	each (ea)	1.48	1.4800
CO#3	LR012-P	Hancock Co.	Coat, Doctor, Blend, size 38	each (ea)	1.5244	1.4800
CO#3	LR013	Hancock Co.	Coat, Doctor, Blend, size 40	each (ea)	1.48	1.4800
CO#3	LR013-P	Hancock Co.	Coat, Doctor, Blend, size 40	each (ea)	1.5244	1.4800
CO#3	LR014	Hancock Co.	Coat, Doctor, Blend, size 42	each (ea)	1.48	1.4800
CO#3	LR014-P	Hancock Co.	Coat, Doctor, Blend, size 42	each (ea)	1.5244	1.4800
CO#3	LR015	Hancock Co.	Coat, Doctor, Blend, size 44	each (ea)	1.48	1.4800
CO#3	LR015-P	Hancock Co.	Coat, Doctor, Blend, size 44	each (ea)	1.5244	1.4800
CO#3	LR016	Hancock Co.	Coat, Doctor, Blend, size 46	each (ea)	1.48	1.4800
CO#3	LR016-P	Hancock Co.	Coat, Doctor, Blend, size 46	each (ea)	1.5244	1.4800
CO#3	LR017	Hancock Co.	Coat, Doctor, Blend, size 48	each (ea)	1.48	1.4800
CO#3	LR017-P	Hancock Co.	Coat, Doctor, Blend, size 48	each (ea)	1.5244	1.4800
CO#3	LR018	Hancock Co.	Dish cloth, lint free	each (ea)	0.22	0.2200
CO#3	LR018-P	Hancock Co.	Dish cloth, lint free	each (ea)	0.2266	0.2200
CO#3	LR019	Hancock Co.	Gown, IV, Snaps, 55% cotton/45% ply, size S	each (ea)	0.63	0.6300
CO#3	LR019-P	Hancock Co.	Gown, IV, Snaps, 55% cotton/45% ply, size S	each (ea)	0.6489	0.6300
CO#3	LR020	Hancock Co.	Gown, IV, Snaps, 55% cotton/45% ply, size M	each (ea)	0.63	0.6300
CO#3	LR020-P	Hancock Co.	Gown, IV, Snaps, 55% cotton/45% ply, size M	each (ea)	0.6489	0.6300
CO#3	LR021	Hancock Co.	Gown, IV, Snaps, 55% cotton/45% ply, size LG	each (ea)	0.63	0.6300
CO#3	LR021-P	Hancock Co.	Gown, IV, Snaps, 55% cotton/45% ply, size LG	each (ea)	0.6489	0.6300
CO#3	LR022	Hancock Co.	Gown, IV, Snaps, 55% cotton/45% ply, size XLG	each (ea)	0.63	0.6300
CO#3	LR022-P	Hancock Co.	Gown, IV, Snaps, 55% cotton/45% ply, size XLG	each (ea)	0.6489	0.6300
CO#3	LR023	Hancock Co.	Gown, IV, Snaps, 55% cotton/45% ply, size XXL	each (ea)	0.63	0.6300
CO#3	LR023-P	Hancock Co.	Gown, IV, Snaps, 55% cotton/45% ply, size XXL	each (ea)	0.6489	0.6300
CO#3	LR024	Hancock Co.	Gown, Barrier, Blue, 55% cotton/45% poly, size LG	each (ea)	1.06	1.0600
CO#3	LR024-P	Hancock Co.	Gown, Barrier, Blue, 55% cotton/45% poly, size LG	each (ea)	1.0918	1.0600
CO#3	LR025	Hancock Co.	Gown, Barrier, Blue, 55% cotton/45% poly, size XLG	each (ea)	1.06	1.0600
CO#3	LR025-P	Hancock Co.	Gown, Barrier, Blue, 55% cotton/45% poly, size XLG	each (ea)	1.0918	1.0600
CO#3	LR026	Hancock Co.	Gown, Barrier, Blue, 55% cotton/45% poly, size XXL	each (ea)	1.1	1.1000
CO#3	LR026-P	Hancock Co.	Gown, Barrier, Blue, 55% cotton/45% poly, size XXL	each (ea)	1.133	1.1000
CO#3	LR027	Hancock Co.	Gown, Child, Yellow, Child Guard FR material, Size S	each (ea)	0.38	0.3800
CO#3	LR027-P	Hancock Co.	Gown, Child, Yellow, Child Guard FR material, Size S	each (ea)	0.3914	0.3800
CO#3	LR028	Hancock Co.	Gown, Child, Yellow, Child Guard FR material, Size M	each (ea)	0.38	0.3800
CO#3	LR028-P	Hancock Co.	Gown, Child, Yellow, Child Guard FR material, Size M	each (ea)	0.3914	0.3800
CO#3	LR029	Hancock Co.	Gown, Child, Yellow, Child Guard FR material, Size L	each (ea)	0.38	0.3800
CO#3	LR029-P	Hancock Co.	Gown, Child, Yellow, Child Guard FR material, Size L	each (ea)	0.3914	0.3800
CO#3	LR030	Hancock Co.	Gown Mammogram, 55% cotton/45% poly, Snap	each (ea)	0.79	0.7900

CO#3	LR030-P	Hancock Co.	Gown Mammogram, 55% cotton/45% poly, Snap	each (ea)	0.8137	0.7900
CO#3	LR031	Hancock Co.	Gown, OR, Misty Green, Moisture Barrier, Size XLG	each (ea)	1.7	1.7000
CO#3	LR031-P	Hancock Co.	Gown, OR, Misty Green, Moisture Barrier, Size XLG	each (ea)	1.751	1.7000
CO#3	LR032	Hancock Co.	Gown, Patient, Lapover, with tape ties, size XLG	each (ea)	0.54	0.5400
CO#3	LR032-P	Hancock Co.	Gown, Patient, Lapover, with tape ties, size XLG	each (ea)	0.5562	0.5400
CO#3	LR033	Hancock Co.	Gown, Patient, Lapover, with tape ties, size 3XLG	each (ea)	0.98	0.9800
CO#3	LR033-P	Hancock Co.	Gown, Patient, Lapover, with tape ties, size 3XLG	each (ea)	1.0094	0.9800
CO#3	LR034	Hancock Co.	Gown, 3-arm hole, size LG	each (ea)	0.59	0.5900
CO#3	LR034-P	Hancock Co.	Gown, 3-arm hole, size LG	each (ea)	0.6077	0.5900
CO#3	LR035	Hancock Co.	Gown, 3-arm hole, size XLG	each (ea)	1	1.0000
CO#3	LR035-P	Hancock Co.	Gown, 3-arm hole, size XLG	each (ea)	1.03	1.0000
CO#3	LR036	Hancock Co.	Mat, Walk off/on, 2' x3' smooth black	each (ea)	3.26	3.2600
CO#3	LR036-P	Hancock Co.	Mat, Walk off/on, 2' x3' smooth black	each (ea)	3.3578	3.2600
CO#3	LR037	Hancock Co.	Mat, Walk off/on, 3' x 4'	each (ea)	3.88	3.8800
CO#3	LR037-P	Hancock Co.	Mat, Walk off/on, 3' x 4'	each (ea)	3.9964	3.8800
CO#3	LR038	Hancock Co.	Mat, Walk off/on, 3' x 5' - rubber with holes	each (ea)	4.74	4.7400
CO#3	LR038-P	Hancock Co.	Mat, Walk off/on, 3' x 5' - rubber with holes	each (ea)	4.8822	4.7400
CO#3	LR039	Hancock Co.	Mat, Walk off/on, 3' x 5' - changed every Two (2) weeks	each (ea)	4.74	4.7400
CO#3	LR039-P	Hancock Co.	Mat, Walk off/on, 3' x 5' - changed every Two (2) weeks	each (ea)	4.8822	4.7400
CO#3	LR040	Hancock Co.	Mat, Scraper, 3' x 5' Scraper	each (ea)	4.74	4.7400
CO#3	LR040-P	Hancock Co.	Mat, Scraper, 3' x 5' Scraper	each (ea)	4.8822	4.7400
CO#3	LR041	Hancock Co.	Mat, Walk off/on, 3' x 10' - changed every Two (2) weeks	each (ea)	9.2	9.2000
CO#3	LR041-P	Hancock Co.	Mat, Walk off/on, 3' x 10' - changed every Two (2) weeks	each (ea)	9.476	9.2000
CO#3	LR042	Hancock Co.	Mat, Walk off/on, 3' x 12'	each (ea)	14.09	14.0900
CO#3	LR042-P	Hancock Co.	Mat, Walk off/on, 3' x 12'	each (ea)	14.5127	14.0900
CO#3	LR043	Hancock Co.	Mat, Walk off/on, 4' x 6' - changed every Two (2) weeks	each (ea)	7.41	7.4100
CO#3	LR043-P	Hancock Co.	Mat, Walk off/on, 4' x 6' - changed every Two (2) weeks	each (ea)	7.6323	7.4100
CO#3	LR044	Hancock Co.	Mat, Scraper, 4' x 6' - outside use, 100% rubber	each (ea)	7.41	7.4100
CO#3	LR044-P	Hancock Co.	Mat, Scraper, 4' x 6' - outside use, 100% rubber	each (ea)	7.6323	7.4100
CO#3	LR045	Hancock Co.	Mat, Walk off/on, 4' x 8' - changed every Two (2) weeks	each (ea)	9.85	9.8500
CO#3	LR045-P	Hancock Co.	Mat, Walk off/on, 4' x 8' - changed every Two (2) weeks	each (ea)	10.1455	9.8500
CO#3	LR046	Hancock Co.	Mat, Walk off/on, 4' x 10'	each (ea)	12.54	12.5400
CO#3	LR046-P	Hancock Co.	Mat, Walk off/on, 4' x 10'	each (ea)	12.9162	12.5400
CO#3	LR047	Hancock Co.	Mat, Walk off/on, 4' x 12' - changed every Two (2) weeks	each (ea)	14.4	14.4000
CO#3	LR047-P	Hancock Co.	Mat, Walk off/on, 4' x 12' - changed every Two (2) weeks	each (ea)	14.832	14.4000
CO#3	LR048	Hancock Co.	Mat, Walk off/on, 2' x 20'	each (ea)	24.92	24.9200
CO#3	LR048-P	Hancock Co.	Mat, Walk off/on, 2' x 20'	each (ea)	25.6676	24.9200
CO#3	LR049	Hancock Co.	Matt, Walk off/on, 5' x 8' - changed every Two (2) weeks	each (ea)	12.09	12.0900
CO#3	LR049-P	Hancock Co.	Matt, Walk off/on, 5' x 8' - changed every Two (2) weeks	each (ea)	12.4527	12.0900
CO#3	LR050	Hancock Co.	Mat, Walk off/on, 5' x 10' - changed every Two (2) weeks	each (ea)	15.31	15.3100
CO#3	LR050-P	Hancock Co.	Mat, Walk off/on, 5' x 10' - changed every Two (2) weeks	each (ea)	15.7693	15.3100
CO#3	LR051	Hancock Co.	Mat, Waterhog, 6' x 8' - changed every Two (2) weeks	each (ea)	19.15	19.1500
CO#3	LR051-P	Hancock Co.	Mat, Waterhog, 6' x 8' - changed every Two (2) weeks	each (ea)	19.7245	19.1500
CO#3	LR052	Hancock Co.	Mop Head, wet cotton, looped ends, 16 oz	each (ea)	1.42	1.4200
CO#3	LR052-P	Hancock Co.	Mop Head, wet cotton, looped ends, 16 oz	each (ea)	1.4626	1.4200
CO#3	LR053	Hancock Co.	Mop Head, wet cotton, looped ends, 24 oz	each (ea)	1.53	1.5300
CO#3	LR053-P	Hancock Co.	Mop Head, wet cotton, looped ends, 24 oz	each (ea)	1.5759	1.5300
CO#3	LR054	Hancock Co.	Mop Head, wet rayon, looped ends, 16 oz	each (ea)	1.42	1.4200
CO#3	LR054-P	Hancock Co.	Mop Head, wet rayon, looped ends, 16 oz	each (ea)	1.4626	1.4200
CO#3	LR055	Hancock Co.	Mop Head, dust, 18" - treated	each (ea)	0.91	0.9100
CO#3	LR055-P	Hancock Co.	Mop Head, dust, 18" - treated	each (ea)	0.9373	0.9100
CO#3	LR056	Hancock Co.	Mop Head, 18" - Micro Fiber	each (ea)	0.4	0.4000
CO#3	LR056-P	Hancock Co.	Mop Head, 18" - Micro Fiber	each (ea)	0.412	0.4000
CO#3	LR057	Hancock Co.	Mop Head, dust, 22" - untreated	each (ea)	0.75	0.7500
CO#3	LR057-P	Hancock Co.	Mop Head, dust, 22" - untreated	each (ea)	0.7725	0.7500
CO#3	LR058	Hancock Co.	Mop Head, dust, 24" - treated	each (ea)	1.21	1.2100
CO#3	LR058-P	Hancock Co.	Mop Head, dust, 24" - treated	each (ea)	1.2463	1.2100

CO#3	LR059	Hancock Co.	Mop Head, dust, 36" - treated	each (ea)	1.45	1.4500
CO#3	LR059-P	Hancock Co.	Mop Head, dust, 36" - treated	each (ea)	1.4935	1.4500
CO#3	LR060	Hancock Co.	Mop Head, dust, 36" - untreated	each (ea)	1.1	1.1000
CO#3	LR060-P	Hancock Co.	Mop Head, dust, 36" - untreated	each (ea)	1.133	1.1000
CO#3	LR061	Hancock Co.	Mop Head, dust, 48" - treated	each (ea)	1.69	1.6900
CO#3	LR061-P	Hancock Co.	Mop Head, dust, 48" - treated	each (ea)	1.7407	1.6900
CO#3	LR062	Hancock Co.	Mop Head, Triangle, 5.2" x 9" Cotton	each (ea)	0.78	0.7800
CO#3	LR062-P	Hancock Co.	Mop Head, Triangle, 5.2" x 9" Cotton	each (ea)	0.8034	0.7800
CO#3	LR063	Hancock Co.	Oven mits	each (ea)	0.83	0.8300
CO#3	LR063-P	Hancock Co.	Oven mits	each (ea)	0.8549	0.8300
CO#3	LR064	Hancock Co.	Pants, PJ, 55% cotton/45% poly, Size S	each (ea)	0.52	0.5200
CO#3	LR064-P	Hancock Co.	Pants, PJ, 55% cotton/45% poly, Size S	each (ea)	0.5356	0.5200
CO#3	LR065	Hancock Co.	Pants, PJ, 55% cotton/45% poly, Size M	each (ea)	0.52	0.5200
CO#3	LR065-P	Hancock Co.	Pants, PJ, 55% cotton/45% poly, Size M	each (ea)	0.5356	0.5200
CO#3	LR066	Hancock Co.	Pants, PJ, 55% cotton/45% poly, Size LG	each (ea)	0.525	0.5250
CO#3	LR066-P	Hancock Co.	Pants, PJ, 55% cotton/45% poly, Size LG	each (ea)	0.5408	0.5250
CO#3	LR067	Hancock Co.	Pants, PJ, 55% cotton/45% poly, Size XLG	each (ea)	0.52	0.5200
CO#3	LR067-P	Hancock Co.	Pants, PJ, 55% cotton/45% poly, Size XLG	each (ea)	0.5356	0.5200
CO#3	LR068	Hancock Co.	Pants, PJ, 55% cotton/45% poly, Size XXLG	each (ea)	0.64	0.6400
CO#3	LR068-P	Hancock Co.	Pants, PJ, 55% cotton/45% poly, Size XXLG	each (ea)	0.6592	0.6400
CO#3	LR069	Hancock Co.	Pants, PJ, 55% cotton/ 45% poly, Size XXX LG	each (ea)	0.64	0.6400
CO#3	LR069-P	Hancock Co.	Pants, PJ, 55% cotton/ 45% poly, Size XXX LG	each (ea)	0.6592	0.6400
CO#3	LR070	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, Size S	each (ea)	0.78	0.7800
CO#3	LR070-P	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, Size S	each (ea)	0.8034	0.7800
CO#3	LR071	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, Size M	each (ea)	0.78	0.7800
CO#3	LR071-P	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, Size M	each (ea)	0.8034	0.7800
CO#3	LR072	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, Size LG	each (ea)	0.78	0.7800
CO#3	LR072-P	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, Size LG	each (ea)	0.8034	0.7800
CO#3	LR073	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, size XLG	each (ea)	0.78	0.7800
CO#3	LR073-P	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, size XLG	each (ea)	0.8034	0.7800
CO#3	LR074	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, size XXLG	each (ea)	0.79	0.7900
CO#3	LR074-P	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, size XXLG	each (ea)	0.8137	0.7900
CO#3	LR075	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, Size XXXLG	each (ea)	0.82	0.8200
CO#3	LR075-P	Hancock Co.	Pants, Scrubs, Cell Blue, 55% cotton/45% poly, Size XXXLG	each (ea)	0.8446	0.8200
CO#3	LR076	Hancock Co.	Pants, Scrubs, Misty Green, 55 cotton/45% poly, Size S	each (ea)	0.78	0.7800
CO#3	LR076-P	Hancock Co.	Pants, Scrubs, Misty Green, 55 cotton/45% poly, Size S	each (ea)	0.8034	0.7800
CO#3	LR077	Hancock Co.	Pants, Scrubs, Misty Green, 55 cotton/45% poly, Size M	each (ea)	0.78	0.7800
CO#3	LR077-P	Hancock Co.	Pants, Scrubs, Misty Green, 55 cotton/45% poly, Size M	each (ea)	0.8034	0.7800
CO#3	LR078	Hancock Co.	Pants, Scrubs, Misty Green, 55 cotton/45% poly, Size LG	each (ea)	0.78	0.7800
CO#3	LR078-P	Hancock Co.	Pants, Scrubs, Misty Green, 55 cotton/45% poly, Size LG	each (ea)	0.8034	0.7800
CO#3	LR079	Hancock Co.	Pants, Scrubs, Misty Green, 55 cotton/45% poly, Size XLG	each (ea)	0.78	0.7800
CO#3	LR079-P	Hancock Co.	Pants, Scrubs, Misty Green, 55 cotton/45% poly, Size XLG	each (ea)	0.8034	0.7800
CO#3	LR080	Hancock Co.	Pants, Scrubs, Misty Green, 55 cotton/45% poly, Size XXLG	each (ea)	0.79	0.7900
CO#3	LR080-P	Hancock Co.	Pants, Scrubs, Misty Green, 55 cotton/45% poly, Size XXLG	each (ea)	0.8137	0.7900
CO#3	LR081	Hancock Co.	Pants, Scrubs, Misty Green, 55 cotton/45% poly, Size XXXLG	each (ea)	0.82	0.8200
CO#3	LR081-P	Hancock Co.	Pants, Scrubs, Misty Green, 55 cotton/45% poly, Size XXXLG	each (ea)	0.8446	0.8200
CO#3	LR082	Hancock Co.	Pillow Case, White, standard size, 55% cotton/45% poly, 42" X 34"	each (ea)	0.24	0.2400
CO#3	LR082-P	Hancock Co.	Pillow Case, White, standard size, 55% cotton/45% poly, 42" X 34"	each (ea)	0.2472	0.2400
CO#3	LR083	Hancock Co.	Pillow Case, OR, Misty Green, Moisture Barrier, 42" x 35"	each (ea)	0.32	0.3200
CO#3	LR083-P	Hancock Co.	Pillow Case, OR, Misty Green, Moisture Barrier, 42" x 35"	each (ea)	0.3296	0.3200
CO#3	LR084	Hancock Co.	Pot Holders	each (ea)	0.62	0.6200
CO#3	LR084-P	Hancock Co.	Pot Holders	each (ea)	0.6386	0.6200
CO#3	LR085	Hancock Co.	Sheet, Draw, White, 55% cotton/45% poly, 54" x 81"	each (ea)	0.52	0.5200
CO#3	LR085-P	Hancock Co.	Sheet, Draw, White, 55% cotton/45% poly, 54" x 81"	each (ea)	0.5356	0.5200
CO#3	LR086	Hancock Co.	Sheet, Knitted, Fitted, White 19 oz. 55% cotton/45% poly, 36" x 82"	each (ea)	0.6	0.6000
CO#3	LR086-P	Hancock Co.	Sheet, Knitted, Fitted, White 19 oz. 55% cotton/45% poly, 36" x 82"	each (ea)	0.618	0.6000
CO#3	LR087	Hancock Co.	Sheet, Emergency Room, Flat sheet for ambulance transport	each (ea)	0.46	0.4600

CO#3	LR087-P	Hancock Co.	Sheet, Emergency Room, Flat sheet for ambulance transport	each (ea)	0.4738	0.4600
CO#3	LR088	Hancock Co.	Sheet, Queen	each (ea)	0.94	0.9400
CO#3	LR088-P	Hancock Co.	Sheet, Queen	each (ea)	0.9682	0.9400
CO#3	LR089	Hancock Co.	Sheet, Queen, Fitted	each (ea)	1.1	1.1000
CO#3	LR089-P	Hancock Co.	Sheet, Queen, Fitted	each (ea)	1.133	1.1000
CO#3	LR090	Hancock Co.	Queen Blanket	each (ea)	2.14	2.1400
CO#3	LR090-P	Hancock Co.	Queen Blanket	each (ea)	2.2042	2.1400
CO#3	LR091	Hancock Co.	Sheet, Regular	each (ea)	0.58	0.5800
CO#3	LR091-P	Hancock Co.	Sheet, Regular	each (ea)	0.5974	0.5800
CO#3	LR092	Hancock Co.	Sheet, Full, Blue, Flat	each (ea)	0.81	0.8100
CO#3	LR092-P	Hancock Co.	Sheet, Full, Blue, Flat	each (ea)	0.8343	0.8100
CO#3	LR093	Hancock Co.	Sheet, Full, Blue, Fitted	each (ea)	0.89	0.8900
CO#3	LR093-P	Hancock Co.	Sheet, Full, Blue, Fitted	each (ea)	0.9167	0.8900
CO#3	LR094	Hancock Co.	Sheet, Stretcher, Green, Fitted	each (ea)	1.04	1.0400
CO#3	LR094-P	Hancock Co.	Sheet, Stretcher, Green, Fitted	each (ea)	1.0712	1.0400
CO#3	LR095	Hancock Co.	Sheet, OR, Misty Green, Moisture Barrier, 75% cotton/25% poly, 72" x 108"	each (ea)	1.27	1.2700
CO#3	LR095-P	Hancock Co.	Sheet, OR, Misty Green, Moisture Barrier, 75% cotton/25% poly, 72" x 108"	each (ea)	1.3081	1.2700
CO#3	LR096	Hancock Co.	Shirt, Baby, Short Sleeve, 60% cotton/40% poly, size 3 to 6	each (ea)	0.22	0.2200
CO#3	LR096-P	Hancock Co.	Shirt, Baby, Short Sleeve, 60% cotton/40% poly, size 3 to 6	each (ea)	0.2266	0.2200
CO#3	LR097	Hancock Co.	Shirt, Baby, Short Sleeve, 60% cotton/40% poly, size 6 to 10	each (ea)	0.22	0.2200
CO#3	LR097-P	Hancock Co.	Shirt, Baby, Short Sleeve, 60% cotton/40% poly, size 6 to 10	each (ea)	0.2266	0.2200
CO#3	LR098	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size S	each (ea)	0.87	0.8700
CO#3	LR098-P	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size S	each (ea)	0.8961	0.8700
CO#3	LR099	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size M	each (ea)	0.87	0.8700
CO#3	LR099-P	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size M	each (ea)	0.8961	0.8700
CO#3	LR100	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size LG	each (ea)	0.87	0.8700
CO#3	LR100-P	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size LG	each (ea)	0.8961	0.8700
CO#3	LR101	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size XLG	each (ea)	0.87	0.8700
CO#3	LR101-P	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size XLG	each (ea)	0.8961	0.8700
CO#3	LR102	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size XXL	each (ea)	0.9	0.9000
CO#3	LR102-P	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size XXL	each (ea)	0.927	0.9000
CO#3	LR103	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size XXXL	each (ea)	0.93	0.9300
CO#3	LR103-P	Hancock Co.	Shirt, Scrubs, Cell Blue, 50% cotton/50% poly, size XXXL	each (ea)	0.9579	0.9300
CO#3	LR104	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size S	each (ea)	0.87	0.8700
CO#3	LR104-P	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size S	each (ea)	0.8961	0.8700
CO#3	LR105	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size M	each (ea)	0.87	0.8700
CO#3	LR105-P	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size M	each (ea)	0.8961	0.8700
CO#3	LR106	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size LG	each (ea)	0.87	0.8700
CO#3	LR106-P	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size LG	each (ea)	0.8961	0.8700
CO#3	LR107	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size XLG	each (ea)	0.87	0.8700
CO#3	LR107-P	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size XLG	each (ea)	0.8961	0.8700
CO#3	LR108	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size XXL	each (ea)	0.9	0.9000
CO#3	LR108-P	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size XXL	each (ea)	0.927	0.9000
CO#3	LR109	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size XXXL	each (ea)	0.93	0.9300
CO#3	LR109-P	Hancock Co.	Shirt, Scrubs, Misty Green, 50% cotton/50% poly, size XXXL	each (ea)	0.9579	0.9300
CO#3	LR110	Hancock Co.	Towel, Bar (utility) 100% cotton, 17" x 20"	each (ea)	0.23	0.2300
CO#3	LR110-P	Hancock Co.	Towel, Bar (utility) 100% cotton, 17" x 20"	each (ea)	0.2369	0.2300
CO#3	LR111	Hancock Co.	Towel, Surgical	each (ea)	0.38	0.3800
CO#3	LR111-P	Hancock Co.	Towel, Surgical	each (ea)	0.3914	0.3800
CO#3	LR112	Hancock Co.	Towel, OR, Misty Green, Moisture Barrier, 100% cotton, 18" x 33"	each (ea)	0.33	0.3300
CO#3	LR112-P	Hancock Co.	Towel, OR, Misty Green, Moisture Barrier, 100% cotton, 18" x 33"	each (ea)	0.3399	0.3300
CO#3	LR113	Hancock Co.	Towel, Bath, white, 100% cotton, 20" x 48"	each (ea)	0.29	0.2900
CO#3	LR113-P	Hancock Co.	Towel, Bath, white, 100% cotton, 20" x 48"	each (ea)	0.2987	0.2900
CO#3	LR114	Hancock Co.	Towel, Bath, White with Blue Stripe, 100% cotton, 24" x 48"	each (ea)	0.56	0.5600
CO#3	LR114-P	Hancock Co.	Towel, Bath, White with Blue Stripe, 100% cotton, 24" x 48"	each (ea)	0.5768	0.5600



CO#3	LR115	Hancock Co.	Underpad, 8 oz Soaker, IbeX spacing with vinyl black	each (ea)	0.52	0.5200
CO#3	LR115-P	Hancock Co.	Underpad, 8 oz Soaker, IbeX spacing with vinyl black	each (ea)	0.5356	0.5200
CO#3	LR116	Hancock Co.	Warm-up Jacket, Misty Green, size S	each (ea)	1.03	1.0300
CO#3	LR116-P	Hancock Co.	Warm-up Jacket, Misty Green, size S	each (ea)	1.0609	1.0300
CO#3	LR117	Hancock Co.	Warm-up Jacket, Misty Green, size M	each (ea)	1.03	1.0300
CO#3	LR117-P	Hancock Co.	Warm-up Jacket, Misty Green, size M	each (ea)	1.0609	1.0300
CO#3	LR118	Hancock Co.	Warm-up Jacket, Misty Green, size LG	each (ea)	1.03	1.0300
CO#3	LR118-P	Hancock Co.	Warm-up Jacket, Misty Green, size LG	each (ea)	1.0609	1.0300
CO#3	LR119	Hancock Co.	Warm-up Jacket, Misty Green, size XL	each (ea)	1.03	1.0300
CO#3	LR119-P	Hancock Co.	Warm-up Jacket, Misty Green, size XL	each (ea)	1.0609	1.0300
CO#3	LR120	Hancock Co.	Warm-up Jacket, Misty Green, size XXL	each (ea)	1.03	1.0300
CO#3	LR120-P	Hancock Co.	Warm-up Jacket, Misty Green, size XXL	each (ea)	1.0609	1.0300
CO#3	LR121	Hancock Co.	Wash Cloth, White, 0.75lb, 100% cotton, Rounded Corners, 12" x 12"	each (ea)	0.1	0.1000
CO#3	LR121-P	Hancock Co.	Wash Cloth, White, 0.75lb, 100% cotton, Rounded Corners, 12" x 12"	each (ea)	0.103	0.1000
CO#3	LR122	Hancock Co.	Wrapper, 24" x 24" with moisture barrier	each (ea)	0.74	0.7400
CO#3	LR122-P	Hancock Co.	Wrapper, 24" x 24" with moisture barrier	each (ea)	0.7622	0.7400
CO#3	LR123	Hancock Co.	Wrapper, 36" x 36" with moisture barrier	each (ea)	0.85	0.8500
CO#3	LR123-P	Hancock Co.	Wrapper, 36" x 36" with moisture barrier	each (ea)	0.8755	0.8500
CO#3	LR124	Hancock Co.	Wrapper, 45" x 45" with moisture barrier	each (ea)	0.9	0.9000
CO#3	LR124-P	Hancock Co.	Wrapper, 45" x 45" with moisture barrier	each (ea)	0.927	0.9000
CO#3	LR125	Hancock Co.	Wrapper, 24" x 24", 1" Fenestration, with moisture barrier	each (ea)	0.81	0.8100
CO#3	LR125-P	Hancock Co.	Wrapper, 24" x 24", 1" Fenestration, with moisture barrier	each (ea)	0.8343	0.8100
CO#3	LR126	Hancock Co.	Wrapper, 24" x 24", 2" Fenestration, Misty Green, with moisture barrier	each (ea)	0.83	0.8300
CO#3	LR126-P	Hancock Co.	Wrapper, 24" x 24", 2" Fenestration, Misty Green, with moisture barrier	each (ea)	0.8549	0.8300
CO#3	LR127	Hancock Co.	Wrapper, 24" x 24", 3" Fenestration, with moisture barrier	each (ea)	0.83	0.8300
CO#3	LR127-P	Hancock Co.	Wrapper, 24" x 24", 3" Fenestration, with moisture barrier	each (ea)	0.8549	0.8300
CO#3	LR128	Hancock Co.	Wrapper, 34" x 35", 4" Fenestration, Misty Green, with moisture barrier	each (ea)	1.1	1.1000
CO#3	LR128-P	Hancock Co.	Wrapper, 34" x 35", 4" Fenestration, Misty Green, with moisture barrier	each (ea)	1.133	1.1000
CO#3	LR129	Hancock Co.	Wrapper, Surgical, 54" x 54" with 2-ply moisture barrier	each (ea)	1.01	1.0100
CO#3	LR129-P	Hancock Co.	Wrapper, Surgical, 54" x 54" with 2-ply moisture barrier	each (ea)	1.0403	1.0100
CO#3	LR130	Hancock Co.	Wrapper, Surgical, 54" x 72" with 2-ply moisture barrier	each (ea)	1.05	1.0500
CO#3	LR130-P	Hancock Co.	Wrapper, Surgical, 54" x 72" with 2-ply moisture barrier	each (ea)	1.0815	1.0500
CO#3	LR131	Hancock Co.	Tablecloth, 52" x 100", Blended Cotton/Poly, White	each (ea)	2.57	2.5700
CO#3	LR131-P	Hancock Co.	Tablecloth, 52" x 100", Blended Cotton/Poly, White	each (ea)	2.6471	2.5700
CO#3	LR132	Hancock Co.	Tablecloth, 120" round, Blended Cotton/Poly, White	each (ea)	3.08	3.0800
CO#3	LR132-P	Hancock Co.	Tablecloth, 120" round, Blended Cotton/Poly, White	each (ea)	3.1724	3.0800
CO#3	LR133	Hancock Co.	Rags, Terry, various sizes, per pound	pound (lb)	0.63	0.6300
CO#3	LR133-P	Hancock Co.	Rags, Terry, various sizes, per pound	pound (lb)	0.6489	0.6300
CO#3	LR134	Hancock Co.	Bags, soiled linen, Pink	each (ea)	61.66	61.6600
CO#3	LR134-P	Hancock Co.	Bags, soiled linen, Pink	each (ea)	63.5098	61.6600
CO#3	LR135	Hancock Co.	Bags, soiled linen, Purple	each (ea)	61.66	61.6600
CO#3	LR135-P	Hancock Co.	Bags, soiled linen, Purple	each (ea)	63.5098	61.6600
CO#3	LR136	Hancock Co.	Environmental Fees	each (ea)	0.25	0.2500
CO#3	LR136-P	Hancock Co.	Environmental Fees	each (ea)	0.2575	0.2500
CO#3	LR137	Hancock Co.	Wheelchair Pads	each (ea)	0.27	0.2700
CO#3	LR137-P	Hancock Co.	Wheelchair Pads	each (ea)	0.2781	0.2700
CO#3	LR138	Hancock Co.	Poly-barrier hamper bag	each (ea)	0.518	0.5180
CO#3	LR138-P	Hancock Co.	Poly-barrier hamper bag	each (ea)	0.5335	0.5180
CO#3	LR139	Hancock Co.	Napkins (color)	each (ea)	0.39	0.3900
CO#3	LR139-P	Hancock Co.	Napkins (color)	each (ea)	0.4017	0.3900
CO#3	LR140	Hancock Co.	Tablecloth, color, 62" x 62"	each (ea)	1.97	1.9700
CO#3	LR140-P	Hancock Co.	Tablecloth, color, 62" x 62"	each (ea)	2.0291	1.9700
CO#3	LR141	Hancock Co.	Half Aprons (black)	each (ea)	0.32	0.3200



CO#3	LR141-P	Hancock Co.	Half Aprons (black)	each (ea)	0.3296	0.3200
CO#3	MF001	Precision Services, Inc.	Document placed in Microfiche Jackets (16mm)	each (ea)	0.057	0.0570
CO#3	MF001-P	Precision Services, Inc.	Document placed in Microfiche Jackets (16mm)	each (ea)	0.0587	0.0570
CO#3	MF002	Precision Services, Inc.	Document Placed on 16mm with spool	each (ea)	0.05	0.0500
CO#3	MF002-P	Precision Services, Inc.	Document Placed on 16mm with spool	each (ea)	0.0515	0.0500
CO#3	MF003	Precision Services, Inc.	Document Placed on 16mm Roll Film with Cartridge	each (ea)	0.052	0.0520
CO#3	MF003-P	Precision Services, Inc.	Document Placed on 16mm Roll Film with Cartridge	each (ea)	0.0536	0.0520
CO#3	MF004	Precision Services, Inc.	Place Check-size Documents on 16mm Roll Film Spool	each (ea)	0.02	0.0200
CO#3	MF004-P	Precision Services, Inc.	Place Check-size Documents on 16mm Roll Film Spool	each (ea)	0.0206	0.0200
CO#3	MF005	Precision Services, Inc.	Place Check-size Documents on 16mm Roll Film Cartridge	each (ea)	0.021	0.0210
CO#3	MF005-P	Precision Services, Inc.	Place Check-size Documents on 16mm Roll Film Cartridge	each (ea)	0.0216	0.0210
CO#3	MF006	Precision Services, Inc.	Documents placed on 35mm Roll Film with Spool	each (ea)	0.573	0.5730
CO#3	MF006-P	Precision Services, Inc.	Documents placed on 35mm Roll Film with Spool	each (ea)	0.5902	0.5730
CO#3	MF007	Precision Services, Inc.	Documents placed in Microfiche Jackets (35mm)	each (ea)	0.677	0.6770
CO#3	MF007-P	Precision Services, Inc.	Documents placed in Microfiche Jackets (35mm)	each (ea)	0.6973	0.6770
CO#3	MF008	Precision Services, Inc.	Documents placed in Aperture Card (35mm)	each (ea)	0.68	0.6800
CO#3	MF008-P	Precision Services, Inc.	Documents placed in Aperture Card (35mm)	each (ea)	0.7004	0.6800
CO#3	MF009	Precision Services, Inc.	Create a Duplicate Microfiche (16mm)	each (ea)	0.36	0.3600
CO#3	MF009-P	Precision Services, Inc.	Create a Duplicate Microfiche (16mm)	each (ea)	0.3708	0.3600
CO#3	MF010	Precision Services, Inc.	Create a Duplicate Microfiche (35mm)	each (ea)	0.36	0.3600
CO#3	MF010-P	Precision Services, Inc.	Create a Duplicate Microfiche (35mm)	each (ea)	0.3708	0.3600
CO#3	MF011	Precision Services, Inc.	Create a Duplicate Microfilm Roll (16mm)	each (ea)	17.928	17.9280
CO#3	MF011-P	Precision Services, Inc.	Create a Duplicate Microfilm Roll (16mm)	each (ea)	18.4658	17.9280
CO#3	MF012	Precision Services, Inc.	Prepare documents to be Microfilmed	each (ea)	10.622	10.6220
CO#3	MF012-P	Precision Services, Inc.	Prepare documents to be Microfilmed	each (ea)	10.9407	10.6220
CO#3	MF013	Precision Services, Inc.	Create Index for Microfilm	each (ea)	10.622	10.6220
CO#3	MF013-P	Precision Services, Inc.	Create Index for Microfilm	each (ea)	10.9407	10.6220
CO#3	MF014	Precision Services, Inc.	Transportation of Documents	each (ea)	0.64	0.6400
CO#3	MF014-P	Precision Services, Inc.	Transportation of Documents	each (ea)	0.6592	0.6400
CO#3	MF015	Precision Services, Inc.	Create Duplicate Microfilm Roll (35mm)	each (ea)	26.518	26.5180
CO#3	MF015-P	Precision Services, Inc.	Create Duplicate Microfilm Roll (35mm)	each (ea)	27.3135	26.5180
CO#3	MF016	Precision Services, Inc.	Document Shredding (of materials that were microfilmed)	each (ea)	6.287	6.2870
CO#3	MF016-P	Precision Services, Inc.	Document Shredding (of materials that were microfilmed)	each (ea)	6.4756	6.2870
CO#3	MI001	Gateway Industries, Inc.	Plastic Drop Cloth, 9" x 12"	each (ea)	5.61	5.6100
CO#3	MI001-P	Gateway Industries, Inc.	Plastic Drop Cloth, 9" x 12"	each (ea)	5.7783	5.6100
CO#3	MI002	Gateway Industries, Inc.	Mirror, Stainless Steel, Framed, 16" x 22"	each (ea)	53.2	53.2000
CO#3	MI002-P	Gateway Industries, Inc.	Mirror, Stainless Steel, Framed, 16" x 22"	each (ea)	54.796	53.2000
CO#3	MI003	Seneca Designs	Neon Yellow Class 2 Reflective Safety Vest with Nylon Zipper & Chest Pocket, with Logo(small-2XL) WVDOH	each (ea)	19	19.0000
CO#3	MI003-P	Seneca Designs	Neon Yellow Class 2 Reflective Safety Vest with Nylon Zipper & Chest Pocket, with Logo(small-2XL) WVDOH	each (ea)	19.57	19.0000
CO#3	MI004	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 3/4" x 1.25" x 12" - 25 per bundle	each (ea)	10.3	10.3000
CO#3	MI004-P	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 3/4" x 1.25" x 12" - 25 per bundle	each (ea)	10.609	10.3000
CO#3	MI005	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 3/4" x 1.75" x 12" - 25 per bundle	each (ea)	10.56	10.5600
CO#3	MI005-P	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 3/4" x 1.75" x 12" - 25 per bundle	each (ea)	10.8768	10.5600
CO#3	MI006	EmpEmp; BuckUp; Clay; DevCtr	Wood survey Stake - 3/4" x 1.25" x 18" - 25 per bundle	each (ea)	14.05	14.0500
CO#3	MI006-P	EmpEmp; BuckUp; Clay; DevCtr	Wood survey Stake - 3/4" x 1.25" x 18" - 25 per bundle	each (ea)	14.4715	14.0500
CO#3	MI007	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 1" x 1.75" X 18" - 25 per bundle	each (ea)	14.32	14.3200
CO#3	MI007-P	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 1" x 1.75" X 18" - 25 per bundle	each (ea)	14.7496	14.3200
CO#3	MI008	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 3/4" x 1.25" x 30" - 25 per bundle	each (ea)	16.28	16.2800
CO#3	MI008-P	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 3/4" x 1.25" x 30" - 25 per bundle	each (ea)	16.7684	16.2800
CO#3	MI009	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 3/4" x 1.75" x 30" - 25 per bundle	each (ea)	16.57	16.5700
CO#3	MI009-P	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 3/4" x 1.75" x 30" - 25 per bundle	each (ea)	17.0671	16.5700
CO#3	MI010	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 3/4" x 1.25" x 36" - 25 per bundle	each (ea)	20.78	20.7800
CO#3	MI010-P	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 3/4" x 1.25" x 36" - 25 per bundle	each (ea)	21.4034	20.7800
CO#3	MI011	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 3/4" x 1.75" x 36" - 25 per bundle	each (ea)	21.05	21.0500
CO#3	MI011-P	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 3/4" x 1.75" x 36" - 25 per bundle	each (ea)	21.6815	21.0500

CO#3	MI012	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 3/4" x 1.25" x 48" - 25 per bundle	each (ea)	24.5	24.5000
CO#3	MI012-P	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 3/4" x 1.25" x 48" - 25 per bundle	each (ea)	25.235	24.5000
CO#3	MI013	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 3/4" x 1.75" x 48" - 25 per bundle	each (ea)	24.8	24.8000
CO#3	MI013-P	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 3/4" x 1.75" x 48" - 25 per bundle	each (ea)	25.544	24.8000
CO#15	MI014	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 1" x 1.5" x 12" - 25 per bundle	each (ea)	16.71	16.7100
CO#15	MI014-P	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 1" x 1.5" x 12" - 25 per bundle	each (ea)	17.2113	16.7100
CO#15	MI015	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 1" x 1.5" x 18" - 25 per bundle	each (ea)	21.3	21.3000
CO#15	MI015-P	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 1" x 1.5" x 18" - 25 per bundle	each (ea)	21.939	21.3000
CO#15	MI016	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 1" x 1.5" x 24" - 25 per bundle	each (ea)	24.19	24.1900
CO#15	MI016-P	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 1" x 1.5" x 24" - 25 per bundle	each (ea)	24.9157	24.1900
CO#15	MI017	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 1" x 1.5" x 36" - 25 per bundle	each (ea)	30.18	30.1800
CO#15	MI017-P	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 1" x 1.5" x 36" - 25 per bundle	each (ea)	31.0854	30.1800
CO#15	MI018	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 1" x 1.5" x 48" - 25 per bundle	each (ea)	37.06	37.0600
CO#15	MI018-P	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 1" x 1.5" x 48" - 25 per bundle	each (ea)	38.178	37.0600
CO#3	MI019	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 1.5" x 1.5" x 2" - 25 per bundle	each (ea)	11.28	11.2800
CO#3	MI019-P	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Stake - 1.5" x 1.5" x 2" - 25 per bundle	each (ea)	11.6184	11.2800
CO#15	MI020	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Hub - 1.75" x 1.75" x 16" - 25 per bundle	each (ea)	24.99	24.9900
CO#15	MI020-P	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Hub - 1.75" x 1.75" x 16" - 25 per bundle	each (ea)	25.7397	24.9900
CO#15	MI021	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Hub - 2" x 2" x 12" - 25 per bundle	each (ea)	21.58	21.5800
CO#15	MI021-P	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Hub - 2" x 2" x 12" - 25 per bundle	each (ea)	22.2274	21.5800
CO#15	MI022	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Hub - 2" x 2" x 18" - 25 per bundle	each (ea)	24.76	24.7600
CO#15	MI022-P	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Hub - 2" x 2" x 18" - 25 per bundle	each (ea)	25.5028	24.7600
CO#15	MI023	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Hub - 2" x 2" x 24" - 25 per bundle	each (ea)	29.11	29.1100
CO#15	MI023-P	EmpEmp; BuckUp; Clay; DevCtr	Wood Survey Hub - 2" x 2" x 24" - 25 per bundle	each (ea)	29.9833	29.1100
CO#3	MI024	EmpEmp; BuckUp; Clay; DevCtr	Lathe Strip - 1/4" x 1.5" x 48" - 25 per bundle	each (ea)	12.04	12.0400
CO#3	MI024-P	EmpEmp; BuckUp; Clay; DevCtr	Lathe Strip - 1/4" x 1.5" x 48" - 25 per bundle	each (ea)	12.4012	12.0400
CO#15	MI025	EmpEmp; BuckUp; Clay; DevCtr	Delivery Cost/Mile (no fee if picked up at vendor facility)	each (ea)	1.65	1.6500
CO#15	MI025-P	EmpEmp; BuckUp; Clay; DevCtr	Delivery Cost/Mile (no fee if picked up at vendor facility)	each (ea)	1.6995	1.6500
CO#3	MI026	EmpEmp; BuckUp; Clay; DevCtr	Poplar Grade Stakes 36" - 25 per bundle	each (ea)	25	25.0000
CO#3	MI026-P	EmpEmp; BuckUp; Clay; DevCtr	Poplar Grade Stakes 36" - 25 per bundle	each (ea)	25.75	25.0000
CO#3	MI027	EmpEmp; BuckUp; Clay; DevCtr	Poplar Grade Stakes 48" - 25 per bundle	each (ea)	28.32	28.3200
CO#3	MI027-P	EmpEmp; BuckUp; Clay; DevCtr	Poplar Grade Stakes 48" - 25 per bundle	each (ea)	29.1696	28.3200
CO#11	MI028	Seneca Designs	Neon Yellow Class 2 Reflective Safety Vest with Nylon Zipper & Chest Pocket, Blank (small-2XL)	each (ea)	16	16.0000
CO#11	MI028-P	Seneca Designs	Neon Yellow Class 2 Reflective Safety Vest with Nylon Zipper & Chest Pocket, Blank (small-2XL)	each (ea)	16.48	16.0000
CO#11	MI029	Seneca Designs	Neon Yellow Class 2 Reflective Safety Vest with Nylon Zipper & Chest Pocket, Blank (3XL-5XL)	each (ea)	17	17.0000
CO#11	MI029-P	Seneca Designs	Neon Yellow Class 2 Reflective Safety Vest with Nylon Zipper & Chest Pocket, Blank (3XL-5XL)	each (ea)	17.51	17.0000
CO#11	MI030	Seneca Designs	Neon Yellow Class 2 Reflective Safety Vest with Nylon Zipper & Chest Pocket, with Logo (3XL-5XL) WVDOH	each (ea)	20	20.0000
CO#11	MI030-P	Seneca Designs	Neon Yellow Class 2 Reflective Safety Vest with Nylon Zipper & Chest Pocket, with Logo (3XL-5XL) WVDOH	each (ea)	20.6	20.0000
CO#13	MI031	Bright Horizons	SIGN: Metal 12" x 18"	each (ea)	30	30.0000
CO#13	MI031-P	Bright Horizons	SIGN: Metal 12" x 18"	each (ea)	30.9	30.0000
CO#13	MI032	Bright Horizons	SIGN: Metal 18" x 24"	each (ea)	40	40.0000
CO#13	MI032-P	Bright Horizons	SIGN: Metal 18" x 24"	each (ea)	41.2	40.0000
CO#13	MI033	Bright Horizons	SIGN: Metal 12" x 24"	each (ea)	27	27.0000
CO#13	MI033-P	Bright Horizons	SIGN: Metal 12" x 24"	each (ea)	27.81	27.0000
CO#13	MI034	Bright Horizons	Graphic Design Art Fee (unlimited number of design hours)	each (ea)	30	30.0000
CO#13	MI034-P	Bright Horizons	Graphic Design Art Fee (unlimited number of design hours)	each (ea)	30.9	30.0000
CO#3	PR001	Job Squad, Inc.	Flat Sorting mail - per flat	each (ea)	0.25	0.2500
CO#3	PR001-P	Job Squad, Inc.	Flat Sorting mail - per flat	each (ea)	0.2575	0.2500
CO#3	PR002	Job Squad, Inc.	Mail Sort - First Class Letters - Bar Code, Sort & Deliver Envelopes #6 thru #12 USPS. Metered and/or permit mail. Metered Rate is USPS Published Three (3) Digit Automated Rate.	each (ea)	0.03	0.0300

			Mail Sort - First Class Letters - Bar Code, Sort & Deliver Envelopes #6 thru #12 USPS. Metered and/or permit mail. Metered Rate is USPS Published Three (3)			
CO#3	PR002-P	Job Squad, Inc.	Digit Automated Rate.	each (ea)	0.0309	0.0300
CO#3	PR003	Job Squad, Inc.	Copy, Black & White, per copy	each (ea)	0.08	0.0800
CO#3	PR003-P	Job Squad, Inc.	Copy, Black & White, per copy	each (ea)	0.0824	0.0800
CO#3	PR004	Job Squad, Inc.	Copy, Color, per copy	each (ea)	0.343	0.3430
CO#3	PR004-P	Job Squad, Inc.	Copy, Color, per copy	each (ea)	0.3533	0.4340
CO#3	PR005	Job Squad, Inc.	Hand Sort	each (ea)	0.06	0.0600
CO#3	PR005-P	Job Squad, Inc.	Hand Sort	each (ea)	0.0618	0.0600
			Hand Work Price per piece for each of the following: weigh, fold, staple, seal, tab, separate, insert, label, stamp, mark out, collate, print labels, perforate, meter, roll posters into tube, mark out information, and/or special services.			
CO#3	PR006	Job Squad, Inc.		each (ea)	0.04	0.0400
			Hand Work Price per piece for each of the following: weigh, fold, staple, seal, tab, separate, insert, label, stamp, mark out, collate, print labels, perforate, meter, roll posters into tube, mark out information, and/or special services.			
CO#3	PR006-P	Job Squad, Inc.		each (ea)	0.0412	0.0400
CO#3	PR007	Job Squad, Inc.	Hourly Labor - Pickup & Delivery outside of Contract Terms (Outside of 5-mile radius of Charleston Pre-Sort Site) Per Hour	each (ea)	37.44	37.4400
CO#3	PR007-P	Job Squad, Inc.	Hourly Labor - Pickup & Delivery outside of Contract Terms (Outside of 5-mile radius of Charleston Pre-Sort Site) Per Hour	each (ea)	38.5632	37.4400
Original Contract	RA001	Horizon Goodwill Industries	Custodial/Grounds Maintenance DOH Rest Area- I-82 Truckstop	hour (hr)	25.39	25.3900
Original Contract	RA001-P	Horizon Goodwill Industries	Custodial/Grounds Maintenance DOH Rest Area- I-82 Truckstop	hour (hr)	26.1543	25.3900
Original Contract	RA002	SW Resources, Inc.	Custodial/Grounds Maintenance DOH Rest Area- Williamstown	hour (hr)	23.07	23.0700
Original Contract	RA002-P	SW Resources, Inc.	Custodial/Grounds Maintenance DOH Rest Area- Williamstown	hour (hr)	23.6337	23.0700
Original Contract	RA003	Clay County Services Unlimited, Inc	Custodial/Grounds Maintenance DOH Rest Area- Sevia - NB & SB	hour (hr)	44.81	44.8100
Original Contract	RA003-P	Clay County Services Unlimited, Inc	Custodial/Grounds Maintenance DOH Rest Area- Sevia - NB & SB	hour (hr)	46.1517	44.8100
Original Contract	RA004	Pace Enterprises, Inc.	Custodial/Grounds Maintenance DOH Rest Area- Morgantown - SB Only	hour (hr)	26.58	26.5800
Original Contract	RA004-P	Pace Enterprises, Inc.	Custodial/Grounds Maintenance DOH Rest Area- Morgantown - SB Only	hour (hr)	27.3753	26.5800
Original Contract	RA005	SW Resources, Inc.	Custodial/Grounds Maintenance DOH Rest Area- Mineral Wells - NB & SB	hour (hr)	45.07	45.0700
Original Contract	RA005-P	SW Resources, Inc.	Custodial/Grounds Maintenance DOH Rest Area- Mineral Wells - NB & SB	hour (hr)	46.4221	45.0700
Original Contract	RA006	The Op Shop, Inc.	Custodial/Grounds Maintenance DOH Rest Area- Meadowbrook - MB & SB	hour (hr)	49.56	49.5600
Original Contract	RA006-P	The Op Shop, Inc.	Custodial/Grounds Maintenance DOH Rest Area- Meadowbrook - MB & SB	hour (hr)	51.0502	49.5600
Original Contract	RA007	Gateway Industries, Inc.	Custodial/Grounds Maintenance DOH Rest Area- White Sulphur - WB Only	hour (hr)	25.39	25.3900
Original Contract	RA007-P	Gateway Industries, Inc.	Custodial/Grounds Maintenance DOH Rest Area- White Sulphur - WB Only	hour (hr)	26.1543	25.3900
Original Contract	RA008	Goodwill Industries of Kanawha Valley, Inc.	Custodial/Grounds Maintenance DOH Rest Area- Hurricane - EB & WB	hour (hr)	46.32	46.3200
Original Contract	RA008-P	Goodwill Industries of Kanawha Valley, Inc.	Custodial/Grounds Maintenance DOH Rest Area- Hurricane - EB & WB	hour (hr)	47.7137	46.3200
Original Contract	RA009	Goodwill Industries of KYOWVA, Inc	Custodial/Grounds Maintenance DOH Rest Area - Huntington - EB Only	hour (hr)	26.28	26.2800
Original Contract	RA009-P	Goodwill Industries of KYOWVA, Inc	Custodial/Grounds Maintenance DOH Rest Area - Huntington - EB Only	hour (hr)	27.0686	26.2800
Original Contract	RA010	Preston County Workshop	Custodial/Grounds Maintenance DOH Rest Area- Hazelton - WB Only	hour (hr)	29.84	29.8400
Original Contract	RA010-P	Preston County Workshop	Custodial/Grounds Maintenance DOH Rest Area- Hazelton - WB Only	hour (hr)	30.7388	29.8400
Original Contract	RA011	Precision Services, Inc.	Custodial/Grounds Maintenance DOH Rest Area- Burnsville - NB & SB	hour (hr)	47.53	47.5300
Original Contract	RA011-P	Precision Services, Inc.	Custodial/Grounds Maintenance DOH Rest Area- Burnsville - NB & SB	hour (hr)	48.951	47.5300
Original Contract	RA012	W.A.T.C.H., Inc.	Custodial/Grounds Maintenance DOH Rest Area - Valley Grove WB Only	hour (hr)	24.31	24.3100
Original Contract	RA012-P	W.A.T.C.H., Inc.	Custodial/Grounds Maintenance DOH Rest Area - Valley Grove WB Only	hour (hr)	25.037	24.3100

Original Contract	RA013	Development Center & Workshop, Inc.	Custodial/Grounds Maintenance DOH Rest Area - Marlow/Bunker Hill - NB & SB	hour (hr)	67.15	67.1500
Original Contract	RA013-P	Development Center & Workshop, Inc.	Custodial/Grounds Maintenance DOH Rest Area - Marlow/Bunker Hill - NB & SB	hour (hr)	69.1631	67.1500
CO#11	SC001	Seneca Designs	Screen-printed T-shirt, 1 color, 1 side, size S-XL (100% Cotton or 50/50 Blend, Gildean or Jersey brand shirts) (minimum orders of 12 shirts)	Each per shirt (Each ps)	9.5	9.5000
CO#11	SC001-P	Seneca Designs	Screen-printed T-shirt, 1 color, 1 side, size S-XL (100% Cotton or 50/50 Blend, Gildean or Jersey brand shirts) (minimum orders of 12 shirts)	Each per shirt (Each ps)	9.72	9.5000
CO#11	SC002	Seneca Designs	Screen-printed T-shirt, 1 color, 2 sides, size S-XL (100% Cotton or 50/50 Blend, Gildean or Jersey brand shirts) (minimum orders of 12 shirts)	Each per shirt (Each ps)	10	10.0000
CO#11	SC002-P	Seneca Designs	Screen-printed T-shirt, 1 color, 2 sides, size S-XL (100% Cotton or 50/50 Blend, Gildean or Jersey brand shirts) (minimum orders of 12 shirts)	Each per shirt (Each ps)	10.3	10.0000
CO#11	SC003	Seneca Designs	Screen-printed T-shirt, 2 colors, 1 side, size S-XL (100% Cotton or 50/50 Blend, Gildean or Jersey brand shirts) (minimum orders of 12 shirts)	Each per shirt (Each ps)	10.5	10.5000
CO#11	SC003-P	Seneca Designs	Screen-printed T-shirt, 2 colors, 1 side, size S-XL (100% Cotton or 50/50 Blend, Gildean or Jersey brand shirts) (minimum orders of 12 shirts)	Each per shirt (Each ps)	10.82	10.5000
CO#11	SC004	Seneca Designs	Screen-printed T-shirt, 2 colors, 2 sides, size S-XL (100% Cotton or 50/50 Blend, Gildean or Jersey brand shirts) (minimum orders of 12 shirts)	Each per shirt (Each ps)	12.25	12.2500
CO#11	SC004-P	Seneca Designs	Screen-printed T-shirt, 2 colors, 2 sides, size S-XL (100% Cotton or 50/50 Blend, Gildean or Jersey brand shirts) (minimum orders of 12 shirts)	Each per shirt (Each ps)	12.62	12.2500
Original Contract	SP001	Bright Horizons	Gojo - Purell Healthcare Surface Disinfectant 32 fl oz item # 3340-06 (6 per pkg)	Package (Pkg)	57.63	57.6300
Original Contract	SP001-P	Bright Horizons	Gojo - Purell Healthcare Surface Disinfectant 32 fl oz item # 3340-06 (6 per pkg)	Package (Pkg)	59.3589	57.6300
CO#4	SP002	Bright Horizons	Hand Soap, Antimicrobial 800ml size pouch item# 9757-12 (12 per case)	Case (Case)	Discontinued	Discontinued
CO#4	SP002-P	Bright Horizons	Hand Soap, Antimicrobial 800ml size pouch item# 9757-12 (12 per case)	Case (Case)	Discontinued	Discontinued
CO#13	SP003	Bright Horizons	Hand soap, Antibacterial, 1-gallon Pink Item# 9755-04 (4 per case)	Case (Case)	61.31	61.3100
CO#3	SP003-P	Bright Horizons	Hand soap, Antibacterial, 1-gallon Pink Item# 9755-04 (4 per case)	Case (Case)	63.1493	61.3100
CO#13	SP004	Bright Horizons	Hand Soap, Lotion 800ml size pouch Pink Item# 9128-12 (12 per case)	Case (Case)	66.54	66.5400
CO#3	SP004-P	Bright Horizons	Hand Soap, Lotion 800ml size pouch Pink Item# 9128-12 (12 per case)	Case (Case)	68.5362	66.5400
CO#13	SP005	Bright Horizons	Hand Soap, Lotion 1-gallon (4 per case)	Case (Case)	49.73	49.7300
CO#13	SP005-P	Bright Horizons	Hand Soap, Lotion 1-gallon (4 per case)	Case (Case)	51.2219	49.7300
CO#3	SP006	Bright Horizons	Body Shampoo 800 ml size pouch (12 per case)	Case (Case)	65.64	65.6400
CO#3	SP006-P	Bright Horizons	Body Shampoo 800 ml size pouch (12 per case)	Case (Case)	67.6092	65.6400
CO#3	SP007	Bright Horizons	Body Shampoo 1 gallon (4 per case)	Case (Case)	65.7	65.7000
CO#3	SP007-P	Bright Horizons	Body Shampoo 1 gallon (4 per case)	Case (Case)	67.671	65.7000
CO#13	SP008	Bright Horizons	Orange Pumice Soap 1-gallon Item# 0955-04 (4 per case)	Case (Case)	68.65	68.6500
CO#3	SP008-P	Bright Horizons	Orange Pumice Soap 1-gallon Item# 0955-04 (4 per case)	Case (Case)	70.7095	68.6500
CO#3	SP009	Bright Horizons	Mousturizing Instant Sanitizer 800ml size puch Item# 9657-12 (12 per case)	Case (Case)	98.86	98.86
CO#3	SP009-P	Bright Horizons	Mousturizing Instant Sanitizer 800ml size puch Item# 9657-12 (12 per case)	Case (Case)	101.8258	98.86
CO#13	SP010	Bright Horizons	Mousturizing Instant Sanitizer 4 oz bottles Item# 9651-24 (24 per case)	Case (Case)	61.32	61.3200
CO#13	SP010-P	Bright Horizons	Mousturizing Instant Sanitizer 4 oz bottles Item# 9651-24 (24 per case)	Case (Case)	63.1596	61.3200
CO#3	SP011	Bright Horizons	Wipes In a tub, 130 count Item# 6298-04 (4 per case)	Case (Case)	82.1	82.1000
CO#3	SP011-P	Bright Horizons	Wipes In a tub, 130 count Item# 6298-04 (4 per case)	Case (Case)	84.563	82.1000

CO#13	SP012	Bright Horizons	Dispenser - Wall Mounted Unit Item# 9034-12 (to Dispense 800ml solution of soap or sanitizer)	each (ea)	18.89	18.8900
CO#13	SP012-P	Bright Horizons	Dispenser - Wall Mounted Unit Item# 9034-12 (to Dispense 800ml solution of soap or sanitizer)	each (ea)	19.4567	18.8900
CO#3	SP013	Bright Horizons	Pump for Gallon bottle Item# 4011-01	each (ea)	12.93	12.9300
CO#3	SP013-P	Bright Horizons	Pump for Gallon bottle Item# 4011-01	each (ea)	13.3179	12.9300
CO#4	SP014	Bright Horizons	Foam Handwash 1250ml refill Item# 5162-02 (3 per case Gojo)	Case (Case)	Discontinued CO#: Discontinued CO#13 Use SP055	
CO#4	SP014-P	Bright Horizons	Foam Handwash 1250ml refill Item# 5162-02 (3 per case Gojo)	Case (Case)	Discontinued CO#:	
CO#4	SP015	Bright Horizons	Foam Handwash 2000ml refill Item# 5262-02 (2 per case Gojo)	Case (Case)	64.56	64.5600
CO#4	SP015-P	Bright Horizons	Foam Handwash 2000ml refill Item# 5262-02 (2 per case Gojo)	Case (Case)	66.4968	64.5600
CO#4	SP016	Bright Horizons	Foam Handwash Dispenser Item# 5150-06 (for 1250ml refill Gojo - Grey)	each (ea)	20.95	20.9500
CO#4	SP016-P	Bright Horizons	Foam Handwash Dispenser Item# 5150-06 (for 1250ml refill Gojo - Grey)	each (ea)	21.5785	20.9500
CO#13	SP017	Bright Horizons	Gojo - Natural Orange Smooth Hand Cleaner 1-Gallon Jug Item# 0945-04 (4 per case)	Case (Case)	58.71	58.7100
CO#13	SP017-P	Bright Horizons	Gojo - Natural Orange Smooth Hand Cleaner 1-Gallon Jug Item# 0945-04 (4 per case)	Case (Case)	60.4713	58.7100
CO#3	SP018	Bright Horizons	ADX-12 Soap Dispenser- Manual Item# 8884-06	each (ea)	12.96	12.9600
CO#3	SP018-P	Bright Horizons	ADX-12 Soap Dispenser- Manual Item# 8884-06	each (ea)	13.3488	12.9600
CO#3	SP019	Bright Horizons	ADX-12 Gojo Anitibacterial Plum refill Item# (3 per case)	Case (Case)	44.18	44.1800
CO#3	SP019-P	Bright Horizons	ADX-12 Gojo Anitibacterial Plum refill Item# (3 per case)	Case (Case)	45.5054	44.1800
CO#3	SP020	Bright Horizons	ADX- Gojo Citrus Ginger Wash 1250ml puch Item#8813-03 (3 per case)	Case (Case)	42.54	42.5400
CO#3	SP020-P	Bright Horizons	ADX- Gojo Citrus Ginger Wash 1250ml puch Item#8813-03 (3 per case)	Case (Case)	43.8162	42.5400
CO#4	SP021	Bright Horizons	Purell Instant Hand Sanitizer w/biobased content - 2 oz bottle Item # 0208-24 (24 per case)	Case (Case)	54	54.0000
CO#4	SP021-P	Bright Horizons	Purell Instant Hand Sanitizer w/biobased content - 2 oz bottle Item # 0208-24 (24 per case)	Case (Case)	55.62	54.0000
CO#15	SP022	Bright Horizons	LTX-12 Purell SF607 Refill non-alcohol Item#1902-02 (2 per case)	Case (Case)	95.64	95.64
CO#15	SP022-P	Bright Horizons	LTX-12 Purell SF607 Refill non-alcohol Item#1902-02 (2 per case)	Case (Case)	98.5092	95.64
CO#4	SP023	Bright Horizons	LTX-12 Purell Foaming Hand Sanitizer Refill, Green Certified Item# 1904-02 (2 per case)	Case (Case)	68	68.0000
CO#4	SP023-P	Bright Horizons	LTX-12 Purell Foaming Hand Sanitizer Refill, Green Certified Item# 1904-02 (2 per case)	Case (Case)	70.04	68.0000
CO#3	SP024	Bright Horizons	LTX-12 Gojo Dispenser - Touch Free Item # 1984-04	each (ea)	12.96	12.9600
CO#3	SP024-P	Bright Horizons	LTX-12 Gojo Dispenser - Touch Free Item # 1984-04	each (ea)	13.3488	12.9600
CO#3	SP025	Bright Horizons	ADX-12 Purell SF607 Refill non-alcohol Item# 8802-03 (3 per case)	Case (Case)	65.47	65.4700
CO#3	SP025-P	Bright Horizons	ADX-12 Purell SF607 Refill non-alcohol Item# 8802-03 (3 per case)	Case (Case)	67.4341	65.4700
CO#3	SP026	Bright Horizons	ADX-12 Purell Dispenser - Touch Free Item# 8820-06	each (ea)	12.96	12.9600
CO#3	SP026-P	Bright Horizons	ADX-12 Purell Dispenser - Touch Free Item# 8820-06	each (ea)	13.3488	12.9600
CO#3	SP027	Bright Horizons	Purell Advanced Green Certified Instant Hand Sanitizer Gel Bottle 12 oz Item# 3691-12 (12 per case)	Case (Case)	74	74.0000
CO#3	SP027-P	Bright Horizons	Purell Advanced Green Certified Instant Hand Sanitizer Gel Bottle 12 oz Item# 3691-12 (12 per case)	Case (Case)	76.22	74.0000
CO#3	SP028	Bright Horizons	LTX-12 Purell Touch Free Hand Sanitizer Dispenser 1200ml Item#1920-04	each (ea)	12.96	12.9600
CO#3	SP028-P	Bright Horizons	LTX-12 Purell Touch Free Hand Sanitizer Dispenser 1200ml Item#1920-04	each (ea)	13.3488	12.9600
CO#4	SP029	Bright Horizons	LTX-12 Pomeberry Soap Refill Item# 1916-02 (2 per case)	Case (Case)	55	55.0000
CO#4	SP029-P	Bright Horizons	LTX-12 Pomeberry Soap Refill Item# 1916-02 (2 per case)	Case (Case)	56.65	55.0000
CO#3	SP030	Bright Horizons	ADX-12 Purell Foam Refill Item# 8804-03 (3 per case)	Case (Case)	65.47	65.4700
CO#3	SP030-P	Bright Horizons	ADX-12 Purell Foam Refill Item# 8804-03 (3 per case)	Case (Case)	67.4341	65.4700
CO#3	SP031	Bright Horizons	Purell Advanced Instant Hand Sanitizer for NXT Item# 2156-04 (4 per case)	Case (Case)	68.41	68.4100
CO#3	SP031-P	Bright Horizons	Purell Advanced Instant Hand Sanitizer for NXT Item# 2156-04 (4 per case)	Case (Case)	70.4623	68.4100

CO#4	SP032	Bright Horizons	Micrell Antibacterial Foam Handwash for TFX Dispenser Item# 5357-02 (2 per case)	Case (Case)	66	66.0000
CO#4	SP032-P	Bright Horizons	Micrell Antibacterial Foam Handwash for TFX Dispenser Item# 5357-02 (2 per case)	Case (Case)	67.98	66.0000
CO#3	SP033	Bright Horizons	Clear Antibacterial Foam Soap 1200ml for LTX Dispenser Item# 1947-02 (2 per case)	Case (Case)	59.33	59.3300
CO#3	SP033-P	Bright Horizons	Clear Antibacterial Foam Soap 1200ml for LTX Dispenser Item# 1947-02 (2 per case)	Case (Case)	61.1099	59.3300
CO#3	SP034	Bright Horizons	Gojo Clean & Mild Foam Handwash 1200ml for LTX Dispenser Item# 1911-02 (2 per case)	Case (Case)	54.59	54.5900
CO#3	SP034-P	Bright Horizons	Gojo Clean & Mild Foam Handwash 1200ml for LTX Dispenser Item# 1911-02 (2 per case)	Case (Case)	56.2277	54.5900
CO#3	SP035	Bright Horizons	Purell SF607 Instant Hand Sanitizer for TFX Dispenser Item# 5384-02 (2 per case)	Case (Case)	83.19	83.1900
CO#3	SP035-P	Bright Horizons	Purell SF607 Instant Hand Sanitizer for TFX Dispenser Item# 5384-02 (2 per case)	Case (Case)	85.6857	83.1900
CO#4	SP036	Bright Horizons	Purell Instant Hand Sanitizing Foam 1200ml for FMX Dispenser Item# 5184-03 (3 per case)	Case (Case)	Discontinued CO#: Discontinued CO#13 - Use SP054)	
CO#4	SP036-P	Bright Horizons	Purell Instant Hand Sanitizing Foam 1200ml for FMX Dispenser Item# 5184-03 (3 per case)	Case (Case)	Discontinued CO#: 0.0000	
CO#4	SP037	Bright Horizons	Gojo White Lotion Soap 1000ml packs for NXT Dispenser Item# 2104-08 (8 per case)	Case (Case)	86	86.0000
CO#4	SP037-P	Bright Horizons	Gojo White Lotion Soap 1000ml packs for NXT Dispenser Item# 2104-08 (8 per case)	Case (Case)	88.58	86.0000
CO#13	SP038	Bright Horizons	Purell TFX Dispenser, Touch Free for Purell Hand Sanitizer Item# 2720-12	each (ea)	31.53	31.5300
CO#3	SP038-P	Bright Horizons	Purell TFX Dispenser, Touch Free for Purell Hand Sanitizer Item# 2720-12	each (ea)	32.4759	31.5300
CO#3	SP039	Bright Horizons	Purell Advanced Hand Sanitizer Gel 8 oz Table Top Pump Item# 9652-12 (12 per case)	Case (Case)	62.34	62.3400
CO#3	SP039-P	Bright Horizons	Purell Advanced Hand Sanitizer Gel 8 oz Table Top Pump Item# 9652-12 (12 per case)	Case (Case)	64.2102	62.3400
CO#4	SP040	Bright Horizons	Purell Advanced Hand Sanitizer Gel 1200ml for TFX Dispenser Item# 5456-04 (4 per case)	Case (Case)	83.5	83.5000
CO#4	SP040-P	Bright Horizons	Purell Advanced Hand Sanitizer Gel 1200ml for TFX Dispenser Item# 5456-04 (4 per case)	Case (Case)	86.005	83.5000
CO#3	SP041	Bright Horizons	Gojo FMX-20 Manual Foam Soap Dispenser, 2000ml Item# 5270-06	each (ea)	19.8	19.8000
CO#3	SP041-P	Bright Horizons	Gojo FMX-20 Manual Foam Soap Dispenser, 2000ml Item# 5270-06	each (ea)	20.394	19.8000
CO#3	SP042	Bright Horizons	Gojo TFX touch Free Foam Soap Dispenser, 1200ml item# 2740-12	each (ea)	30.77	30.7700
CO#3	SP042-P	Bright Horizons	Gojo TFX touch Free Foam Soap Dispenser, 1200ml item# 2740-12	each (ea)	31.6931	30.7700
CO#3	SP043	Bright Horizons	Purell FMX-12 Manual Dispenser, 1250ml Item# 5120-06	each (ea)	23.76	23.7600
CO#3	SP043-P	Bright Horizons	Purell FMX-12 Manual Dispenser, 1250ml Item# 5120-06	each (ea)	24.4728	23.7600
CO#3	SP044	Bright Horizons	Gojo ADX-12 Manual Foam Soap Dispenser, 1250ml Item# 8880-06	each (ea)	23.76	23.7600
CO#3	SP044-P	Bright Horizons	Gojo ADX-12 Manual Foam Soap Dispenser, 1250ml Item# 8880-06	each (ea)	24.4728	23.7600
CO#3	SP045	Bright Horizons	Gojo Clear & Mild Foam Hand Wash, 1250ml Item# 8811-03 (3 per case)	Case (Case)	64.25	64.2500
CO#3	SP045-P	Bright Horizons	Gojo Clear & Mild Foam Hand Wash, 1250ml Item# 8811-03 (3 per case)	Case (Case)	66.1775	64.2500
CO#4	SP046	Bright Horizons	Gojo Premium Foam Antibacterial Hand Wash, 1200ml Item# 5362-02 (2 per case)	Case (Case)	61	61.0000
CO#4	SP046-P	Bright Horizons	Gojo Premium Foam Antibacterial Hand Wash, 1200ml Item# 5362-02 (2 per case)	Case (Case)	62.83	61.0000
CO#4	SP047	Bright Horizons	Purell Advanced hand Sanitizer Foam, 1200 Item# 5392-02 (2 per case)	Case (Case)	83	83.0000
CO#4	SP047-P	Bright Horizons	Purell Advanced hand Sanitizer Foam, 1200 Item# 5392-02 (2 per case)	Case (Case)	85.49	83.0000
CO#3	SP048	Bright Horizons	Gojo Luxury Foam Hand Wash, 1250ml Item# 5191-03 (3 per case)	Case (Case)	72.76	72.7600

CO#3	SP048-P	Bright Horizons	Gojo Luxury Foam Hand Wash, 1250ml Item# 5191-03 (3 per case)	Case (Case)	74.9428	72.7600
CO#13	SP049	Bright Horizons	Purell Advanced Sanitizer Aloe Gel, 4 oz Item# 9631-24 (24 per case)	Case (Case)	67.68	67.6800
CO#13	SP049-P	Bright Horizons	Purell Advanced Sanitizer Aloe Gel, 4 oz Item# 9631-24 (24 per case)	Case (Case)	69.7104	67.6800
CO#3	SP050	Bright Horizons	Purell SF607 Alcohol Free Foam Counter Top Bottle, 18 oz Item# 5784-04 (4 per case)	Case (Case)	87.12	87.1200
CO#3	SP050-P	Bright Horizons	Purell SF607 Alcohol Free Foam Counter Top Bottle, 18 oz Item# 5784-04 (4 per case)	Case (Case)	89.7336	87.1200
CO#13	SP052	Bright Horizons	Gojo Purell Stand for Purell LTX and TFX Sanitizer Dispensers, Item# 2424-DS	each (ea)	102	102.0000
CO#13	SP052-P	Bright Horizons	Gojo Purell Stand for Purell LTX and TFX Sanitizer Dispensers, Item# 2424-DS	each (ea)	105.06	102.0000
CO#13	SP053	Bright Horizons	GOJO Ultra Mild Lotion Soap w/chloroxylenol Refill 800ml size pouch, (fits Dispenser 9034-12), Item# 9212-12 (12 per case)	Case (Case)	115	115.0000
CO#13	SP053-P	Bright Horizons	GOJO Ultra Mild Lotion Soap w/chloroxylenol Refill 800ml size pouch, (fits Dispenser 9034-12), Item# 9212-12 (12 per case)	Case (Case)	118.45	115.0000
CO#13	SP054	Bright Horizons	Purell Instant Hand Sanitizing Foam 1200ml for FMX-12 Dispenser Item #5192-04 (4 per case)	Case (Case)	137.3	137.3
CO#13	SP054-P	Bright Horizons	Purell Instant Hand Sanitizing Foam 1200ml for FMX-12 Dispenser Item #5192-04 (4 per case)	Case (Case)	141.419	137.3
CO#13	SP055	Bright Horizons	Foam Handwash 1250ml refill Item# 5162-04 (4 per case Gojo)	Case (Case)	86.65	86.6500
CO#13	SP055-P	Bright Horizons	Foam Handwash 1250ml refill Item# 5162-04 (4 per case Gojo)	Case (Case)	89.2495	86.6500
CO#15	SP056	Bright Horizons	FMX-12 1200ml Purell Advanced Hand Sanitizer Foam, Item# 5192-04 (4 per case; use with dispenser SP043)	Case (Case)	137.3	137.3000
CO#15	SP056-P	Bright Horizons	FMX-12 1200ml Purell Advanced Hand Sanitizer Foam, Item# 5192-04 (4 per case; use with dispenser SP043)	Case (Case)	141.419	137.3000
CO#7	SR001	Job Squad, Inc.	Storage - Rental (square feet per month) (i.e. 10' x 10' = 100 x \$1.00 - \$100.00 per month)	Square Foot (SF)	1	1.0000
CO#7	SR001-P	Job Squad, Inc.	Storage - Rental (square feet per month) (i.e. 10' x 10' = 100 x \$1.00 - \$100.00 per month)	Square Foot (SF)	1.03	1.0000
CO#4	WC001	Jackson County Developmental Center, Inc. dba JCDC	White French Terry	pound (lb)	3.12	3.1200
CO#4	WC001-P	Jackson County Developmental Center, Inc. dba JCDC	White French Terry	pound (lb)	3.2136	3.1200
CO#4	WC002	Jackson County Developmental Center, Inc. dba JCDC	Colored French Terry	pound (lb)	2.79	2.7900
CO#4	WC002-P	Jackson County Developmental Center, Inc. dba JCDC	Colored French Terry	pound (lb)	2.8737	2.7900
CO#4	WC003	Jackson County Developmental Center, Inc. dba JCDC	White 100% Cotton	pound (lb)	2.89	2.8900
CO#4	WC003-P	Jackson County Developmental Center, Inc. dba JCDC	White 100% Cotton	pound (lb)	2.9767	2.8900
CO#4	WC004	Jackson County Developmental Center, Inc. dba JCDC	Econo Wiper (Economy Wipers made from used T-Shirts)	pound (lb)	1.56	1.5600
CO#4	WC004-P	Jackson County Developmental Center, Inc. dba JCDC	Econo Wiper (Economy Wipers made from used T-Shirts)	pound (lb)	1.6068	1.5600
CO#4	WC005	Jackson County Developmental Center, Inc. dba JCDC	Bar Towel. Lightweight Terry Towel	pound (lb)	3.43	3.4300
CO#4	WC005-P	Jackson County Developmental Center, Inc. dba JCDC	Bar Towel. Lightweight Terry Towel	pound (lb)	3.5329	3.4300
CO#4	WC006	Jackson County Developmental Center, Inc. dba JCDC	Reclaimed White Cotton	pound (lb)	2.13	2.1300
CO#4	WC006-P	Jackson County Developmental Center, Inc. dba JCDC	Reclaimed White Cotton	pound (lb)	2.1939	2.1300
CO#3	WT001	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	16.9 oz Bottled Water - 24/case	each (ea)	9.74	9.7400
CO#3	WT001-P	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	16.9 oz Bottled Water - 24/case	each (ea)	10.0322	9.7400

CO#3	WT002	Green Acres, Bright Horizons	Custom Printed Labels for 16.9 oz Water Bottles - 24/case (cost is in addition to regular price)	each (ea)	5.28	5.2800
CO#3	WT002-P	Green Acres, Bright Horizons	Custom Printed Labels for 16.9 oz Water Bottles - 24/case (cost is in addition to regular price)	each (ea)	5.4384	5.2800
CO#3	WT003	Green Acres, Bright Horizons	One-time Design set-up for custom printed labels for 16.9 oz Water Bottles (unlimited usage thereafter)	each (ea)	150	150.0000
CO#3	WT003-P	Green Acres, Bright Horizons	One-time Design set-up for custom printed labels for 16.9 oz Water Bottles (unlimited usage thereafter)	each (ea)	154.5	150.0000
CO#3	WT004	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Bottle Water Cooler Rental - Cold Only / Per Month	each (ea)	10.13	10.1300
CO#3	WT004-P	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Bottle Water Cooler Rental - Cold Only / Per Month	each (ea)	10.4339	10.1300
CO#3	WT005	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Bottle Water Cooler Rental - Hot & Cold / Per Month	each (ea)	12.6	12.6000
CO#3	WT005-P	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Bottle Water Cooler Rental - Hot & Cold / Per Month	each (ea)	12.978	12.6000
CO#3	WT006	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Bottle Water Cooler Rental - Compartment Rental / Per Month	each (ea)	16.51	16.5100
CO#3	WT006-P	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Bottle Water Cooler Rental - Compartment Rental / Per Month	each (ea)	17.0053	16.5100
CO#3	WT007	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Bottle Water Cooler rental - Hot & Cold with Refrigerator / Per Month	each (ea)	15.3	15.3000
CO#3	WT007-P	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Bottle Water Cooler rental - Hot & Cold with Refrigerator / Per Month	each (ea)	15.759	15.3000
CO#3	WT008	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Drinking Water - Five (5) Gallon Returnable Bottle	each (ea)	6.93	6.9300
CO#3	WT008-P	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Drinking Water - Five (5) Gallon Returnable Bottle	each (ea)	7.1379	6.9300
CO#3	WT009	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Drinking Water - Three (3) Gallon Returnable Bottle	each (ea)	4	4.0000
CO#3	WT009-P	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Drinking Water - Three (3) Gallon Returnable Bottle	each (ea)	4.12	4.0000
CO#3	WT010	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Bottle Deposit (one-time charge per 3 gallon or 5 gallon bottle (calculated from estimated regular delivery quantity)	each (ea)	8	8.0000
CO#3	WT010-P	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Bottle Deposit (one-time charge per 3 gallon or 5 gallon bottle (calculated from estimated regular delivery quantity)	each (ea)	8.24	8.0000
CO#3	WT011	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Cooler cleaned and Disinfected (2 times per year)	each (ea)	25	25.0000
CO#3	WT011-P	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Cooler cleaned and Disinfected (2 times per year)	each (ea)	25.75	25.0000
CO#3	WT012	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Tube of 4 oz cups / 200 per tube	each (ea)	3.25	3.2500
CO#3	WT012-P	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Tube of 4 oz cups / 200 per tube	each (ea)	3.3475	3.2500
CO#3	WT013	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Case of 4 oz Cups - 5000 per case (Used with Cooler and Dispenser)	each (ea)	75	75.0000
CO#3	WT013-P	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Case of 4 oz Cups - 5000 per case (Used with Cooler and Dispenser)	each (ea)	77.25	75.0000
CO#3	WT014	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Cup Dispenser - Unmounted	each (ea)	12	12.0000
CO#3	WT014-P	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Cup Dispenser - Unmounted	each (ea)	12.36	12.0000
CO#3	WT015	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Cup Dispenser - Mounted	each (ea)	15	15.0000
CO#3	WT015-P	Green Acres, Bright Horizons, Lillian James, Hancock Co., Development Center	Cup Dispenser - Mounted	each (ea)	15.45	15.0000



CO#3	WT016	Bright Horizons	WV State Park Logo Cups - 500 Cups (heavier plastic/individually wrapped)	each (ea)	175	175.0000
CO#3	WT016-P	Bright Horizons	WV State Park Logo Cups - 500 Cups (heavier plastic/individually wrapped)	each (ea)	180.25	175.0000
CO#3	WT017	Bright Horizons	7 oz Plastic Flat Bottom Cups - 100 cups	each (ea)	6	6.0000
CO#3	WT017-P	Bright Horizons	7 oz Plastic Flat Bottom Cups - 100 cups	each (ea)	6.18	6.0000
CO#7	WT018	Bright Horizons	Bottle Water Cooler - Hot & Cold Purchase	each (ea)	225	225.0000
CO#3	WT018-P	Bright Horizons	Bottle Water Cooler - Hot & Cold Purchase	each (ea)	231.75	225.0000
CO#7	WT019	Bright Horizons	Cook/Cold Water Cooler - Purchase	each (ea)	215	215.0000
CO#3	WT019-P	Bright Horizons	Cook/Cold Water Cooler - Purchase	each (ea)	221.45	215.0000
CO#15	FG001	Development Center & Workshop, Inc.	Fogging/Disinfecting	Square Foot (SF)	0.25	0.25
CO#15	FG001-P	Development Center & Workshop, Inc.	Fogging/Disinfecting	Square Foot (SF)	0.2575	0.25
CO#15	FG002	Goodwill Industries of Kanawha Valley, Inc.	Fogging/Disinfecting	Square Foot (SF)	0.25	0.25
CO#15	FG002-P	Goodwill Industries of Kanawha Valley, Inc.	Fogging/Disinfecting	Square Foot (SF)	0.2575	0.25
CO#15	FG003	Goodwill of KYOWVA, Inc.	Fogging/Disinfecting	Square Foot (SF)	0.25	0.25
CO#15	FG003-P	Goodwill of KYOWVA, Inc.	Fogging/Disinfecting	Square Foot (SF)	0.2575	0.25
CO#15	FG004	Integrated Resources, Inc.	Fogging/Disinfecting	Square Foot (SF)	0.25	0.25
CO#15	FG004-P	Integrated Resources, Inc.	Fogging/Disinfecting	Square Foot (SF)	0.2575	0.25
CO#15	FG005	Mercer County Opportunity Industries, Inc.	Fogging/Disinfecting	Square Foot (SF)	0.25	0.25
CO#15	FG005-P	Mercer County Opportunity Industries, Inc.	Fogging/Disinfecting	Square Foot (SF)	0.2575	0.25
CO#15	FG006	The Op Shop, Inc.	Fogging/Disinfecting	Square Foot (SF)	0.25	0.25
CO#15	FG006-P	The Op Shop, Inc.	Fogging/Disinfecting	Square Foot (SF)	0.2575	0.25
CO#15	FG007	SW Resources, Inc.	Fogging/Disinfecting	Square Foot (SF)	0.25	0.25
CO#15	FG007-p	SW Resources, Inc.	Fogging/Disinfecting	Square Foot (SF)	0.2575	0.25

## Attachment 4.1.1.4

# WV STATE USE PROGRAM: DISABILITY EMPLOYMENT

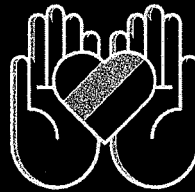
Number of service  
contracts from 2020  
to 2021

 **14.9%**  
INCREASE OF 49 SERVICE  
CONTRACTS IN 2021

Total hourly wage  
increase to persons  
with disabilities from  
2020 to 2021

 **.41  
cents**

"Our work offers our  
most vulnerable  
communities  
opportunities for self-  
sufficiency and  
community  
involvement"



The West Virginia Association of Rehabilitation Facilities,  
Inc. has a mission to give every individual with a  
disability the opportunity to have gainful employment.

Number of persons  
with disabilities  
producing products  
and / or providing  
services

**1255**



**760,093.49**

Total hours of persons with disabilities  
producing products and / or providing services



**\$7,629,270**

Total wages paid to persons with disabilities  
producing products and / or providing services

- 63 Number of persons with disabilities in  
Competitive Integrated Employment
- 377 Total Number of Service Contracts
- 27 Number of CRP's producing products  
and / or providing services
- 2 Number of contracts or partnerships  
with commercial entities to promote  
employment for persons with disabilities

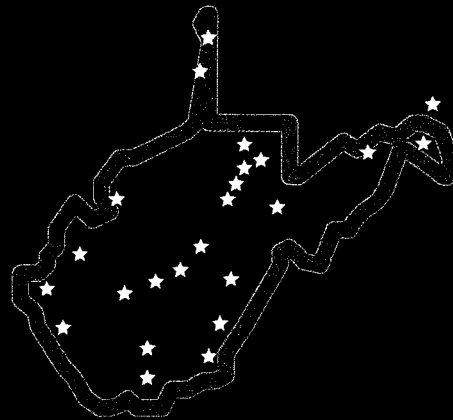


Contact : Tara Martinez | [tmartinez@wvarf.org](mailto:tmartinez@wvarf.org) | 304.205.7971 or 304.205.7970

The WV Association of Rehabilitation Facilities, Inc. (WVARF) is a non-profit organization that handles service and commodity contracts for non-profit Community Rehabilitation Programs (CRPs) participating in the State Use Program. These CRPs from all across the state provide employment and other services to persons with various disabilities.

These services include vocational evaluation, training, extended employment, job placement, supported employment and follow up consultation. The primary goal of WVARF and its participating CRPs is to enhance vocational opportunities and provide a stronger quality of life for individuals with disabilities within the state.

### Non-Profit Community Rehabilitation Programs (CRPs)



WV Association for Disability Employment - Morgantown, WV  
Buckhannon-Upsher Work Adjustment Center, Inc. - Buckhannon, WV  
Clay County Services Unlimited, Inc. - Lizmores, WV  
Developmental Center & Workshop, Inc. - Keyser, WV  
Eastridge Health Systems, Inc. - Martinsburg, WV  
Gateway Industries, Inc. - Ronceverte, WV  
Goodwill Industries of Kanawha Valley, Inc - Charleston, WV  
Goodwill Industries of KYOWVA Area, Inc. - Huntington, WV  
Horizon Goodwill Industries - Hagerstown, MD  
Green Acres Regional Center, Inc. - Lesage, WV  
Hancock County Sheltered Workshop, Inc. - Weirton, WV  
Empowerment Through Employment, Inc. - Stonewood, WV  
Integrated Resources, Inc. - Mullens, WV  
Jackson County Developmental Center, Inc. - Millwood, WV  
Job Squad, Inc. - Bridgeport, WV  
Lillian James Learning Center, Inc. - Crab Orchard, WV  
Mercer County Opportunity Industries, Inc. - Princeton, WV  
Northwood Health Systems, Inc. - Wheeling, WV  
The Op Shop, Inc. - Fairmont, WV  
Pace Enterprises, Inc. - Morgantown, WV  
Precision Services, Inc. - Gassaway, WV  
Prestera Center for Mental Health Services, Inc. - Huntington, WV  
Preston County Workshop, Inc. - Reedsville, WV  
Randolph County Sheltered Workshop, Inc. (Seneca Designs) - Elkins, WV  
The Seeing Hand Association, Inc. - Wheeling, WV  
The Sheltered Workshop of Nicholas County, Inc. (Bright Horizons) - Craigsville, WV  
SW Resources, Inc. - Parkersburg, WV  
W.A.T.C.H., Inc - Wheeling, WV

[www.wvarf.org](http://www.wvarf.org)

P.O. Box 6764, Charleston, WV 25362 | 304.205.7970



West Virginia Association of Rehabilitation Facilities

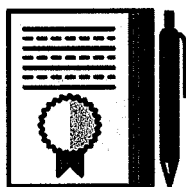
## Fiscal Year Summary Employment Data 2020

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27

Eligible Community  
Rehabilitation Programs



328

Number of Service  
Agreements



1,272

Total Number of Persons with  
Disabilities  
Producing Products and/or  
Providing Service



880,330

Total Hours of Persons with  
Disabilities Producing Products  
or Providing Services



\$8,593,317

Total Wages Paid to Persons  
with Disabilities Producing  
Products or Providing Services



10

Found Permanent Employment



\$9.76/HR

Total Average Hourly wage  
Paid to Persons with  
Disabilities



# ECONOMIC IMPACT OF THE WEST VIRGINIA STATE USE PROGRAM

SPRING 2022



West Virginia University.

JOHN CHAMBERS COLLEGE OF  
BUSINESS AND ECONOMICS

Bureau of Business and  
Economics Research

# **Economic Impact of the West Virginia State Use Program**

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West Virginia University

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## Executive Summary

West Virginia has had the lowest labor force participation rate (LFPR) in the US since as far back as the 1970s. One important factor that limits people's ability to remain in the labor force is disability. Unsurprisingly, states with higher a disability rate tend to have a lower labor force participation rate. Data also show that West Virginia has the highest disability rate in the nation.

Effective efforts to retrain disabled men and women and allow them to reenter the labor force can increase the state's LFPR and can ultimately boost broad economic prosperity. The West Virginia Association of Rehabilitation Facilities Inc. (WVARF) is a non-profit organization that provides services to allow employment opportunities to be created for citizens with disabilities. The services include vocational evaluation, training, extended employment, job placement, supported employment and follow-up consultation. Through the State Use Program, WVARF manages service and commodity contracts for non-profit Community Rehabilitation Programs (CRPs) across the state. In 2021, 24 Community Rehabilitation programs participated in the State Use Program, providing employment and other services to 1,255 people with disabilities. The purpose of this study is to estimate the economic impact of the West Virginia State Use Program in 2021.

Highlights of our findings are as follows:

- **The State Use Program directly generated \$7.7 million of employee compensation. As this income was re-spent through the state economy, it generated another \$5.6 million in secondary output impacts, resulting in a total economic impact of \$13.3 million in output in the West Virginia economy.**
- **The program directly generated service contracts for 1,255 disabled workers. Given that many of these men and women work part time, their total hours amount to the equivalent of 365 full time jobs. Further, this activity supported an additional 46 jobs in the state's economy through economic multiplier effects, resulting in a total employment impact of 411 jobs.**
- **The disabled workers participating in the State Use Program earned an employee compensation of \$7.7 million. As this income was re-spent, it generated additional \$2.1 million in employee compensation, resulting in a total of \$9.3 million in employee compensation in West Virginia.**
- **The economic activities created through the program generated around \$0.7 million in state and local tax revenue for West Virginia.**



# 1 Introduction

West Virginia has had the lowest labor force participation rate (LFPR) in the US since as far back as the 1970s.<sup>1</sup> One important factor that limits people's ability to remain in the labor force is disability. Unsurprisingly, states with higher a disability rate tend to have a lower labor force participation rate. Data also show that West Virginia has the highest disability rate in the nation.

Effective efforts to retrain disabled men and women and allow them to reenter the labor force can increase the state's LFPR and can ultimately boost broad economic prosperity. The West Virginia Association of Rehabilitation Facilities Inc. (WVARF) is a non-profit organization that provides services to allow employment opportunities to be created for citizens with disabilities. The services include vocational evaluation, training, extended employment, job placement, supported employment and follow-up consultation. Through the State Use Program, WVARF manages service and commodity contracts for non-profit Community Rehabilitation Programs (CRPs) across the state.

The purpose of this study is to estimate the economic impact of the West Virginia State Use Program in 2021. We begin with a discussion of the effects of disability on labor force participation, followed by an economic impact analysis of the participants in the State Use Program. More specifically, it estimates only the impact associated with securing service contracts for people with disability. The impact is expressed in terms of output, employment, employee compensation, and tax revenues.

## 2 Labor Force Participation

In 2020, West Virginia's LFPR for people aged 16 to 64 years old was the lowest in the nation, standing at 66.5 percent, about 9 percentage points below the national average of 75.4 percent.<sup>2</sup> The LFPR measures the share of the working-age population that is working or actively looking for work. The LFPR is a fundamental descriptor of the nature of the workforce in a region, and it is a primary determinant of a state's or region's overall level of economic prosperity. Low LFPR suggests a lack of available workers to support economic growth.<sup>3</sup>

One important factor that limits people's ability to work is disability. Figure 1 shows the relationship between the US states' the labor force participation rates of people 16 to 64 year of age and disability rates of people 18 to 64 years of age. Disability rate represents the share of people with any types of disability such as ambulatory, hearing, cognitive, vision, independent living, and self-care.

The relationship between the two can generally be shown as a downward sloping line, indicating that states with higher disability rate also have lower labor force participation rate and *vice versa*. Further, it shows that West Virginia has the highest disability rate of 19.3 percent and also the lowest LFPR of 66.5 percent. The LFPR and disability rates have been stable over the last decade.

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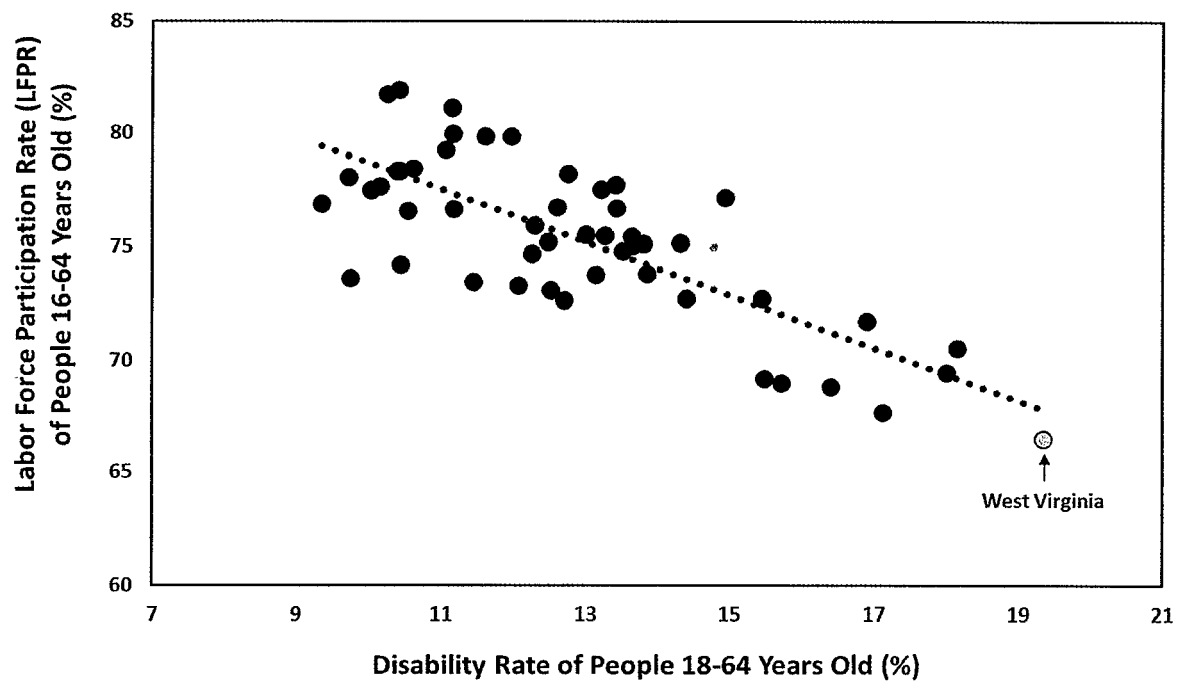
<sup>1</sup> Not counting Puerto Rico

<sup>2</sup> Based on data published by the American Community Survey, US Census Bureau.

<sup>3</sup> For a more complete discussion about West Virginia's long-run economic development challenges associated with the state's low LFPR, see WVU's Bureau of Business and Economics Research (BBER) report: "[Better Understanding Human Capital in West Virginia](#)" (2019).



**Figure 1: The Relationship between LFPR and Disability Rate, US States, 2020**



Source: 2020 American Community Survey, 5-Year Estimates, US Census Bureau



### **3 West Virginia State Use Program**

Effective efforts to rehabilitate disabled people to allow them to reenter the workforce will increase the state's LFPR. The West Virginia Association of Rehabilitation Facilities Inc. (WVARF) is a non-profit organization that handles service and commodity contracts for non-profit Community Rehabilitation Programs (CRPs) that participate in the State Use Program. These CRPs provide employment and other services to people with various disabilities.

West Virginia's State Use Program was created by the state legislature in 1984 and was strengthened in 1989. The program trains and coordinates employment opportunities for workers with disabilities. The services include vocational evaluation, training, extended employment, job placement, supported employment, and follow-up consultation.

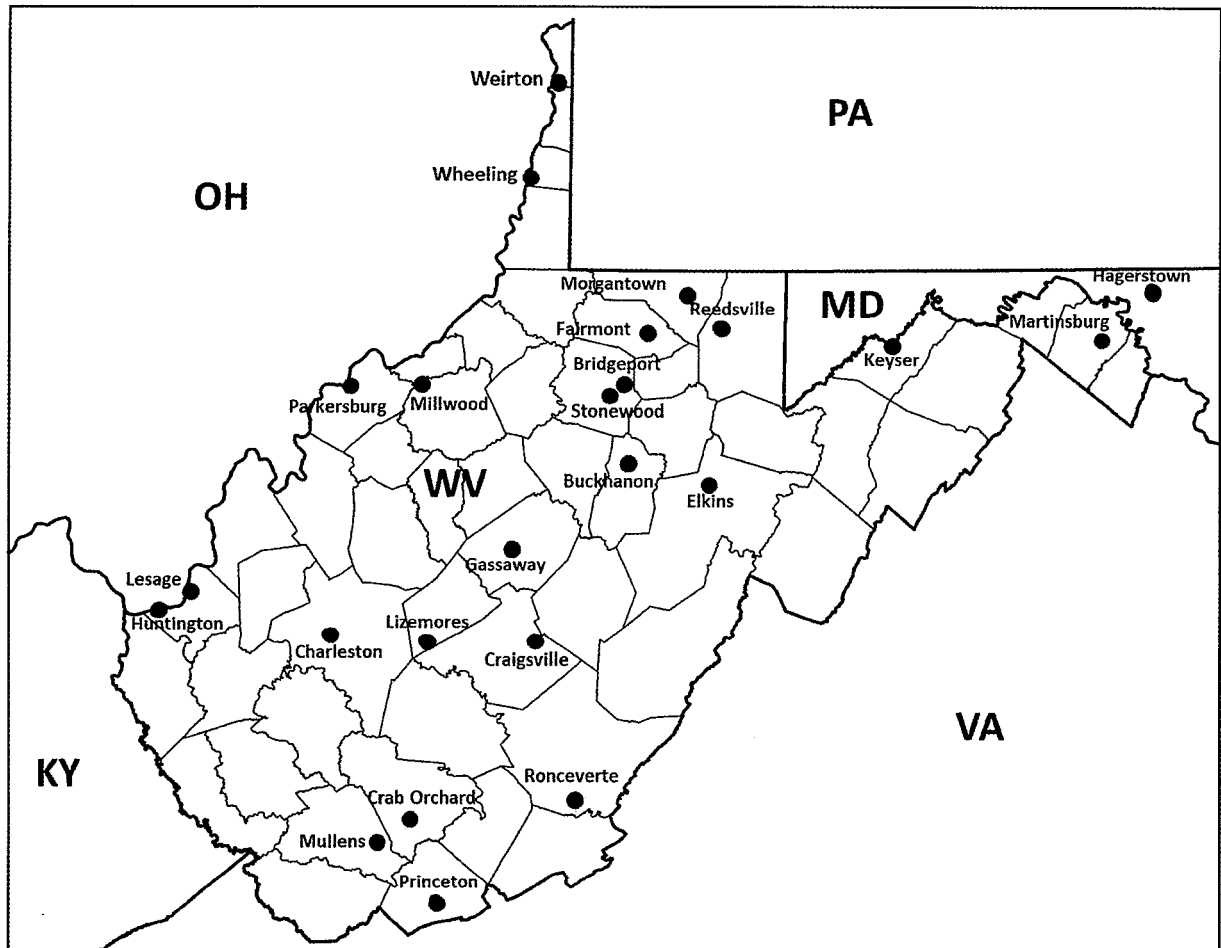
This program has expanded over time. Between 2020 and 2021, the number of service contracts that the West Virginia State Use Program created with the participating CRPs increased nearly 15 percent, and at the same time the hourly rate for participating disabled workers increased by 41 cents. In 2021, 28 Community Rehabilitation programs (CRPs) participated in the State Use Program. Figure 2 shows where these 27 CRPs are located in West Virginia and one CRP that is located in Hagerstown, Maryland. In 2021 the State Use program created service contracts with the participating CRPs for 1,255 West Virginia residents with disabilities, who spent a total of around 760 thousand work hours producing goods and services.<sup>4</sup>

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<sup>4</sup> For more information about WVARF, see <https://wvarf.org/>.



**Figure 2: Community Rehabilitation Programs Participating in the State Use Program in 2021**



Source: The West Virginia Association of Rehabilitation Facilities Inc.



## 4 Economic Impact of West Virginia State Use Program

In this section we examine the economic impact associated with services that the West Virginia State Use Program provided for people with disabilities in West Virginia in 2021. To estimate the economic impact, we use IMPLAN modeling software, an industry-standard input output software, which applies a detailed model of the West Virginia economy that outlines how industry-specific trade-flows interact with key economic indicators such as employment, employee compensation, output, and tax revenue.

The first step is to estimate the direct impact of this program. In the case of the State Use Program, we measure the additional household income earned by program participants. The total economic impact of the West Virginia State Use Program, however, is not limited to these direct economic impacts. It also includes the secondary economic impacts accrued as their employee compensation is re-spent throughout the rest of the economy, generating additional economic activities. This secondary impact, in this analysis, is also known as the induced impact. The next step is to estimate the magnitude of the secondary or induced impacts using IMPLAN. The total economic impact of the State Use Program is the sum of the direct and secondary or induced impacts.

**ECONOMIC IMPACT:** WVARF provided data on total employee compensation and total work hours associated with services that the West Virginia State Use Program provided in 2021. All 1,255 participating workers with disabilities were West Virginia residents, including those working at one CRP located in Hagerstown, Maryland. They earned total employee compensation of \$7.7 million in that year. This figure represents not only the direct employee compensation impact but also the direct output impact. We estimate the direct employment impact by converting the total work hours that these disabled workers put in into full-time equivalent employment. In 2021, these workers spent about 760 thousand work hours, which is equivalent to 365 full-time jobs.

We estimate that as the \$7.7 million employee compensation was re-spent through the rest of the state economy, it generated another \$5.6 million in secondary output impacts, resulting in a total economic impact of \$13.3 million in output in the West Virginia economy.

Further, in addition to the 365 full-time equivalent jobs directly generated, the re-spending of the \$7.7 million in initial income supported 46 additional jobs in the state, resulting in a total employment impact of 411 jobs. The relatively small multiplier for the employment impact suggests that the additional jobs generated were jobs in industries other than the vocational rehabilitation services industry in which these disabled people work. These industries likely paid higher wages and were less labor intensive. The additional jobs generated an additional \$1.6 million employee compensation, resulting in a total employee compensation impact of \$9.3 million. Finally, we estimate that these economic activities generated around \$0.7 million tax revenue for the state and local governments (see Table 1).



**Table 1: Economic Impact of the West Virginia State Use Program, 2021**

Impact Type	Direct Impact	Indirect & Induced Impact	Total Economic Impact
Output (\$, millions)	7.7	5.6	13.3
Employment (jobs)	365	46	411
Labor Income (\$, millions)	7.7	1.6	9.3
Total Taxes (\$, millions)	—	—	0.7

Notes: Output, Employee Compensation, and Tax Revenue are measured in 2021 dollars. Tax Revenue impact includes sales, personal income, property, and corporation net income taxes.

**OTHER POTENTIAL IMPACTS:** It is important to note that the economic impact of the State Use program estimated above does not account for other economic impacts related to the operation of the program. First, it does not count the impact that stems from workers without disabilities who also participated in the State Use program. In 2021, they earned a total of \$2.2 million in employee compensation. This income was likely re-spent in the state economy, generating additional output and income. Second, it does not count the impact that stems from the spending associated with the operation of the State Use program. This included the spending paid to the workers in charge of the program as well as other expenses such as office materials, utilities, etc. This spending will likely generate multiplier impact in the state economy as well.





## About the Bureau of Business and Economic Research

Since the 1940s, the BBER's mission has been to serve the people of West Virginia by providing the state's business and policymaking communities with reliable data and rigorous applied economic research and analysis that enables the state's leaders to design better business practices and public policies. BBER research is disseminated through policy reports and briefs, through large public forums, and through traditional academic outlets. BBER researchers are widely quoted for their insightful research in state and regional news media. The BBER's research and education/outreach efforts to public- and private-sector leaders are typically sponsored by various government and private-sector organizations.

The BBER has research expertise in the areas of public policy, health economics, energy economics, economic development, economic impact analysis, economic forecasting, tourism and leisure economics, and education policy, among others. The BBER has a full-time staff of three PhD economists, and one master's-level economist. This staff is augmented by graduate student research assistants. The BBER also collaborates with affiliated faculty from within the John Chambers College of Business and Economics as well as from other parts of WVU.

To learn more about our research, please visit our website at <https://business.wvu.edu/bber/>.

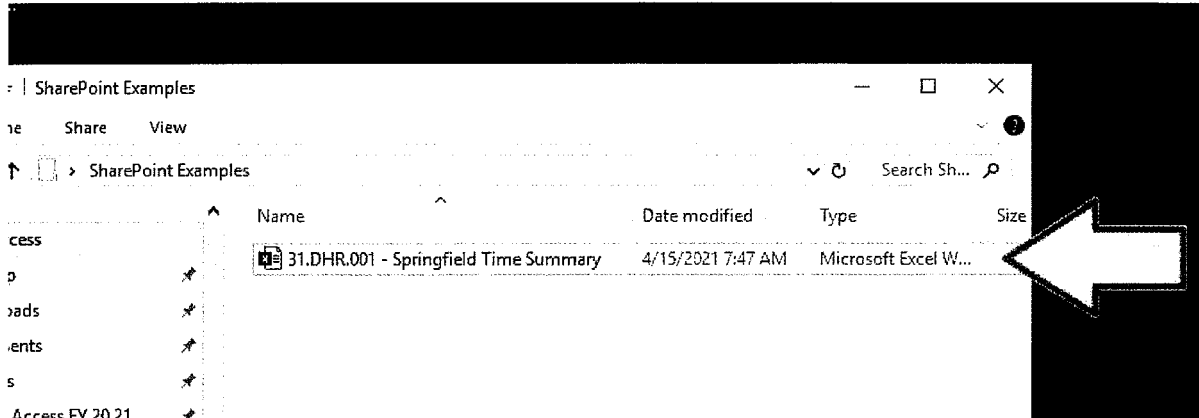


## Attachment 4.1.1.5

## Creating and Submitting Invoices and Backup to SharePoint

\*Please wait until you have received the CRP SharePoint Training, then email our technical support, [wayne@netsolutionswv.com](mailto:wayne@netsolutionswv.com) to have SharePoint synced to your computer. It will take about 5 minutes.

Locate any backup such as timesheets, delivery tickets, or purchase orders needed to create your invoice.



\*\*Create the invoice using accurate item numbers and hourly rates. All invoices should include corresponding purchase order numbers.

### Example 1: Correct Janitorial Invoicing

PO #11.GSD.016.20  
FEBRUARY 2021



WVARE PO#

Charge Date	Description	Quantity	Unit Price	Sales Tax	Amount
2/28/2021	WF-BLDG 55	438.00	17.329100		\$7,590.15

Hours



Rate

## Example 2: Correct Commodity Invoicing

Customer ID		Customer PO		Payment Terms	
WVARF		MOUNTAINEER CHALLENG		Net 30 Days	
Sales Rep ID		Shipping Method		Ship Date	Due Date
					3/11/21

Quantity	Item	Description	Unit Price	Amount
16.00		1944-02 DELIVERED ON 2-8-21 WO# 3110	59.33	949.28
1.00	Item Number	WVARF FEE	38.92	-38.92
		PO# 21059 ← WVARF PO#		

Click on the "Print" drop-down menu. Click "Save as PDF."

nonprofit Company Customers Vendors Employees Banking Reports Window Help

Main Formatting Send/Ship Reports

Find New Save Delete Create a Copy Memorize Mark As Pending Preview Invoice Batch Packing Slip Shipping Label Envelope Save As PDF

CUSTOMER: JOB DHHR - MASTER: DHHR-1

CLASS ACCOUNT

**Invoice** See History

**PAST DUE**

QUANTITY ITEM DESCRIPTION

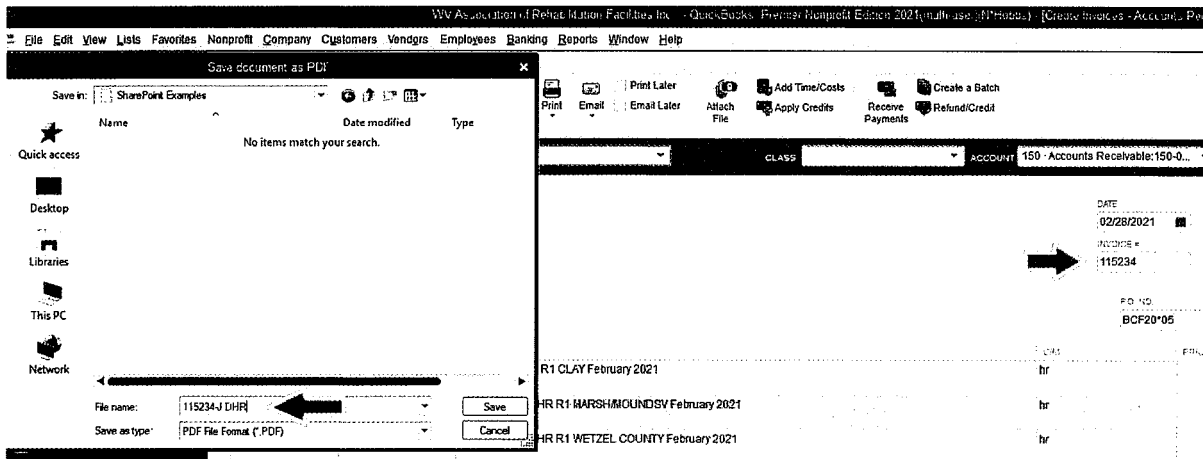
Locate your SharePoint folder. NAME your invoice now! You have all the information you need available. Name the file using 3 pieces of information.

- 1) Invoice number
- 2) T, J or C. Temporary Services, Janitorial, or Commodities.
- 3) The 3-letter agency abbreviation from the purchase order. For Temporary Services, please add the worker's last name.
- 4) The location of the agency (use the city or county name listed on PO)

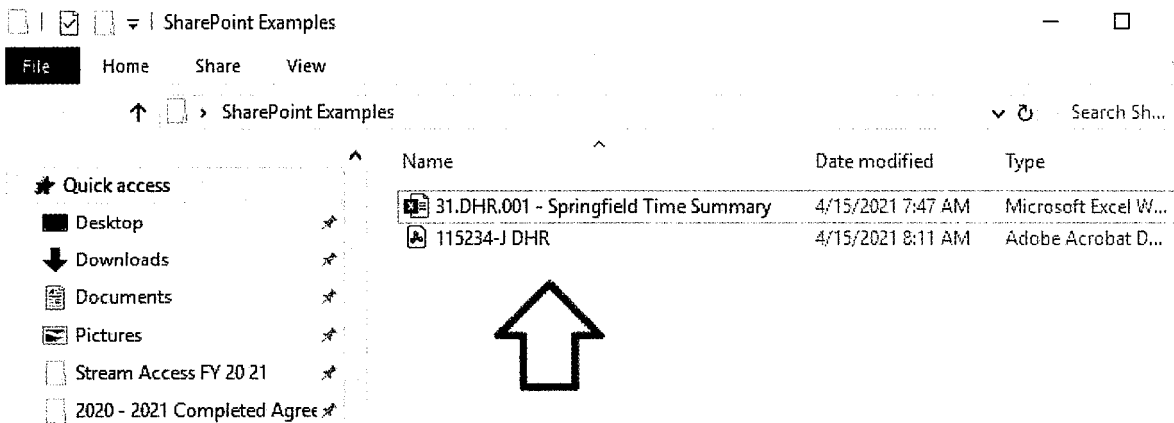
In this example, the file name is **115235-J DHR CHARLESTON**

\*Example of commodities file name **115235-C DHR CHARLESTON**

\*\*Example of temporary services file name **115235-T SMITH MEDEXAM**



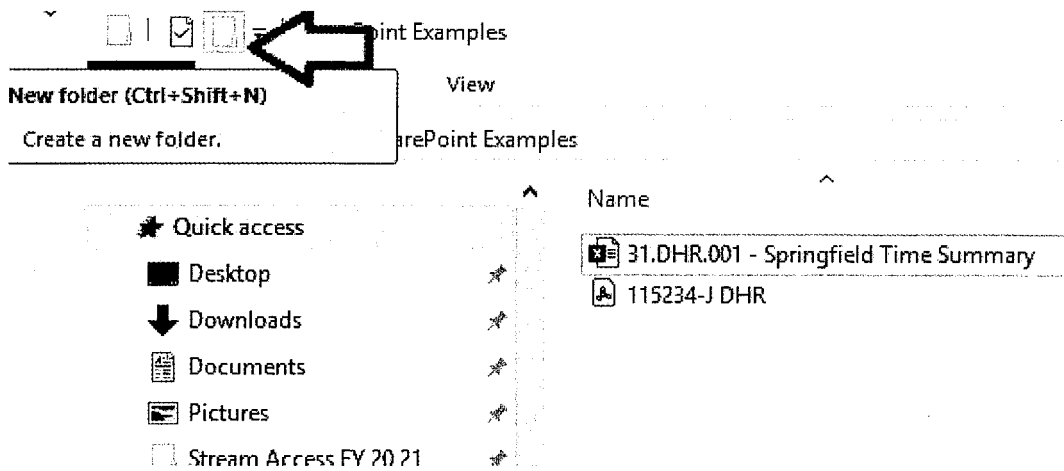
Both files are now located in the same folder on your computer.



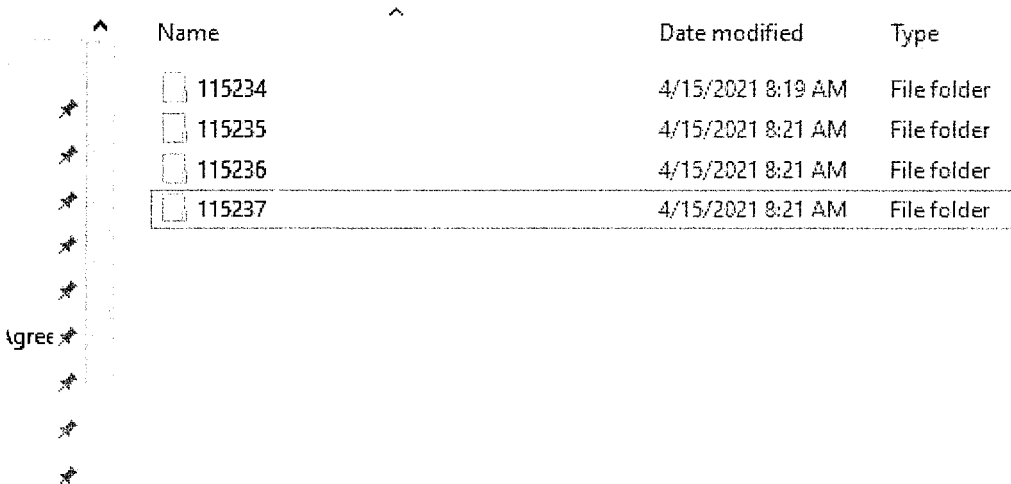
Rename the backup, so it now includes the invoice number. Right click→ Rename

Name	Date modified	Type
115234-J DHR - Springfield Time Summary	4/15/2021 7:47 AM	Microsoft Excel W...
115234-J DHR	4/15/2021 8:11 AM	Adobe Acrobat D...

Make a new folder using just the invoice number by either clicking the “New Folder” button or right-clicking and selecting “New-Folder.”



Drag and drop the invoice and backup into the folder. When you have completed all your invoicing. Your folder set-up should look like this:



A few notes:

- Invoices should always be saved and submitted separately. If you submit a pdf that contains 32 pages/invoices, you will be asked to separate and name them.
- Janitorial time sheet summaries are only required for DHHR and GSD invoices. For all other janitorial invoicing, just submit the invoice.

## Attachment 4.1.1.9



**Scope of Work**  
**07.ABC.001.22.GM**

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PO Box 6764 Charleston WV 25362 Phone (304) 205-7970 Fax (304) 205-7915 [www.wvarf.org](http://www.wvarf.org)

***To give every individual with varying abilities the opportunity to have gainful employment***

**SCOPE OF WORK**

- Mowing to consist of a uniform height of the entire lawn area.
- Trimming shall be done with each scheduled mowing .
- Trimming height shall match mowing height for a uniform look of entire lawn.
- Trimming shall be done with a weed eater for areas inaccessible by a mower.
- General clean up to include the removal of trash and debris (including leaves and branches) from lawn, sidewalks, curb area and flower and landscaping beds.
- The Vendor agrees to have each individual worker sign in and out using the State Sign-in/Sign-Out sheet.
- The Vendor agrees to complete the grounds maintenance each visit and if they cannot, due to unforeseen circumstances, then they will notify the Warehouse Manager.
- ABCA Warehouse agrees to communicate specific needs or areas not completed to Goodwill's Supervisor and/or WVARF.
- ABCA Warehouse hours of operation are from 6:00 AM to 2:00 PM. Grounds Maintenance needs to be completed during this time.



## Attachment 4.1.3.1

**Strategic Plan in Action**  
**Individuals – CRP Development**

**Goal:** WVARF will support CRPs in reaching their organizational potential to better meet the needs of customers and the disability community.

**Objectives/Outcome Measures:**

1. **Quality Assurance:** WVARF will develop three separate comprehensive quality assurance plans for services, commodities, and temporary worker placement.
2. **Process Management:** WVARF will provide training and mentoring to CRPs to optimize process management (e.g., executive management, board training, grant writing, operations, staff training, and accounting processes).
3. **Program Awareness:** WVARF will coordinate an educational hub with CRPs and community partners to develop and distribute resources for individuals with disabilities.

Action Items	By When	Responsible Unit/Persons	Progress
<b>Quality Assurance</b>  A) Janitorial: WVARF will evaluate current QA Form and revise/update as necessary.  B) Follow and update standards outlined in master service agreements. - Janitorial: WVARF we utilize the QA Form during customer visits and conduct spot visits (two per week/eight per month). - Commodities: WVARF will determine an appropriate turnaround time for commodities to be delivered and invoiced. - Commodities: WVARF will develop a tracking system for Commodities SO fulfillment.	June 2022          Ongoing/ Quarterly quotas	Northern and Southern Contract Managers/Contract Administrator   WVARF Staff	

<ul style="list-style-type: none"> <li>- Commodities: WVARF will monitor CRP fulfilment of established standards with 75% of all orders received.</li> <li>- Commodities: WVARF will monitor CRP fulfilment of established standards of 90% of all orders.</li> <li>- Temp Workers: WVARF will work with CRPs to determine a QA monitoring system for temporary workers.</li> <li>- Temp Workers: WVARF will conduct # amount of QA checks per quarter.</li> <li>- All areas: only after strategic plan completion of process management training and QA monitoring, WVARF will determine any improvement plan necessary for CRPs unable to comply with set standards.</li> </ul>			
<p><b>Process Management</b></p> <p>A) Develop a system to evaluate what CRPs need trainings in what process management area.</p> <p>B) Develop a system of recording and housing trainings to be accessible at a later date (is something other than SharePoint needed?).</p> <p>C) WVARF will have 4 trainings a year that address areas needed by CRPs.</p>	<p>December 22</p> <p>December 22</p> <p>Once a quarter starting July 23(FY24)</p>	<p>Team Input/Lead by Contract Management Team</p> <p>Contract Administrator/CFO/CEO</p> <p>Executive Team</p>	

<b>Program Awareness</b>  A) Hire Program Coordinator - Business Development - DRS Liaison - Grant Managements  B) Bridge communication gap between all stakeholders.	October 2022          Ongoing	CEO/Board Member          Program Coordinator	

## Strategic Plan in Action Organizational Growth

**Goal:** WVARF will grow our business by expanding existing contracts and services to current customer and into new markets.

**Objectives/Outcome Measures:**

1. **State Purchasing:** WVARF will grow by working to improve the relationship with WV State Purchasing to ultimately improve the process and yield more success for the CRPs.
2. **Team Expansion:** WVARF will grow by increasing the number of service agreements and services provided in currently limited areas, seeking to add team members to manage the increase.
3. **Standard Operating Procedures:** WVARF will grow by defining and strengthening our internal standard operating procedures, by creating uniformity and ease of understanding.

Action Items	By When	Responsible Unit/Persons	Progress
<b>State Purchasing:</b> <ol style="list-style-type: none"> <li>1. Meet with Governor's Chief of Staff and Chief Counsel to update code.</li> <li>2. Get the Attorney General to interpret the state use code with 4 specific questions.</li> <li>3. Set a meeting with the Cabinet Secretary for DOA, General Counsel and the Chairman of the GC.</li> <li>4. Create an action plan for growth that represents the opinion of the Attorney General, as well as disability community in which we serve.</li> </ol>	<p>April 2022</p> <p>June 2022 (60 days)</p> <p>September 2022</p> <p>September 2022</p>	<p>WVARF CEO</p> <p>WVARF CEO/Contract Administrator</p> <p>WVARF</p> <p>WVARF CEO/Contract Administrator</p>	<p>Meeting occurred April 2022 and awaiting updates.</p>
<b>Team Expansion:</b> <ol style="list-style-type: none"> <li>1. Increase the number of service agreements by 8% each year.</li> <li>2. Develop staffing plan.</li> </ol>	<p>Next 3 years</p> <p>December 2022</p>	<p>Contract Management Team</p> <p>HR/WVARF CEO/CFO</p>	
<b>Standard Operating Procedures</b>			

1. Ask staff for daily tasks and align with current SOPs.	December 2022	WARF Staff	
2. Review SOPs.	Biannually	WVARF CEO	
3. Update master SOP manual.	Biannually/Ongoing	WCVARF CEO/CFO/Contract Administrator	

**Strategic Plan in Action  
Community and Capacity**

**Goal:** WVARF will become recognized as the link that connects employers with a dedicated, reliable and passionate workforce.

**Objectives/Outcome Measures:**

1. **Branding/Awareness:** Create a rebrand and awareness campaign and contract with government relations professional.
2. **Program Development:** Expand current programs and create three new programs.
3. **Strategic Collaboration:** Continue to nurture and grow current and new statewide stakeholder engagement.

Action Items	By When	Responsible Unit/Persons	Progress
<b>Branding/Awareness:</b>  a) Hire a consultant to create a rebrand and awareness campaign.  b) Contact State Use Program Association to research rebranding efforts in other states.  c) Hire government relations professional to assist with authoring, monitoring and lobbying.  d) Launch rebrand campaign.	October 2022  December 2022  November 2022  July 2023	WVARF  WVARF  WVARF  WVARF	
<b>Program Development</b> a) Expand current programs: <ul style="list-style-type: none"> <li>• Serve county and city government</li> <li>• Outreach to state agencies</li> <li>• Outreach to private sector</li> </ul>	Begin July 2022/Ongoing	WVARF	





Attachment 4.1.3.3.1

# WV Association of Rehabilitation Facilities

Ordinary Income/Expense			
Income	\$	18,000,000.00	
Gross Profit	\$	738,000.00	
Total 700 - Salaries & Wages	\$	521,757.14	
705 - Contract Labor	\$	40,000.00	Administrative Overhead \$ 788,500.14 106.84%
710 - FICA	\$	42,000.00	SUP Support \$ 64,750.00 8.77%
720 - Worker's Comp	\$	1,400.00	CRP Development \$ 14,800.00 2.01%
730 - Unemployment	\$	15,500.00	
740 - Retirement	\$	47,000.00	
750 - Health Insurance	\$	60,468.00	
800 - Recruiting	\$	500.00	
810 - Dues & Subscriptions	\$	2,075.00	
812 - Books & Software	\$	10,250.00	
817 - Welfare - Employees / CRP	\$	150.00	
821 - Publications	\$	100.00	
Employee Quarterly Meeting/Strategic Planning Tracking	\$	4,000.00	
Total 826 - Office Rent	\$	20,800.00	
828 - Marketing	\$	250.00	
830 - Training	\$	2,000.00	
840 - Equipment / Copier Maintenance	\$	4,000.00	
Total 843 - Equipment below \$1,000	\$	7,500.00	
845 - Office Supplies	\$	500.00	
847 - Document Imaging & Shredding	\$	500.00	
850 - Postage	\$	400.00	
855 - Telephone & Telecomm	\$	8,500.00	
860 - State Use Conference	\$	3,000.00	
863 - Website & Internet Service	\$	1,650.00	
Total 865 - Travel / Maintenance	\$	18,000.00	
868 - Interest Expense	\$	500.00	
872 - Professional Fees			
872-01 - Accounting	\$	3,000.00	
872-02 - Audit	\$	7,500.00	
872-04 - Technical Support	\$	15,000.00	
875 - Corporate Insurance	\$	17,000.00	
890 - WVARF/CRP Tech & Training	\$	10,000.00	
893 - Bank Service Charges	\$	2,750.00	
Total Expense	\$	868,050.14	
Net Ordinary Income	\$	(130,050.14)	
Net Income			

Attachment 4.1.4.1

# REPORT

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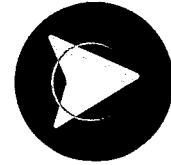
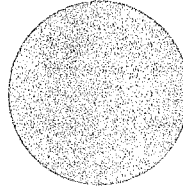
## 2021

# WARF



# OUR MISSION

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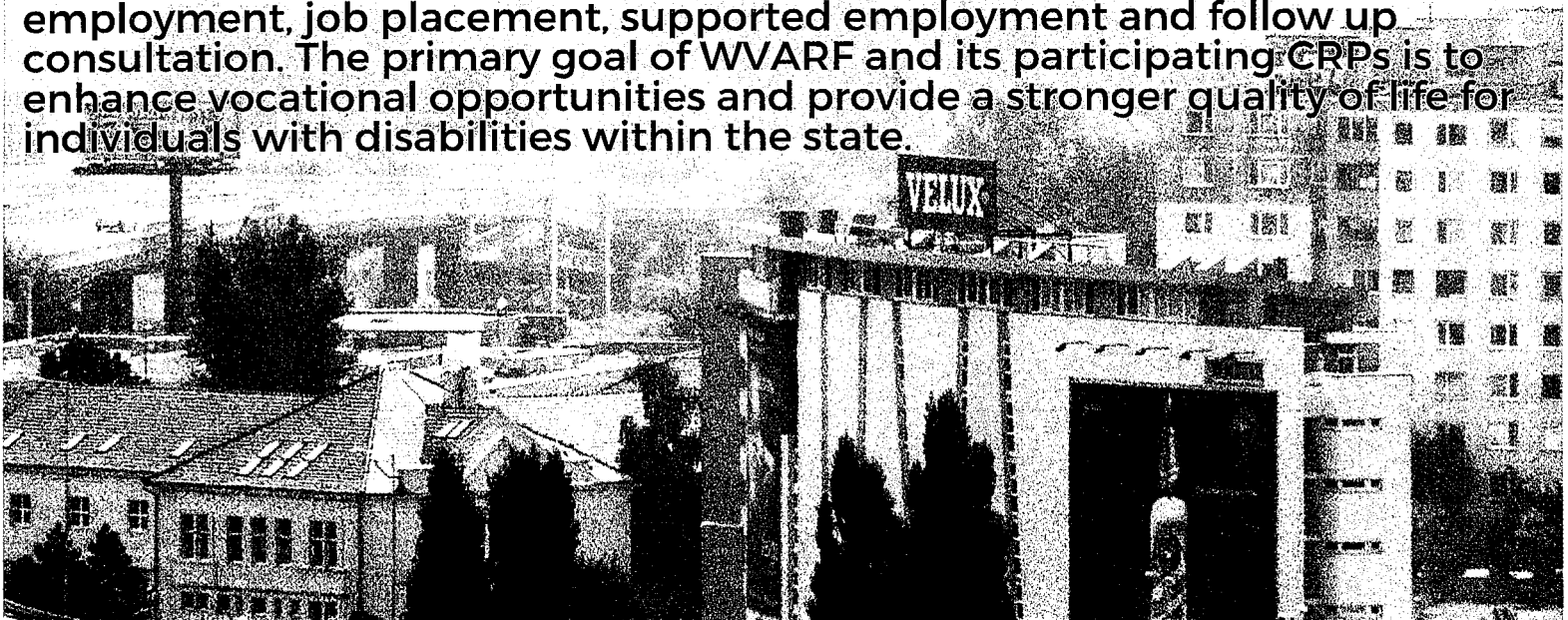
TO GIVE EVERY INDIVIDUAL WITH A DISABILITY THE OPPORTUNITY TO HAVE GAINFUL EMPLOYMENT.

We accomplish this by:

- Building a strong network
- Promoting services and products
- Providing continued education and support
- Advocating for persons with disabilities
- Encouraging high ethical standards
- Developing innovative services and products
- Promoting unity and common action

WVARF is a non-profit organization that handles service and commodity contracts for non-profit Community Rehabilitation Programs (CRPs) that participate in the State Use Program. These CRPs from all across the state provide employment and other services to persons with various disabilities.

These services include vocational evaluation, training, extended employment, job placement, supported employment and follow up consultation. The primary goal of WVARF and its participating CRPs is to enhance vocational opportunities and provide a stronger quality of life for individuals with disabilities within the state.



# WV STATE USE PROGRAM: DISABILITY EMPLOYMENT

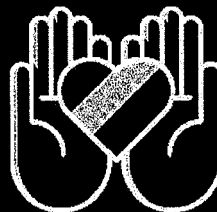
Number of service  
contracts from 2020  
to 2021

 **14.9%**  
INCREASE OF 49 SERVICE  
CONTRACTS IN 2021

Total hourly wage  
increase to persons  
with disabilities from  
2020 to 2021


 **.41  
cents**

"Our work offers our  
most vulnerable  
communities  
opportunities for self-  
sufficiency and  
community  
involvement"



The West Virginia Association of Rehabilitation Facilities,  
Inc. has a mission to give every individual with a  
disability the opportunity to have gainful employment.

Number of persons  
with disabilities  
producing products  
and / or providing  
services

**1255**  




**760,093.49**

Total hours of persons with disabilities  
producing products and / or providing services



**\$7,629,270**

Total wages paid to persons with disabilities  
producing products and / or providing services

- 63 Number of persons with disabilities in  
Competitive Integrated Employment
- 377 Total Number of Service Contracts
- 27 Number of CRP's producing products  
and / or providing services
- 2 Number of contracts or partnerships  
with commercial entities to promote  
employment for persons with disabilities



# FINANCIAL POSITION

## ASSETS

	JUNE 30,	
	2021	2020
Cash and Cash Equivalents	\$ 1,066,134	\$ 602,558
Reserve Fund	1,056,217	979,257
Accounts Receivable (less allowance for doubtful accounts of \$190,000 and \$147,000, respectively)	3,640,445	4,599,295
Inventory - Equipment and Supplies Held for Resale	26,319	44,306
Prepaid Expenses and Deposits	20,242	1,070
Equipment (less accumulated depreciation of \$106,776 and \$108,501, respectively)	33,494	32,946
<b>TOTAL ASSETS</b>	<b>\$ 5,842,851</b>	<b>\$ 6,259,432</b>

## LIABILITIES AND NET ASSETS

Accounts Payable	\$ 3,193,196	\$ 3,603,855
Accrued Expenses	85,782	60,339
Line of Credit Payable	492,123	511,002
Paycheck Protection Program Loan Payable	103,562	103,560
<b>Total Liabilities</b>	<b>\$ 3,874,663</b>	<b>\$ 4,278,756</b>
<b>Net Assets without Restriction</b>	<b>1,968,188</b>	<b>1,980,676</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 5,842,851</b>	<b>\$ 6,259,432</b>

Included in this publication are the audited financial statements of the West Virginia Association of Rehabilitation Facilities, Inc. Ellis & Ellis, PLLC issued an unmodified opinion on WVARF's statements of financial position as of June 30, 2021 and 2020, and the related statements of activity and cash flows for the years then ended. The audited financial statements and the report of independent auditors on such financial stations may be obtained by contacting WVARF.



# **BOARD OF DIRECTORS**

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John Empson - President

Jim Hash

Diane Slaughter

Franki Parsons

Aimee White

John Davidson





## Attachment 4.1.4.2

WV Association of Rehabilitation Facilities Inc.

Balance Sheet

As of June 30, 2021

Jun 30, 21

ASSETS

Current Assets

Checking/Savings

101-05 Savings - PPPL Member Ch	107,600.93
101-01 · WVARF CNA Committee	20.00
101-04 · Operations Account	935,251.10
106-02 · Reserve Fund	1,056,217.11

Total Checking/Savings 2,099,089.14

Accounts Receivable

150-01 · Accounts Receivable - CNA	30,211.82
150 · Accounts Receivable	
150-03 · Accounts Receivable - Equipment	519.54
150 · Accounts Receivable - Other	3,799,713.83

Total 150 · Accounts Receivable 3,800,233.37

Total Accounts Receivable 3,830,445.19

Other Current Assets

120 · Prepaid Assets

120-01 · Prepaid Assets - Insurance	16,980.91
120-03 · Utility Deposits	1,070.00
120 · Prepaid Assets - Other	2,190.93

Total 120 · Prepaid Assets 20,241.84

12000 · Undeposited Funds 35,028.34

12100 · Inventory Asset 26,319.12

140 · Deposits in Transit Reconciliatio -11,738.69

151-01 · Other Receivables - YEA -234.72

165-01 · Allowance for Uncoll Accts -190,000.00

Total Other Current Assets -120,384.11

Total Current Assets 5,809,150.22

Fixed Assets

170 · Property and Office Equipment

170-03 Server Upgrade 2020	13,799.77
170-01 · Property and Office Equip - CNA	45,041.74
170-02 · Property and Office Equip	5,898.90
170 · Property and Office Equipment - Other	-14,976.80

Total 170 · Property and Office Equipment 49,763.61

175 · Property and Office Equip - A/D

175-01 · Prop/Office Equipment A/D - CNA	-32,594.90
175-02 · Prop/Office Equipment A/D	-5,898.90

Total 175 · Property and Office Equip - A/D -38,493.80

180 · Vehicles

180-02 · Vehicles	90,506.10
-------------------	-----------

Total 180 · Vehicles 90,506.10

185 · Vehicles Depreciation

185-01 · Vehicles Depreciation - CNA	-10,657.10
185 · Vehicles Depreciation - Other	-57,625.28

# WV Association of Rehabilitation Facilities Inc.

## Balance Sheet

As of June 30, 2021

	Jun 30, 21
Total 185 · Vehicles Depreciation	-68,282.38
Total Fixed Assets	33,493.53
<b>TOTAL ASSETS</b>	<b>5,842,643.75</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
200 · Accounts Payable	3,192,738.61
Total Accounts Payable	3,192,738.61
Credit Cards	
250-02 · BB&T Credit Card Payable - CNA	457.60
Total Credit Cards	457.60
Other Current Liabilities	
295 PPPL - Deferred Revenue	103,562.00
240 · Accrued Vac and Benefits	
240-01 · Accrued Vac and Benefits - CNA	46,356.40
Total 240 · Accrued Vac and Benefits	46,356.40
255 · Accrued Salaries & Benefits	
255-01 · Accrued Salaries & Benefits CNA	32,840.32
255-03 · Contractor Payable	459.90
255 · Accrued Salaries & Benefits - Other	-13,430.78
Total 255 · Accrued Salaries & Benefits	19,869.44
260 · Federal Withholding	
260-01 · Federal Withholding - CNA	1,133.87
260 · Federal Withholding - Other	1,636.54
Total 260 · Federal Withholding	2,770.41
268 · City User Fee	
268-01 · City User Fee- CNA	1,364.30
268 · City User Fee - Other	-690.96
Total 268 · City User Fee	673.34
270 · FICA Withholding	
270-01 · FICA Withholding - CNA	1,006.26
270-02 · FICA Withholding	-1,636.54
270 · FICA Withholding - Other	359.87
Total 270 · FICA Withholding	-270.41
272 · Medicare Withholding	
272-01 · Medicare Withholding - CNA	-1,006.26
Total 272 · Medicare Withholding	-1,006.26
275 · SUTA Payable	17,700.00
276 · WV Sales Tax Collected	229.80
280 · Retirement Contributions Pyble	
280-01 · Retirement Contrib Pyble - CNA	993.18
Total 280 · Retirement Contributions Pyble	993.18
284-01 · Life Insurance Withheld	15.54
285 · Ins Cafe Plan Withholding	

WV Association of Rehabilitation Facilities Inc.

Balance Sheet

As of June 30, 2021

	Jun 30, 21
285-01 · Ins Cafe Plan Withholding - CNA	-6,751.57
285 · Ins Cafe Plan Withholding - Other	6,751.57
Total 285 · Ins Cafe Plan Withholding	0.00
Total Other Current Liabilities	190,893.44
Total Current Liabilities	3,384,089.65
Long Term Liabilities	
247-01 · Line of Credit	492,123.26
Total Long Term Liabilities	492,123.26
Total Liabilities	3,876,212.91
Equity	
298 · Beginning Retained Earnings	-1,898.73
299 · Net Assets	
299-01 · Net Assets - CNA	-56,039.55
299-02 · Net Assets	1,770,501.14
Total 299 · Net Assets	1,714,461.59
30000 · Opening Balance Equity	1,898.73
32000 · Unrestricted Net Assets	266,242.18
Net Income	-14,272.93
Total Equity	1,966,430.84
TOTAL LIABILITIES & EQUITY	5,842,643.75

**WV Association of Rehabilitation Facilities Inc.**  
**Statement of Cash Flows**  
July 2020 through June 2021

Jul '20 - Jun 21

**OPERATING ACTIVITIES**

Net Income	-14,272.93
Adjustments to reconcile Net Income	
to net cash provided by operations:	
150-01 · Accounts Receivable - CNA	-28,593.61
150 · Accounts Receivable	902,100.20
150 · Accounts Receivable:150-03 · Accounts Receivable - Equipment	4,996.66
115-01 · Petty Cash	42.00
120 · Prepaid Assets	-2,190.93
120 · Prepaid Assets:120-01 · Prepaid Assets - Insurance	-16,980.91
12100 · Inventory Asset	17,987.01
125-02 · Due to/from CNA	6,651.71
140 · Deposits in Transit Reconciliatio	11,738.69
151-01 · Other Receivables - YEA	30,930.40
165-01 · Allowance for Uncoll Accts	43,000.00
200 · Accounts Payable	-403,406.67
250-02 · BB&T Credit Card Payable - CNA	-1,158.96
295 PPPL - Deferred Revenue	2.00
240 · Accrued Vac and Benefits:240-01 · Accrued Vac and Benefits - CNA	4,603.86
255 · Accrued Salaries & Benefits	-13,430.78
255 · Accrued Salaries & Benefits:255-01 · Accrued Salaries & Benefits CNA	19,409.54
255 · Accrued Salaries & Benefits:255-03 · Contractor Payable	459.90
260 · Federal Withholding:260-01 · Federal Withholding - CNA	1,133.87
268 · City User Fee	-690.96
268 · City User Fee:268-01 · City User Fee- CNA	488.30
270 · FICA Withholding	359.87
275 · SUTA Payable	17,700.00
280 · Retirement Contributions Pyble:280-01 · Retirement Contrib Pyble - CNA	-1,634.47
284-01 · Life Insurance Withheld	-536.33
285 · Ins Cafe Plan Withholding	6,751.57
285 · Ins Cafe Plan Withholding:285-01 · Ins Cafe Plan Withholding - CNA	-7,621.99
290 · Other Payable	-6,093.14
Net cash provided by Operating Activities	<u>571,743.90</u>

**INVESTING ACTIVITIES**

170 · Property and Office Equipment	14,976.80
170 · Property and Office Equipment:170-03 Server Upgrade 2020	-13,799.77
175 · Property and Office Equip - A/D:175-01 · Prop/Office Equipment A/D - CNA	-12,148.46
185 · Vehicles Depreciation	10,423.77
Net cash provided by Investing Activities	<u>-547.66</u>

**FINANCING ACTIVITIES**

247-01 · Line of Credit	-18,879.13
32000 · Unrestricted Net Assets	27.72
Net cash provided by Financing Activities	<u>-18,851.41</u>

Net cash increase for period 552,344.83

Cash at beginning of period 1,581,772.65

Cash at end of period 2,134,117.48

WV Association of Rehabilitation Facilities Inc.

Profit & Loss

July 2020 through June 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	TOTAL
Ordinary income/Expense													
Income													
390 - Revenue - Services	331,294.82	373,503.81	771,884.90	1,294,447.14	1,051,043.27	1,128,026.13	1,079,420.27	1,036,739.33	1,204,993.55	1,168,532.85	1,121,717.72	4,134,650.52	14,696,254.31
391 - Revenue - Products	103,736.44	64,240.91	69,927.71	104,524.69	238,061.24	271,642.55	353,507.91	284,760.89	351,520.88	330,029.71	351,122.05	403,163.56	2,926,238.54
392 - Prod/Svc Rev - Remitted by CRPs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	330.00	330.00
393 - Revenue - Temp Svcs	57,653.98	56,792.98	56,099.53	87,099.39	70,304.04	78,910.31	80,035.67	80,442.93	91,964.63	82,352.31	82,979.52	87,155.23	911,790.50
398 - P-Card Allowance Revenue	573.47	370.17	316.59	689.33	257.10	222.26	228.17	1,870.53	363.00	321.69	320.69	257.10	5,770.10
406-01 - Equipment Sales CRP	0.00	121.71	0.00	0.00	15,098.14	3,087.21	0.00	0.00	0.00	0.00	-3,000.00	0.00	15,307.06
406-04 - Other Revenue - YEA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,651.47	6,651.47
406 - Other Revenue - PPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103,560.00	0.00	0.00	0.00	0.00	103,560.00
408-01 - Supply Sales CRP	0.00	0.00	0.00	0.00	250.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.40
450 - Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	210.38	0.00	0.00	0.00	268.55	478.93
Total Income	493,258.69	495,029.58	898,228.73	1,486,740.55	1,375,014.19	1,481,888.46	1,513,192.02	1,507,584.06	1,648,842.06	1,581,236.56	1,553,139.98	4,632,476.43	18,666,631.31
Cost of Goods Sold													
Merchant deposit fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,058.71	-3,058.71	0.00
50000 - Cost of Goods Sold	146,518.12	120,660.63	100,768.04	3,720.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-371,667.07	0.00
900-01 - Services- Cont Pmts	131,869.22	243,540.23	624,520.74	977,629.12	992,469.34	1,144,281.87	1,030,516.36	993,527.60	1,132,820.57	1,118,449.14	1,120,245.85	4,631,531.97	14,141,402.01
902-01 - Products - Cont Pmts	63,363.19	83,376.45	58,808.34	283,087.21	247,994.38	257,950.74	273,921.94	338,518.19	301,623.59	240,277.59	398,158.25	402,958.21	2,951,058.08
904-01 - Temporaries Cont Pmts	47,982.38	53,981.01	54,730.72	63,424.27	75,346.62	62,891.89	90,368.29	77,181.70	84,200.64	82,774.33	90,234.07	84,839.40	867,953.32
906-01 - Equipment for Resale	0.00	112.27	10,920.00	124.30	0.00	92.34	0.00	0.00	0.00	0.00	0.00	0.00	11,248.91
Total COGS	389,752.91	501,670.59	849,747.84	1,327,985.18	1,315,810.34	1,465,216.84	1,394,804.59	1,409,227.49	1,518,644.80	1,441,501.06	1,612,696.88	4,744,603.80	17,971,662.32
Gross Profit	103,505.78	-6,641.01	48,480.89	158,755.37	59,203.85	16,671.62	118,387.43	98,356.57	130,197.26	139,735.50	-59,556.90	-112,127.37	694,968.99
Expense													
68900 - Reconciliation Discrepancies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	-4.00	0.00	0.00	0.00	0.00
700 - Salaries & Wages	34,442.56	25,846.18	25,846.18	24,115.41	34,384.64	36,865.42	26,769.26	29,730.78	30,499.76	30,008.92	26,848.07	43,328.59	368,685.77
705 - Contract Labor	6,966.00	6,541.29	5,410.53	6,399.81	7,441.47	11,482.83	8,836.29	4,275.00	4,234.80	4,679.20	5,199.90	744.90	72,212.02
710 - FICA	2,587.06	1,962.68	1,957.95	1,805.91	2,595.10	2,786.94	2,170.34	2,372.29	2,340.48	2,362.74	2,184.09	3,761.94	28,891.12
720 - Worker's Comp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	1,600.00
730 - Unemployment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,700.00	17,700.00
740 - Retirement	3,189.81	2,126.54	2,126.54	2,126.54	2,126.54	3,189.81	2,334.81	2,543.08	2,756.80	2,946.45	2,551.92	5,787.18	33,806.02
750 - Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	3,047.60	0.00	0.00	0.00	0.00	24,098.17	27,145.77
760 - Optional Life Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,260.40	1,260.40
800 - Recruiting	49.00	0.00	573.37	215.24	544.81	15.43	171.76	0.00	97.14	0.00	0.00	437.46	2,104.21
809 - Registration Fees Expense	52.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	210.00	0.00	25.00	0.00	287.50
810 - Dues & Subscriptions	1,000.00	0.00	0.00	0.00	0.00	0.00	558.00	0.00	0.00	950.00	1,000.00	112.79	3,621.79
812 - Books & Software	176.40	135.52	705.80	364.29	983.83	200.05	198.92	3,751.93	203.74	2,787.31	228.20	-1,641.84	8,074.15
815 - Welfare - CRP Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
817 - Welfare - Employees / CRP	0.00	0.00	0.00	0.00	0.00	99.80	0.00	0.00	0.00	0.00	89.50	0.00	189.40
825 - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	690.98	-690.98	0.00
826 - Office Rent													
826-01 - Utilities	575.23	663.96	628.74	542.87	450.01	341.15	158.44	702.57	744.94	192.25	397.79	863.38	6,261.33
826-02 - Cleaning \ Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
826 - Office Rent - Other	3,250.00	3,250.00	3,250.00	3,250.00	3,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	24,600.00
Total 826 - Office Rent	3,825.23	3,913.96	3,878.74	3,792.87	3,650.01	1,541.15	1,358.44	1,902.57	1,944.94	1,392.25	1,597.79	2,063.38	30,861.33
830 - Training	0.00	0.00	0.00	0.00	0.00	0.00	109.00	0.00	0.00	171.29	55.24	52.00	387.53
840 - Equipment / Copier Maintenance	0.00	785.81	0.00	440.76	344.56	426.91	208.77	587.76	-182.46	208.77	597.07	-84.21	3,333.74
843 - Equipment below \$1,000	170.00	0.00	0.00	0.00	59.00	336.00	566.00	174.49	0.00	0.00	0.00	0.00	1,305.49
845 - Office Supplies	64.18	83.44	78.75	0.00	0.00	0.00	121.95	0.00	150.00	0.00	31.02	105.00	634.34
848 - Merchant Service Fees	2,855.79	4,403.10	2,368.31	4,442.55	3,893.22	5,265.22	5,477.72	5,699.23	3,936.41	5,639.55	6,707.05	9,990.91	60,849.06
850 - Postage	127.00	0.00	0.00	0.00	0.00	0.00	372.00	0.00	0.00	1,559.80	6.04	10.00	2,074.84
855 - Telephone & Telecomm	1,331.35	403.81	652.26	472.42	433.84	433.84	3,540.72	137.65	802.28	1,470.18	1,080.58	264.86	11,023.79
860 - State Use Conference	0.00	0.00	0.00	0.00	0.00	0.00	875.00	0.00	0.00	0.00	0.00	0.00	875.00
863 - Website & Internet Service	0.00	0.00	0.00	360.00	0.00	0.00	0.00	8,550.00	0.00	0.00	0.00	0.00	8,910.00
865 - Travel / Maintenance	458.65	151.18	190.94	260.95	169.73	78.94	254.13	313.41	284.46	867.15	1,079.41	726.97	4,635.92
868 - Interest Expense	1,543.91	1,369.51	0.00	0.00	0.00	0.00	20,277.89	0.00	0.00	0.00	0.00	-970.83	22,220.48
871 - Bad Debts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	799.12	18,326.99	192.00	53,058.61	72,376.72
872 - Professional Fees													
872-01 - Accounting	520.00	0.00	0.00	197.69	129.06	131.11	275.86	135.21	137.26	219.15	144.14	-2,808.33	-918.85
872-02 - Audit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,120.00	0.00	2,120.00
872-03 - Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
872-04 - Technical Support	550.00	649.99	1,785.00	550.00	550.00	550.00	8,090.00	550.00	550.00	1,980.00	550.00	550.00	16,904.99
Total 872 - Professional Fees	1,070.00	649.99	1,785.00	747.69	679.06	681.11	8,365.86	685.21	687.26	2,199.15	2,814.14	-2,258.33	16,108.14
875 - Corporate Insurance	500.00	0.00	16,849.17	0.00	0.00	0.00	230.10	0.00	0.00	0.00	73.16	-1,487.21	16,165.22

WV Association of Rehabilitation Facilities Inc.  
**Profit & Loss**  
July 2020 through June 2021

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	TOTAL
885 - Staff/ CRP Development	238.00	0.00	349.00	0.00	0.00	0.00	0.00	0.00	0.00	245.00	0.00	0.00	832.00
892 - Miscellaneous Rounding Errors	-0.49	0.00	-0.02	0.00	0.00	0.00	0.00	0.00	-0.20	0.01	0.00	344.31	343.61
893 - Bank Service Charges	237.25	194.00	195.77	141.75	180.00	139.25	261.70	203.50	226.20	337.17	290.10	29.80	2,436.49
895 - Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,252.11	13,252.11
Total Expense	60,884.20	48,567.01	62,988.29	45,689.79	57,485.81	63,542.80	86,107.26	60,900.90	48,986.73	76,131.93	53,341.24	171,596.00	836,201.96
Net Ordinary Income	42,621.58	-55,208.02	-14,487.40	113,065.58	1,718.04	-46,871.18	32,280.17	37,455.67	81,210.53	63,603.57	-112,888.14	-283,723.37	-141,232.97
Other Income/Expense													
Other Income													
455 - Gain (Loss) In Reserve Fund													
455.01 - Investment Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,705.30	29,705.30
455.02 - Investment Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-3,007.84	-3,007.84
455.03 - Unrized (Gain)/Loss Investments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97,130.77	97,130.77
455 - Gain (Loss) in Reserve Fund - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,839.29	11,839.29
Total 455 - Gain (Loss) in Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135,667.52	135,667.52
Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135,667.52	135,667.52
Other Expense													
Fraud Expense - 2020	0.00	-37,347.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,347.15	0.00
470 - Loss In Investment Funds - Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,707.48	8,707.48
Total Other Expense	0.00	-37,347.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,054.63	8,707.48
Net Other Income	0.00	37,347.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89,612.89	126,960.04
Net Income	42,621.58	-17,860.87	-14,487.40	113,065.58	1,718.04	-46,871.18	32,280.17	37,455.67	81,210.53	63,603.57	-112,888.14	-194,110.48	-14,272.93

## Attachment 4.1.4.3



**WV Association of Rehabilitation Facilities Inc.  
Budget 2023**

	Income through 3/30/22 (except stream access) Expenses through 4/30/22				2021	2023	2023
	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget	Budget	Budget w/o grants	Budget with grants
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
390 - Revenue - Services	10,587,151.73	12,000,000.00	-1,412,848.27	88.23%	\$ 11,601,006.00	\$ 14,872,000.00	\$ 14,872,000.00
391 - Revenue - Products	3,419,979.07	1,500,000.00	1,919,979.07	228.0%	\$ 970,959.24	\$ 4,862,000.00	\$ 4,862,000.00
392 - Prod/Svc Rev - Remitted by CRPs	300.00						
393 - Revenue - Temp Svcs	839,155.46	850,000.04	189,155.42	129.1%	\$ 588,313.08	\$ 1,215,500.00	\$ 1,215,500.00
398 - P-Card Allowance Revenue	3,567.28						
406-01 - Equipment Sales GRP	7,067.41						
406 - Other Revenue - PPP	103,562.00	103,562.00	0.00	100.0%			
407 - Grant Income	39,510.68	39,999.96	-489.28	98.78%			
407-01 - Grant Income - ARC							\$ 697,375.00
407-02 Grant Income - \$310 Transportation							\$ 40,000.00
408 Appropriations Funding							\$ 750,000.00
450 - Interest Income	23.03						
<b>Total Income</b>	<b>15,000,316.66</b>	<b>14,293,562.00</b>	<b>706,754.66</b>	<b>104.95%</b>	<b>\$ 13,160,278.32</b>	<b>\$ 20,949,500.00</b>	<b>\$ 22,436,875.00</b>
<b>Cost of Goods Sold</b>							
50000 - Cost of Goods Sold	0.00	350,000.04	-350,000.04	0.0%	\$ 320,797.80		
900-01 - Services- Cont Pmts	10,129,580.01	11,400,000.00	-1,270,419.99	88.86%	\$ 10,917,686.16	\$ 14,262,248.00	\$ 14,262,248.00
902-01 - Products - Cont Pmts	3,294,681.97	1,149,999.96	2,144,682.01	286.49%	\$ 856,645.44	\$ 4,662,658.00	\$ 4,662,658.00
904-01 - Temporaries Cont Pmts	796,166.24	620,000.04	176,166.20	128.41%	\$ 529,531.56	\$ 1,165,685.00	\$ 1,165,685.00
906-01 - Equipment for Resale	0.00	0.00	0.00	0.0%	\$ 3,339.12		
<b>Total COGS</b>	<b>14,220,428.22</b>	<b>13,520,000.04</b>	<b>700,428.18</b>	<b>105.18%</b>	<b>\$ 12,628,000.08</b>	<b>\$ 20,090,591.00</b>	<b>\$ 20,090,591.00</b>
<b>Gross Profit</b>	<b>779,888.44</b>	<b>773,561.96</b>	<b>6,326.48</b>	<b>100.82%</b>	<b>\$ 532,278.24</b>	<b>\$ 858,909.00</b>	<b>\$ 2,346,284.00</b>
<b>Expense</b>							
66900 - Reconciliation Discrepancies	73.16						
699 ARC Funded Expenses (FY23)							\$ 697,375.00
699-01 ARC Funded Personnel							\$ 100,275.00
699-01-01 CEO							\$ 8,500.00
699-01-02 CFO							\$ 6,500.00
699-01-03 Program/Grants Director							\$ 27,500.00
699-01-04 Job Coaches							\$ 45,250.00
699-01-05 Case Manager							\$ 3,250.00
699-01-06 Program Director							\$ 3,650.00
699-01-07 Grant Accountant							\$ 2,825.00
699-01-08 IT/Staff Support							\$ 2,800.00
699-02 ARC Funded Travel							\$ 3,000.00
699-02 ARC Funded Equipment							\$ 309,150.00
699-03 ARC Funded Contractual/Training							\$ 284,950.00
699-03-01 Case Management Services							\$ 49,950.00
699-03-02 Certifications							\$ 10,000.00
699-03-03 Marketing & Outreach							\$ 120,000.00
699-03-04 Mobility Manager							\$ 75,000.00
699-03-05 Apprentiship Programs							\$ 30,000.00
699-03-06 OSI Training							
698 - \$310 Transportation							
700 - Salaries & Wages							\$ 40,000.00
700-01 - Salaries & W. - ARC Local Match	7,620.60						\$ 42,500.00
700-03 - Salaries & Wages - Bonus	18,000.00	0.00	18,000.00	100.0%		\$ 18,000.00	\$ 18,000.00
700 - Salaries & Wages - Other	351,529.98	469,550.04	-118,020.06	74.67%	\$ 304,749.96	\$ 503,757.14	\$ 418,757.14
<b>Total 700 - Salaries &amp; Wages</b>	<b>377,150.58</b>	<b>469,550.04</b>	<b>-92,399.46</b>	<b>80.32%</b>		<b>\$ 521,757.14</b>	<b>\$ 519,257.14</b>
705 - Contract Labor	6,159.90	9,000.00	-2,840.10	68.44%		\$ 40,000.00	\$ 40,000.00
710 - FICA	30,848.00	35,920.56	-5,272.56	85.32%	\$ 38,398.56	\$ 42,000.00	\$ 42,000.00
720 - Worker's Comp	1,156.36	14,018.52	-12,862.16	8.25%	\$ 14,018.52	\$ 1,400.00	\$ 1,400.00
730 - Unemployment	25,481.50	8,499.96	16,981.54	299.78%	\$ 8,228.28	\$ 15,500.00	\$ 15,500.00
740 - Retirement	37,945.01	44,607.24	-6,662.23	85.07%	\$ 2,412.60	\$ 47,000.00	\$ 47,000.00
750 - Health Insurance	43,635.98	40,760.04	2,875.94	107.06%	\$ 36,570.00	\$ 60,468.00	\$ 60,468.00
755 - Accrued Wages & Benefits	23,552.86	0.00	23,552.86	100.0%	\$ 17,370.00	\$ 25,000.00	\$ 25,000.00
789 - Awards Banquet	484.00				\$ 17,370.72		
800 - Recruiting	466.67	500.04	-33.37	93.33%		\$ 999.96	\$ 500.00
810 - Dues & Subscriptions	2,011.93	2,499.96	-488.03	80.48%	\$ 2,000.04	\$ 2,075.00	\$ 2,075.00
812 - Books & Software	4,663.65	2,499.96	2,163.69	186.55%	\$ 999.96	\$ 10,250.00	\$ 10,250.00
815 - Welfare - CRP Personnel	0.00	150.00	-150.00	0.0%			
817 - Welfare - Employees / CRP	0.00	0.00	0.00	0.0%		\$ 150.00	\$ 150.00
821 - Publications	224.50					\$ 100.00	\$ 100.00
824 - Hospitality	258.73	324.96	-66.23	79.82%			
Employee Quarterly Meeting/Strategic Planning Tracking						\$ 4,000.00	\$ 8,000.00

Personnel				
Year 1	Year 2	Year 3	Total	
\$ 100,275.00	\$ 42,500.00	\$ 42,500.00	\$ 185,275.00	
\$ 8,500.00	\$ 8,500.00	\$ 8,500.00		
\$ 6,500.00	\$ 6,500.00	\$ 6,500.00		
\$ 27,500.00	\$ 27,500.00	\$ 27,500.00		
\$ 45,250.00				
\$ 3,250.00				
\$ 3,650.00				
\$ 2,825.00				
\$ 2,800.00				
Contractual				
Year 1	Year 2	Year 3	Total	
\$ 284,950.00	\$ 171,975.00	\$ 105,000.00	\$ 561,925.00	
\$ 49,950.00	\$ 21,975.00			
\$ 10,000.00				
\$ 120,000.00	\$ 70,000.00	\$ 50,000.00		
\$ 75,000.00	\$ 50,000.00	\$ 25,000.00		
\$ 30,000.00	\$ 30,000.00	\$ 30,000.00		

\*Assumed even match WVARF Staff and \$57,775 even match from CRPs

**WV Association of Rehabilitation Facilities Inc.  
Budget 2023**

	Expenses through 4/30/22				2021	2023	2023	
	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget	Budget	Budget w/o grants	Budget with grants	
826 - Office Rent								
826-01 - Utilities	5,334.56	3,500.04	1,834.52	152.41%	\$ 3,500.04	\$ -	\$ -	**Internet in separate category
826-02 - Cleaning \ Supplies	0.00	150.00	-150.00	0.0%	\$ 99.96	\$ 100.00	\$ 100.00	
826 - Office Rent - Other	12,000.00	39,000.00	-27,000.00	30.77%	\$ 24,999.96	\$ 20,700.00	\$ 20,700.00	
Total 826 - Office Rent	17,334.56	42,650.04	-25,315.48	40.64%	\$ 28,599.96	\$ 20,800.00	\$ 20,800.00	
828 - Marketing	0.00	8,000.04	-8,000.04	0.0%		\$ 250.00	\$ 100,000.00	**Paid for by ARC previous FY
830 - Training	90.00	2,000.04	-1,910.04	4.5%	\$ 399.96	\$ 2,000.00	\$ 2,000.00	
840 - Equipment / Copier Maintenance	3,770.02	1,800.00	1,970.02	209.45%	\$ 500.04	\$ 4,000.00	\$ 4,000.00	
843 - Equipment below \$1,000								
843-01 - ARC Equipment - Local Match	748.48						\$ 12,000.00	
843 - Equipment below \$1,000 - Other	935.30	9,999.96	-9,064.66	9.35%				
Total 843 - Equipment below \$1,000	1,683.78	9,999.96	-8,316.18	16.84%		\$ 7,500.00	\$ 12,000.00	*Assume majority of equipment matching through CRPs
846 - Office Supplies	356.28	3,999.96	-3,643.68	8.91%	\$ 5,000.04	\$ 500.00	\$ 500.00	
847 - Document Imaging & Shredding	0.00	2,000.04	-2,000.04	0.0%		\$ 500.00	\$ 500.00	
848 - Merchant Service Fees	73,430.97	50,000.04	23,430.93	146.86%	\$ 45,000.00	\$ 90,000.00	\$ 90,000.00	
850 - Postage	1,479.42	2,499.96	-1,020.54	59.18%	\$ 999.96	\$ 400.00	\$ 400.00	**Quadient ended 3/30/22
855 - Telephone & Telecomm	7,026.98	8,000.04	-973.06	87.84%	\$ 6,999.96	\$ 8,500.00	\$ 8,500.00	
860 - State Use Conference	332.28	5,000.04	-4,667.76	6.65%	\$ 350.04	\$ 3,000.00	\$ 3,000.00	
861 - CRP Expo							\$ 10,000.00	
862 - Other State Use Training Costs	0.00	0.00	0.00	0.0%	\$ 300.00			
863 - Website & Internet Service	1,651.77	1,800.00	-148.23	91.77%	\$ 999.96	\$ 1,650.00	\$ 1,650.00	
865 - Travel / Maintenance								
865-01 - ARC Travel - Local Match	3,371.82						\$ 1,233.33	
865 - Travel / Maintenance - Other	8,334.91	15,999.96	-7,665.05	52.09%			\$ 16,766.67	
Total 865 - Travel / Maintenance	11,706.73	15,999.96	-4,293.23	73.17%	\$ 6,999.96	\$ 18,000.00	\$ 18,000.00	
868 - Interest Expense	11,380.10	9,999.96	1,380.14	113.8%	\$ 9,999.96	\$ 500.00	\$ 500.00	
871 - Bad Debts	81,727.12	0.00	81,727.12	100.0%		\$ 50,000.00	\$ 50,000.00	
872 - Professional Fees								
872-01 - Accounting	1,530.62	0.00	1,530.62	100.0%	\$ 47,241.12	\$ 3,000.00	\$ 3,000.00	
872-02 - Audit	0.00	7,500.00	-7,500.00	0.0%	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	
872-03 - Legal	0.00	0.00	0.00	0.0%				
872-04 - Technical Support	19,017.48	15,000.00	4,017.48	126.78%	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	
872-06 - ARC Contractual - Local Match	5,000.00							
872 - Professional Fees - Other	185.56							
Total 872 - Professional Fees	25,733.66	22,500.00	3,233.66	114.37%	\$ 69,741.12	\$ 25,500.00	\$ 25,500.00	
875 - Corporate Insurance	16,980.91	9,999.96	6,980.95	169.81%		\$ 17,000.00	\$ 17,000.00	
885 - Staff/ CRP Development	23,404.31	18,000.00	5,404.31	130.02%				
890 - WVARF/CRP Tech & Training	0.00	0.00	0.00	0.0%		\$ 10,000.00	\$ 10,000.00	
890-03 Partnership/Sponsorship							\$ 1,250.00	
893 - Bank Service Charges	2,539.55	9,999.96	-7,460.41	25.4%	\$ 5,000.04	\$ 2,750.00	\$ 2,750.00	
Total Expense	834,541.27	852,581.28	-18,040.01	97.88%	\$ 606,739.56	\$ 1,033,050.14	\$ 1,847,425.14	
Net Ordinary Income	-54,052.83	-79,019.32	24,366.49	69.16%	\$ (74,461.32)	\$ (174,141.14)	\$ 498,858.86	
Net Income	-54,052.83	-79,019.32	24,366.49	69.16%				

## Attachment 4.1.4.4

WV Association of Rehabilitation Facilities Inc.  
Customer Balance Summary  
As of June 23, 2021

	Jul 31, 20	Aug 31, 20	Sep 30, 20	Oct 31, 20	Nov 30, 20	Dec 31, 20	Jan 31, 21	Feb 28, 21	Mar 31, 21	Apr 30, 21	May 31, 21	Jun 23, 21
ABC												
FM-ABCA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.02	144.06	0.00
GM-ABCA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	422.50	812.50	812.50
SP-ABC	510.00	510.00	0.00	0.00	0.00	0.00	0.00	0.00	137.30	0.00	0.00	0.00
WTR/ABC-Charleston	172.62	245.07	286.65	314.37	293.58	238.14	224.28	324.45	193.41	269.64	318.15	0.00
WTR/ABC-Nitro	404.19	575.10	512.73	360.27	325.62	270.18	406.44	441.09	182.43	217.08	307.17	0.00
ABC - Other	5,549.89	6,548.76	5,502.33	5,502.33	1,807.48	1,046.43	903.74	903.74	1,997.74	1,046.43	951.30	0.00
Total ABC	6,636.70	7,878.93	6,301.71	6,176.97	2,426.68	1,554.75	1,534.46	1,669.28	2,510.88	2,003.67	2,533.18	812.50
ADMINISTRATION	-7,431.42	-7,431.42	-7,431.42	-7,431.42	-7,431.42	-7,431.42	-7,431.42	-7,431.42	-7,431.42	-7,431.42	-7,431.42	-7,431.42
AIRGRD	0.00	0.00	0.00	0.00	0.00	0.00	8,652.00	8,652.00	0.00	222.74	0.00	0.00
ARMY GUARD - MASTER												
ARMORY	3,246.80	3,246.80	4,853.60	4,853.60	5,657.00	5,657.00	5,657.00	5,657.00	8,067.20	8,870.60	9,674.00	836.60
Armory-2	142.00	142.00	142.00	142.00	142.00	142.00	142.00	142.00	142.00	142.00	142.00	142.00
Armory-Clarksburg	365.63	365.63	365.63	365.63	365.63	365.63	365.63	365.63	0.00	0.00	0.00	0.00
Armory Guard-Glen Jean	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	803.40	803.40
Army Guard RC-Morgantown	0.00	0.00	1,606.80	1,606.80	1,606.80	1,606.80	1,606.80	1,606.80	1,606.80	1,606.80	1,606.80	0.00
FWAATS	1,606.80	1,606.80	1,606.80	1,606.80	1,606.80	1,606.80	1,606.80	2,410.20	2,410.20	2,410.20	2,410.20	2,410.20
ARMY GUARD - MASTER - Other	0.00	0.00	0.00	0.00	0.00	0.00	803.40	0.00	0.00	0.00	0.00	0.00
Total ARMY GUARD - MASTER	5,361.23	5,361.23	8,574.83	8,574.83	9,378.23	9,378.23	10,181.63	10,181.63	12,226.20	13,029.60	14,636.40	4,192.20
ATTORNEY	1,122.11	1,655.39	1,666.50	1,133.22	999.90	1,066.56	1,599.84	1,066.56	1,066.56	1,066.56	1,066.56	533.28
ATTORNEY GENERAL - MASTER												
WTR/Attorney General	745.92	1,047.69	711.27	1,075.41	745.92	704.34	916.02	1,238.58	870.86	603.54	967.68	631.26
WTR/Attorney General-Berkeley	52.92	65.52	78.12	78.12	65.52	65.52	105.84	65.52	65.52	93.24	93.24	52.92
WTR/Attorney General-Consumer Protection	48.51	48.51	20.79	48.51	27.72	48.51	48.51	48.51	0.00	0.00	0.00	0.00
Total ATTORNEY GENERAL - MASTER	847.35	1,161.72	810.18	1,202.04	839.16	818.37	1,070.37	1,352.61	936.18	696.78	1,060.92	684.18
AUDITOR - MASTER												
AUDITOR	0.00	0.00	34.24	102.71	102.71	102.71	102.71	102.71	102.71	102.71	102.71	102.71
AUDITOR-2	0.00	159.17	689.74	1,167.26	1,485.60	1,963.12	2,375.14	2,799.60	3,277.12	3,754.64	4,179.10	4,179.10
IM-Auditor	50,810.97	60,820.51	60,820.51	76,202.64	32,306.73	48,147.01	67,577.14	37,547.42	18,117.29	20,883.25	19,542.67	19,542.67
WTR/Auditors-Capitol Complex	0.00	35.69	35.69	85.66	85.66	85.66	0.00	0.00	28.55	0.00	0.00	0.00
Total AUDITOR - MASTER	50,810.97	61,015.37	61,580.18	77,558.27	33,980.70	50,298.50	70,054.99	40,449.73	21,525.67	24,769.15	23,824.48	23,824.48
BABCOCK	0.00	300.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.97	0.00	0.00
BARBER												
Floor Care	0.00	0.00	175.14	175.14	175.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BARBER - Other	162.54	325.08	203.18	365.72	325.08	365.72	365.72	162.54	203.18	162.54	162.54	162.54
Total BARBER	162.54	325.08	378.32	540.86	500.22	365.72	365.72	162.54	203.18	162.54	162.54	162.54
BATEMAN - MASTER												
BATEMAN	26,848.39	28,300.24	19,736.01	27,156.40	33,695.27	13,974.16	19,319.98	24,717.81	13,829.53	15,184.82	20,785.62	8,598.41
LS/BATEMAN	5,491.41	7,547.32	9,718.89	6,739.60	3,536.43	4,014.39	4,422.88	3,232.83	449.18	1,234.87	1,862.14	627.27
TSBateman												
Crisp, Kaylee	0.00	0.00	0.00	1,668.44	1,784.35	1,784.35	115.91	0.00	0.00	0.00	0.00	0.00
Vance, Christina	0.00	0.00	0.00	1,727.24	1,727.24	1,727.24	0.00	0.00	0.00	0.00	0.00	0.00
TSBateman - Other	4,611.55	6,840.97	6,699.42	4,448.52	2,220.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total TSBateman	4,611.55	6,840.97	6,699.42	7,845.20	5,731.69	3,511.59	115.91	0.00	0.00	0.00	0.00	0.00
WTR/Bateman	142.76	142.76	142.76	142.76	142.76	142.76	142.76	142.76	142.76	0.00	0.00	0.00
Total BATEMAN - MASTER	37,094.11	42,831.29	36,297.08	41,883.96	43,106.15	21,642.90	24,001.53	28,093.40	14,421.47	16,419.69	22,647.76	9,225.68
Blackwater Falls	721.00	1,802.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BOARD OF PHARMACY - MASTER												
FM-Pharmacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51.00	153.00	153.00
PHARMACY												
GM-Pharmacy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	187.20	414.70	227.50
PHARMACY - Other	1,560.30	2,130.21	2,354.69	1,798.27	1,532.76	1,161.82	1,856.41	1,532.76	1,161.82	1,038.17	1,038.17	543.58
Total PHARMACY	1,560.30	2,130.21	2,354.69	1,798.27	1,532.76	1,161.82	1,856.41	1,532.76	1,161.82	1,225.37	1,452.87	771.08
WTR/Pharmacy-Charleston	93.24	119.70	52.92	93.24	52.92	79.38	91.98	85.05	72.45	52.92	26.46	26.46
Total BOARD OF PHARMACY - MASTER	1,653.54	2,249.91	2,407.61	1,891.51	1,585.68	1,241.20	1,748.39	1,617.81	1,234.27	1,329.29	1,632.33	950.54

**WV Association of Rehabilitation Facilities Inc.**  
**Customer Balance Summary**  
As of June 23, 2021

	Jul 31, 20	Aug 31, 20	Sep 30, 20	Oct 31, 20	Nov 30, 20	Dec 31, 20	Jan 31, 21	Feb 28, 21	Mar 31, 21	Apr 30, 21	May 31, 21	Jun 23, 21
<b>BOARD OF RESPIRATORY - MASTER</b>												
PRERESP	0.00	0.00	0.00	748.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WTR/Respiratory	0.00	0.00	0.00	0.00	0.00	0.00	12.98	12.98	0.00	0.00	0.00	0.00
<b>Total BOARD OF RESPIRATORY - MASTER</b>	0.00	0.00	0.00	748.45	0.00	0.00	12.98	12.98	0.00	0.00	0.00	0.00
<b>BROADCASTING</b>												
SP PBR Beaver	0.00	0.00	0.00	0.00	0.00	0.00	102.44	0.00	0.00	0.00	0.00	0.00
<b>Total BROADCASTING</b>	0.00	0.00	0.00	0.00	0.00	0.00	102.44	0.00	0.00	0.00	0.00	0.00
<b>CACAPON</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,605.00	3,605.00	3,605.00	0.00
<b>CAMP DAWSON - MASTER</b>												
DAWSON	22,465.61	44,931.22	67,396.83	45,295.63	67,393.18	90,227.32	113,061.46	43,458.52	66,292.66	22,097.55	44,931.69	22,834.14
Fitness Center	0.00	0.00	0.00	406.84	813.68	1,220.52	406.84	813.68	813.68	1,220.52	813.68	0.00
Mountaineer Challenge	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00
MT. CHALLENGE	0.00	1,833.30	0.00	0.00	0.00	0.00	0.00	977.76	0.00	0.00	977.76	0.00
<b>Total CAMP DAWSON - MASTER</b>	22,465.61	46,764.52	67,396.83	45,702.47	68,206.86	94,447.84	113,468.30	45,249.96	67,106.34	23,318.07	46,723.13	22,834.14
<b>CHICK JC</b>	914.84	914.84	51.38	51.38	51.38	1,413.26	51.38	51.38	51.38	51.38	628.86	51.38
<b>CHIEF LOGAN</b>	1,802.50	60.19	60.19	60.19	60.19	0.00	0.00	0.00	0.00	0.00	1,802.50	0.00
<b>CHILD SUPPORT - MASTER</b>												
WTR/BCSE-Berkeley	125.89	125.89	175.86	125.89	138.87	25.96	12.98	25.96	75.93	88.91	151.86	75.93
WTR/BCSE-Chas	149.26	87.61	184.95	151.85	206.37	142.13	182.37	170.68	144.72	116.16	187.53	187.53
WTR/BCSE-Morgantown	114.86	25.96	25.96	38.94	38.94	38.94	51.92	25.96	12.98	25.96	25.96	12.98
WTR/BCSE-Moundsville	93.46	25.96	25.96	38.94	25.96	25.96	38.94	25.96	12.98	25.96	25.96	12.98
WTR/BCSE-N Martinsville	86.32	25.96	25.96	38.94	25.96	25.96	38.94	25.96	12.98	25.96	25.96	12.98
WTR/BCSE-Wheeling	86.32	25.96	12.98	25.96	25.96	25.96	38.94	25.96	12.98	25.96	25.96	12.98
<b>Total CHILD SUPPORT - MASTER</b>	656.11	317.34	451.67	420.52	462.06	284.91	364.09	300.48	272.87	308.91	443.23	315.38
<b>CORRECT</b>												
Denmar Correctional Center & Jail	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95.05	95.05	95.05	95.05
WTR/Denmar Correctional Center & Jail	0.00	0.00	0.00	0.00	0.00	1,053.38	1,053.38	1,053.38	1,053.38	1,053.38	1,053.38	1,053.38
<b>Total CORRECT</b>	0.00	0.00	0.00	0.00	0.00	1,053.38	1,053.38	1,053.38	1,148.43	1,148.43	1,148.43	1,148.43
<b>CORRECT-Martinsburg</b>	349.97	661.05	388.85	699.93	311.08	388.85	311.08	622.16	388.85	311.08	622.16	311.08
<b>CORRECTIONS</b>												
Floor Care B84	5,662.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>CORRECTIONS - Other</b>	192.74	1,382.07	836.24	1,014.69	1,335.91	1,464.40	1,507.24	1,421.58	642.44	622.13	544.70	544.70
<b>Total CORRECTIONS</b>	5,855.38	1,382.07	836.24	1,014.69	1,335.91	1,464.40	1,507.24	1,421.58	642.44	622.13	544.70	544.70
<b>DD COUNCIL</b>	2,335.06	2,521.38	3,078.93	2,939.54	2,289.07	2,428.46	2,939.55	3,450.64	4,054.65	1,917.37	1,870.91	1,870.91
<b>DEP - MASTER</b>												
DEP-OIL & GAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	909.82	0.00	0.00	0.00
DEP FAIRMONT	228.66	228.66	0.00	0.00	0.00	0.00	0.00	270.34	0.00	0.00	0.00	0.00
DEP Wheeling Flags	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93.90	0.00	0.00	0.00	0.00
DEP/Bridgeport	4,466.88	5,764.61	7,138.15	6,053.62	5,730.63	5,889.28	1,174.14	1,174.14	1,421.33	1,359.53	1,235.94	0.00
DEP/Elkview	0.00	0.00	0.00	1,125.34	1,125.34	1,125.34	0.00	0.00	0.00	0.00	0.00	0.00
DEP/FAYETTEVILLE	26,424.95	31,761.58	37,098.21	10,673.26	4,320.13	5,590.75	4,828.38	4,828.38	5,844.88	5,590.75	5,176.40	93.90
DEP/LOGAN	17,807.50	20,985.02	17,656.18	3,177.52	2,572.28	3,328.84	2,874.90	2,874.90	3,480.15	3,328.84	3,026.21	0.00
DEP/Philippi	16,894.21	19,341.08	21,787.95	4,835.34	4,369.27	6,932.66	2,213.84	2,213.84	2,679.91	2,563.39	2,330.35	0.00
DEP/Philippi-2	412.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	127.72	0.00	0.00
DEP/TEAYS	3,861.27	3,861.27	3,861.27	3,861.27	3,861.27	3,861.27	0.00	0.00	0.00	0.00	0.00	0.00
DEP/WELCH	714.23	714.23	714.23	714.23	714.23	714.23	714.23	714.23	714.23	0.00	0.00	0.00
DEPMISC-2	1,171.75	1,171.75	1,171.75	1,171.75	1,171.75	1,171.75	0.00	0.00	0.00	0.00	0.00	0.00
FC-DEP Fayetteville	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,044.85	4,044.85
FM-DEP-Bridgeport	112.33	112.33	112.33	112.33	112.33	112.33	0.00	0.00	0.00	0.00	112.33	112.33
FM-DEP-Elkview	113.05	113.05	113.05	113.05	113.05	113.05	113.05	113.05	113.05	173.84	291.15	230.36
FM-DEP-Fayetteville	143.08	143.08	143.08	143.08	143.08	143.08	0.00	0.00	0.00	143.08	286.16	143.08
FM-DEP Bldg37	136.99	136.99	136.99	136.99	136.99	136.99	136.99	136.99	136.99	0.00	0.00	0.00
IM-DEP-7	2,689.21	2,689.21	2,689.21	2,689.21	2,689.21	2,689.21	2,689.21	2,689.21	0.00	0.00	0.00	0.00
IM-DEP-8	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,315.38	0.00	0.00
LS/DEP	28.75	28.75	28.75	28.75	28.75	28.75	28.75	28.75	28.75	28.75	28.75	28.75
PREDEP	153.36	153.36	153.36	153.36	153.36	153.36	63.47	63.47	0.00	0.00	0.00	0.00

## WV Association of Rehabilitation Facilities Inc.

## Customer Balance Summary

As of June 23, 2021

	Jul 31, 20	Aug 31, 20	Sep 30, 20	Oct 31, 20	Nov 30, 20	Dec 31, 20	Jan 31, 21	Feb 28, 21	Mar 31, 21	Apr 30, 21	May 31, 21	Jun 23, 21
SPDEP Bridgeport	152.44	152.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SPDEP Charleston	1,600.62	1,524.40	1,524.40	1,524.40	1,524.40	0.00	0.00	0.00	1,465.76	0.00	0.00	0.00
SPDEP Elkview	76.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SPDEP Fayetteville	228.66	0.00	0.00	0.00	0.00	513.68	0.00	0.00	254.72	0.00	0.00	0.00
SPDEP Logan	228.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	172.01	0.00
SPDEP Wheeling	152.44	152.44	152.44	152.44	152.44	152.44	0.00	0.00	0.00	0.00	0.00	0.00
WTR/DEP-Charleston	100.32	100.32	100.32	100.32	100.32	100.32	0.00	0.00	0.00	0.00	0.00	0.00
WTR/DEP-Charleston-2	88.91	116.17	157.70	206.37	247.91	282.31	151.87	137.60	83.08	117.48	68.80	68.80
WTR/DEP-Emergency	0.00	20.06	20.06	20.06	0.00	0.00	0.00	60.19	60.19	60.19	0.00	0.00
WTR/DEP-Philippi	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00	-2.00
WTR/DEP-Teays	200.97	200.97	200.97	200.97	200.97	200.97	200.97	200.97	200.97	200.97	200.97	200.97
WTR/DEP Wheeling Ohio Co	0.00	0.00	0.00	0.00	0.00	0.00	28.36	28.36	60.41	73.01	39.86	27.26
<b>Total DEP - MASTER</b>	<b>78,186.07</b>	<b>89,469.77</b>	<b>94,958.40</b>	<b>37,191.66</b>	<b>29,465.71</b>	<b>33,238.61</b>	<b>15,216.16</b>	<b>15,626.32</b>	<b>17,452.24</b>	<b>15,080.93</b>	<b>17,011.78</b>	<b>4,948.30</b>
<b>DEPT OF ADMINISTRATION - MASTER</b>												
Administration Greenbrier Street	3,638.25	5,953.50	7,930.13	10,576.13	12,718.13	13,253.63	13,505.63	13,375.69	5,122.69	8,934.19	7,276.50	7,276.50
<b>TSADM</b>												
Erby, Davon	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	835.98	835.98	0.00
Lusk, William	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112.40	1,756.25	1,643.85
Mosteller, Tristan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,011.60	2,585.20	1,573.60
<b>TSADM - Other</b>	<b>1,676.25</b>	<b>3,784.60</b>	<b>4,380.60</b>	<b>596.00</b>	<b>596.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total TSADM</b>	<b>1,676.25</b>	<b>3,784.60</b>	<b>4,380.60</b>	<b>596.00</b>	<b>596.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,959.98</b>	<b>5,177.43</b>	<b>3,217.45</b>
WTR/Admin Hearing	54.51	88.90	103.18	103.18	103.18	130.44	130.44	0.00	0.00	0.00	0.00	0.00
<b>Total DEPT OF ADMINISTRATION - MASTER</b>	<b>5,369.01</b>	<b>9,827.00</b>	<b>12,413.91</b>	<b>11,275.31</b>	<b>13,417.31</b>	<b>13,384.07</b>	<b>13,636.07</b>	<b>13,375.69</b>	<b>5,122.69</b>	<b>10,894.17</b>	<b>12,453.93</b>	<b>10,493.95</b>
<b>DEPT OF AGRICULTURE - MASTER</b>												
Agriculture Bldg 6 Soap	0.00	0.00	256.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WTR/Agriculture-A	217.22	181.53	217.22	217.22	231.50	238.64	252.92	267.20	138.71	160.13	174.41	174.41
WTR/Agriculture-B	142.76	178.45	128.49	128.49	177.11	105.72	155.69	78.52	128.48	128.48	42.82	42.82
WTR/Agriculture-C	97.02	131.67	110.88	124.74	160.43	154.33	162.71	213.09	220.24	270.20	177.40	177.40
WTR/Agriculture-D	42.84	42.84	42.84	49.98	42.84	35.70	49.98	57.12	42.84	49.98	42.84	42.84
WTR/Agriculture-E	35.69	35.69	64.24	85.66	92.80	78.53	92.81	57.11	71.39	64.25	78.52	78.52
WTR/Agriculture-F	35.70	35.70	64.25	64.25	64.25	35.70	35.70	35.70	57.11	78.52	78.52	78.52
WTR/Agriculture-G	149.91	149.91	164.18	135.62	171.31	114.21	121.35	107.08	128.50	149.90	135.62	135.62
WTR/Agriculture-H	21.42	49.97	42.83	42.83	14.28	0.00	21.41	21.41	21.41	35.69	35.69	35.69
WTR/Agriculture-I	7.14	0.00	0.00	0.00	0.00	21.41	21.41	0.00	14.28	14.28	0.00	0.00
WTR/Agriculture-J	42.84	42.84	49.98	49.98	35.70	35.70	21.41	21.41	94.33	121.53	148.73	148.73
WTR/Agriculture-New Creek	0.00	0.00	14.28	14.28	14.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WTR/Agriculture Morgantown Monongalia Co	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.51	90.06	118.61	90.06	90.06
WTR/WVDA Food Dist	270.18	184.53	298.73	298.73	298.73	298.73	298.73	298.73	412.94	412.94	0.00	0.00
<b>Total DEPT OF AGRICULTURE - MASTER</b>	<b>1,062.72</b>	<b>1,033.13</b>	<b>1,454.76</b>	<b>1,211.78</b>	<b>1,303.23</b>	<b>1,118.67</b>	<b>1,234.12</b>	<b>1,218.88</b>	<b>1,420.29</b>	<b>1,604.51</b>	<b>1,004.61</b>	<b>1,004.61</b>
<b>DEPT OF COMMERCE - MASTER</b>												
PRETOURISM	29,790.56	35,116.23	38,036.70	46,065.60	18,299.77	20,789.84	3,061.72	10,082.78	11,928.35	43,227.17	49,444.43	14,917.63
<b>Total DEPT OF COMMERCE - MASTER</b>	<b>29,790.56</b>	<b>35,116.23</b>	<b>38,036.70</b>	<b>46,065.60</b>	<b>18,299.77</b>	<b>20,789.84</b>	<b>3,061.72</b>	<b>10,082.78</b>	<b>11,928.35</b>	<b>43,227.17</b>	<b>49,444.43</b>	<b>14,917.63</b>
<b>DEPT OF EDUCATION - MASTER</b>												
<b>EDUCAT</b>												
SP EDU RM 330	2,376.96	2,376.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EDUCAT - Other	167.58	335.16	209.48	167.58	335.16	209.48	167.58	335.16	209.48	377.06	167.58	0.00
<b>Total EDUCAT</b>	<b>2,544.54</b>	<b>2,712.12</b>	<b>209.48</b>	<b>167.58</b>	<b>335.16</b>	<b>209.48</b>	<b>167.58</b>	<b>335.16</b>	<b>209.48</b>	<b>377.06</b>	<b>167.58</b>	<b>0.00</b>
SP Education Room 346	0.00	0.00	0.00	0.00	0.00	436.20	0.00	296.00	0.00	0.00	0.00	0.00
WTR/Educ & Arts-Culture	347.35	347.35	347.35	347.35	347.35	347.35	347.35	347.35	347.35	347.35	347.35	347.35
WTR/Education-08	239.40	372.96	580.86	587.79	587.79	728.28	856.17	694.26	1,030.05	1,030.05	933.03	933.03
WTR/Education-23	0.00	0.00	0.00	41.58	55.44	69.30	48.51	55.44	97.02	110.88	90.09	90.09
WTR/Education-26	0.00	0.00	0.00	33.39	45.99	72.45	98.91	105.84	66.78	66.78	66.78	66.78
WTR/Education-Beckley	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.79	0.00	0.00
WTR/Education-Bullit	0.00	0.00	0.00	0.00	0.00	0.00	27.72	27.72	0.00	0.00	0.00	0.00
WTR/Education-Communications & Print	78.12	124.11	98.91	137.97	137.97	124.11	163.17	183.96	214.20	248.85	119.70	119.70
WTR/Education-Federal & Accountability	151.15	199.66	386.77	525.37	636.25	754.06	360.36	395.01	595.98	575.19	492.03	492.03

WV Association of Rehabilitation Facilities Inc.  
Customer Balance Summary  
As of June 23, 2021

	Jul 31, 20	Aug 31, 20	Sep 30, 20	Oct 31, 20	Nov 30, 20	Dec 31, 20	Jan 31, 21	Feb 28, 21	Mar 31, 21	Apr 30, 21	May 31, 21	Jun 23, 21
WTR/Education-Finance	79.38	112.77	107.10	175.14	189.00	195.93	148.68	216.72	205.38	219.24	163.80	163.80
WTR/Education-Human Resources	72.45	91.98	91.98	91.98	72.45	58.59	51.66	78.12	52.92	52.92	26.46	26.46
WTR/Education-Legal/Superintendent/State	418.59	610.44	628.37	738.18	498.94	443.50	600.51	604.63	241.72	277.87	337.62	337.62
WTR/Education-Martinsburg	41.58	83.16	152.46	69.30	41.58	41.58	83.16	152.46	83.16	166.32	249.48	83.16
WTR/Education-Vocational	133.85	240.90	314.61	293.53	274.05	347.76	253.26	375.48	366.66	481.95	262.71	262.71
WTR/Education Pruntytown Correctional	0.00	0.00	0.00	0.00	0.00	89.58	89.58	131.16	89.58	131.16	131.16	131.16
WTR/Perdue-EDU	27.72	27.72	34.65	41.58	62.37	55.44	13.86	27.72	20.79	13.86	27.72	27.72
Total DEPT OF EDUCATION - MASTER	4,134.13	4,923.17	2,952.54	3,250.74	3,284.34	3,973.61	3,310.48	4,027.03	3,621.07	4,120.27	3,415.51	3,081.61
DHHR - MASTER												
ADVOC	1,873.94	1,954.11	1,904.01	1,252.64	1,803.80	1,753.69	2,304.85	1,753.69	1,904.01	2,004.22	1,904.01	1,252.64
CAMOR	2,424.07	2,523.62	2,483.80	1,567.94	2,244.88	2,244.88	3,001.46	2,165.24	2,105.51	1,244.37	1,343.92	796.40
DHHR-1												
Disinfecting Services	2,251.68	2,251.68	0.00	0.00	0.00	0.00	778.34	778.34	778.34	778.34	778.34	778.34
DHHR-1 - Other	41,133.03	42,099.57	59,029.34	60,477.29	41,094.88	57,486.79	40,983.15	39,587.86	43,667.92	50,872.78	48,567.25	31,203.49
Total DHHR-1	43,384.71	44,351.25	59,029.34	60,477.29	41,094.88	57,486.79	41,761.49	40,366.20	44,446.26	51,651.12	49,345.59	31,981.83
DHHR-11 Courier	232.00	232.00	232.00	232.00	232.00	232.00	232.00	232.00	232.00	7,027.96	0.00	0.00
DHHR-2	41,425.35	42,589.52	40,764.55	37,775.76	52,216.07	31,918.87	48,649.90	33,986.87	39,167.99	45,094.48	43,292.33	20,110.00
DHHR-2 Disinfecting Services	0.00	0.00	0.00	0.00	0.00	3,199.60	3,199.60	0.00	0.00	0.00	0.00	0.00
DHHR-3												
DHHR-3-Disinfecting Services	0.00	0.00	638.27	638.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DHHR-3 - Other	89,290.88	128,831.89	92,773.28	93,454.02	86,719.89	85,000.68	122,172.09	86,733.18	94,399.56	88,498.05	81,693.05	38,032.79
Total DHHR-3	89,290.88	128,831.89	93,411.55	94,092.29	86,719.89	85,000.68	122,172.09	86,733.18	94,399.56	88,498.05	81,693.05	38,032.79
DHHR-4												
Disinfecting Services	0.00	2,588.93	3,473.39	3,473.39	2,324.33	0.00	6,972.99	9,727.61	0.00	0.00	0.00	0.00
Princeton Mercer Co Flags	0.00	0.00	0.00	0.00	187.81	187.81	187.81	187.81	187.81	187.81	187.81	187.81
DHHR-4 - Other	89,578.60	91,523.14	117,871.34	89,664.83	84,209.49	111,520.55	107,886.82	83,012.62	89,054.57	84,573.78	81,125.89	56,918.03
Total DHHR-4	89,578.60	94,112.07	121,344.73	93,138.22	86,721.63	111,708.36	115,047.62	92,928.04	89,242.38	84,761.59	81,313.70	57,105.84
DHHR-Diamond	165,372.13	167,364.35	200,125.26	199,050.09	224,772.74	188,312.00	183,067.18	212,385.76	248,909.75	281,480.93	311,427.44	311,427.44
DHHR-Diamond Disinfecting Service	0.00	0.00	0.00	0.00	1,424.70	1,424.70	0.00	0.00	0.00	0.00	0.00	0.00
DHHR-Lab	11,817.79	14,835.48	17,780.89	20,428.15	22,741.11	25,487.75	28,053.69	30,353.10	33,081.67	35,792.17	20,721.78	18,074.52
DHHR-Soap 12	665.71	613.12	613.12	613.12	613.12	613.12	613.12	613.12	613.12	613.12	824.51	824.51
DHHR-Soap 16	123.04	123.04	123.04	260.11	260.11	123.04	123.04	123.04	123.04	0.00	0.00	0.00
DHHR-Soap 6	0.00	183.33	183.33	0.00	0.00	366.66	0.00	0.00	0.00	0.00	0.00	0.00
DHHR-Soap 8	0.00	0.00	0.00	0.00	0.00	0.00	746.58	746.58	0.00	0.00	0.00	0.00
DHHR-Soap 9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	496.35	496.35	0.00	0.00
DHHR-WIC	4,686.15	4,875.15	5,133.45	5,391.75	5,585.48	5,843.78	6,102.08	6,171.38	6,429.68	3,277.58	3,535.88	3,535.88
DHHR Greenbrier Co Lewisburg-Flags	0.00	0.00	0.00	0.00	0.00	0.00	281.72	281.72	0.00	0.00	0.00	0.00
DHHR Webster Co Disinfecting	0.00	0.00	0.00	0.00	0.00	0.00	1,527.93	0.00	0.00	0.00	0.00	0.00
DM-DHHR	62,101.86	62,101.86	72,376.53	72,376.53	82,651.20	92,925.87	103,200.54	103,200.54	113,475.21	123,374.88	133,649.55	133,649.55
DM-DHHR-OFS	5,434.28	6,149.28	6,149.28	5,434.28	6,171.33	6,691.84	7,506.62	8,756.53	11,814.27	13,123.53	8,317.65	8,317.65
FC-DHHR-1	0.00	0.00	674.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FC-DHHR-Princeton	2,011.36	2,011.36	2,011.36	2,011.36	2,011.36	2,011.36	2,011.36	2,011.36	2,011.36	2,011.36	2,011.36	2,011.36
FC-DHHR Hamlin	5,470.04	5,470.04	5,470.04	5,470.04	5,470.04	5,470.04	5,470.04	5,470.04	5,470.04	5,470.04	5,470.04	5,470.04
FC-DHHR Pt Pleasant	4,243.20	4,243.20	4,243.20	4,243.20	4,243.20	4,243.20	4,243.20	4,243.20	4,243.20	4,243.20	4,243.20	4,243.20
FC-DHHR Summersville	0.00	0.00	0.00	0.00	0.00	0.00	105.29	105.29	0.00	0.00	0.00	0.00
FM-DHHR-Kanawha County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54.71	218.85	164.14
FM-Ohio County DHHR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	166.28	166.28	0.00
GM-DHHR BCF Boone Co	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	552.34	552.34
GM-DHHR BCF Preston Co	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.48	33.48
GM-DHHR BCF Putnam Co	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	569.08	569.08
GM-DHHR BCF Wayne Co	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	870.35	870.35
IM-DHHR/OMCH	4,889.60	4,889.60	4,889.60	4,889.60	4,889.60	4,889.60	4,889.60	4,889.60	4,889.60	0.00	0.00	0.00
PREDHR	23,161.82	25,397.74	26,023.15	23,787.23	22,882.27	23,827.02	23,687.10	25,323.27	24,777.27	2,703.42	3,405.72	1,899.12
SPOIG Charleston	260.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TDDISTIV-3	1,867.56	1,867.56	1,867.56	1,867.56	1,867.56	1,867.56	1,867.56	1,867.56	1,867.56	0.00	0.00	0.00
TSDHR												

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Given, Beth	0.00	0.00	0.00	0.00	2,149.65	4,931.55	7,460.55	5,058.00	5,437.35	3,540.60	632.25	0.00
TSDDR - Other	7,839.90	7,966.35	8,092.80	5,058.00	5,058.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total TSDDR	7,839.90	7,966.35	8,092.80	5,058.00	7,207.65	4,931.55	7,460.55	5,058.00	5,437.35	3,540.60	632.25	0.00
TSDDR-11	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00
TSDDR-12	1,942.56	1,942.56	1,942.56	1,942.56	1,942.56	1,942.56	1,942.56	1,942.56	1,942.56	1,942.56	1,942.56	1,942.56
TSDDR-1A												
Allen, Donna	0.00	0.00	0.00	2,107.50	3,891.85	5,999.35	6,007.78	4,181.28	4,982.13	4,805.10	3,911.52	3,911.52
Combs, Angela	0.00	0.00	0.00	0.00	495.26	1,183.71	2,296.47	3,068.52	4,425.75	3,995.82	3,629.12	3,629.12
Gist, Carletha	0.00	0.00	0.00	0.00	0.00	0.00	2,276.10	4,661.79	5,382.56	5,951.59	5,648.11	5,648.11
Higginbotham, Michelle	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	738.51	738.51
Jones, Melissa	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118.58	118.58	0.00	0.00
Lawson, Veronica	0.00	0.00	0.00	0.00	0.00	0.00	2,225.52	4,189.71	4,147.56	4,817.75	4,851.47	4,851.47
Pack, Maxine	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,039.49	4,533.52	6,818.07	4,778.58
Scarborough, Lora	0.00	0.00	0.00	1,289.09	2,673.02	4,517.08	4,918.21	3,532.18	3,220.27	2,899.93	4,425.76	3,047.45
Seabolt, Patsy	0.00	0.00	0.00	2,121.30	3,773.83	5,092.48	2,971.18	0.00	0.00	0.00	0.00	0.00
Wade, Margaret	0.00	0.00	0.00	1,719.98	2,023.51	3,298.32	3,177.85	4,192.84	3,587.62	2,449.23	2,103.39	2,103.39
TSDDR-1A - Other	49,120.83	56,485.50	61,755.07	50,358.66	45,181.23	36,428.99	34,858.90	34,858.90	34,858.90	34,858.90	34,858.90	34,858.90
Total TSDDR-1A	49,120.83	56,485.50	61,755.07	57,596.53	58,038.70	56,519.93	58,732.01	58,685.22	62,762.86	64,430.42	66,984.85	63,567.05
TSDDR-1C	4,833.96	4,833.96	4,833.96	4,833.96	4,833.96	4,833.96	4,833.96	4,833.96	4,833.96	4,833.96	4,833.96	4,833.96
TSDDR-5												
Ashcraft, Donna	0.00	0.00	0.00	1,821.15	3,278.07	4,788.95	6,299.83	5,018.28	4,478.68	4,795.70	4,619.14	2,305.60
TSDDR-5 - Other	4,483.28	6,317.92	6,102.08	2,324.88	2,324.88	2,324.88	2,324.88	598.16	598.16	500.48	500.48	500.48
Total TSDDR-5	4,483.28	6,317.92	6,102.08	4,146.03	5,602.95	7,113.83	8,624.71	5,616.44	5,076.84	5,296.18	5,119.62	2,806.08
TSDDR-BHHF												
Blankenship, Courtney	0.00	0.00	0.00	2,023.20	2,748.18	2,748.18	724.98	0.00	0.00	0.00	0.00	0.00
Brown, Carlisa	0.00	0.00	0.00	2,006.34	4,231.86	6,912.60	7,241.37	7,245.59	4,965.28	3,645.98	1,860.71	1,860.71
Conner, Donna	0.00	0.00	0.00	2,832.48	5,100.15	7,393.11	7,123.35	5,125.44	8,160.24	5,968.44	5,968.44	5,968.44
Fox, Ernestine	0.00	0.00	0.00	1,011.84	1,011.84	1,011.84	0.00	0.00	0.00	0.00	0.00	0.00
Henderson, Shawn	0.00	0.00	0.00	210.75	210.75	210.75	0.00	0.00	0.00	0.00	0.00	0.00
Higginbotham, Michelle	0.00	0.00	0.00	1,913.61	4,033.76	6,630.20	7,186.58	8,948.45	1,812.45	50.58	0.00	0.00
Nichols, Sarah	0.00	0.00	0.00	657.54	2,722.89	5,407.85	7,936.85	9,799.88	5,479.50	5,070.65	3,283.49	3,283.49
Tyler, Melissa	0.00	0.00	0.00	1,580.63	3,831.44	6,267.71	7,136.00	6,781.94	3,827.22	3,595.40	4,172.86	4,172.86
Weese, Ciera	0.00	0.00	2,403.12	5,218.80	7,511.76	7,991.70	7,839.90	6,625.98	1,079.04	0.00	0.00	0.00
TSDDR-BHHF - Other	13,488.35	20,673.84	18,669.73	4,995.85	4,995.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total TSDDR-BHHF	13,488.35	20,673.84	21,072.85	22,451.04	36,398.48	44,573.94	45,189.03	44,527.28	25,323.73	18,331.05	15,085.50	15,085.50
TSDDR-Davis Square	1,225.53	1,225.53	1,225.53	1,225.53	1,225.53	1,225.53	1,225.53	1,225.53	1,225.53	1,225.53	1,225.53	1,225.53
TSDDR-MIS	3,770.39	6,299.39	7,943.24	7,563.89	9,578.66	10,817.87	10,817.87	10,404.80	7,013.76	5,412.06	4,147.56	4,147.56
TSDDR-Romney	5,611.84	3,777.20	215.84	215.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TSOEHS												
Carroll, Patricia	0.00	0.00	0.00	2,819.84	4,910.48	7,350.97	9,812.53	12,147.64	15,249.88	17,698.80	20,248.88	20,248.88
TSOEHS - Other	9,832.66	12,368.78	12,609.36	12,609.36	12,609.36	12,609.36	12,609.36	7,521.61	7,521.61	7,521.61	7,521.61	7,521.61
Total TSOEHS	9,832.66	12,368.78	12,609.36	15,429.20	17,519.84	19,960.33	22,421.89	19,669.25	22,771.49	25,220.41	27,770.49	27,770.49
TSOMCH												
Armistead, Connie	0.00	0.00	0.00	758.88	1,881.39	2,624.46	3,762.78	3,889.26	5,146.16	4,086.89	4,853.68	4,853.68
Burford, Morgan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,878.40	2,878.40
Fortner, Penny	0.00	0.00	0.00	2,250.81	4,238.71	6,163.64	8,227.99	10,287.85	12,392.68	8,542.81	8,299.95	6,177.13
Hays, Emily	0.00	0.00	0.00	2,428.65	4,434.54	7,537.82	7,537.82	5,109.17	5,109.17	0.00	0.00	0.00
King, Katherine	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	711.45	711.45
Massie, Mary	0.00	0.00	0.00	2,975.79	5,471.07	8,000.07	10,752.54	13,621.95	17,040.05	15,065.08	11,655.97	8,806.66
Morgan, Candace	0.00	0.00	0.00	4,154.92	8,094.06	13,301.59	17,699.56	18,860.79	23,898.31	19,213.40	23,279.36	13,132.32
Roush, Tara	0.00	0.00	0.00	0.00	86.46	144.10	144.10	190.93	327.83	136.90	158.52	158.52
Roy, Tameka	0.00	0.00	0.00	2,855.45	4,830.39	4,830.39	7,359.39	11,785.14	14,888.42	13,198.33	13,828.66	8,412.26
Ruben, Leah Beth	0.00	0.00	0.00	0.00	292.49	1,454.53	2,841.86	3,782.56	5,383.32	5,430.74	5,304.26	5,304.26
Sayre, Gabrielle	0.00	0.00	0.00	1,514.12	1,514.12	1,514.12	1,514.12	1,514.12	1,514.12	1,514.12	1,514.12	1,095.15
Smoot, Jalen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,185.75	1,185.75
Zakas, Rebecca	0.00	0.00	0.00	0.00	0.00	0.00	1,538.15	3,238.21	4,960.75	6,683.29	4,848.31	3,125.77



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TSMCH - Other	52,527.32	60,555.50	70,841.95	76,945.28	55,910.09	38,463.15	38,463.15	32,359.82	32,359.82	32,359.82	32,359.82	30,235.14
Total TSMCH	52,527.32	60,555.50	70,841.95	93,683.90	86,753.32	84,033.87	99,841.46	104,639.80	123,020.63	106,231.38	110,878.25	85,876.49
TSMCH-2	321.90	321.90	321.90	321.90	321.90	321.90	321.90	321.90	321.90	0.00	0.00	0.00
WTR/DHHR-Beckley CS	129.27	156.53	129.28	94.88	122.14	122.14	122.14	122.14	135.12	148.10	47.37	47.37
WTR/DHHR-Buckhannon	143.50	143.50	143.50	143.50	114.95	136.36	81.85	123.38	53.30	53.30	66.28	40.32
WTR/DHHR-Calhoun BCSE	87.25	87.25	87.25	87.25	87.25	87.25	87.25	87.25	87.25	87.25	87.25	87.25
WTR/DHHR-Charlestown CS	87.61	150.56	163.54	176.52	189.50	202.48	215.46	228.44	291.39	304.37	367.32	239.47
WTR/DHHR-Clarksburg-CS	87.61	130.44	130.44	143.42	156.40	197.93	103.18	74.63	61.65	61.65	74.63	61.65
WTR/DHHR-Clay	136.15	149.13	86.19	120.58	162.11	203.64	203.64	133.56	146.54	146.54	159.52	146.54
WTR/DHHR-Elizabeth	51.16	51.16	51.16	51.16	51.16	51.16	51.16	51.16	51.16	51.16	51.16	51.16
WTR/DHHR-Elkins-CS	73.33	73.33	73.33	86.31	99.29	133.68	94.74	107.72	81.76	60.35	87.61	74.63
WTR/DHHR-Fairmont-2	69.25	69.25	69.25	69.25	69.25	69.25	69.25	69.25	69.25	69.25	69.25	69.25
WTR/DHHR-Fairmont-CS	123.30	123.30	123.30	136.28	149.26	162.24	123.30	123.30	167.42	110.32	144.71	131.73
WTR/DHHR-Grafton Taylor Co	124.59	153.14	111.61	97.34	47.38	33.10	40.24	68.79	83.06	54.51	90.20	48.67
WTR/DHHR-Hinton-CS	25.58	25.58	25.58	12.60	25.58	38.56	38.56	38.56	38.56	38.56	25.58	25.58
WTR/DHHR-Keyser	115.76	144.31	101.48	158.58	158.58	101.48	130.03	130.03	130.03	187.13	101.48	101.48
WTR/DHHR-Lewisburg-CS	97.34	97.34	97.34	97.34	117.46	143.21	143.21	124.60	131.74	138.87	146.00	146.00
WTR/DHHR-Logan	566.87	531.18	495.49	612.94	477.98	566.87	691.45	492.24	396.22	520.80	527.93	527.93
WTR/DHHR-Logan BCSE	0.00	0.00	0.00	20.12	20.12	20.12	33.10	12.98	0.00	0.00	0.00	0.00
WTR/DHHR-Moorefield	12.98	25.96	41.53	12.98	25.96	25.96	25.96	96.04	12.98	41.53	12.98	0.00
WTR/DHHR-OHFLAC	157.69	192.08	124.59	173.26	173.26	186.24	150.55	150.55	110.31	123.29	137.57	137.57
WTR/DHHR-Operations	74.63	74.63	130.44	164.83	164.83	177.81	149.26	149.26	149.26	183.65	268.01	220.64
WTR/DHHR-Parkersburg BCSE	129.14	142.12	25.96	38.94	51.92	64.90	38.94	51.92	25.96	38.94	60.35	60.35
WTR/DHHR-Petersburg	114.21	171.31	114.21	171.31	171.31	171.31	171.31	114.21	142.76	171.31	114.21	114.21
WTR/DHHR-Philippi	350.42	350.42	258.92	271.90	257.62	266.05	237.50	244.64	210.25	217.39	174.56	174.56
WTR/DHHR-Pineville-BCSE	96.05	130.44	110.31	75.92	75.92	83.06	124.59	158.98	200.51	249.18	90.20	90.20
WTR/DHHR-PRESTON CO												
WTR/DHHR-Kingwood	107.60	107.60	94.62	123.18	171.85	157.57	121.88	86.19	73.21	73.21	73.21	73.21
Total WTR/DHHR-PRESTON CO	107.60	107.60	94.62	123.18	171.85	157.57	121.88	86.19	73.21	73.21	73.21	73.21
WTR/DHHR-Princeton-CS	117.77	159.30	139.17	90.51	117.77	117.77	145.03	172.29	199.55	170.69	0.00	0.00
WTR/DHHR-Pt. Pleasant	54.51	67.49	110.32	166.13	153.15	194.68	96.04	110.32	97.34	83.06	83.06	83.06
WTR/DHHR-Putnam	195.98	140.17	140.17	140.17	140.17	41.53	41.53	97.34	97.34	41.53	41.53	41.53
WTR/DHHR-Ripley	166.91	145.50	145.50	152.63	126.67	195.46	174.05	235.70	188.32	232.32	184.95	184.95
WTR/DHHR-Romney	187.13	294.20	130.03	187.13	244.23	244.23	301.33	244.23	329.88	244.24	244.24	244.24
WTR/DHHR-Sutton	95.24	108.22	95.24	95.24	129.63	129.63	108.22	108.22	122.50	103.18	96.04	96.04
WTR/DHHR-Weirton	-3.54	-3.54	-3.54	-3.54	-3.54	-3.54	-3.54	-3.54	-3.54	-3.54	-3.54	-3.54
WTR/DHHR-Weirton BCSE	156.40	67.50	67.50	80.48	67.50	67.50	80.48	67.50	75.93	88.91	67.50	54.52
WTR/DHHR-Welch	52.92	100.17	87.57	47.25	87.57	80.64	114.03	154.35	180.81	221.13	61.11	61.11
WTR/DHHR-Weston-BCF	25.96	25.96	25.96	54.51	90.20	103.18	70.08	111.61	12.98	12.98	25.96	0.00
WTR/DHHR-Weston BCSE	80.47	80.47	101.88	136.27	177.81	180.79	80.47	80.47	96.05	81.77	109.03	81.77
WTR/DHHR Cannabis	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	55.44	90.09	90.09
WTR/Epidemiology	48.51	48.51	48.51	48.51	48.51	48.51	48.51	48.51	48.51	48.51	48.51	48.51
WTR/WV Cares	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.55	28.55	28.55
DHHR - MASTER - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-80.34	-80.34
Total DHHR - MASTER	719,667.77	802,217.95	867,884.32	853,378.66	890,776.71	898,945.87	975,940.25	926,371.41	993,855.59	994,338.58	997,664.75	851,937.64
DIV of CORRECTIONS - MASTER												
Prumtytown Correctional Center DOC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,449.21
WTR/Corrections-Elkins	138.87	138.87	125.89	181.70	167.42	180.40	151.23	109.70	83.06	70.08	83.06	83.06
WTR/Corrections 1201 Greenbrier	207.02	342.64	342.63	364.03	356.90	542.49	583.90	628.14	506.78	364.02	371.16	371.16
WTR/Corrections 1409 Greenbrier	385.44	521.06	406.86	471.10	435.41	542.48	535.34	613.86	613.86	506.78	471.08	471.08
WTR/Southwestern Regional Jail	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,183.43	4,183.43	0.00	0.00
Total DIV of CORRECTIONS - MASTER	731.33	1,002.57	875.38	1,016.83	959.73	1,265.37	1,250.47	1,351.70	5,387.13	5,124.31	925.30	-523.91
DIV of JUVENILE - MASTER												
WTR/Juvenile-Clarksburg	72.71	101.27	128.53	162.92	47.37	74.63	109.02	143.41	192.08	110.32	144.71	144.71
WTR/Juvenile-Huntington	127.05	78.38	119.91	132.89	39.44	39.44	52.42	52.42	52.42	96.54	96.54	96.54
WTR/Kanawha Youth	297.62	258.93	258.93	293.32	90.20	103.18	223.88	344.58	465.28	241.40	383.51	383.51

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WTR/Marion Youth	120.71	120.71	182.36	244.01	142.12	196.63	222.59	291.38	367.31	127.85	239.46	239.46
WTR/Mason Youth Reporting	94.75	94.75	94.75	94.75	0.00	48.67	97.34	131.73	151.85	47.38	67.50	67.50
WTR/Mercer Youth	170.95	178.09	205.35	239.74	116.45	143.71	170.97	198.23	232.62	102.17	215.08	215.08
WTR/Putnam Youth	229.08	173.28	243.36	292.03	83.06	153.14	201.81	250.48	299.15	369.24	417.91	417.91
WTR/Raleigh Youth Reporting	68.78	61.65	117.46	117.46	55.81	97.34	124.60	166.13	193.39	90.21	90.21	90.21
WTR/Stars Youth Reporting	111.62	68.79	124.60	137.58	25.96	81.77	137.58	150.56	206.37	111.62	167.43	167.43
WTR/Wetzel Youth Report	64.90	38.94	51.92	64.90	25.96	38.94	51.92	64.90	77.88	25.96	60.35	60.35
WTR/Wood Youth	415.32	367.95	451.01	591.18	140.17	140.17	280.34	449.06	449.06	125.89	125.89	125.89
<b>Total Div of JUVENILE - MASTER</b>	<b>1,773.49</b>	<b>1,542.74</b>	<b>1,978.18</b>	<b>2,370.78</b>	<b>766.54</b>	<b>1,117.62</b>	<b>1,672.47</b>	<b>2,242.88</b>	<b>2,687.41</b>	<b>1,448.58</b>	<b>2,008.59</b>	<b>2,008.59</b>
<b>DIV of LABOR - MASTER</b>												
LABOR	1,172.82	1,703.72	2,367.34	1,106.46	1,637.36	663.62	1,194.52	1,061.80	663.62	530.90	530.90	530.90
Labor-Grounds	418.44	644.40	644.40	686.28	686.28	0.00	0.00	0.00	0.00	66.95	468.65	468.65
WTR/Labor	391.30	521.73	521.73	626.21	735.23	419.86	493.19	460.09	408.18	351.08	365.35	365.35
<b>Total Div of LABOR - MASTER</b>	<b>1,982.56</b>	<b>2,869.85</b>	<b>3,533.47</b>	<b>2,418.95</b>	<b>3,058.87</b>	<b>1,083.48</b>	<b>1,687.71</b>	<b>1,521.89</b>	<b>1,071.80</b>	<b>948.93</b>	<b>1,364.90</b>	<b>1,364.90</b>
<b>DM-IS&amp;C</b>	<b>29.09</b>	<b>43.60</b>	<b>43.88</b>	<b>43.88</b>	<b>29.37</b>	<b>15.25</b>	<b>15.25</b>	<b>15.25</b>	<b>581.30</b>	<b>581.30</b>	<b>206.58</b>	<b>15.25</b>
<b>DMV - MASTER</b>												
DMV	109,246.37	146,618.24	109,059.46	109,059.46	102,442.44	110,481.12	143,197.78	103,918.81	145,380.17	153,635.35	107,686.70	107,686.70
FC-DMV Multi Locations	0.00	0.00	10,883.97	10,883.97	13,327.47	13,327.47	2,443.50	0.00	0.00	0.00	1,743.13	1,743.13
PREDMV	26,152.67	22,656.08	21,425.38	25,938.38	24,180.30	17,667.54	18,710.51	19,734.12	20,367.38	24,789.75	19,476.03	15,053.66
SPDMV	3,700.00	3,700.00	3,700.00	3,700.00	3,700.00	3,700.00	3,700.00	3,700.00	5,196.16	5,196.16	5,196.16	5,196.16
<b>WTR/DMV</b>												
Kanawha Mall	0.00	0.00	0.00	0.00	0.00	0.00	0.00	381.78	812.07	430.29	379.89	379.89
Logan	0.00	0.00	0.00	81.90	129.15	176.40	189.00	141.75	176.40	223.65	195.93	195.93
WTR/DMV Commissioner's Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	309.41	0.00
WTR/DMV Hansford Street Warehouse	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97.40	97.40	0.00	0.00
WTR/DMV - Other	1,128.08	1,182.26	1,114.22	1,681.99	2,002.66	2,405.23	3,050.73	2,482.96	1,434.89	1,434.89	1,434.89	1,434.89
<b>Total WTR/DMV</b>	<b>1,128.08</b>	<b>1,182.26</b>	<b>1,114.22</b>	<b>1,763.89</b>	<b>2,131.81</b>	<b>2,581.63</b>	<b>3,239.73</b>	<b>3,006.49</b>	<b>2,520.76</b>	<b>2,186.23</b>	<b>2,320.12</b>	<b>2,010.71</b>
WTR/DMV-Huntington	323.82	384.93	330.75	276.57	215.46	215.46	248.85	296.10	303.03	289.17	248.85	248.85
<b>Total DMV - MASTER</b>	<b>140,550.94</b>	<b>174,541.51</b>	<b>146,513.78</b>	<b>151,622.27</b>	<b>145,997.48</b>	<b>147,973.22</b>	<b>171,540.37</b>	<b>130,655.52</b>	<b>173,767.50</b>	<b>186,096.66</b>	<b>136,670.99</b>	<b>131,939.21</b>
<b>DNR</b>												
Disinfecting South Charleston	0.00	0.00	1,344.57	1,344.57	1,344.57	1,344.57	0.00	0.00	0.00	0.00	0.00	0.00
DNR-ACCESS Boating	60,332.11	67,403.13	70,360.63	90,730.01	91,965.01	70,027.51	26,160.63	27,566.26	18,945.63	40,095.02	44,472.80	45,220.30
DNR-Access Fishing	4,233.13	8,596.26	12,788.76	15,096.26	15,153.14	10,790.01	8,482.51	9,197.51	11,748.76	15,478.14	15,819.39	16,014.39
DNR-ACCESS Non-Federal	2,096.25	4,574.38	6,768.13	6,630.01	7,361.26	8,409.39	5,858.13	3,956.88	2,616.25	3,396.25	4,322.50	4,322.50
DNR-Alum Creek	9,403.61	10,731.76	12,059.91	9,340.37	10,415.54	11,806.93	7,611.09	8,812.75	9,065.73	7,800.82	9,065.72	9,065.72
DNR-Apple Grove	416.72	545.66	448.96	416.72	545.66	577.90	416.72	545.66	448.96	416.72	416.72	416.72
DNR-Conaway Lake Dam	3,477.50	3,477.50	3,477.50	3,477.50	3,477.50	3,477.50	3,477.50	3,477.50	3,477.50	3,477.50	3,477.50	3,477.50
DNR-Elkins	7,371.82	10,962.82	7,200.82	7,200.82	10,107.82	13,869.82	13,356.82	13,356.82	14,040.82	13,869.82	13,527.82	10,107.82
DNR-Elkins Hatchery	5,362.50	5,362.50	5,362.50	5,362.50	5,362.50	5,362.50	5,362.50	5,362.50	5,362.50	5,362.50	5,362.50	5,362.50
DNR-French Creek	5,271.03	6,993.86	6,861.33	8,451.63	9,909.41	10,041.93	8,319.11	8,319.11	8,716.68	8,584.16	10,174.46	8,584.16
DNR-Parkersburg	1,896.75	2,831.19	3,693.75	4,556.31	5,346.99	6,209.55	6,037.92	2,443.92	3,450.24	4,384.68	5,247.24	5,247.24
DNR-Romney	915.45	915.45	915.45	915.45	915.45	915.45	915.45	915.45	915.45	915.45	915.45	915.45
DNR-Tate Lohr	5,655.00	5,655.00	5,655.00	5,655.00	5,655.00	5,655.00	5,655.00	5,655.00	5,655.00	5,655.00	5,655.00	5,655.00
DNRBEC	1,689.55	3,302.30	1,612.75	1,612.75	2,918.31	3,302.30	4,761.45	4,531.05	4,838.24	3,302.30	3,148.70	1,612.75
DNRBEC-Lawn	1,397.50	1,397.50	1,023.75	731.25	292.50	292.50	292.50	292.50	292.50	804.38	1,454.38	942.50
PREDNR	77.62	121.99	90.29	42.64	107.25	107.25	42.64	42.64	42.64	42.64	79.23	79.23
SP-DNR Branchland	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	203.01	203.01
SPDNR FC WC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	194.39	194.39	194.39
WTR/DNR-Beckley	627.88	841.50	627.88	448.65	662.27	841.50	627.88	561.91	481.66	696.58	375.55	348.29
WTR/DNR-Farmington	70.27	123.52	155.36	176.77	208.61	165.79	180.07	131.21	85.09	85.09	120.78	120.78
WTR/DNR-French Creek	46.12	70.83	85.11	63.70	63.69	74.12	10.43	53.25	46.12	53.25	24.71	0.00
WTR/DNR-Nitro	458.60	481.57	447.22	397.07	362.73	372.77	410.00	316.76	242.29	269.49	343.96	343.96
WTR/DNR-Parkersburg	164.83	171.97	164.83	249.19	242.06	157.69	199.22	136.27	38.94	97.34	218.69	218.69
<b>WTR/DNR-So. Charleston</b>												
2nd Floor Land & Streams	0.00	0.00	0.00	41.53	111.61	195.97	251.78	329.00	266.05	357.55	378.97	378.97
3rd Floor Director's Office	0.00	0.00	0.00	84.36	154.44	210.24	273.18	343.26	287.46	287.46	357.54	357.54

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WTR/DNR-So. Charleston - Other	670.87	777.94	925.24	652.06	553.42	553.42	210.25	210.25	84.36	84.36	84.36	84.36
Total WTR/DNR-So. Charleston	670.87	777.94	925.24	777.95	819.47	959.63	735.21	882.51	637.87	729.37	820.87	820.87
WTR/DNR-Wildlife Center	113.65	145.49	42.27	42.27	52.70	52.70	52.70	63.68	63.68	42.27	42.27	31.84
Total DNR	111,748.76	135,484.12	142,112.01	163,719.39	173,289.44	154,814.31	98,965.48	98,621.14	91,212.55	115,753.16	125,483.64	119,305.61
DOH - MASTER												
BUNKER	106,051.55	159,946.60	212,103.10	158,208.05	104,313.00	158,208.05	159,946.60	154,730.95	154,730.95	104,313.00	106,051.55	52,156.50
BURLIN	187,796.30	205,724.26	224,129.74	205,257.86	183,881.15	202,959.47	190,409.13	187,690.97	191,304.14	173,571.45	172,021.41	172,021.41
BURLIN-3	2,501.67	2,375.44	0.00	2,837.65	1,833.40	1,075.52	8,016.48	1,088.71	4,890.36	1,371.19	1,004.25	1,004.25
BURNSV	68,700.96	137,401.92	203,886.72	203,886.72	66,484.80	68,700.96	137,401.92	130,753.44	68,700.96	66,484.80	68,700.96	68,700.96
DM-WV DOH	201,573.51	220,137.37	235,272.28	255,295.99	271,911.12	263,811.87	167,828.43	76,971.44	61,497.03	58,047.71	77,107.24	77,107.24
DOH	19,471.91	26,156.37	26,383.33	19,380.56	18,107.33	25,110.10	13,050.61	12,095.68	19,416.75	7,002.77	6,366.15	6,366.15
DOH-2	3,174.95	3,972.06	8,654.15	8,654.15	10,260.95	1,993.69	3,600.49	4,618.65	3,600.49	3,600.49	6,204.74	6,204.74
DOH-A	67,723.79	68,093.69	82,163.80	67,423.69	23,273.14	38,013.25	39,353.26	37,343.25	40,023.27	26,623.16	25,283.15	11,883.05
DOH-Albright	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,606.80	0.00
DOH-Cabin Creek	0.00	0.00	2,193.90	2,193.90	2,193.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DOH-Danville	0.00	0.00	0.00	658.17	0.00	0.00	0.00	0.00	658.17	658.17	658.17	658.17
DOH-Grafton	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,488.35	0.00	0.00	0.00
DOH-Lost Creek	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,606.80	0.00	0.00	0.00
DOH-St Albans	0.00	803.40	803.40	803.40	803.40	0.00	0.00	0.00	803.40	0.00	0.00	0.00
DOH D1 EQUIP	3,389.99	5,308.34	5,846.40	3,836.70	1,552.95	3,562.65	3,745.35	5,481.00	2,101.05	2,009.70	1,827.00	0.00
DOH D4 - Mobile	34,204.40	36,910.60	40,293.35	42,999.55	45,705.75	49,088.50	51,794.70	54,500.90	57,883.65	60,589.85	46,382.30	43,676.10
DOH MT STORM	244.57	244.57	244.57	244.57	244.57	244.57	244.57	244.57	244.57	244.57	244.57	244.57
DOH/Glenville	0.00	0.00	0.00	883.23	0.00	0.00	0.00	0.00	0.00	3,532.90	0.00	0.00
DOH/Moundsville	36,343.66	45,181.95	52,324.09	55,161.85	47,804.16	47,804.16	40,858.38	16,681.63	15,583.37	17,632.10	4,752.34	0.00
DOH/Moundsville B3	1,127.37	1,393.21	1,725.51	1,991.35	2,257.19	2,589.49	1,459.67	761.42	827.88	495.58	495.58	229.74
DOHBRI	68,122.72	78,880.82	71,301.25	82,059.35	38,885.10	50,552.47	40,632.13	50,552.47	50,971.36	30,221.40	29,383.64	19,044.42
DOHBRI-3	3,835.97	5,390.88	1,788.08	1,788.08	1,788.08	5,359.28	2,615.07	0.00	7,648.60	1,618.13	3,397.52	884.73
DOHBUC	8,723.05	11,631.63	5,746.56	8,655.14	5,192.55	8,239.64	5,678.67	5,263.16	5,817.17	3,047.09	2,770.08	0.00
DOHBUC-33	0.00	0.00	1,766.45	0.00	0.00	0.00	1,766.45	0.00	1,766.45	0.00	1,766.45	1,766.45
DOHELK-2	4,312.02	2,665.37	6,197.24	7,240.83	2,170.14	1,986.87	3,973.74	1,094.81	3,652.95	2,897.19	6,713.72	2,870.82
DOHHAVACO	1,951.92	3,815.12	5,678.32	3,726.40	3,371.50	1,951.92	1,685.75	3,371.50	3,726.40	1,951.92	1,774.47	0.00
DOHHUN	38,004.39	38,258.36	38,628.38	25,366.19	22,933.78	36,253.99	24,787.10	22,933.78	25,366.19	13,204.16	12,045.98	0.00
DOHHUN-2	7,158.51	7,158.51	12,885.31	12,885.31	12,885.31	0.00	0.00	2,863.40	2,863.40	2,569.85	2,569.85	2,569.85
DOHLEW-3	0.00	0.00	4,753.24	0.00	0.00	0.00	5,747.40	0.00	16,417.85	117.22	0.00	0.00
DOHLEW-District 9	39,749.86	39,752.42	13,232.64	18,555.43	11,007.47	24,630.24	25,410.50	23,575.46	14,503.37	13,448.57	12,223.70	6,754.92
DOHMIC	26,505.84	26,714.76	26,923.68	26,502.99	15,985.93	25,240.95	17,247.99	15,985.94	9,675.70	9,255.02	8,413.65	0.00
DOHMIC-2	3,296.45	4,510.30	5,724.15	3,366.64	3,135.43	4,407.09	4,522.70	5,620.95	4,580.50	3,424.45	3,308.84	938.94
DOHPRK-2	9,088.80	8,083.01	7,766.90	9,303.56	11,321.66	3,213.60	1,606.80	5,394.32	5,310.68	3,331.02	6,392.13	1,606.80
DOHWESTON-2	817.41	817.41	685.49	0.00	0.00	1,190.60	0.00	0.00	0.00	834.92	817.41	0.00
DOHWESTON-3	3,532.95	7,204.29	2,939.88	2,939.88	6,472.78	6,472.78	7,065.80	5,299.35	5,299.35	7,065.80	7,191.67	3,532.90
DOHWHYOMING	1,409.46	2,818.92	4,119.96	2,602.08	2,493.66	2,493.66	1,192.62	2,385.24	2,710.50	1,409.46	1,301.04	0.00
FC-DOH-District 4	16,108.76	16,108.76	16,108.76	16,108.76	16,108.76	16,108.76	16,108.76	16,108.76	16,108.76	16,108.76	16,108.76	16,108.76
FC-DOH Havaco	0.00	0.00	0.00	0.00	0.00	0.00	2,008.50	2,008.50	0.00	0.00	0.00	0.00
Floor Care - Hazelton	386.10	386.10	386.10	386.10	386.10	386.10	386.10	386.10	386.10	386.10	386.10	386.10
FM-DOH-Amma	311.48	311.48	311.48	311.48	311.48	0.00	0.00	0.00	0.00	77.87	233.61	155.74
FM-DOH-Chelyan	374.60	374.60	374.60	374.60	374.60	0.00	0.00	0.00	0.00	93.65	374.59	280.94
FM-DOH-Dry Branch	123.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.68	185.03	123.35
FM-DOH-Mason Co	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	161.96	323.92	323.92
FM-DOH-NC	975.57	975.57	975.57	975.57	975.57	0.00	0.00	0.00	0.00	162.60	650.39	650.39
FM-DOH-Piedmont	758.66	758.66	758.66	758.66	758.66	0.00	0.00	0.00	0.00	126.45	505.78	379.33
FM-DOH-SC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.81	215.24	161.43
FM-DOH Elkview	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78.97	236.89	157.92
HAZELTON	109,572.48	131,773.44	87,371.52	109,572.48	43,685.76	65,886.72	44,401.92	64,454.40	64,454.40	21,484.80	22,200.96	0.00
HUNTIN	58,026.24	58,026.24	18,921.60	38,473.92	38,473.92	58,026.24	39,104.64	56,764.80	56,764.80	18,921.60	19,552.32	0.00
HURRIC	102,274.56	136,736.64	102,274.56	102,274.56	33,350.40	67,812.48	68,924.16	100,051.20	65,589.12	33,350.40	34,462.08	0.00
LEWISB	56,061.12	74,951.28	18,280.80	37,170.96	18,280.80	37,170.96	37,780.32	35,952.24	18,890.16	18,280.80	18,890.16	0.00

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LOW IMPACT	69,214.55	77,620.70	104,404.51	112,520.01	134,464.56	130,842.16	71,310.09	65,273.64	65,016.03	89,933.00	112,554.03	76,528.63
MEADOW	181,984.32	218,856.96	147,490.56	184,363.20	110,617.92	147,490.56	76,124.16	109,428.48	109,428.48	38,062.08	39,251.52	2,378.88
MORGAN	136,514.88	156,290.40	116,739.36	136,514.88	77,826.24	97,601.76	78,464.16	96,325.92	96,325.92	58,050.72	58,688.64	38,913.12
PARKER	94,517.98	145,214.14	92,882.62	143,578.78	143,578.78	143,578.78	145,214.14	140,308.06	140,308.06	126,414.70	160,500.46	43,821.82
PREDOH	2,640.44	2,610.37	2,812.27	2,839.53	2,872.01	2,900.60	2,644.78	2,787.16	2,811.31	2,843.98	2,838.52	2,805.85
PRINCE	18,922.72	28,272.32	37,621.92	27,827.10	26,046.22	18,922.72	8,459.16	16,918.32	18,699.19	9,794.82	8,904.38	0.00
PRINCE-2	1,574.75	1,593.74	2,372.08	1,556.68	1,408.42	815.40	704.21	1,408.42	1,556.67	815.40	741.27	0.00
PRINCE-3	2,202.25	4,304.39	6,406.53	4,204.28	3,803.88	2,202.25	1,901.94	3,803.88	4,204.29	2,202.25	2,002.04	0.00
PRINCE-5	6,581.70	10,083.70	0.00	0.00	6,463.26	6,463.26	6,201.97	6,201.97	6,623.79	5,605.53	1,147.18	120.78
WESTON	46,844.61	53,522.83	52,724.87	52,614.13	33,993.78	50,441.68	51,816.12	49,643.67	46,943.73	37,651.41	36,166.21	30,080.85
WHEELING	46,409.34	52,881.15	59,352.96	65,824.77	72,296.58	78,768.39	48,108.61	8,171.08	0.00	121.55	2,528.24	2,528.24
WTR/DOH-Alma	96.04	131.73	110.32	173.26	137.57	109.02	101.89	88.91	81.77	25.96	74.63	48.67
WTR/DOH-Amma	1,031.77	1,031.77	1,031.77	1,576.21	1,576.21	1,576.21	0.00	0.00	523.02	537.30	515.89	515.89
WTR/DOH-Auditing	81.77	101.89	103.18	88.90	88.90	67.49	60.36	54.52	90.20	90.20	174.56	111.62
WTR/DOH-Baker Substation	42.83	0.00	0.00	94.33	94.33	42.83	42.83	42.83	99.93	57.10	42.83	0.00
WTR/DOH-Barboursville	4,683.49	5,686.71	5,686.71	7,191.54	7,693.15	2,628.44	1,745.61	2,748.83	2,579.43	2,077.82	3,846.19	3,846.19
WTR/DOH-Beckley	1,029.18	2,058.36	3,087.54	5,119.94	3,087.54	2,611.89	1,556.75	2,032.40	2,508.05	1,537.93	1,036.32	0.00
WTR/DOH-Beckley Coalfield Expressway	0.00	0.00	0.00	0.00	501.61	501.61	0.00	501.61	501.61	0.00	501.61	0.00
WTR/DOH-Berkeley	71.38	42.83	64.24	0.00	0.00	0.00	42.83	114.21	157.03	85.65	42.83	0.00
WTR/DOH-Bolt Raleigh Co	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	501.61	501.61	0.00	0.00
WTR/DOH-Bragg	501.61	501.61	501.61	501.61	501.61	501.61	501.61	501.61	0.00	0.00	501.61	0.00
WTR/DOH-Buckhannon	429.44	429.44	240.40	0.00	150.48	186.17	35.69	279.16	322.19	148.94	120.20	0.00
WTR/DOH-Burlington	413.99	385.44	349.75	585.84	914.17	563.88	485.37	571.03	756.62	949.33	371.16	0.00
WTR/DOH-Burnsville	28.55	64.24	0.00	35.69	0.00	64.24	64.24	85.65	35.69	57.10	71.38	0.00
WTR/DOH-Calhoun	140.16	90.20	104.48	174.56	174.56	138.87	110.32	41.53	27.26	83.07	140.17	140.17
WTR/DOH-Cameron	197.27	125.89	25.96	38.94	88.90	103.18	124.59	88.91	117.46	83.07	124.61	41.54
WTR/DOH-Capon Bridge	0.00	64.24	0.00	68.58	68.58	7.14	42.83	85.66	85.66	71.38	35.69	0.00
WTR/DOH-Charleston	64.25	14.28	0.00	0.00	0.00	42.83	42.83	35.69	49.97	14.28	0.00	0.00
WTR/DOH-Chelyan	48.67	280.42	48.67	48.67	48.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WTR/DOH-Clay	443.73	443.73	844.83	1,068.24	1,268.88	451.45	357.88	293.64	472.67	701.86	21.41	21.41
WTR/DOH-Contract Adm	113.57	139.53	153.81	127.85	127.85	175.22	113.57	73.33	127.85	94.76	177.82	123.30
WTR/DOH-Coon Knob	484.34	619.05	319.59	54.51	147.75	147.75	196.36	247.82	54.51	299.33	54.51	41.53
WTR/DOH-Danville	1,625.54	1,599.58	1,578.16	1,076.55	1,604.12	2,174.52	1,625.54	1,097.97	1,711.19	1,754.02	1,696.92	1,696.92
WTR/DOH-District 1	335.47	617.18	430.46	459.01	459.01	28.55	1,700.07	1,671.52	1,728.62	2,230.23	4,415.12	4,415.12
WTR/DOH-Dry Branch-180	1,253.19	922.92	772.33	1,238.25	695.73	782.09	789.24	781.38	824.19	981.24	1,074.05	1,074.05
WTR/DOH-Dry Branch-190	233.61	233.61	155.74	77.87	77.87	212.84	290.71	155.74	155.74	233.61	475.65	475.65
WTR/DOH-Elkview	1,003.22	1,504.83	1,504.83	2,042.13	2,042.13	1,038.91	501.61	501.61	501.61	501.61	501.61	0.00
WTR/DOH-Eng. Section	768.29	868.22	839.67	682.64	343.26	447.08	707.93	611.25	443.19	646.94	400.36	400.36
WTR/DOH-Executive Div	523.20	752.32	465.38	443.97	401.14	594.57	551.74	573.16	615.99	651.68	859.39	644.54
WTR/DOH-Finance Div	277.07	357.53	284.21	277.08	262.81	234.26	212.84	182.34	310.83	339.37	512.63	303.68
WTR/DOH-Gassaway	197.27	238.80	274.49	308.88	336.14	343.28	377.67	371.83	901.99	329.00	341.98	329.00
WTR/DOH-Glen Dale	206.35	220.62	220.61	309.51	316.65	455.52	498.35	359.50	517.61	378.74	446.23	67.49
WTR/DOH-Grant Co	35.69	35.69	35.69	68.58	68.58	35.69	35.69	57.10	78.51	21.41	42.83	0.00
WTR/DOH-Hardy Co	35.69	0.00	0.00	25.75	25.75	0.00	0.00	0.00	14.28	14.28	14.28	0.00
WTR/DOH-Harrisville	571.70	571.70	834.51	834.51	918.87	931.85	944.83	944.83	0.00	227.12	318.62	318.62
WTR/DOH-Hearing Exam	13.86	13.86	13.86	13.86	13.86	13.86	13.86	13.86	13.86	13.86	13.86	13.86
WTR/DOH-Heater	12.98	97.34	84.36	97.34	110.32	110.32	123.30	110.32	203.11	110.32	310.96	310.96
WTR/DOH-Hinton	1,016.20	1,016.20	12.98	0.00	1,016.20	12.98	12.98	34.39	1,016.20	12.98	1,016.20	0.00
WTR/DOH-Human Resources	506.15	710.55	706.00	720.28	620.36	810.50	413.37	273.20	373.13	530.15	608.67	608.67
WTR/DOH-Huntington	3,421.72	3,578.76	4,753.29	4,753.29	6,127.69	2,556.07	3,602.12	4,719.55	2,234.86	2,270.55	2,313.38	2,313.38
WTR/DOH-Huntington-I-64	114.21	114.21	114.21	114.21	114.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WTR/DOH-Hurricane	2,034.99	2,034.99	2,034.99	2,034.99	2,034.99	1,003.22	1,003.22	0.00	0.00	0.00	0.00	0.00
WTR/DOH-Jackson	256.33	234.92	234.92	242.06	234.92	192.09	227.77	187.53	137.57	151.85	68.79	68.79
WTR/DOH-Kearneysville	242.69	157.03	249.83	192.72	264.10	199.86	342.62	471.10	442.55	392.59	178.45	0.00
WTR/DOH-Legal Division	445.75	381.50	245.88	224.46	238.74	64.24	107.06	78.51	49.96	57.10	121.35	121.35
WTR/DOH-Logan	3,009.66	3,009.66	3,009.66	4,012.88	4,012.88	2,006.44	2,019.42	2,019.42	0.00	12.98	1,016.20	1,016.20

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	Jul 31, 20	Aug 31, 20	Sep 30, 20	Oct 31, 20	Nov 30, 20	Dec 31, 20	Jan 31, 21	Feb 28, 21	Mar 31, 21	Apr 30, 21	May 31, 21	Jun 23, 21
WTR/DOH-Maintenance Division	335.48	206.99	221.27	199.85	185.58	164.17	178.45	171.31	199.86	228.41	292.65	292.65
WTR/DOH-McDowell	1,003.22	1,003.22	1,003.22	1,003.22	501.61	501.61	1,003.22	1,003.22	1,003.22	1,003.22	1,003.22	0.00
WTR/DOH-Morgan Co	214.14	178.45	142.76	207.00	278.38	314.07	349.76	392.59	463.97	428.28	285.52	142.76
WTR/DOH-Moundsville	643.07	626.00	647.69	858.59	839.99	632.71	654.12	632.69	889.65	778.68	1,282.24	503.56
WTR/DOH-Muddlety-2	70.08	536.00	41.53	27.26	570.41	48.67	84.36	557.41	48.67	48.67	536.00	0.00
WTR/DOH-New Creek	28.55	0.00	0.00	54.30	54.30	0.00	0.00	0.00	28.55	28.55	42.83	0.00
WTR/DOH-New Cumberland	350.68	336.40	372.09	516.79	545.34	552.47	673.81	676.79	712.48	446.43	591.13	144.70
WTR/DOH-New Martinsville	336.78	461.19	546.85	683.12	587.25	608.67	694.33	701.47	1,153.98	945.03	1,209.78	264.75
WTR/DOH-No Charleston	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,003.22	1,003.22	1,003.22
WTR/DOH-Office Services	404.65	513.36	504.58	490.30	483.16	361.81	326.12	281.66	424.41	431.55	540.26	295.94
WTR/DOH-Parkersburg	306.93	422.24	429.37	565.01	228.44	214.13	328.33	299.80	92.80	164.18	235.55	164.17
WTR/DOH-Parts Department	85.66	85.66	85.66	85.66	114.21	28.55	92.79	128.48	228.41	264.10	285.51	285.51
WTR/DOH-Pennsboro	558.08	465.29	452.31	403.64	390.66	390.66	403.64	403.64	390.66	403.64	473.72	473.72
WTR/DOH-Petersburg Grant Co	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.69	0.00
WTR/DOH-Planning	537.93	502.24	516.51	509.37	523.64	502.23	402.30	277.72	427.61	477.58	434.76	434.76
WTR/DOH-Pleasants	164.17	164.17	242.69	114.21	149.90	57.10	107.07	107.07	57.10	99.93	85.66	42.83
WTR/DOH-Princeton	7,022.50	7,022.50	7,022.50	7,022.50	2,006.40	3,511.23	0.00	0.00	1,504.83	1,504.83	2,006.44	0.00
WTR/DOH-Princeton-2	1,003.22	1,003.22	2,006.44	2,006.44	1,003.22	1,003.22	0.00	1,003.22	1,003.22	1,003.22	1,003.22	0.00
WTR/DOH-Princeton-3	0.00	0.00	0.00	0.00	0.00	501.61	0.00	0.00	501.61	501.61	0.00	0.00
WTR/DOH-Programming	296.58	329.68	427.02	427.02	427.02	467.26	467.26	507.50	562.01	653.51	653.51	653.51
WTR/DOH-Pt. Pleasant	1,064.87	1,530.79	2,109.62	2,109.62	1,093.42	1,016.20	501.61	769.05	1,038.91	1,561.93	1,060.32	1,060.32
WTR/DOH-Public Transit	71.90	67.78	80.14	76.02	71.90	63.66	76.64	42.44	63.04	67.16	71.28	71.28
WTR/DOH-Red House	1,504.83	1,504.83	1,504.83	1,504.83	2,006.44	1,003.22	1,003.22	501.61	501.61	501.61	0.00	0.00
WTR/DOH-Right of Way	645.05	700.86	763.81	805.35	854.02	867.00	867.00	867.00	867.00	879.98	1,000.03	1,000.03
WTR/DOH-Roane	104.48	125.89	118.75	174.56	97.34	97.34	55.81	98.63	154.44	55.81	0.00	0.00
WTR/DOH-Romney	85.65	42.83	71.38	89.99	111.40	64.24	64.24	107.06	107.06	107.06	64.24	0.00
WTR/DOH-Sandhill	25.96	25.96	25.96	38.94	81.77	96.05	117.46	88.91	117.46	83.07	124.61	41.54
WTR/DOH-Short Gap	0.00	0.00	0.00	25.75	25.75	0.00	0.00	28.55	28.55	42.83	0.00	0.00
WTR/DOH-Sistersville	291.88	291.36	174.94	258.00	180.01	199.22	184.95	249.19	270.61	173.27	242.05	68.78
WTR/DOH-Skyline	0.00	0.00	0.00	0.00	0.00	0.00	42.83	42.83	28.55	28.55	0.00	0.00
WTR/DOH-Slanesville	42.83	0.00	14.28	25.75	25.75	0.00	21.41	21.41	0.00	0.00	0.00	0.00
WTR/DOH-St. Albans	78.52	114.21	157.04	157.04	192.73	64.24	64.24	92.80	28.56	28.56	42.84	42.84
WTR/DOH-St. Albans-2	501.61	501.61	501.61	501.61	501.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WTR/DOH-Strategic Data Mgmt and Tech	382.23	451.01	206.36	220.63	199.22	163.53	163.53	116.16	109.02	199.22	296.56	296.56
WTR/DOH-Summersville	163.46	341.20	127.58	113.30	246.67	213.62	223.65	141.85	177.74	113.30	243.72	0.00
WTR/DOH-Transportation Budget Division	35.69	42.83	21.42	21.42	28.56	28.56	27.26	25.96	53.22	54.52	81.78	54.52
WTR/DOH-Triadelphia	522.96	593.07	492.03	647.14	555.61	562.71	591.25	522.38	565.23	417.28	586.65	169.37
WTR/DOH-Upshur	25.96	53.22	25.96	25.96	47.37	47.37	12.98	41.53	27.26	12.98	27.26	0.00
WTR/DOH-Washington	501.61	501.61	501.61	0.00	0.00	501.61	501.61	1,003.22	1,003.22	0.00	0.00	0.00
WTR/DOH-Wayne	1,642.40	2,156.99	1,608.01	2,122.60	2,135.58	1,042.16	1,055.14	1,055.14	1,029.18	1,543.77	1,543.77	1,543.77
WTR/DOH-Webster	311.40	923.77	562.21	211.07	224.05	324.37	110.75	447.41	10.43	461.88	512.04	0.00
WTR/DOH-Wellsburg	54.51	87.40	73.13	86.11	53.22	74.63	88.91	195.98	238.81	125.89	138.87	12.98
WTR/DOH-West Hamlin	3,009.66	4,514.49	3,511.27	3,511.27	3,511.27	0.00	1,003.22	2,006.44	1,003.22	2,006.44	2,006.44	2,006.44
WTR/DOH-Weston	114.20	142.75	149.89	42.83	99.94	92.80	121.34	42.83	221.28	42.83	49.97	0.00
WTR/DOH-Wheeling	120.71	113.57	106.43	145.37	206.81	185.40	206.81	145.37	266.19	205.84	259.06	53.22
WTR/DOH-Wyoming	1,646.93	1,721.55	1,810.45	2,859.74	1,219.94	1,255.63	81.76	1,202.43	1,188.15	134.96	1,159.60	1,003.22
WTR/DOHBUC-Equipment	686.01	1,413.30	584.53	584.53	548.84	1,061.99	727.29	370.39	1,192.24	513.15	584.53	0.00
WTR/DOHPRK-2	49.97	128.50	142.79	185.62	42.83	35.69	71.38	85.66	57.10	71.38	71.38	71.38
WTR/DOT-Aeronautics	21.42	7.14	7.14	14.28	7.14	14.28	7.14	14.28	28.56	21.42	7.14	7.14
WTR/DOT-CRC	114.20	128.48	142.76	128.50	107.09	99.95	128.50	127.20	83.08	74.64	68.79	68.79
WTR/Williamstown WC	42.42	42.42	42.42	42.42	42.42	42.42	42.42	42.42	42.42	42.42	42.42	42.42
<b>Total DOH - MASTER</b>	<b>1,956,462.35</b>	<b>2,386,614.46</b>	<b>2,236,562.96</b>	<b>2,342,063.74</b>	<b>1,746,767.20</b>	<b>2,003,820.82</b>	<b>1,696,963.46</b>	<b>1,644,053.74</b>	<b>1,541,345.17</b>	<b>1,140,683.24</b>	<b>1,205,311.89</b>	<b>727,514.40</b>
<b>DOUGLAS JC - MASTER</b>												
Douglas JC	4,233.46	1,604.84	1,604.84	3,234.26	3,234.26	918.22	918.22	918.22	918.22	918.22	0.00	0.00
SP Douglas JC	140.92	140.92	140.92	140.92	140.92	0.00	422.77	422.77	422.77	422.77	0.00	0.00
WTR/Douglas JC	1,689.72	541.18	476.94	614.50	650.19	441.25	512.63	707.30	844.86	968.15	526.91	526.91

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Total DOUGLAS JC - MASTER	6,064.10	2,286.94	2,222.70	3,989.68	4,025.37	1,359.47	1,853.62	2,048.29	2,185.85	2,309.14	526.91	526.91
<b>DRS - MASTER</b>												
DRS-Lee Properties	1,072.08	1,361.20	867.36	1,048.06	813.15	596.31	740.87	867.36	1,029.99	1,192.62	1,337.18	1,337.18
DRS Charleston Disinfecting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,677.21	0.00	0.00	0.00	0.00
DRS Clarksburg Disinfecting	0.00	0.00	0.00	0.00	0.00	730.96	0.00	0.00	0.00	0.00	0.00	0.00
DRS Elkins Disinfecting	0.00	0.00	0.00	0.00	0.00	0.00	572.23	572.23	0.00	0.00	0.00	0.00
DRS Hurricane Putnam Co Disinfecting	0.00	0.00	0.00	0.00	1,065.76	1,065.76	1,065.76	0.00	0.00	0.00	0.00	0.00
DRS Kanawha City	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	518.80	518.80	0.00
DRS Morgantown Disinfecting	0.00	0.00	0.00	0.00	970.95	970.95	0.00	0.00	0.00	0.00	0.00	0.00
DRS Pt Pleasant Mason Co Disinfecting	0.00	0.00	0.00	0.00	0.00	411.95	411.95	0.00	0.00	0.00	0.00	0.00
DRSVAR	31,594.46	45,333.72	59,072.98	72,842.93	11,752.09	14,781.77	19,298.97	19,298.97	15,269.52	14,599.70	13,275.20	13,275.20
FC-DRS Hurricane	0.00	0.00	185.32	185.32	185.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FC-DRS Pt Pleasant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	182.10	182.10
PREDRS	219.41	219.41	219.41	219.41	219.41	219.41	219.41	219.41	219.41	219.41	219.41	219.41
WTR/DRS-Beckley	67.50	109.03	164.84	177.82	205.08	246.62	259.60	259.60	272.58	298.84	281.01	281.01
WTR/DRS-Charleston	25.96	51.92	51.92	25.96	0.00	0.00	25.96	25.96	61.65	87.61	80.47	80.47
WTR/DRS-Clarksburg	41.53	83.06	12.98	34.39	75.92	54.51	25.96	54.51	34.39	34.39	27.26	27.26
WTR/DRS-Elkins	20.12	40.24	20.12	27.26	40.24	25.96	25.96	47.37	12.98	27.26	12.98	12.98
WTR/DRS-Fairmont	12.98	47.37	12.98	12.98	25.96	25.96	25.96	25.96	27.26	12.98	34.39	34.39
WTR/DRS-Huntington	81.77	223.23	201.81	250.48	334.84	334.84	158.99	194.68	195.97	303.04	211.55	211.55
WTR/DRS-Keyser	41.53	34.39	41.53	54.51	25.96	54.51	83.06	54.51	41.53	41.53	41.53	41.53
WTR/DRS-Lewisburg	108.81	157.48	206.15	157.48	206.15	273.43	300.69	286.41	335.08	383.75	349.35	349.35
WTR/DRS-Logan	0.00	84.36	84.36	133.03	167.42	201.81	130.43	81.76	40.24	54.52	103.19	75.93
WTR/DRS-Martinsburg	47.37	90.20	47.37	103.18	103.18	60.35	131.73	131.73	47.37	90.20	47.37	47.37
WTR/DRS-Moorefield	12.98	12.98	41.53	54.51	54.51	68.79	40.24	54.51	41.53	41.53	12.98	12.98
WTR/DRS-Morgantown	12.98	40.24	20.12	27.26	40.24	33.10	33.10	25.96	27.26	12.98	55.81	55.81
WTR/DRS-Mrgtown-Greenbag	66.20	80.48	87.62	114.88	127.86	147.98	160.96	173.94	194.06	194.06	194.06	194.06
WTR/DRS-Mullens	40.24	67.50	27.26	54.52	81.78	109.04	74.64	74.64	47.38	47.38	54.52	54.52
WTR/DRS-New Martinsville	25.96	25.96	25.96	25.96	25.96	25.96	38.94	25.96	12.98	25.96	25.96	25.96
WTR/DRS-Nitro	529.11	571.94	607.63	687.60	767.57	854.68	939.73	1,031.91	1,109.82	1,194.87	939.73	939.73
WTR/DRS-Princeton	40.24	67.50	80.48	33.10	53.22	73.34	86.32	59.06	72.04	92.16	86.32	86.32
WTR/DRS-Pt. Pleasant	25.34	25.34	25.34	25.34	25.34	34.39	34.39	34.39	34.39	34.39	34.39	34.39
WTR/DRS-Romney	12.98	62.95	12.98	68.79	68.79	54.51	83.06	54.51	41.53	12.98	12.98	12.98
WTR/DRS-Spencer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41.53	41.53	12.98	40.24	40.24
WTR/DRS-Summersville	67.49	80.47	93.45	94.75	107.73	163.54	219.35	163.54	233.62	303.70	303.70	303.70
WTR/DRS-Weirton	49.41	49.41	49.41	70.82	42.27	20.86	31.29	20.86	46.12	63.69	28.00	28.00
WTR/DRS-Welch	34.39	47.37	27.26	54.52	74.64	94.76	60.36	67.50	54.52	88.91	96.04	68.78
WTR/DRS-Weston	12.98	25.96	41.53	12.98	54.51	54.51	25.96	25.96	41.53	12.98	12.98	12.98
WTR/DRS-Wheeling	54.51	90.20	90.21	83.08	115.96	108.82	136.08	54.52	70.08	111.62	90.21	90.21
Total DRS - MASTER	34,318.33	49,083.91	62,419.91	76,680.92	17,831.81	21,899.38	25,441.95	27,706.46	19,656.36	20,115.84	18,709.71	18,136.39
EDA	446.67	446.67	446.67	446.67	446.67	446.67	446.67	446.67	446.67	446.67	446.67	446.67
<b>EHS - MASTER</b>												
WTR/EHS-Beckley	25.96	38.94	66.20	79.18	92.16	119.42	132.40	146.68	159.66	186.92	199.90	172.64
WTR/EHS-Charleston	328.35	328.35	378.31	378.31	421.14	442.56	489.93	551.58	613.23	660.60	696.29	380.25
WTR/EHS-Fairmont	73.33	94.74	122.00	149.26	162.24	189.50	216.76	244.02	285.56	348.50	321.24	321.24
WTR/EHS-St. Albans	523.01	94.74	94.74	94.74	94.74	129.13	129.13	116.15	103.17	158.98	207.65	207.65
WTR/EHS-Wheeling	64.90	77.88	105.14	118.12	131.10	144.08	157.06	184.32	197.30	217.42	230.40	190.16
Total EHS - MASTER	1,015.55	634.65	766.39	819.61	901.38	1,024.69	1,125.28	1,242.75	1,358.92	1,509.48	1,682.74	1,271.94
<b>EMERGENCY-2</b>												
EMERGENCY-2 Flags	0.00	526.43	526.43	526.43	526.43	526.43	526.43	526.43	526.43	526.43	526.43	526.43
Total EMERGENCY-2	0.00	526.43	526.43	526.43	526.43	526.43	526.43	526.43	526.43	526.43	526.43	526.43
ERP	5,264.25	7,910.25	5,138.25	7,784.25	9,926.25	2,772.00	2,394.00	4,788.00	2,898.00	2,772.00	2,520.00	0.00
<b>FAIRMONT STATE UNIVERSITY - MASTER</b>												
FSU	937.88	109,961.70	937.88	109,961.70	937.88	937.88	109,961.70	937.88	937.88	937.88	937.88	937.88
FSU/Grounds	10,227.00	13,636.00	17,045.00	15,340.50	18,749.50	11,931.50	15,340.50	5,113.50	5,113.50	6,818.00	3,409.00	3,409.00
Total FAIRMONT STATE UNIVERSITY - MASTER	11,164.88	123,597.70	17,982.88	125,302.20	19,687.38	12,869.38	125,302.20	6,051.38	6,051.38	7,755.88	4,346.88	4,346.88

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FC-DOA 1201 Greenbrier	4,395.55	4,395.55	4,395.55	4,395.55	4,395.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FM-Advancement & Development	102.79	102.79	102.79	102.79	102.79	102.79	102.79	102.79	0.00	25.70	102.79	77.09
FM-Culture	562.99	562.99	562.99	562.99	562.99	562.99	562.99	562.99	137.92	70.84	212.53	212.53
FM-Mt. Olive	2,842.74	4,070.08	2,588.96	2,018.91	1,088.32	1,779.86	2,162.98	3,088.17	1,656.23	2,298.32	2,438.58	1,138.20
FM-Rubenstein Center	3,615.04	3,615.04	1,390.40	1,390.40	1,390.40	1,390.40	1,390.40	1,390.40	1,668.48	2,224.64	2,780.80	2,502.72
FM-South Central Jail	4,169.72	5,054.58	4,941.42	5,022.85	6,078.58	5,920.81	6,240.53	6,413.96	6,741.82	4,683.30	5,080.16	5,080.16
Gary Wolfe	57.47	57.47	57.47	57.47	57.47	57.47	57.47	57.47	57.47	57.47	57.47	57.47
Gene Spadaro JC												
Clothing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,262.60	2,262.60	2,143.80	2,143.80
Soap	0.00	0.00	0.00	0.00	433.25	433.25	0.00	0.00	606.55	0.00	0.00	0.00
WTR/Gene Spadaro	383.04	383.04	532.98	156.87	265.23	484.47	438.48	292.95	244.44	341.46	348.39	177.66
Total Gene Spadaro JC	383.04	383.04	532.98	156.87	698.48	917.72	438.48	292.95	3,113.59	2,604.06	2,492.19	2,321.46
GM PBR-Morgantown	-487.50	195.00	-487.50	-487.50	-487.50	-487.50	-487.50	-487.50	-487.50	-422.50	-357.50	-357.50
GOODKA-M	0.00	0.00	0.00	0.00	10,920.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GSD - MASTER												
FC-GSD-34	10,427.57	10,427.57	10,427.57	10,427.57	10,427.57	10,427.57	10,427.57	10,427.57	10,427.57	10,427.57	10,427.57	10,427.57
FC-GSD-54	11,596.71	11,596.71	11,596.71	11,596.71	11,596.71	11,596.71	11,596.71	11,596.71	11,596.71	11,596.71	11,596.71	11,596.71
GM-GSD Weirton B34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	146.25	292.50	146.25
GSD Beckley (23)	12,759.18	13,742.03	14,447.90	15,073.35	13,527.59	21,032.99	28,163.12	14,260.26	15,618.38	16,601.23	15,618.38	7,505.40
GSD Bldg 1	13,072.50	25,818.19	25,853.63	24,735.38	20,451.38	31,019.63	40,674.38	20,475.00	26,223.75	24,239.25	16,226.44	7,390.69
GSD Bldg 15	1,905.75	4,055.63	4,299.76	4,299.76	3,890.26	5,937.76	7,882.89	3,890.26	4,299.76	4,606.88	4,299.75	2,047.50
GSD Bldg 16	1,992.38	3,917.82	4,043.82	4,268.26	3,890.26	5,937.76	7,749.01	3,531.94	4,075.32	4,606.88	4,299.75	2,047.50
GSD Bldg 17	1,992.38	3,894.19	3,803.62	3,803.62	3,441.37	5,252.62	6,973.31	3,441.38	3,803.63	4,075.32	3,803.63	1,811.25
GSD Bldg 3	14,852.25	29,405.25	29,106.00	29,106.00	26,334.00	40,194.00	53,038.13	25,979.63	29,074.50	30,940.88	28,861.88	13,860.00
GSD Bldg 33	779.63	1,523.82	1,488.38	1,488.38	1,346.63	2,055.38	2,728.69	1,346.62	1,488.37	1,594.69	1,488.38	708.75
GSD Bldg 36	15,190.88	29,956.51	29,507.63	28,980.00	26,168.63	40,343.63	53,809.88	26,932.50	29,767.50	31,846.50	29,625.75	14,080.50
GSD Bldg 37	21,389.92	41,538.30	41,604.18	43,448.75	39,607.58	60,556.63	79,661.11	58,889.43	63,663.01	67,352.15	64,215.37	41,690.33
GSD Bldg 4	2,079.00	4,063.50	3,937.50	3,937.50	3,591.00	5,481.00	7,276.50	3,591.00	3,969.00	4,252.50	3,969.00	1,890.00
GSD Bldg 5	24,601.50	49,986.56	50,250.37	49,502.25	44,895.38	69,071.63	92,039.07	45,482.07	50,132.26	53,447.63	49,116.38	23,286.38
GSD Bldg 53	16,891.18	18,588.55	21,065.80	22,809.05	21,680.53	32,250.13	43,094.98	32,415.28	35,020.98	36,966.08	34,681.51	21,735.58
GSD Bldg 55	9,143.42	18,250.70	18,182.94	18,146.80	16,443.70	25,117.30	33,361.74	16,159.10	17,884.78	19,203.89	17,853.16	8,619.39
GSD Bldg 6	10,395.00	20,317.50	19,754.44	19,754.44	17,955.00	27,405.00	36,382.50	17,884.13	19,774.13	21,262.50	19,845.00	9,450.00
GSD Bldg 7	3,551.63	6,941.82	6,713.44	6,713.44	6,134.63	9,363.38	12,430.69	5,961.37	6,583.50	7,241.07	6,780.38	3,228.75
GSD Bldg 74	5,197.50	10,048.50	9,702.00	9,702.00	8,505.00	13,119.75	16,947.00	8,316.00	9,922.50	9,954.00	9,245.25	4,725.00
GSD Bldg 86												
GM-GSD 86	910.00	1,056.25	406.25	568.75	308.75	146.25	0.00	0.00	0.00	162.50	552.50	390.00
GSD Bldg 86 - Other	6,495.90	13,542.30	13,854.25	14,056.10	13,175.30	18,882.15	25,359.70	18,230.73	19,551.93	20,717.15	18,918.85	11,707.30
Total GSD Bldg 86	7,405.90	14,598.55	14,260.50	14,624.85	13,484.05	19,028.40	25,359.70	18,230.73	19,551.93	20,879.65	19,471.35	12,097.30
GSD Bldg 88	5,122.55	5,801.50	6,186.85	6,186.85	4,278.45	5,379.45	7,957.63	4,296.81	3,663.73	4,755.55	5,287.70	2,498.50
GSD Fairmont (54)	11,076.09	21,862.23	22,007.21	22,297.16	20,277.17	30,435.09	39,984.11	19,832.58	22,732.08	23,969.20	22,345.48	10,824.80
GSD Floor Mats	18,017.42	18,017.42	7,247.84	7,247.84	7,247.84	7,247.84	7,247.84	7,247.84	7,247.84	9,683.14	15,205.23	15,205.23
GSD Huntington (32)	10,623.74	20,229.77	19,221.27	20,160.69	19,184.43	28,965.45	38,525.43	18,880.50	18,954.18	19,746.24	19,119.96	9,007.38
GSD Misc	-16.87	-16.87	-16.87	1,158.16	5,686.97	5,356.88	-16.87	-16.87	-16.87	-16.87	1,350.25	-16.87
GSD Misc 3	9,983.32	18,417.48	2,528.57	4,239.48	20,285.64	21,861.54	6,871.44	17,235.91	2,119.74	4,239.48	25,015.49	22,895.75
GSD Parkersburg (25)	7,116.12	16,173.00	18,113.76	17,772.33	16,047.21	24,672.81	32,867.13	16,388.64	18,113.76	19,388.62	18,104.78	8,625.60
GSD Weirton (34)	8,621.18	17,725.61	18,489.15	19,301.01	17,802.93	26,888.03	35,750.84	26,588.42	28,395.77	28,966.01	27,100.67	17,889.92
WTR/Administration	327.71	532.12	467.88	391.95	417.91	213.50	123.30	192.09	166.13	256.33	187.54	187.54
WTR/Administration-Cab Sec	91.78	125.12	187.68	201.54	221.02	187.68	257.17	257.17	316.92	360.00	458.71	458.71
WTR/Administration-Guard	152.46	166.32	97.02	117.81	62.37	55.44	90.09	97.02	83.16	81.30	109.02	109.02
WTR/GSD	2,633.90	2,899.95	2,790.94	2,644.94	3,490.21	3,605.07	3,862.68	2,062.87	2,378.88	3,319.15	4,051.11	3,024.55
Total GSD - MASTER	258,973.68	440,605.35	417,367.49	424,137.87	408,373.42	590,060.05	743,117.77	441,873.96	467,032.90	495,999.78	490,054.08	289,054.98
HEPC - MASTER												
WTR/HEPC	38.94	25.96	25.96	12.98	12.98	12.98	12.98	0.00	0.00	0.00	0.00	0.00
WTR/HEPC-2	0.00	0.00	0.00	40.13	40.13	40.13	40.13	40.13	0.00	0.00	40.13	40.13
WTR/HEPC-4	100.34	113.32	113.32	113.32	113.32	12.98	12.98	12.98	12.98	25.96	25.96	25.96
WTR/HEPC-5	25.96	38.94	25.96	25.96	25.96	38.94	51.92	64.90	12.98	0.00	0.00	0.00

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WTR/HEPC-6	25.96	38.94	25.96	12.98	12.98	12.98	25.96	12.98	0.00	12.98	34.20	34.20
WTR/HEPC-Finance	80.47	106.43	80.47	25.96	0.00	25.96	25.96	25.96	25.96	25.96	25.96	25.96
WTR/HEPC-Gear Up-2	12.98	25.96	12.98	12.98	0.00	12.98	25.96	12.98	12.98	25.96	25.96	25.96
WTR/HEPC-Science	64.28	77.26	64.28	64.28	51.30	12.98	25.96	12.98	12.98	25.96	47.18	47.18
Total HEPC - MASTER	348.93	428.81	348.93	308.59	256.67	169.93	221.85	182.91	77.88	116.82	199.39	199.39
HOPEMONT	3,136.19	2,332.79	0.00	0.00	0.00	2,060.00	4,047.02	0.00	233.48	803.40	0.00	0.00
Huttonsville CC - MASTER												
FM-Huttonsville CC	0.00	372.84	745.68	745.68	745.68	186.42	372.84	372.84	113.90	341.70	455.60	455.60
Total Huttonsville CC - MASTER	0.00	372.84	745.68	745.68	745.68	186.42	372.84	372.84	113.90	341.70	455.60	455.60
IM-BOE Nicholas Co Special Ed	6,597.47	7,285.87	7,285.87	7,285.87	7,285.87	6,597.47	6,597.47	6,597.47	6,597.47	6,597.47	6,597.47	6,597.47
IM-EHS	2,583.43	2,583.43	0.00	0.00	2,089.26	2,089.26	2,089.26	2,089.26	2,089.26	2,089.26	0.00	0.00
IM-Real Estate	0.00	1,375.86	1,375.86	0.00	0.00	0.00	951.42	951.42	0.00	0.00	0.00	0.00
Independence Hall	19.83	51.77	31.94	31.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INSCOM-3	2,619.57	3,493.44	2,552.34	2,552.34	2,485.12	2,552.34	3,291.76	3,224.54	2,686.79	873.87	806.64	0.00
INSCOM-4	973.99	1,240.63	1,007.32	1,273.96	940.66	1,007.32	1,273.96	1,207.30	1,007.32	599.94	266.64	0.00
Insurance Comm	453.92	453.92	453.92	453.92	453.92	453.92	453.92	453.92	453.92	453.92	453.92	453.92
INSURANCE COMMISSION - MASTER												
WTR/Inscom-Beckley	37.80	78.12	51.66	51.66	91.98	78.12	50.40	57.33	44.73	65.52	37.80	25.20
WTR/InsComm	1,052.77	1,350.60	1,303.89	1,597.47	1,219.19	1,605.05	1,949.33	2,052.96	1,766.67	2,255.61	2,119.04	2,119.04
WTR/InsComm-Wheeling	0.00	68.18	68.18	68.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total INSURANCE COMMISSION - MASTER	1,090.57	1,496.90	1,423.73	1,717.31	1,311.17	1,683.17	1,999.73	2,110.29	1,811.40	2,321.13	2,156.84	2,144.24
IS&C	52,605.83	98,885.98	153,954.88	155,739.59	195,074.98	159,908.42	172,859.53	224,632.93	194,235.89	172,070.84	117,482.08	59,958.97
JACKIE WITHROW	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,545.41	0.00	0.00	0.00
KANAWHA	0.00	0.00	0.00	963.15	963.15	963.15	963.15	963.15	963.15	0.00	0.00	0.00
KUHN JC	0.00	0.00	343.68	343.68	0.00	0.00	830.40	2,006.40	1,176.00	0.00	0.00	0.00
Lake Stephens	-270.00	-270.00	-270.00	-270.00	-270.00	-270.00	-270.00	-270.00	-270.00	-270.00	-270.00	-270.00
LAKIN	782.14	1,701.85	0.00	875.50	5,088.66	4,754.53	0.00	814.61	4,108.41	176.65	0.00	0.00
LORRIE YEAGER JC	61.56	1,744.56	1,744.56	61.56	61.56	61.56	61.56	152.73	91.17	0.00	0.00	0.00
LOTTERY - MASTER												
LOTTERY	9,540.96	18,648.24	9,107.28	9,107.28	16,479.84	9,540.96	17,780.88	26,020.80	9,974.64	9,540.96	8,673.60	0.00
Lottery-Bridgeport	616.56	1,233.12	1,387.26	616.56	1,233.12	770.70	1,387.26	1,233.12	770.70	616.56	616.56	0.00
WTR/Lottery-Charleston	1,042.15	1,277.70	1,384.77	1,698.84	1,763.08	1,920.11	2,227.04	463.96	649.55	1,070.69	1,313.38	1,313.38
WTR/Lottery-Fairmont	14.28	35.69	14.28	14.28	14.28	14.28	14.28	14.28	14.28	14.28	14.28	14.28
Total LOTTERY - MASTER	11,213.95	21,194.75	11,893.59	11,436.96	19,490.32	12,246.05	21,409.46	27,732.16	11,409.17	11,242.49	10,617.82	1,327.66
LS/JACKIE WITHROW	173,447.63	210,506.13	242,609.05	172,246.61	194,927.56	213,600.77	174,968.13	203,151.09	176,600.20	139,182.08	120,203.22	120,203.22
LS/SARPE	1,371.93	1,445.04	1,573.06	2,436.31	1,736.87	2,537.68	3,248.50	1,329.66	520.32	1,256.03	1,932.23	676.20
LS/VETERANS	44,808.03	45,128.75	69,113.98	49,086.91	69,332.77	63,295.62	58,323.03	77,258.73	39,743.88	42,693.17	40,465.43	210.32
MASTER - WV BOARD OF ARCHITECTS												
WTR/Architects	66.20	66.20	38.94	12.98	33.10	46.08	66.20	46.08	25.96	12.98	12.98	12.98
Total MASTER - WV BOARD OF ARCHITECTS	66.20	66.20	38.94	12.98	33.10	46.08	66.20	46.08	25.96	12.98	12.98	12.98
MATTHEWS	10,821.30	13,491.21	8,136.87	5,339.82	7,501.17	4,831.26	4,831.26	0.00	0.00	0.00	0.00	0.00
MEDEX-Charleston												
Floor Care	1,616.04	1,616.04	1,616.04	1,616.04	1,616.04	1,616.04	1,616.04	1,616.04	1,616.04	1,616.04	1,616.04	1,616.04
MEDEX-Charleston - Other	39,064.42	42,306.47	45,879.46	49,452.45	52,344.87	45,638.56	48,871.27	52,103.98	49,041.42	30,316.37	26,573.23	23,000.24
Total MEDEX-Charleston	40,680.46	43,922.51	47,495.50	51,068.49	53,960.91	47,254.60	50,487.31	53,720.02	50,657.46	31,932.41	28,189.27	24,616.28
MERCER-M	0.00	136.08	136.08	0.00	0.00	3,040.00	3,127.21	0.00	0.00	0.00	0.00	0.00
MFENGINE	0.00	977.62	0.00	1,500.32	0.00	940.36	0.00	2,738.68	1,827.51	0.00	0.00	0.00
MFSHARPE	0.00	0.00	0.00	11,788.25	11,788.25	11,788.25	11,788.25	11,788.25	11,788.25	11,788.25	0.00	0.00
Mid Ohio Valley Health Department	0.00	0.00	0.00	22.11	110.56	199.01	287.46	176.90	176.90	110.56	199.01	88.45
MINERS - MASTER												
FM-Miners-Oak Hill	99.08	198.16	198.16	198.16	247.70	148.62	148.62	0.00	0.00	99.08	198.16	198.16
FM-Miners-Westover	35.28	104.34	174.90	176.40	246.96	176.40	176.40	35.28	35.28	62.90	125.80	125.80
MINERS-Danville	1,127.68	1,666.89	1,195.08	1,734.29	1,599.49	925.48	925.48	925.48	521.07	521.07	521.07	521.07
MINERS-Oak Hill	1,685.97	2,745.30	1,604.49	2,582.34	2,500.85	1,604.49	2,500.85	1,523.00	1,767.46	1,685.97	2,663.82	2,663.82
MINERS-Welch	1,996.73	2,995.10	1,919.93	2,841.50	2,764.70	1,919.93	2,764.70	1,843.13	2,073.53	1,996.73	2,918.30	1,919.93
MINERS-Westover	1,550.45	2,252.52	1,638.21	2,340.28	2,164.77	1,638.21	2,340.28	1,462.70	1,638.21	1,462.70	2,164.77	2,164.77



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PREMIN	176.32	176.32	176.32	176.32	176.32	691.32	691.32	176.32	176.32	176.32	176.32	176.32
TSMINERS-Oak Hill	596.00	596.00	596.00	596.00	596.00	596.00	596.00	596.00	596.00	596.00	596.00	596.00
WTR/MHS-Oak Hill	38.39	38.39	38.39	38.39	38.39	38.39	38.39	38.39	38.39	38.39	38.39	38.39
Total MINERS - MASTER	7,305.90	10,773.02	7,541.48	10,683.68	10,335.18	7,738.84	10,182.04	6,600.30	6,846.26	6,639.16	9,402.63	8,404.26
Misc	-1,109.90	-1,109.90	-1,109.90	-1,109.90	-1,109.90	-1,109.90	-1,109.90	-1,109.90	-1,109.90	-1,109.90	-1,109.90	-1,109.90
MORTON JDC	0.00	4,180.88	4,180.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MOUNTAIN STATE ESC	651.52	1,230.64	1,954.55	1,303.03	1,158.24	1,303.03	1,303.03	1,158.24	1,303.03	1,303.03	1,158.24	579.12
MountainHeart Community Services	0.00	593.37	593.37	593.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NORTHJAIL	775.60	775.60	775.60	0.00	0.00	0.00	103.68	103.68	0.00	0.00	0.00	0.00
OH River Islands	0.00	313.56	488.97	332.19	332.19	0.00	0.00	0.00	0.00	199.87	380.55	199.87
OSTEOPATHIC	855.85	855.85	855.85	855.85	855.85	855.85	855.85	855.85	855.85	855.85	855.85	855.85
PACE-R	63,701.70	63,660.15	61,082.02	63,906.33	67,403.49	63,729.87	67,183.71	69,280.88	72,827.11	65,104.02	58,847.44	51,056.57
PARKWAY	55,195.22	55,195.22	82,792.83	55,195.22	55,195.22	55,195.22	55,195.22	82,792.83	55,195.22	55,195.22	82,792.83	27,597.61
PBR-MORGANTOWN	6,552.08	8,450.08	9,764.08	7,282.08	7,282.08	5,676.08	6,844.08	5,822.08	1,314.00	1,314.00	2,482.00	1,314.00
Perdue Juvenile Center	574.74	574.74	574.74	574.74	574.74	574.74	574.74	574.74	574.74	574.74	574.74	574.74
PHILIPPI	653.98	653.98	653.98	653.98	653.98	653.98	653.98	653.98	653.98	653.98	653.98	653.98
Pierpont College	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,007.87	8,007.87	0.00
PIPESTEM	5.84	1,808.34	5.84	5.84	5.84	5.84	5.84	5.84	5.84	1,802.50	0.00	0.00
POLICE	1,288.94	1,288.94	1,288.94	1,288.94	1,288.94	1,288.94	0.00	0.00	0.00	0.00	0.00	0.00
POLICE ACADEMY	346.70	853.68	1,194.74	1,368.32	1,251.52	1,312.06	1,434.07	1,693.27	1,859.24	1,802.23	1,100.56	1,100.56
Precision Services	1,409.36	1,409.36	1,409.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PRECUL	1,779.36	1,861.39	1,810.71	1,728.68	1,862.35	2,663.57	3,264.62	3,360.04	3,668.16	2,595.81	2,595.81	2,218.63
PREFOREST	135.71	135.71	135.71	135.71	135.71	135.71	123.45	132.97	8.71	157.74	149.03	0.00
PREGOVERNOR	205.99	205.99	205.99	205.99	205.99	205.99	205.99	205.99	205.99	205.99	205.99	205.99
PREHIGHED	0.00	0.00	0.00	3,381.07	3,381.07	0.00	569.40	0.00	0.00	0.00	2,213.89	2,213.89
PREMIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	296.41	0.00	0.00	0.00
PRESEC STATE	733.66	733.66	733.66	733.66	733.66	733.66	733.66	733.66	733.66	733.66	733.66	733.66
PRESTON CO	147.06	147.06	147.06	147.06	307.01	307.01	307.01	307.01	307.01	307.01	307.01	307.01
PREVOLUNTEER	0.00	0.00	0.00	1,969.27	0.00	0.00	295.03	810.05	906.49	904.64	904.64	0.00
PSC - MASTER												
FM-PSC-Weigh	20.56	20.56	20.56	20.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FM-Public Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	139.53	266.84	127.31
PUBSER	11,960.75	21,903.10	10,278.74	9,942.35	8,048.57	12,660.03	9,746.70	19,011.36	10,889.24	10,830.31	9,468.90	0.00
WTR/PSC	953.64	1,143.83	1,298.34	1,317.16	478.14	427.47	581.27	286.19	390.03	238.82	319.39	319.39
WTR/PSC-Transportation	0.00	0.00	0.00	41.53	54.51	124.59	158.98	47.37	88.90	180.44	149.34	149.34
Total PSC - MASTER	12,934.95	23,067.49	11,597.64	11,321.60	8,581.22	13,212.09	10,486.95	19,344.92	11,368.17	11,389.10	10,204.47	596.04
QuickBooks Customer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.34	80.34
RAIL	733.93	2,233.95	1,663.11	3,579.39	3,384.13	1,467.85	652.38	1,304.76	815.47	652.38	1,304.76	0.00
Randolph County Board of Education	0.00	377.63	377.63	377.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RETIRE	10,628.58	16,721.80	12,085.42	6,167.66	11,181.54	10,968.86	5,487.09	10,543.51	17,242.87	6,481.36	5,954.98	0.00
Rubenstein Ctr	0.00	0.00	0.00	0.00	0.00	324.00	0.00	0.00	0.00	0.00	0.00	0.00
SCHOOL BLDG AUTH												
Grounds	3,705.00	3,981.25	747.50	926.25	731.25	520.00	341.25	341.25	195.00	1,283.75	1,787.50	1,787.50
SCHOOL BLDG AUTH - Other	1,223.49	1,908.62	2,126.26	1,417.50	1,960.88	1,299.38	1,393.88	2,031.76	1,393.88	732.38	1,393.88	661.50
Total SCHOOL BLDG AUTH	4,928.49	5,889.87	2,873.76	2,343.75	2,692.13	1,819.38	1,735.13	2,373.01	1,588.88	2,016.13	3,181.38	2,449.00
SECRETARY STATE	-170.10	170.10	595.35	170.10	170.10	255.15	170.10	510.30	255.15	170.10	170.10	-170.10
SENIOR SERVICES - MASTER												
SENIOR	976.94	1,845.33	2,930.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WTR/Senior	215.46	241.42	303.07	87.61	87.61	51.92	77.88	168.08	116.16	51.16	51.16	51.16
Total SENIOR SERVICES - MASTER	1,192.40	2,086.75	3,233.89	87.61	87.61	51.92	77.88	168.08	116.16	51.16	51.16	51.16
SHARPE	16,706.83	11,117.02	13,435.30	13,550.16	22,269.31	22,158.41	12,296.47	13,596.04	7,842.47	7,290.29	12,642.12	0.00
SHELL JC	127.02	127.02	127.02	448.14	1,729.74	1,408.62	127.02	127.02	324.60	943.02	127.02	127.02
SOAP 8	0.00	0.00	0.00	1,000.14	1,000.14	1,000.14	1,000.14	1,000.14	1,000.14	0.00	0.00	0.00
SP Rubenstein Cntr	3,053.20	3,053.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.36	0.00	0.00
Sparkle Janitorial Supply	2,450.00	2,450.00	2,450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SPOIC Charleston	873.93	873.93	873.93	873.93	873.93	873.93	873.93	2,368.17	873.93	873.93	873.93	873.93

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<b>ST MARY CORR - MASTER</b>												
SOAPMISC	0.00	0.00	0.00	0.00	2,626.50	5,253.00	0.00	0.00	1,700.00	0.00	0.00	0.00
St Marys Correct	965.43	965.43	0.00	1,047.71	1,047.71	0.00	0.00	0.00	703.76	0.00	0.00	0.00
WTR/St. Marys Correctional	2,518.08	3,326.93	3,298.38	1,378.27	1,481.30	1,422.90	1,639.63	1,197.23	1,073.29	1,392.77	1,178.63	459.42
<b>Total ST MARY CORR - MASTER</b>	<b>3,483.51</b>	<b>4,292.36</b>	<b>3,298.38</b>	<b>2,425.98</b>	<b>5,155.51</b>	<b>6,675.90</b>	<b>1,639.63</b>	<b>1,197.23</b>	<b>3,477.05</b>	<b>1,392.77</b>	<b>1,178.63</b>	<b>459.42</b>
<b>SUPREME COURT</b>	<b>4,075.36</b>	<b>6,089.63</b>	<b>8,103.90</b>	<b>10,118.17</b>	<b>9,734.50</b>	<b>9,830.42</b>	<b>11,652.85</b>	<b>11,365.09</b>	<b>13,571.19</b>	<b>8,199.82</b>	<b>10,118.17</b>	<b>6,089.63</b>
<b>SUPREME COURT - MASTER</b>												
PRECOURTS	0.00	7,446.59	11,127.97	14,943.54	17,935.55	14,680.06	18,678.48	17,910.33	18,356.88	18,134.20	22,811.34	16,568.70
WTR/Courts-City Center East	1,366.47	1,473.57	1,494.36	1,494.36	1,501.29	1,636.11	1,615.32	1,615.32	1,656.90	1,712.34	1,712.34	1,570.59
WTR/Greenbrier Circuit Ct	579.60	671.58	770.49	876.33	968.31	1,060.29	1,138.41	1,223.46	1,322.37	1,421.28	1,527.12	1,527.12
WTR/Greenbrier Magistrates	510.30	595.35	666.54	737.73	822.78	900.90	979.02	972.09	1,036.35	1,142.19	1,227.24	1,227.24
WTR/Supreme JC	186.48	199.08	214.20	254.52	254.52	287.91	300.51	328.23	315.63	301.77	301.77	301.77
<b>Total SUPREME COURT - MASTER</b>	<b>2,642.85</b>	<b>10,386.17</b>	<b>14,273.56</b>	<b>18,306.48</b>	<b>21,482.45</b>	<b>18,565.27</b>	<b>22,711.74</b>	<b>22,049.43</b>	<b>22,688.13</b>	<b>22,711.78</b>	<b>27,579.81</b>	<b>21,195.42</b>
<b>SURPLUS - MASTER</b>												
SURPLUS	1,063.63	1,482.07	1,632.71	2,017.68	2,344.19	2,344.19	2,017.68	2,017.68	2,017.68	2,017.68	2,017.68	2,017.68
WTR/Surplus	152.63	145.49	174.05	145.51	138.38	181.20	220.19	266.31	319.57	196.72	228.52	226.52
<b>Total SURPLUS - MASTER</b>	<b>1,216.26</b>	<b>1,627.56</b>	<b>1,806.76</b>	<b>2,163.19</b>	<b>2,482.57</b>	<b>2,525.39</b>	<b>2,237.87</b>	<b>2,283.99</b>	<b>2,337.25</b>	<b>2,214.40</b>	<b>2,246.20</b>	<b>2,244.20</b>
<b>SW RESOURCES</b>	<b>155.06</b>	<b>155.06</b>	<b>155.06</b>	<b>155.06</b>	<b>155.06</b>	<b>155.06</b>	<b>155.06</b>	<b>155.06</b>	<b>155.06</b>	<b>155.06</b>	<b>155.06</b>	<b>155.06</b>
<b>TOURISM - MASTER</b>												
WTR/Tourism	154.44	295.90	380.26	464.62	357.43	370.03	156.81	202.80	282.24	501.48	637.56	637.56
<b>Total TOURISM - MASTER</b>	<b>154.44</b>	<b>295.90</b>	<b>380.26</b>	<b>464.62</b>	<b>357.43</b>	<b>370.03</b>	<b>156.81</b>	<b>202.80</b>	<b>282.24</b>	<b>501.48</b>	<b>637.56</b>	<b>637.56</b>
<b>TREASURER - MASTER</b>												
TREASURER-Morgantown	102.16	204.32	332.02	434.18	102.16	127.70	229.86	332.02	357.56	229.86	332.02	332.02
Treasurer Charleston Flags	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	391.08	0.00	0.00	0.00
WTR/Treasurer	846.72	962.01	839.79	1,010.52	551.25	728.91	871.92	1,305.49	1,836.08	1,959.56	2,148.56	2,148.56
WTR/Treasurer-Mgtn	6.93	20.79	20.79	20.79	6.93	6.93	13.86	13.86	13.86	13.86	13.86	13.86
<b>Total TREASURER - MASTER</b>	<b>955.81</b>	<b>1,187.12</b>	<b>1,192.60</b>	<b>1,465.49</b>	<b>660.34</b>	<b>863.54</b>	<b>1,115.64</b>	<b>1,651.37</b>	<b>2,598.58</b>	<b>2,203.28</b>	<b>2,494.44</b>	<b>2,494.44</b>
<b>TS DHHR BPH Central Finance</b>												
Amburgey-Capps, Eli	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,099.07	4,872.54	4,982.13	7,300.38	4,526.91
Basham, Erin	0.00	0.00	0.00	0.00	1,315.28	2,731.73	4,028.63	5,325.53	6,948.66	6,948.66	6,622.43	5,325.53
Boyd, Timothy	0.00	0.00	0.00	0.00	1,656.10	4,045.08	6,464.49	8,525.63	11,197.94	11,113.64	8,546.70	6,211.59
Cole, Jordan	0.00	0.00	0.00	0.00	2,229.21	4,592.81	7,029.08	9,448.49	12,230.39	12,449.57	10,299.92	5,225.06
Fox, Ernestine	0.00	0.00	0.00	1,565.19	3,679.78	6,082.90	7,952.43	10,229.07	10,924.71	9,078.90	11,529.46	2,450.56
Fuentes, Alfonso	0.00	0.00	0.00	632.25	2,908.35	5,159.16	7,228.73	9,167.63	11,047.52	9,247.71	8,859.93	2,124.36
Morris, Jeannie	0.00	0.00	0.00	0.00	0.00	0.00	775.56	1,390.95	2,166.51	2,520.57	3,245.55	724.98
Sanders, Raymond	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	733.41	2,217.09	1,483.68
West, Alisha	0.00	0.00	0.00	0.00	1,138.05	3,608.04	5,981.09	7,962.14	10,811.48	11,460.59	13,863.14	6,010.59
<b>Total TS DHHR BPH Central Finance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,197.44</b>	<b>12,926.77</b>	<b>26,219.72</b>	<b>39,460.01</b>	<b>54,148.51</b>	<b>70,197.75</b>	<b>68,533.18</b>	<b>72,484.60</b>	<b>34,083.26</b>
<b>TSFIRE</b>												
Arnold, Jerry	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,897.20	1,897.20
Boggess, Kathleen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	674.40	1,888.32	1,213.92
Skiles, Jennifer	0.00	0.00	1,517.76	4,134.32	6,158.00	6,995.93	6,600.68	8,497.88	3,027.62	1,130.42	0.00	0.00
<b>Total TSFIRE</b>	<b>0.00</b>	<b>0.00</b>	<b>1,517.76</b>	<b>4,134.32</b>	<b>6,158.00</b>	<b>6,995.93</b>	<b>6,600.68</b>	<b>8,497.88</b>	<b>3,027.62</b>	<b>1,804.82</b>	<b>3,785.52</b>	<b>3,111.12</b>
<b>TSHEPC 700</b>												
Moss, Melissa	0.00	0.00	0.00	881.51	2,338.70	2,788.45	2,788.45	881.51	1,673.07	3,633.98	4,713.38	2,752.47
<b>Total TSHEPC 700</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>881.51</b>	<b>2,338.70</b>	<b>2,788.45</b>	<b>2,788.45</b>	<b>881.51</b>	<b>1,673.07</b>	<b>3,633.98</b>	<b>4,713.38</b>	<b>2,752.47</b>
<b>TSMEDEXAM</b>												
Foster, Brooklyn	0.00	0.00	2,235.00	4,388.05	6,176.05	8,083.25	9,357.20	9,357.20	2,153.05	0.00	0.00	0.00
Tyson, Michelle	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,023.68	4,130.36	3,588.87	4,972.25	1,383.38
TSMEDEXAM - Other	21,867.78	22,396.02	15,496.69	8,834.96	8,834.96	8,834.96	8,834.96	8,834.96	8,834.96	6,076.26	6,076.26	2,021.68
<b>Total TSMEDEXAM</b>	<b>21,867.78</b>	<b>22,396.02</b>	<b>17,731.69</b>	<b>13,223.01</b>	<b>15,011.01</b>	<b>16,918.21</b>	<b>18,192.16</b>	<b>20,215.84</b>	<b>15,118.37</b>	<b>9,665.13</b>	<b>11,048.51</b>	<b>3,405.06</b>
<b>TSRETIRE</b>	<b>0.00</b>	<b>1,581.00</b>	<b>2,845.80</b>	<b>2,964.38</b>	<b>4,924.82</b>	<b>4,395.18</b>	<b>6,482.10</b>	<b>6,466.29</b>	<b>4,474.23</b>	<b>4,889.24</b>	<b>4,876.59</b>	<b>2,516.95</b>
<b>TSTAX-Appeals</b>												
Brown, Carlysa	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	746.59	2,212.78	2,212.78
<b>Total TSTAX-Appeals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>746.59</b>	<b>2,212.78</b>	<b>2,212.78</b>

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TSVITAL												
Carpenter, Thelma	0.00	0.00	0.00	948.60	2,569.13	4,375.42	6,300.29	7,885.24	10,043.31	11,885.18	13,481.99	5,972.23
Davis, Raymond	0.00	0.00	0.00	2,436.15	4,335.90	6,697.55	8,306.75	10,504.34	11,630.27	14,128.25	13,835.77	4,878.80
TSVITAL - Other	11,997.30	14,470.70	12,228.25	12,228.25	7,162.25	7,162.25	7,162.25	7,162.25	7,162.25	4,596.65	4,596.65	4,596.65
Total TSVITAL	11,997.30	14,470.70	12,228.25	15,613.00	14,067.28	18,235.22	21,769.29	25,551.83	28,835.83	30,610.08	31,914.41	15,447.68
United States Treasury Customer	0.00	0.00	-3,128.69	-3,128.69	-3,128.69	-3,128.69	-3,128.69	-3,128.69	-3,128.69	-3,128.69	-3,128.69	-3,128.69
VETERANS ASSISTANCE												
SP Veterans Assistance Princeton	89.73	89.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SP Veterans Assistance Ronceverte	89.73	89.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TS Veterans Cemetery												
Brown, Zachary	0.00	0.00	0.00	196.70	196.70	196.70	0.00	0.00	0.00	0.00	0.00	0.00
Demotsis, Russell	0.00	0.00	0.00	1,296.82	3,037.62	5,549.76	6,731.36	9,150.77	5,521.65	6,069.60	8,767.20	5,799.84
Ebbert, Wesley	0.00	0.00	0.00	1,116.98	1,116.98	1,116.98	0.00	0.00	0.00	0.00	0.00	0.00
Higginbotham, Dana	0.00	0.00	0.00	1,067.80	1,067.80	1,067.80	0.00	0.00	0.00	0.00	0.00	0.00
Justice, Michael	0.00	0.00	0.00	1,285.58	1,285.58	1,285.58	0.00	0.00	0.00	0.00	0.00	0.00
King, William	0.00	0.00	0.00	1,756.25	1,756.25	1,756.25	0.00	0.00	0.00	0.00	0.00	0.00
Morgan Jr., William	0.00	0.00	0.00	1,095.90	1,095.90	1,095.90	0.00	0.00	0.00	0.00	0.00	0.00
Reedy, Brian	0.00	0.00	0.00	1,275.74	3,020.75	5,545.54	6,748.22	9,218.21	5,403.63	5,884.14	8,581.74	5,631.24
Russell, Charles	0.00	0.00	0.00	1,967.00	1,967.00	1,967.00	0.00	0.00	0.00	0.00	0.00	0.00
White, Paul	0.00	0.00	0.00	1,524.43	3,585.57	5,722.58	6,432.10	8,362.57	4,400.46	4,965.27	6,583.83	4,088.55
TS Veterans Cemetery - Other	0.00	0.00	2,311.22	2,311.22	2,311.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total TS Veterans Cemetery	0.00	0.00	2,311.22	14,894.42	20,441.37	25,304.09	19,911.68	26,731.55	15,325.74	16,919.01	23,932.77	15,519.63
VET ASSIST-Logan	0.00	0.00	135.53	243.95	460.79	433.68	657.02	663.52	914.77	1,166.02	1,389.36	1,166.02
VET ASSIST-SC	657.61	955.39	694.83	620.38	918.16	992.61	992.61	918.16	694.83	620.38	620.38	322.60
VET ASSIST-SV	213.89	462.83	245.00	182.77	431.71	493.94	493.94	431.71	245.00	182.77	182.77	-66.17
VETERANS CEMETERY	0.00	0.00	283.95	795.05	1,022.20	1,419.72	1,362.93	1,419.72	1,022.20	1,022.20	965.41	511.10
Veterans Cemetery Grounds	11,582.38	14,996.81	20,871.68	17,909.15	1,004.26	1,004.26	0.00	0.00	0.00	0.00	0.00	11,599.09
WTR/Veterans Assistance	217.34	260.42	273.28	282.33	315.37	285.27	239.36	255.19	229.23	284.97	327.40	327.40
WTR/Veterans Assistance-Spencer	127.85	190.80	164.84	157.71	177.83	127.86	140.84	140.84	94.76	80.48	107.74	107.74
Total VETERANS ASSISTANCE	12,978.53	17,045.71	24,980.33	35,085.76	24,771.69	30,061.43	23,798.38	30,560.69	18,526.53	20,275.83	27,525.83	29,487.41
VETERANS NURSING	0.00	0.00	0.00	204.89	204.89	2,527.03	2,322.14	2,322.14	3,763.59	0.00	0.00	-628.30
WELCH HOSPITAL - MASTER												
LS/WELCH	55,567.35	55,567.35	55,567.35	55,567.35	56,440.89	57,661.13	58,226.50	59,805.90	59,699.39	59,188.41	59,868.21	58,799.79
WELCH HOSPITAL	53,517.11	64,304.20	63,537.56	52,731.29	52,731.29	42,987.83	55,302.80	45,200.76	43,212.42	42,384.09	52,428.11	52,428.11
WTR/Welch Hospital	2,836.63	877.31	1,048.62	1,048.62	1,975.89	1,833.13	934.42	1,637.83	1,995.43	1,074.58	1,245.89	1,245.89
Total WELCH HOSPITAL - MASTER	111,921.09	120,748.86	120,153.53	109,347.26	111,148.07	102,482.09	114,463.72	106,644.49	104,907.24	102,647.08	113,542.21	112,473.79
Workable Industries, Inc	1,297.25	1,297.25	1,297.25	1,297.25	1,597.25	1,297.25	1,297.25	1,297.25	1,297.25	0.00	0.00	0.00
Workforce - MASTER												
FM-WF Charleston	728.45	728.45	728.45	728.45	728.45	728.45	728.45	728.45	728.45	728.45	437.07	437.07
FM-WF Clarksburg	141.75	85.05	85.05	85.05	85.05	85.05	85.05	85.05	85.05	85.05	141.75	141.75
FM-WF Elkins	259.30	259.30	155.58	155.58	155.58	155.58	155.58	155.58	155.58	51.86	155.58	155.58
FM-WF Fairmont	38.30	22.98	22.98	22.98	22.98	22.98	22.98	22.98	22.98	32.43	47.75	47.75
FM-WF Huntington	107.24	107.24	107.24	107.24	107.24	107.24	107.24	107.24	107.24	137.88	168.52	168.52
FM-WF Morgantown	273.66	273.66	182.44	182.44	182.44	182.44	182.44	182.44	182.44	228.05	136.83	136.83
FM-WF New Martinsville	148.80	148.80	89.28	89.28	89.28	89.28	89.28	89.28	89.28	119.04	89.28	89.28
FM-WF Parkersburg	159.36	159.36	159.36	159.36	159.36	159.36	159.36	159.36	159.36	106.24	53.12	53.12
FM-WF Summersville	400.86	400.86	400.86	400.86	400.86	400.86	400.86	400.86	400.86	448.02	495.18	495.18
FM-WF Weirton	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.44	45.44	45.44	45.44
FM-WF Wheeling	61.28	61.28	61.28	61.28	61.28	61.28	61.28	61.28	61.28	76.80	45.96	45.96
RESA5-Lawn	648.90	648.90	648.90	648.90	648.90	648.90	648.90	648.90	648.90	648.90	648.90	648.90
WORKFORCE-Elkins	7,772.61	9,514.25	11,255.89	12,997.53	14,407.43	14,490.36	16,066.13	15,817.33	16,149.07	17,973.64	19,632.34	19,632.34
WORKFORCE-Moorefield	5,199.49	6,249.39	7,299.29	8,349.19	9,199.11	10,299.00	10,199.01	9,199.11	9,399.09	10,498.98	8,299.19	8,299.19
WORKFORCE-Morgantown	6,128.79	7,439.94	8,751.09	10,062.24	11,123.85	12,497.24	12,372.37	12,185.06	12,434.81	13,808.40	10,309.48	10,309.48
WORKFORCE-Parkersburg	10,052.66	12,581.04	15,109.42	17,637.80	19,684.58	22,333.36	17,397.00	19,684.58	20,166.18	22,814.96	22,453.76	22,453.76
WORKFORCE-Pt. Pleasant	1,877.91	1,877.91	576.85	576.85	576.85	576.85	576.85	576.85	576.85	576.85	576.85	576.85
WORKFORCE CHAS	104.10	104.10	104.10	104.10	104.10	104.10	104.10	104.10	104.10	104.10	104.10	104.10

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WTR/Workforce-Parkersburg	83.79	96.39	58.80	72.66	99.12	119.91	112.36	72.04	45.58	58.18	70.78	30.46
WTR/Workforce-Ripley	34.65	34.65	34.65	34.65	34.65	34.65	34.65	34.65	34.65	34.65	34.65	34.65
Total Workforce - MASTER	34,221.90	40,793.55	45,831.51	52,476.44	57,870.91	63,096.89	59,503.89	60,315.14	61,597.19	68,577.72	63,946.53	63,906.21
WTR/Adm. Finance	388.08	332.64	318.78	533.61	561.33	651.42	651.42	651.42	561.33	623.70	720.72	720.72
WTR/Anthony	0.00	85.65	171.30	214.13	264.10	35.69	49.97	14.28	57.11	49.97	78.52	78.52
WTR/Aviation	357.00	437.54	440.35	254.17	227.76	174.94	258.29	137.48	154.15	180.56	97.21	97.21
WTR/Berkeley Judicial	55.81	12.98	55.81	111.62	68.79	68.79	68.79	55.81	68.79	55.81	12.98	0.00
WTR/Broadcasting	210.04	275.61	368.90	379.03	416.88	468.59	478.72	572.01	78.90	96.49	96.49	30.92
WTR/Broadcasting-2	272.41	303.33	375.83	413.68	451.53	482.45	528.44	595.22	303.76	240.71	233.78	233.78
WTR/Broadcasting-3	117.81	117.81	159.39	187.11	214.83	249.48	270.27	270.27	304.92	34.65	48.51	0.00
WTR/Brooke-Hancock Youth	99.30	94.75	107.73	120.71	25.96	38.94	51.92	64.90	120.71	90.20	110.32	110.32
WTR/Budget	146.16	105.84	132.30	134.82	161.28	173.88	199.08	192.15	157.50	139.23	132.30	132.30
WTR/Carver	41.74	41.74	241.06	241.06	261.93	83.48	83.48	83.48	41.74	20.87	20.87	20.87
WTR/Central Mail	59.85	93.24	93.24	119.70	132.30	78.12	90.72	124.11	86.31	112.77	79.38	79.38
WTR/Childrens Home-Elkins	242.68	242.68	242.68	242.68	242.68	71.38	85.65	142.75	121.34	71.38	49.97	0.00
WTR/Conservation	142.13	92.16	66.20	25.96	25.96	25.96	51.92	25.96	25.96	25.96	25.96	25.96
WTR/Consumer Advocate	84.36	84.36	84.36	84.36	84.36	84.36	84.36	84.36	84.36	0.00	0.00	0.00
WTR/Corrections-Charleston	49.96	71.37	49.96	107.06	85.65	107.06	135.61	57.10	121.34	121.34	0.00	0.00
WTR/Courthouse	0.00	0.00	0.00	0.00	0.00	30.10	30.10	30.10	0.00	0.00	0.00	0.00
WTR/Culture	2,569.03	2,833.79	2,639.11	2,646.25	2,469.21	2,396.41	2,718.26	2,610.54	1,824.06	865.63	672.26	672.26
WTR/Deaf & Hard Of Hearing	37.80	50.40	50.40	25.20	25.20	37.80	37.80	37.80	37.80	25.20	25.20	0.00
WTR/Development Office	173.25	297.99	381.15	658.35	547.47	297.99	304.92	492.03	471.24	665.28	686.07	686.07
WTR/Disciplinary Counsel	146.16	193.41	133.56	119.70	119.70	153.09	212.94	246.33	286.65	314.37	388.08	214.20
WTR/Economic Dev	35.69	35.69	0.00	21.41	21.41	21.41	21.41	64.24	64.24	35.69	57.10	57.10
WTR/Engineers	200.64	200.64	200.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WTR/Epid. & Health Prom.	470.46	483.44	449.05	476.31	524.98	539.26	580.79	608.05	663.85	616.47	700.83	700.83
WTR/Equal Opp	72.45	85.05	85.05	45.99	0.00	0.00	12.60	12.60	39.06	45.99	19.53	19.53
WTR/Ethics	147.42	173.88	140.49	166.95	127.89	114.03	147.42	120.96	108.36	155.61	162.54	162.54
WTR/Farm Museum	97.40	97.40	97.40	97.40	97.40	97.40	97.40	97.40	97.40	153.03	153.03	153.03
WTR/Fayette Youth	63.68	63.68	109.80	163.06	85.10	138.36	148.79	202.04	241.02	77.96	88.39	88.39
WTR/Financial	320.59	109.03	67.50	74.63	74.63	87.61	87.61	53.22	34.39	75.92	75.92	41.53
WTR/Fire Comm	114.03	154.35	215.46	175.14	127.89	79.38	146.16	185.22	172.62	161.28	168.21	168.21
WTR/Fiscal	110.32	123.30	110.32	110.32	158.99	158.99	171.97	144.71	180.40	229.07	263.46	263.46
WTR/Forestry												
WTR/Forestry Charleston	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.12	20.12	0.00	0.00
WTR/Forestry - Other	113.62	150.61	150.61	185.00	176.57	155.16	123.32	146.03	111.62	68.79	160.29	160.29
Total WTR/Forestry	113.62	150.61	150.61	185.00	176.57	155.16	123.32	146.03	131.74	88.91	160.29	160.29
WTR/Funeral	60.35	73.33	47.37	47.37	74.63	74.63	87.61	74.63	74.63	40.24	40.24	40.24
WTR/Greenbrier-Pocahontas Youth	57.11	57.11	71.39	92.80	42.82	49.96	57.10	78.51	92.79	35.69	49.97	49.97
WTR/Health Dept-Taylor Co.	239.40	265.36	213.44	213.44	213.44	213.44	213.44	213.44	213.44	213.44	213.44	213.44
WTR/Homeland Security	86.26	86.26	86.26	86.26	86.26	98.86	158.66	59.80	39.01	65.47	26.46	26.46
WTR/Homeland Security Dunbar Kanawha Co	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.15	129.15	129.15
WTR/Hopemont	377.10	448.48	170.10	356.29	405.65	776.22	562.69	227.81	441.95	299.19	527.60	527.60
WTR/Human Rights	179.24	207.79	123.43	172.10	143.55	156.53	185.73	159.77	159.77	208.44	208.44	130.57
WTR/Independence	47.37	67.49	46.08	90.50	103.27	116.25	84.81	97.79	113.36	68.79	47.38	47.38
WTR/Inspector General	25.96	38.94	25.96	47.37	34.39	47.37	25.96	12.98	41.53	54.51	5.84	47.37
WTR/Investment Mgt Board	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.22	29.22	29.22
WTR/Jackie Withrow	2,953.80	3,297.72	4,127.02	4,399.56	4,743.48	4,085.49	4,358.03	4,235.39	4,579.31	4,564.13	4,943.74	4,399.96
WTR/Jefferson Youth Reporting	25.96	47.37	88.90	151.85	75.93	138.88	151.86	164.84	277.75	133.03	217.39	217.39
WTR/Julie Gray	16.00	16.00	0.00	8.00	8.00	8.00	8.00	0.00	0.00	0.00	0.00	0.00
WTR/Justice	214.13	228.41	271.24	299.79	342.62	399.73	456.83	499.66	171.31	164.18	185.59	185.59
WTR/Kanawha BOE	214.83	228.69	228.69	235.62	235.62	235.62	263.34	270.27	284.13	270.27	270.27	270.27
WTR/Kanawha Forest	491.99	573.26	761.60	921.38	995.51	1,176.71	1,336.49	1,446.31	1,513.30	1,623.12	1,747.21	1,747.21
WTR/Kuhn-EDU	632.26	632.26	632.26	632.26	632.26	632.26	0.00	0.00	0.00	0.00	0.00	0.00
WTR/KUHN JC	470.61	470.61	129.15	195.93	91.98	269.64	412.65	412.65	415.17	412.45	370.87	370.87
WTR/Lab Services	2,216.30	1,955.84	2,077.78	2,336.89	2,249.90	2,497.62	2,671.07	2,157.00	2,390.45	1,879.18	1,652.88	1,652.88

**WV Association of Rehabilitation Facilities Inc.**  
**Customer Balance Summary**  
As of June 23, 2021

	Jul 31, 20	Aug 31, 20	Sep 30, 20	Oct 31, 20	Nov 30, 20	Dec 31, 20	Jan 31, 21	Feb 28, 21	Mar 31, 21	Apr 30, 21	May 31, 21	Jun 23, 21
WTR/Lab Services-2	229.07	180.40	187.54	250.49	270.61	312.15	367.97	319.30	403.66	341.99	286.17	286.17
WTR/Lakin Hospital	1,805.79	2,407.72	2,407.72	3,009.65	3,009.65	3,009.65	3,009.65	1,203.86	1,203.86	1,775.70	2,377.63	1,775.70
WTR/Lorrie Yeager	479.42	573.92	668.42	412.65	352.80	352.80	461.16	461.16	292.95	320.67	369.37	369.37
WTR/Martinsburg Correct	73.71	147.42	147.42	147.42	147.42	147.42	221.13	147.42	25.20	98.91	98.91	98.91
WTR/MedExam	1,179.64	1,438.45	1,820.14	2,120.42	2,372.08	2,190.44	2,379.22	2,657.09	2,968.57	437.37	694.64	694.64
WTR/Medical Services	38.94	51.92	25.96	25.96	0.00	12.98	25.96	25.96	12.98	12.98	12.98	12.98
WTR/Morton EDU	41.58	41.58	41.58	83.16	83.16	83.16	83.16	83.16	124.74	166.32	166.32	166.32
WTR/Mt. Olive	67,842.15	68,862.75	66,378.03	66,170.13	67,190.73	68,904.33	70,271.43	68,024.23	67,677.73	65,842.53	83,374.53	83,374.53
WTR/National Coal Heritage	0.00	48.70	48.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WTR/NOROP-2	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14	7.14
WTR/NORTHJAIL	644.52	957.00	631.89	583.38	861.21	1,631.28	1,395.29	521.27	354.06	597.24	507.15	263.97
WTR/NORTHJAIL-2	35.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42.83	64.24	21.41
WTR/NORTHJAIL-Greenwood	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,629.80	5,016.10	5,016.10
WTR/Office Energy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.79	34.65	34.65	27.72	27.72
WTR/Ohio Correctional	34.65	124.74	13.86	27.72	120.51	248.99	223.76	135.62	185.59	285.53	178.46	78.52
WTR/OMBUDSMAN-Behavioral	25.58	25.58	25.58	25.58	25.58	38.56	87.23	74.25	0.00	12.98	12.98	12.98
WTR/Osteopathic	183.96	196.56	236.88	236.88	236.88	249.48	275.94	163.17	189.63	216.09	216.09	216.09
WTR/Parole Board	178.45	99.93	71.38	107.07	107.07	107.07	107.07	71.38	0.00	0.00	0.00	0.00
WTR/PEIA	29.22	29.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WTR/Personnel	289.17	441.00	393.12	558.81	579.60	443.13	560.31	560.31	338.31	428.40	456.12	456.12
WTR/Physical Therapy	42.44	55.42	96.95	83.97	66.87	79.85	51.30	42.44	29.46	12.98	38.32	38.32
WTR/Police-Morgantown	142.13	205.08	142.13	205.08	205.08	106.44	134.99	79.18	122.01	93.46	122.01	66.20
WTR/Police-Welch	86.36	145.00	182.85	76.70	89.56	134.34	155.13	96.49	61.84	82.63	138.07	138.07
WTR/PRKB-Correctional	512.63	733.25	811.78	4,931.74	4,575.49	448.39	740.39	711.84	605.42	655.40	933.13	277.73
WTR/ProsAttr Institute	27.19	27.19	44.25	27.19	17.06	27.19	22.73	22.73	0.00	10.13	27.19	27.19
WTR/Prot. Services	1,243.62	1,548.17	1,736.91	1,903.86	2,133.18	2,133.18	1,202.04	1,299.06	1,083.60	1,118.25	1,062.81	1,062.81
WTR/Public Defender	119.88	154.27	112.73	105.59	139.99	167.25	111.45	111.45	36.81	43.96	71.22	71.22
WTR/Public Defender Cabell Co	0.00	0.00	0.00	0.00	0.00	0.00	0.00	130.41	103.95	199.71	130.41	130.41
WTR/Public Health	143.42	156.40	122.01	122.01	156.41	163.55	190.81	218.07	252.47	190.81	232.35	170.69
WTR/Real Estate-Admin	0.00	0.00	84.66	84.66	84.66	0.00	34.65	34.65	34.65	34.65	69.30	34.65
WTR/Real Estate Appraiser	98.86	125.74	111.88	111.88	131.41	150.94	131.46	111.93	99.33	92.40	125.79	125.79
WTR/RESOURCE	39.06	39.06	39.06	39.06	39.06	39.06	39.06	39.06	39.06	39.06	39.06	39.06
WTR/Retirement	461.18	643.17	520.32	587.46	680.90	638.07	575.17	481.73	349.70	435.35	444.04	444.04
WTR/Risk Ins Management	264.77	158.99	158.99	229.07	270.60	150.55	163.53	163.53	163.53	51.92	51.92	51.92
WTR/RN	339.37	388.04	388.04	375.06	388.04	436.71	449.69	436.71	436.71	304.98	230.35	20.12
WTR/Rubenstein	3,246.41	3,685.87	2,808.18	1,903.37	1,737.05	1,757.84	1,619.24	2,024.05	1,640.03	1,346.10	1,723.19	1,415.40
WTR/Salem Correctional	973.35	1,761.77	2,228.98	1,440.56	2,121.91	2,731.88	1,005.80	934.42	1,312.73	467.21	752.73	0.00
WTR/Sec of State	173.25	256.41	145.53	194.04	166.32	194.04	277.20	180.18	90.09	159.39	159.39	159.39
WTR/Sec of State-Fairmont	0.00	0.00	0.00	0.00	34.65	34.65	6.93	20.79	41.58	20.79	0.00	0.00
WTR/Sec of State-Martinsburg	83.79	96.39	82.53	83.79	110.25	96.39	96.39	96.39	83.79	83.79	83.79	57.33
WTR/South Central Jail	0.00	12,662.00	12,662.00	12,662.00	12,662.00	12,662.00	18,225.00	24,799.50	28,861.08	10,022.46	12,944.46	12,944.46
WTR/State Credit Union	161.05	199.73	146.02	172.48	152.22	101.32	107.83	126.15	164.00	117.28	72.50	33.65
WTR/State Credit Union-Pburg	20.79	20.79	20.79	20.79	20.79	20.79	20.79	20.79	20.79	20.79	20.79	20.79
WTR/Stonewall Jackson	74.96	135.36	74.67	10.43	20.86	20.86	20.86	10.43	38.98	10.43	20.86	0.00
WTR/Technology	94.50	154.35	154.35	154.35	154.35	59.85	85.05	85.05	0.00	25.20	25.20	25.20
WTR/Technology-2	119.70	183.96	351.24	609.92	688.04	694.97	479.18	704.52	324.25	513.63	476.36	377.45
WTR/Twin Falls	120.70	213.49	156.39	184.94	384.15	369.87	361.44	219.33	190.78	205.06	212.19	0.00
WTR/Veterans-Clarksburg	325.71	823.44	815.25	621.18	690.48	621.18	994.14	1,249.29	736.30	296.73	777.55	0.00
WTR/Veterans-Hurricane	0.00	0.00	0.00	20.12	20.12	20.12	20.12	0.00	0.00	0.00	0.00	0.00
WTR/Veterans Assoc.	0.00	12.98	12.98	47.37	47.37	61.65	74.63	40.24	0.00	12.98	12.98	12.98
WTR/Veterans Cemetery	50.16	50.16	50.16	50.16	50.16	50.16	50.16	50.16	50.16	150.48	250.80	250.80
WTR/Veterans Serv-Clarksburg	60.36	73.34	46.08	53.22	66.20	86.32	66.20	59.06	67.50	46.08	33.10	33.10
WTR/Veterinary	38.94	51.92	38.94	60.16	47.18	47.18	60.16	84.34	102.61	62.50	93.75	62.50
WTR/Volunteer	21.42	21.42	49.97	49.97	57.11	28.56	35.70	14.28	21.42	14.28	35.70	35.70
WTR/Western Jail	705.12	373.06	373.06	420.99	420.99	420.99	396.90	585.90	585.90	743.40	743.40	743.40
WTR/Western Regional Day Report	83.16	159.39	194.04	194.04	194.04	173.25	138.60	152.46	145.53	145.53	110.88	62.37

**WV Association of Rehabilitation Facilities Inc.**  
**Customer Balance Summary**  
As of June 23, 2021

	<u>Jul 31, 20</u>	<u>Aug 31, 20</u>	<u>Sep 30, 20</u>	<u>Oct 31, 20</u>	<u>Nov 30, 20</u>	<u>Dec 31, 20</u>	<u>Jan 31, 21</u>	<u>Feb 28, 21</u>	<u>Mar 31, 21</u>	<u>Apr 30, 21</u>	<u>May 31, 21</u>	<u>Jun 23, 21</u>
WTR/Work Release	944.80	1,611.22	1,611.22	1,254.32	983.08	1,292.60	1,744.88	1,439.91	1,225.78	1,275.74	1,368.52	1,368.52
WTR/WV-Ohio NECA	614.72	614.72	593.30	585.54	585.54	627.12	640.36	619.57	72.10	99.82	99.82	79.03
WTR/WV Chip	93.46	106.44	93.46	93.46	93.46	93.46	106.44	106.44	0.00	12.98	61.65	61.65
WTR/WV Correct	33.85	67.70	176.61	33.85	67.70	67.70	67.70	33.85	33.85	162.33	105.23	0.00
WV CHIP	12,430.11	12,175.74	17,528.40	23,132.68	28,231.13	33,582.14	37,416.28	42,008.58	47,864.48	52,247.21	10,700.92	5,097.74
WV VETERANS HOME - MASTER												
TSVETERANS HOME	6,311.50	6,311.50	6,311.50	6,311.50	6,311.50	6,311.50	6,311.50	6,311.50	6,311.50	6,311.50	6,311.50	6,311.50
VETERANS	3,216.37	4,016.69	5,764.70	6,590.33	7,273.20	10,134.43	8,584.64	8,845.95	10,328.43	10,404.09	10,172.04	9,348.62
WTR/Veterans Home	1,470.82	1,946.57	2,486.94	3,563.35	4,167.10	5,293.87	5,320.00	3,150.95	3,866.70	4,412.69	3,784.15	3,784.15
Total WV VETERANS HOME - MASTER	10,998.69	12,274.76	14,563.14	16,465.18	17,751.80	21,739.80	20,216.14	18,308.40	20,506.63	21,128.28	20,267.69	19,444.27
WVSTATETAX												
PRETAX	125.08	125.08	125.08	125.08	125.08	125.08	125.08	125.08	125.08	125.08	125.08	125.08
SPTAX	0.00	0.00	0.00	1,871.35	1,871.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAXDPT												
TAXDPT B86 Summers	3,229.60	6,312.40	3,082.80	6,165.60	5,578.40	5,725.20	6,018.80	5,578.40	8,954.80	3,229.60	6,165.60	6,165.60
TAXDPT - Other	36,403.06	51,580.81	23,827.27	39,005.02	36,114.02	36,836.77	38,282.27	36,114.02	52,737.27	24,550.02	39,005.02	39,005.02
Total TAXDPT	39,632.66	57,893.21	26,910.07	45,170.62	41,692.42	42,561.97	44,301.07	41,692.42	61,692.07	27,779.62	45,170.62	45,170.62
TAXMAR	1,887.81	2,821.05	933.24	1,866.48	1,688.72	1,733.16	1,822.04	1,688.72	2,710.84	977.68	1,866.48	1,866.48
TSTAX												
Carver, Amanda	0.00	0.00	2,260.83	4,553.28	6,331.91	4,426.81	4,426.81	2,134.36	0.00	0.00	0.00	0.00
TSTAX - Other	1,185.75	3,533.54	3,533.54	3,533.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total TSTAX	1,185.75	3,533.54	5,794.37	8,086.82	6,331.91	4,426.81	4,426.81	2,134.36	0.00	0.00	0.00	0.00
WTR/Tax	1,396.80	1,901.70	1,522.81	1,418.33	1,328.13	1,181.28	2,660.16	2,705.49	2,365.97	2,783.64	2,270.28	2,270.28
WTR/TAX-Beckley	99.29	127.84	123.29	101.88	142.12	80.48	94.75	101.88	101.88	156.39	116.16	116.16
WTR/TAX-Clarksburg	47.37	68.79	68.79	81.77	81.78	47.38	40.24	61.65	68.78	81.76	74.63	74.63
WTR/Tax-Martinsburg	67.49	67.49	25.96	12.98	25.96	25.96	68.79	68.79	81.77	94.75	81.77	81.77
WTR/TAX-Parkersburg	73.33	114.86	54.51	25.96	25.96	25.96	38.94	38.94	38.94	66.20	73.34	73.34
WTR/TAX-Wheeling	94.76	129.15	47.37	40.24	47.38	33.10	46.08	38.94	38.94	51.92	51.92	51.92
Total WVSTATETAX	44,610.34	66,782.71	35,605.49	58,801.51	53,360.81	50,241.18	53,623.96	48,656.27	67,224.27	32,117.04	49,830.28	49,830.28
TOTAL	<u>4,438,751.76</u>	<u>5,593,882.02</u>	<u>5,469,262.19</u>	<u>5,609,669.62</u>	<u>4,965,736.72</u>	<u>5,379,319.51</u>	<u>5,403,164.36</u>	<u>4,922,004.89</u>	<u>4,806,501.67</u>	<u>4,307,768.45</u>	<u>4,330,612.03</u>	<u>3,072,580.41</u>

**WV Association of Rehabilitation Facilities Inc.**  
**Vendor Balance Summary**  
As of June 23, 2021

	Jul 31, 20	Aug 31, 20	Sep 30, 20	Oct 31, 20	Nov 30, 20	Dec 31, 20	Jan 31, 21	Feb 28, 21	Mar 31, 21	Apr 30, 21	May 31, 21	Jun 23, 21
BRIGHT HORIZONS-NICHOLAS	90,233.47	130,680.14	121,816.24	109,181.14	120,891.41	113,955.35	130,540.39	84,317.23	80,750.72	74,566.38	96,477.53	81,576.24
BUCKUP	18,713.73	25,679.04	37,986.39	50,860.28	40,814.24	26,731.38	22,203.44	22,917.87	19,211.22	21,261.91	27,239.13	28,754.08
Charleston Sanitary Board	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26.06	26.06
CLAY	107,921.23	118,685.66	121,894.54	118,355.15	120,157.23	109,288.26	141,413.49	115,763.98	73,361.40	51,413.80	64,597.06	90,281.58
DE LAGE LANDEN FINANCIAL SERVICES INC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	208.77	208.77	218.14
DEVCTR	279,301.36	302,883.32	297,800.15	320,378.40	270,302.67	309,603.82	290,825.40	291,200.87	209,000.57	173,107.12	201,805.82	113,948.50
EAST RIDGE	1,106.55	1,698.78	2,665.05	3,210.53	3,210.53	1,511.75	1,511.75	1,511.75	0.00	903.93	2,384.51	3,132.59
ELLIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,120.00	0.00
GATEWAY	150,619.05	131,785.68	136,372.84	140,146.01	159,650.11	163,169.74	156,231.94	171,335.97	116,374.21	90,357.20	101,281.65	50,166.08
GOODKV	634,262.34	759,067.60	656,187.08	821,924.48	732,915.09	707,757.44	664,001.68	676,536.80	677,335.66	636,120.05	631,043.00	406,399.10
GOODKY	86,453.16	69,214.88	109,705.64	81,270.42	109,418.11	108,662.62	80,257.22	61,803.38	53,428.50	39,272.30	42,828.15	60,810.56
GREENA	58,171.18	77,776.40	78,770.66	72,475.92	62,759.92	38,605.46	70,378.52	86,363.02	85,161.02	94,261.02	93,464.42	69,530.53
HANCOCK	308,093.27	255,606.30	196,163.68	250,543.93	247,271.88	210,351.75	239,205.52	169,564.94	151,464.50	66,353.43	32,114.36	21,837.09
HARTFORD	-73.16	-73.16	-73.16	-73.16	-73.16	-73.16	-73.16	-73.16	-73.16	-73.16	0.00	112.79
Hillyard	0.00	0.00	1,260.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HORIZON GOODWILL	14,379.78	12,181.42	15,055.02	12,569.69	13,808.63	8,665.69	14,814.37	11,914.28	11,876.65	8,603.35	9,002.35	6,388.30
INTEGRATED	387,327.94	366,605.22	314,571.85	346,272.54	376,751.34	316,815.38	270,386.06	225,812.85	275,601.81	251,146.94	255,751.35	160,970.35
JCDC	161,793.08	168,526.14	173,882.12	139,058.48	167,498.54	125,107.71	128,884.47	111,962.63	156,858.32	100,662.24	109,588.94	80,235.51
JOB SQUAD	122,806.59	198,626.77	247,845.29	276,297.23	299,216.85	203,527.82	166,772.26	219,985.59	225,765.23	150,115.74	183,959.97	134,584.89
KAIVAC	2,315.05	2,718.05	403.00	527.30	124.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KINGERY & COMPANY LLC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	245.00	0.00	0.00
LILLIAN JAMES	48,481.51	51,642.05	50,272.99	28,094.75	42,546.82	42,633.87	42,633.87	20,720.04	21,392.48	28,343.51	42,221.93	49,390.29
LINGO	-402.77	-402.77	-402.77	-402.77	-402.77	-402.77	-402.77	-402.77	-402.77	-402.77	0.00	0.00
MERCER	86,521.67	95,620.43	122,740.81	80,103.83	118,522.87	85,593.24	102,814.61	91,435.54	57,649.68	58,646.10	68,137.80	66,010.17
NetSolutions	15,309.25	444.99	2,229.99	2,954.99	2,465.45	3,351.45	10,732.45	9,380.49	1,274.49	1,430.00	0.00	550.00
NORTHWOOD	10,541.51	8,065.71	8,476.44	10,402.84	12,710.06	9,905.68	9,865.22	9,125.76	6,948.91	7,872.69	8,325.29	5,477.19
OP SHOP	353,129.27	339,093.96	239,371.91	342,092.59	389,721.23	306,376.06	334,924.21	330,552.34	302,151.29	165,823.92	273,765.09	49,865.66
PACE	152,290.55	147,752.95	133,859.89	132,274.85	140,179.85	147,840.93	124,680.72	123,117.51	131,382.63	120,580.32	119,268.27	76,446.63
PHILADELPHIA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,980.91
PRECISION	242,159.61	242,716.60	230,796.01	204,329.53	201,503.41	208,929.75	185,207.55	158,481.97	177,270.63	131,181.47	162,207.42	133,839.52
PRESTERA	43,464.84	43,746.02	44,157.61	42,835.00	54,683.70	55,213.21	53,211.53	43,963.95	44,964.71	45,451.01	29,125.72	29,125.72
PRESTON	92,550.45	118,827.81	119,742.39	118,841.31	143,684.44	116,383.98	114,443.68	108,457.42	89,977.48	67,508.84	67,676.54	67,676.54
ProSource	691.99	1,040.86	1,040.86	1,040.86	1,385.42	1,385.42	1,385.42	1,764.41	1,164.41	0.00	388.30	0.00
SENECA DESIGNS	71,595.89	60,679.25	63,653.18	63,687.58	76,486.03	-61,288.00	48,511.60	48,419.43	58,550.95	63,857.23	54,476.67	31,511.71
SUDDENLINK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	137.65	0.00
SWRES	155,851.60	157,924.68	160,749.18	161,071.84	175,712.08	111,527.71	157,489.82	139,024.47	127,672.17	102,987.25	101,763.03	84,725.18
WATCH	45,032.76	35,082.98	38,066.76	43,247.72	51,250.40	34,900.59	43,842.35	28,827.55	28,103.50	30,332.15	23,291.00	13,320.54
WORKABLE- HARRISON	149,966.09	189,983.28	178,882.67	190,065.57	229,265.68	190,578.06	193,223.99	148,729.98	169,635.17	179,955.92	139,544.58	131,007.88
<b>TOTAL</b>	<b>3,890,608.84</b>	<b>4,113,881.04</b>	<b>3,905,944.31</b>	<b>4,163,638.83</b>	<b>4,364,432.36</b>	<b>3,819,176.19</b>	<b>3,799,917.60</b>	<b>3,512,516.09</b>	<b>3,353,852.38</b>	<b>2,762,093.66</b>	<b>2,944,222.36</b>	<b>2,064,700.33</b>

## Attachment 4.1.4.5



**WV STATE USE PROGRAM  
REPORT  
2020-2021**

CRP: \_\_\_\_\_

	DIRECT LABOR HOURS				DIRECT LABOR WAGES			
	WITH DISABILITIES	WITHOUT DISABILITIES	TOTAL ALL WORKERS	% WITH DISABILITIES	WITH DISABILITIES	WITHOUT DISABILITIES	TOTAL ALL WORKERS	% WITH DISABILITIES
Cumulative Fiscal Year Totals	760,093.49	195,442.82	955,536.31	79.55%	\$ 7,729,269.74	\$ 2,195,063.95	\$ 9,924,333.69	77.88%

Note: Direct Labor Hours and Wages include vacation, holidays and sick leave.

CRP EMPLOYEE TOTALS <i>Please list the numbers for your entire organization.</i>									
QUARTER	ALL EMPLOYEES	ALL EMPLOYEES WITH DISABILITIES							
Employees Beginning July 1	1975	1110							
4 - Totals Ending June 30	2075	1255							

Note: **CHANGE** - Please report the total employees you have at the end of each quarter for each column listed above. The cumulative totals will be calculated on our end. No adding each quarter is required.

QUARTER	Employees Placed into Competitive Employment From State Use Program	People With Disabilities Moved Into Supervisory Position
1 - Ending Sept. 30	0	0
2 - Ending Dec. 31	0	0
3 - Ending Mar 31	0	0
4 - Ending June 30	63	5
Cumulative Fiscal Year Totals	63	5

QUARTER	WV STATE USE SALES DOLLARS	
	TOTAL SERVICE SALES	TOTAL COMMODITY SALES
1 - Ending Sept. 30	\$ 3,394,756.05	\$ 987,567.77
2 - Ending Dec. 31	\$ 3,233,964.23	\$ 700,008.69
3 - Ending Mar 31	\$ 3,217,140.14	\$ 595,539.86
4 - Ending June 30	\$ 3,459,777.05	\$ 627,859.47
Cumulative Fiscal Year Totals	\$ 13,305,637.47	\$ 2,910,975.79

All CRPs

Tara Martinez  
Name/Title of Person Completing Report

304.205.7970  
Phone

11/28/2021  
Date

## Attachment 4.1.4.7.3

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**FINANCIAL STATEMENTS**

**JUNE 30, 2020 AND 2019**

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**JUNE 30, 2020 AND 2019**

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WILLIAM M. ELLIS, SR.  
(1919-1990)  
ROBERT V. ELLIS  
(1925-2009)  
WILLIAM M. ELLIS, JR.  
(1943-2016)  
MICHAEL C. ELLIS  
MARK E. ELLIS  
ALAN M. HEDGE  
KIMBERLY K. WILLIAMS  
MICHELLE L. CLARK

## INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors  
West Virginia Association of  
Rehabilitation Facilities, Inc.  
Charleston, West Virginia

We have reviewed the accompanying financial statements of West Virginia Association of Rehabilitation Facilities, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2020, and the related statements of activity and changes in net assets, statement of functional expenses and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

### Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying June 30, 2020 financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

UNITED CENTER SUITE 1000  
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TELEPHONE 304/342-4169 TELECOPY 304/344-0442  
3060 MT. VERNON ROAD HURRICANE, WEST VIRGINIA 25526  
TELEPHONE 304/757-6428 TELECOPY 304/757-6437  
WWW.ELLISCPA.COM

**Report on 2019 Financial Statements**

The June 30, 2019 financial statements were audited by us and we expressed an unmodified opinion on them in our report dated December 20, 2019. We have not performed any auditing procedures since that date.

A handwritten signature in cursive script that reads "Ellis & Ellis, PLLC".

Ellis & Ellis, PLLC

Charleston, West Virginia  
April 21, 2022

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS**

	<b>FOR THE YEARS ENDED JUNE 30,</b>	
	<b>2020</b>	<b>2019</b>
<b>REVENUES AND GAINS:</b>		
State Use Contract Sales Fees	\$ 17,693,986	\$ 18,560,782
Department of Health and Human Resources		
Contract Fees	9,634	34,772
Investment Income and Gains	45,669	32,767
Other Income	39,564	-
Gain on Equipment Disposal	-	6,301
	<u>                    </u>	<u>                    </u>
Total Unrestricted Revenues and Gains	\$ 17,788,853	\$ 18,634,622
<b>EXPENSES:</b>		
<b>Program Services:</b>		
Employment Contracts	\$ 17,201,262	\$ 18,442,288
<b>Supporting Services:</b>		
Management and General	373,912	244,124
	<u>                    </u>	<u>                    </u>
Total Expenses	\$ 17,575,174	\$ 18,686,412
	<u>                    </u>	<u>                    </u>
<b>CHANGES IN NET ASSETS</b>	\$ 213,679	\$ (51,790)
<b>NET ASSETS, JULY 1</b>	<u>1,766,997</u>	<u>1,818,787</u>
<b>NET ASSETS, JUNE 30</b>	<u>\$ 1,980,676</u>	<u>\$ 1,766,997</u>

The accompanying Notes to Financial Statements are an integral part of these statements

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**STATEMENT OF FUNCTIONAL EXPENSES**

**FOR THE YEAR ENDED JUNE 30, 2020**

	<u>Program Services</u>		
	<u>Employment Contracts</u>	<u>Management and General</u>	<u>Total</u>
State Use Contracts	\$ 16,716,287	\$ -	\$ 16,716,287
Personnel Cost	339,441	178,299	517,740
Travel	4,884	2,566	7,450
Meetings/Hospitality	1,898	655	2,553
Office Supplies	6,616	3,476	10,092
Postage and Printing	1,983	1,042	3,025
Telephone	5,378	2,825	8,203
Professional Services	8,514	36,176	44,690
Office Rent	25,568	13,432	39,000
Utilities	4,465	2,346	6,811
Miscellaneous	8,747	34,268	43,015
Cleaning and Maintenance	5,683	2,985	8,668
Depreciation	9,699	2,748	12,447
Advertising and Publications	80	996	1,076
Credit Card Fees	62,019	-	62,019
Bad Debts	-	82,007	82,007
Interest	-	10,091	10,091
	<u>\$ 17,201,262</u>	<u>\$ 373,912</u>	<u>\$ 17,575,174</u>

The accompanying Notes to Financial Statements are an integral part of these statements



**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**STATEMENT OF FUNCTIONAL EXPENSES**

**FOR THE YEAR ENDED JUNE 30, 2019**

	<u>Program Services</u>		
	<u>Employment Contracts</u>	<u>Management and General</u>	<u>Total</u>
State Use Contracts	\$ 17,819,510	\$ -	\$ 17,819,510
Personnel Cost	467,071	147,436	614,507
Travel	13,133	4,145	17,278
Meetings/Hospitality	8,938	639	9,577
Maintenance	7,940	2,396	10,336
Office Supplies	3,170	1,001	4,171
Postage and Printing	6,235	1,961	8,196
Telephone	4,006	6,388	10,394
Professional Services	29,644	9,356	39,000
Office Rent	2,589	817	3,406
Utilities	4,250	2,945	7,195
Miscellaneous	13,245	4,181	17,426
Corporate Insurance	15,700	4,029	19,729
Depreciation	888	-	888
Advertising and Publications	45,969	-	45,969
Credit Card Fees	-	40,000	40,000
Interest	-	18,830	18,830
	<u>\$ 18,442,288</u>	<u>\$ 244,124</u>	<u>\$ 18,686,412</u>

The accompanying Notes to Financial Statements are an integral part of these statements

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**STATEMENTS OF CASH FLOWS**

	<b>FOR THE YEARS ENDED JUNE 30,</b>	
	<b>2020</b>	<b>2019</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Change in Net Assets	\$ 213,679	\$ (51,790)
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities:		
Depreciation Expense	12,447	19,729
Net Unrealized and Realized (Gain) on Reserve Fund	(34,898)	(20,062)
(Gain) on Equipment Disposal	-	(6,301)
Allowance for Bad Debts	82,000	40,000
Change in Operating Assets and Liabilities:		
(Increase) Decrease In:		
Accounts Receivable	(507,479)	(451,606)
Inventory	(2,892)	13,740
Deposits	(1,070)	-
Increase (Decrease) In:		
Accounts Payable	109,578	400,501
Accrued Expenses	2,001	1,444
Net Cash (Used) by Operating Activities	<u>\$ (126,634)</u>	<u>\$ (54,345)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Purchases of Reserve Fund Securities	\$ (617,508)	\$ (67,053)
Purchases of Equipment	-	(51,286)
Proceeds from Sales of Reserve Fund Securities	626,490	84,518
Proceeds from Disposal of Equipment	-	24,003
(Increase) Decrease in Investment Cash	<u>(19,740)</u>	<u>1,899</u>
Net Cash (Used) by Investing Activities	<u>\$ (10,758)</u>	<u>\$ (7,919)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
Proceeds from Line of Credit	\$ 689,424	\$ 1,000,000
Line of Credit Principal Payments	(178,422)	(1,000,000)
Paycheck Protection Program Loan Received	<u>103,560</u>	<u>-</u>
Net Cash Provided by Financing Activities	<u>\$ 614,562</u>	<u>\$ -</u>
<b>Increase (Decrease) in Cash and Cash Equivalents</b>	<b>\$ 477,170</b>	<b>\$ (62,264)</b>
<b>CASH AND CASH EQUIVALENTS, JULY 1</b>	<u><b>125,388</b></u>	<u><b>187,652</b></u>
<b>CASH AND CASH EQUIVALENTS, JUNE 30</b>	<u><b>\$ 602,558</b></u>	<u><b>\$ 125,388</b></u>

The accompanying Notes to Financial Statements are an integral part of these statements.

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2020 AND 2019**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

***Description of Organization:***

West Virginia Association of Rehabilitation Facilities, Inc. (the Association) is a nonprofit, nonstock corporation organized under the laws of the State of West Virginia and exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The primary purpose of the Association is to communicate and disseminate information among rehabilitation facilities to assist the disabled in making their maximum contributions to society. The Association's primary operations consist of obtaining employment contracts with agencies of the State of West Virginia for community rehabilitation programs.

***Basis of Presentation:***

The accompanying financial statements include only those accounts and transactions of West Virginia Rehabilitation Facilities, Inc. The accompanying statements have been prepared on the accrual basis of accounting.

***Classification of Net Assets:***

Net assets, revenues, gains and losses are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

*Net Assets Without Donor Restrictions* - Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

*Net Assets With Donor Restrictions* - Net assets subject to donor or grantor imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, which may occur when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

***Cash and Cash Equivalents:***

Cash and cash equivalents consist of demand deposits and daily cash investment accounts.

***Equipment:***

Equipment is stated at cost. Depreciation is calculated on a straight-line basis over an estimated useful life of 5 years. The Association's policy is to capitalize property and equipment over \$1,000. Lesser amounts are expensed.

***Reserve Fund:***

Funds are carried at market values as determined by quoted prices in active markets.

***Estimates:***

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from these estimates.

***Functional Expenses:***

Expenses are charged to program and supporting services based on a combination of specific identification and allocation by management.

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2020 AND 2019**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**

***Bad Debts:***

The Association uses the allowance method to determine uncollectible accounts receivable. The allowance is based on prior years' experience and management's analysis of specific accounts.

***Income Taxes:***

The Association is exempt from federal income taxes under Internal Revenue Code Section 501(c)(3) and, therefore, has made no provision for federal income taxes. In addition, the Association has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509(a) of the Code. The Association had no excise or unrelated business income taxes for the years ended June 30, 2020 and 2019. The Organization's federal information returns, Form 990, are subject to examination by the IRS, generally for three years after they are filed.

***Inventories:***

Inventories are stated at cost on a first-in, first-out (FIFO) basis. Inventories consist of the following:

	June 30,	
	2020	2019
Equipment	\$ 44,306	\$ 41,414

**NOTE 2 - OPERATING LEASES:**

Office space is leased under a non-cancellable operating lease which expires on June 30, 2022. Future minimum rental payments required under the lease are as follows at June 30:

2021	\$ 39,000
2022	\$ 19,500

Rental expense for all operating leases including office space and equipment was \$39,000 and \$39,000 for the years ended June 30, 2020 and 2019, respectively.

**NOTE 3 - RETIREMENT PLAN:**

The Association has a defined contribution retirement plan in which all employees are eligible to participate. The Plan provides participants with several investment options. The Association contributes 9.5% of gross compensation for each participant. Retirement expense for the years ended June 30, 2020 and 2019 was \$33,040 and \$41,960, respectively.

**NOTE 4 - CONCENTRATION OF CREDIT RISK:**

***Cash and Investments:***

Financial instruments which potentially expose the Association to significant concentrations of credit risk consist principally of cash and cash equivalents, investments, and accounts receivable.

Cash and cash equivalents consist of demand deposits and a daily cash investment account with a high credit quality financial institution. Cash normally exceeds the federal depository insurance limit of \$250,000. Investments consist principally of money market funds and diversified mutual funds.

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2020 AND 2019**

**NOTE 4 - CONCENTRATION OF CREDIT RISK: (Continued)**

***Accounts Receivable and Revenues:***

Accounts receivable are primarily due from agencies of the State of West Virginia. During the years ended June 30, 2020 and 2019, approximately 99% of the contract fees recognized the association were related to state agencies.

Total accounts receivable at June 30, 2020 of \$4,599,295 due to the Association is primarily due from agencies of the State of West Virginia (the State). The State has been slow to pay the amounts owed to the Association, and as a result the Association has filed claims for the unpaid amounts with the West Virginia Court of Claims. Management believes it will collect most, if not all, of the past due amounts from the State. At June 30, 2020, the amounts due to the Association which were more than 360 days old totaled \$758,936.

The Association secured their role as the contract administrator for state use contracts for various terms with renewal options. There are currently four contracts in effect with expiration dates as follows:

RFP Master Contract	May 31, 2022
Janitorial Contract	June 30, 2022
Temporary Services Contract	July 14, 2021
Commodities and Services Contract	August 14, 2021

**NOTE 5 - RESERVE FUND:**

Reserve funds are stated at fair value and are summarized as follows:

	June 30, 2020	
	Cost	Fair Value
Money Market Funds	\$ 35,040	\$ 35,040
Common Stock	420,993	464,106
Mutual Funds	470,422	480,111
	<u>\$ 926,455</u>	<u>\$ 979,257</u>
	June 30, 2019	
	Cost	Fair Value
Money Market Funds	\$ 15,300	\$ 15,300
Mutual Funds	882,028	918,301
	<u>\$ 897,328</u>	<u>\$ 933,601</u>

The following schedule summarizes investment income, gains and (losses) for the years ended June 30,

	2020	2019
Unrealized Gains	\$ 11,670	\$ 7,093
Interest and Dividends	22,176	24,080
Investment Fees	(11,405)	(11,375)
Realized Gains	23,228	12,969
	<u>\$ 45,669</u>	<u>\$ 32,767</u>

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2020 AND 2019**

**NOTE 6 - FAIR VALUE MEASUREMENT:**

Generally accepted accounting principles define fair value, establish a framework for measuring fair value, and establish a fair value hierarchy that prioritizes the inputs to valuation techniques. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. A fair value measurement assumes that the transaction to sell the asset or transfer the liability occurs in the principal market for the asset or liability or, in the absence of a principal market, the most advantageous market. Valuation techniques that are consistent with the market, income or cost approach are used to measure fair value.

The fair value hierarchy prioritizes the inputs to valuation techniques used to measure fair value into three broad levels:

- Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities the Organization has the ability to access.
- Level 2 inputs are inputs (other than quoted prices included with level 1) that are observable for the asset or liability, either directly or indirectly.
- Level 3 inputs are unobservable inputs for the asset or liability and rely on management's own assumptions about the assumptions that market participants would use in pricing the asset or liability.

The following table presents the Association's fair value hierarchy for those assets and liabilities measured at fair value on a recurring basis as of June 30, 2020.

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Assets:				
Common Stock	\$ 464,106	\$ -	\$ -	\$ 464,106
Mutual Funds	<u>480,111</u>	<u>-</u>	<u>-</u>	<u>480,111</u>
	<u>\$ 944,217</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 944,217</u>

The following table presents the Association's fair value hierarchy for those assets and liabilities measured at fair value on a recurring basis as of June 30, 2019.

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Assets:				
Mutual Funds	\$ 918,419	\$ -	\$ -	\$ 918,419

**NOTE 7 - EQUIPMENT AND VEHICLES:**

The following is a summary of equipment at June 30:

	<u>2020</u>	<u>2019</u>
Office Equipment	\$ 50,941	\$ 50,941
Vehicles	<u>90,506</u>	<u>90,506</u>
	\$ 141,447	\$ 141,447
Less: Accumulated Depreciation	<u>(108,501)</u>	<u>(96,054)</u>
	<u>\$ 32,946</u>	<u>\$ 45,393</u>

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2020 AND 2019**

**NOTE 8 - BANK LINE OF CREDIT:**

The Association has a line of credit with BB&T which matures on January 30, 2023. The amount of credit available under this line is \$1,000,000, of which \$511,002 and \$0 had been used at June 30, 2020 and 2019, respectively. The security for this line of credit is all accounts receivable of the Association, and interest is at bank's prime rate.

**NOTE 9 - LIQUIDITY AND AVAILABILITY:**

For the purposes of analyzing resources available to meet general expenditures over a 12-month period, the Association considers all expenditures related to its ongoing activities of providing support to the Association, as well as the conduct of services undertaken to support those activities to be general expenditures. To help manage unanticipated liquidity needs, the Association has a committed line of credit in the amount of \$1,000,000 upon which it could draw.

Financial assets available for general expenditure, without donor or other restrictions limiting their use, within one year of the date of the statement of financial position are summarized below. These financial assets will be used to meet accrued liabilities, accounts payable and the line of credit payable of \$4,175,196.

Cash and Cash Equivalents	\$ 602,558
Operating Investments	979,257
Accounts Receivable, net	<u>4,599,295</u>
	<u>\$ 6,181,110</u>

**NOTE 10 - FUNCTIONALIZED EXPENSES:**

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include rent and utilities, payroll and related expenses, supplies, telephone, printing and publications, travel, conferences and meetings and other expenses.

Direct allocations of expenses are made first, to the program or supporting services that incurred the cost. The amounts remaining are allocated based on estimates of employees' time and effort.

**NOTE 11 - SUBSEQUENT EVENTS**

The Association's management has evaluated subsequent events through the date of the independent accountants' review report. The Association applied for and received a Paycheck Protection Program, Round 2 loan of \$103,562, on February 10, 2021. Additionally, the Association incurred eligible expenses in accordance with the provisions of the loan program and the loan was forgiven on July 16, 2021.

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2020 AND 2019**

**NOTE 12 - COVID 19:**

In March 2020, the COVID-19 outbreak in the United States caused business disruption through mandated and voluntary closings of multiple businesses both nationally and locally within West Virginia. While the disruption is expected to be temporary, there is uncertainty around the overall national and local impact. The Association instituted policies that mandated that employees work from home, limited travel and in person trainings and meetings. Changes to the operating environment have caused a temporary increase in operating costs. In response to the rising costs, the Association is pursuing long-term remote work to decrease expenses. Additionally, limited janitorial services were provided in April, 2020 through August 2020.

In April 2020, the Association applied for and received a Paycheck Protection Program (PPP) loan of \$103,560 under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The PPP loan provided assistance to qualified organizations in the form of a forgivable loan administered by the Small Business Administration and can be utilized by the Organization to assist with payroll and related costs, rents and utilities. The Association has recorded the proceeds of the loan as a note payable in the accompanying financial statements. Upon formal forgiveness of the loan, the amount of the loan forgiven by the Small Business Administration will be recorded as grant income in the financial statements. The loan was forgiven on February 10, 2021, in the amount of \$103,560.



**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**FINANCIAL STATEMENTS**

**JUNE 30, 2021 AND 2020**

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**JUNE 30, 2021 AND 2020**

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WILLIAM M. ELLIS, SR.  
(1919-1990)  
ROBERT V. ELLIS  
(1925-2009)  
WILLIAM M. ELLIS, JR.  
(1943-2016)  
MICHAEL C. ELLIS  
MARK E. ELLIS  
ALAN M. HEDGE  
KIMBERLY K. WILLIAMS  
MICHELLE L. CLARK

## INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors  
West Virginia Association of  
Rehabilitation Facilities, Inc.  
Charleston, West Virginia

We have reviewed the accompanying financial statements of West Virginia Association of Rehabilitation Facilities, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activity and changes in net assets, statement of functional expenses and cash flows for the years then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

### Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Ellis & Ellis, PLLC

Charleston, West Virginia  
May 5, 2022

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**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**STATEMENTS OF FINANCIAL POSITION**

**ASSETS**

	<b>JUNE 30,</b>	
	<b>2021</b>	<b>2020</b>
Cash and Cash Equivalents	\$ 1,066,134	\$ 602,558
Reserve Fund	1,056,217	979,257
Accounts Receivable (less allowance for doubtful accounts of \$190,000 and \$147,000, respectively)	3,640,445	4,599,295
Inventory - Equipment and Supplies Held for Resale	26,319	44,306
Prepaid Expenses and Deposits	20,242	1,070
Equipment (less accumulated depreciation of \$106,776 and \$108,501, respectively)	33,494	32,946
<b>TOTAL ASSETS</b>	<b>\$ 5,842,851</b>	<b>\$ 6,259,432</b>

**LIABILITIES AND NET ASSETS**

Accounts Payable	\$ 3,193,196	\$ 3,603,855
Accrued Expenses	85,782	60,339
Line of Credit Payable	492,123	511,002
Paycheck Protection Program Loan Payable	103,562	103,560
<b>Total Liabilities</b>	<b>\$ 3,874,663</b>	<b>\$ 4,278,756</b>
Net Assets without Restriction	1,968,188	1,980,676
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 5,842,851</b>	<b>\$ 6,259,432</b>

The accompanying Notes to Financial Statements are an integral part of these statements

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS**

	<b>FOR THE YEARS ENDED JUNE 30,</b>	
	<b>2021</b>	<b>2020</b>
<b>REVENUES AND GAINS:</b>		
State Use Contract Sales Fees	\$ 18,555,941	\$ 17,693,986
Department of Health and Human Resources		
Contract Fees	-	9,634
Investment Income and Gains	127,439	45,669
Other Income	6,651	39,564
Payroll Protection Program Loan Forgiven	103,560	-
	<u>\$ 18,793,591</u>	<u>\$ 17,788,853</u>
Total Unrestricted Revenues and Gains		
<b>EXPENSES:</b>		
<b>Program Services:</b>		
Employment Contracts	\$ 18,410,813	\$ 17,201,262
<b>Supporting Services:</b>		
Management and General	<u>395,266</u>	<u>373,912</u>
Total Expenses	<u>\$ 18,806,079</u>	<u>\$ 17,575,174</u>
<b>CHANGES IN NET ASSETS</b>	<b>\$ (12,488)</b>	<b>\$ 213,679</b>
<b>NET ASSETS, JULY 1</b>	<u><b>1,980,676</b></u>	<u><b>1,766,997</b></u>
<b>NET ASSETS, JUNE 30</b>	<u><b>\$ 1,968,188</b></u>	<u><b>\$ 1,980,676</b></u>

The accompanying Notes to Financial Statements are an integral part of these statements

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2021**

	<u>Program Services</u>		
	<u>Employment Contracts</u>	<u>Management and General</u>	<u>Total</u>
State Use Contracts	\$ 17,971,662	\$ -	\$ 17,971,662
Personnel Cost	290,482	259,268	549,750
Travel	3,477	1,158	4,635
Meetings/Hospitality	1,995	-	1,995
Office Supplies	1,180	760	1,940
Postage and Printing	1,262	813	2,075
Telephone	6,706	4,318	11,024
Professional Services	12,679	5,428	18,107
Office Rent	14,964	9,636	24,600
Utilities	3,809	2,453	6,262
Miscellaneous	17,897	8,170	26,067
Cleaning and Maintenance	2,028	1,306	3,334
Depreciation	9,699	3,553	13,252
Insurance	12,124	4,041	16,165
Credit Card Fees	60,849	-	60,849
Bad Debts	-	72,142	72,142
Interest	-	22,220	22,220
	<u>\$ 18,410,813</u>	<u>\$ 395,266</u>	<u>\$ 18,806,079</u>

The accompanying Notes to Financial Statements are an integral part of these statements

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2020**

	<u>Program Services</u>		
	<u>Employment Contracts</u>	<u>Management and General</u>	<u>Total</u>
State Use Contracts	\$ 16,716,287	\$ -	\$ 16,716,287
Personnel Cost	339,441	178,299	517,740
Travel	4,884	2,566	7,450
Meetings/Hospitality	1,898	655	2,553
Office Supplies	6,616	3,476	10,092
Postage and Printing	1,983	1,042	3,025
Telephone	5,378	2,825	8,203
Professional Services	8,514	36,176	44,690
Office Rent	25,568	13,432	39,000
Utilities	4,465	2,346	6,811
Miscellaneous	8,747	34,268	43,015
Cleaning and Maintenance	5,683	2,985	8,668
Depreciation	9,699	2,748	12,447
Advertising and Publications	80	996	1,076
Credit Card Fees	62,019	-	62,019
Bad Debts	-	82,007	82,007
Interest	-	10,091	10,091
	<u>\$ 17,201,262</u>	<u>\$ 373,912</u>	<u>\$ 17,575,174</u>

The accompanying Notes to Financial Statements are an integral part of these statements

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**STATEMENTS OF CASH FLOWS**

	<b>FOR THE YEARS ENDED JUNE 30,</b>	
	<b>2021</b>	<b>2020</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Change in Net Assets	\$ (12,488)	\$ 213,679
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities:		
Depreciation Expense	13,252	12,447
Net Unrealized and Realized (Gain) on Reserve Fund	(123,038)	(34,898)
PPP Loan Forgiven	(103,560)	-
Allowance for Bad Debts	43,000	82,000
Change in Operating Assets and Liabilities:		
(Increase) Decrease In:		
Accounts Receivable	915,850	(507,479)
Inventory	17,987	(2,892)
Deposits	(19,172)	(1,070)
Increase (Decrease) In:		
Accounts Payable	(410,659)	109,578
Accrued Expenses	25,443	2,001
Net Cash Provided (Used) by Operating Activities	<u>\$ 346,615</u>	<u>\$ (126,634)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Purchases of Reserve Fund Securities	\$ (134,872)	\$ (617,508)
Purchases of Equipment	(13,800)	-
Proceeds from Sales of Reserve Fund Securities	466,611	626,490
(Increase) in Investment Cash	<u>(285,661)</u>	<u>(19,740)</u>
Net Cash Provided (Used) by Investing Activities	<u>\$ 32,278</u>	<u>\$ (10,758)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
Proceeds from Line of Credit	\$ 679,020	\$ 689,424
Line of Credit Principal Payments	(697,899)	(178,422)
Paycheck Protection Program Loan Received	<u>103,562</u>	<u>103,560</u>
Net Cash Provided by Financing Activities	<u>\$ 84,683</u>	<u>\$ 614,562</u>
<b>Increase in Cash and Cash Equivalents</b>	<b>\$ 463,576</b>	<b>\$ 477,170</b>
<b>CASH AND CASH EQUIVALENTS, JULY 1</b>	<b><u>602,558</u></b>	<b><u>125,388</u></b>
<b>CASH AND CASH EQUIVALENTS, JUNE 30</b>	<b><u>\$ 1,066,134</u></b>	<b><u>\$ 602,558</u></b>
<b>SCHEDULE OF NON-CASH TRANSACTIONS:</b>		
Fully depreciated equipment written-off:		
Cost	\$ 14,977	\$ -
Accumulated Depreciation	<u>(14,977)</u>	<u>-</u>
Net Book Value	<u>\$ -</u>	<u>\$ -</u>

The accompanying Notes to Financial Statements are an integral part of these statements.



**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2021 AND 2020**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

***Description of Organization:***

West Virginia Association of Rehabilitation Facilities, Inc. (the Association) is a nonprofit, nonstock corporation organized under the laws of the State of West Virginia and exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The primary purpose of the Association is to communicate and disseminate information among rehabilitation facilities to assist the disabled in making their maximum contributions to society. The Association's primary operations consist of obtaining employment contracts with agencies of the State of West Virginia for community rehabilitation programs.

***Basis of Presentation:***

The accompanying financial statements include only those accounts and transactions of West Virginia Rehabilitation Facilities, Inc. The accompanying statements have been prepared on the accrual basis of accounting.

***Classification of Net Assets:***

Net assets, revenues, gains and losses are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

*Net Assets Without Donor Restrictions* - Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

*Net Assets With Donor Restrictions* - Net assets subject to donor or grantor imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, which may occur when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

***Cash and Cash Equivalents:***

Cash and cash equivalents consist of demand deposits and daily cash investment accounts.

***Equipment:***

Equipment is stated at cost. Depreciation is calculated on a straight-line basis over an estimated useful life of 5 years. The Association's policy is to capitalize property and equipment over \$1,000. Lesser amounts are expensed.

***Reserve Fund:***

Funds are carried at market values as determined by quoted prices in active markets.

***Estimates:***

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from these estimates.

***Functional Expenses:***

Expenses are charged to program and supporting services based on a combination of specific identification and allocation by management.

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2021 AND 2020**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)**

***Bad Debts:***

The Association uses the allowance method to determine uncollectible accounts receivable. The allowance is based on prior years' experience and management's analysis of specific accounts.

***Income Taxes:***

The Association is exempt from federal income taxes under Internal Revenue Code Section 501(c)(3) and, therefore, has made no provision for federal income taxes. In addition, the Association has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509(a) of the Code. The Association had no excise or unrelated business income taxes for the years ended June 30, 2021 and 2020. The Organization's federal information returns, Form 990, are subject to examination by the IRS, generally for three years after they are filed.

***Inventories:***

Inventories are stated at cost on a first-in, first-out (FIFO) basis. Inventories consist of the following:

	June 30, 2021	2020
Equipment	\$ 26,319	\$ 44,306

**NOTE 2 - OPERATING LEASES:**

Office space is leased under a non-cancellable operating lease which expires on June 30, 2022.

Rental expense for all operating leases including office space and equipment was \$24,600 and \$39,000 for the years ended June 30, 2021 and 2020, respectively.

**NOTE 3 - RETIREMENT PLAN:**

The Association has a defined contribution retirement plan in which all employees are eligible to participate. The Plan provides participants with several investment options. The Association contributes 9.5% of gross compensation for each participant. Retirement expense for the years ended June 30, 2021 and 2020 was \$32,255 and \$33,040, respectively.

**NOTE 4 - CONCENTRATION OF CREDIT RISK:**

***Cash and Investments:***

Financial instruments which potentially expose the Association to significant concentrations of credit risk consist principally of cash and cash equivalents, investments, and accounts receivable.

Cash and cash equivalents consist of demand deposits and a daily cash investment account with a high credit quality financial institution. Cash normally exceeds the federal depository insurance limit of \$250,000. Investments consist principally of money market funds and diversified mutual funds.

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2021 AND 2020**

**NOTE 4 - CONCENTRATION OF CREDIT RISK: (Continued)**

***Accounts Receivable and Revenues:***

Accounts receivable are primarily due from agencies of the State of West Virginia. During the years ended June 30, 2021 and 2020, approximately 99% of the contract fees recognized by the Association were related to state agencies.

Total accounts receivable at June 30, 2021 of \$4,020,445 due to the Association is primarily due from agencies of the State of West Virginia (the State). The State has been slow to pay the amounts owed to the Association, and as a result the Association has filed claims for the unpaid amounts with the West Virginia Court of Claims. Management believes it will collect most, if not all, of the past due amounts from the State. At June 30, 2021, the amounts due to the Association which were more than 360 days old totaled \$759,067.

The Association secured their role as the contract administrator for state use contracts for various terms with renewal options. There are currently four contracts in effect with expiration dates as follows:

RFP Master Contract	May 31, 2022
Janitorial Contract	June 30, 2022
Temporary Services Contract	July 14, 2021
Commodities and Services Contract	August 14, 2021

**NOTE 5 - RESERVE FUND:**

Reserve funds are stated at fair value and are summarized as follows:

	June 30, 2021	
	Cost	Fair Value
Money Market Funds	\$ 320,701	\$ 320,701
Common Stock	391,968	534,163
Mutual Funds	198,546	201,353
	<u>\$ 911,215</u>	<u>\$ 1,056,217</u>
	June 30, 2020	
	Cost	Fair Value
Money Market Funds	\$ 35,050	\$ 35,040
Common Stock	420,993	464,106
Mutual Funds	470,422	480,111
	<u>\$ 926,465</u>	<u>\$ 979,257</u>

The following schedule summarizes investment income, gains and (losses) for the years ended June 30,

	2021	2020
Unrealized Gains	\$ 97,131	\$ 11,670
Interest and Dividends	16,117	22,176
Investment Fees	(11,716)	(11,405)
Realized Gains	25,907	23,228
	<u>\$ 127,439</u>	<u>\$ 45,669</u>

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2021 AND 2020**

**NOTE 6 - FAIR VALUE MEASUREMENT:**

Generally accepted accounting principles define fair value, establish a framework for measuring fair value, and establish a fair value hierarchy that prioritizes the inputs to valuation techniques. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. A fair value measurement assumes that the transaction to sell the asset or transfer the liability occurs in the principal market for the asset or liability or, in the absence of a principal market, the most advantageous market. Valuation techniques that are consistent with the market, income or cost approach are used to measure fair value.

The fair value hierarchy prioritizes the inputs to valuation techniques used to measure fair value into three broad levels:

- Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities the Organization has the ability to access.
- Level 2 inputs are inputs (other than quoted prices included with level 1) that are observable for the asset or liability, either directly or indirectly.
- Level 3 inputs are unobservable inputs for the asset or liability and rely on management's own assumptions about the assumptions that market participants would use in pricing the asset or liability.

The following table presents the Association's fair value hierarchy for those assets and liabilities measured at fair value on a recurring basis as of June 30, 2021.

	Level 1	Level 2	Level 3	Total
Assets:				
Common Stock	\$ 534,163	\$ -	\$ -	\$ 534,163
Mutual Funds	201,353	-	-	201,353
	<u>\$ 735,516</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 735,516</u>

The following table presents the Association's fair value hierarchy for those assets and liabilities measured at fair value on a recurring basis as of June 30, 2020.

	Level 1	Level 2	Level 3	Total
Assets:				
Common Stock	\$ 464,106	\$ -	\$ -	\$ 464,106
Mutual Funds	480,111	-	-	480,111
	<u>\$ 944,217</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 944,217</u>

**NOTE 7 - EQUIPMENT AND VEHICLES:**

The following is a summary of equipment at June 30:

	2021	2020
Office Equipment	\$ 49,764	\$ 50,941
Vehicles	90,506	90,506
	<u>\$ 140,270</u>	<u>\$ 141,447</u>
Less: Accumulated Depreciation	(106,776)	(108,501)
	<u>\$ 33,494</u>	<u>\$ 32,946</u>

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2021 AND 2020**

**NOTE 8 - BANK LINE OF CREDIT:**

The Association has a line of credit with BB&T which matures on January 30, 2023. The amount of credit available under this line is \$1,000,000, of which \$492,123 and \$511,002 had been used at June 30, 2021 and 2020, respectively. The security for this line of credit is all accounts receivable of the Association, and interest is at bank's prime rate.

**NOTE 9 - LIQUIDITY AND AVAILABILITY:**

For the purposes of analyzing resources available to meet general expenditures over a 12-month period, the Association considers all expenditures related to its ongoing activities of providing support to the Association, as well as the conduct of services undertaken to support those activities to be general expenditures. To help manage unanticipated liquidity needs, the Association has a committed line of credit in the amount of \$1,000,000 upon which it could draw.

Financial assets available for general expenditure, without donor or other restrictions limiting their use, within one year of the date of the statement of financial position are summarized below. These financial assets will be used to meet accrued liabilities, accounts payable and the line of credit payable of \$3,771,101.

Cash and Cash Equivalents	\$ 1,066,134
Operating Investments	1,056,217
Accounts Receivable, net	<u>3,640,445</u>
	<u>\$ 5,762,796</u>

**NOTE 10 - FUNCTIONALIZED EXPENSES:**

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include rent and utilities, payroll and related expenses, supplies, telephone, printing and publications, travel, conferences and meetings and other expenses.

Direct allocations of expenses are made first, to the program or supporting services that incurred the cost. The amounts remaining are allocated based on estimates of employees' time and effort.

**NOTE 11 - SUBSEQUENT EVENTS**

The Association's management has evaluated subsequent events through the date of the auditor's report, which is the date the financial statements were available to be issued. No significant events were noted requiring adjustment to or disclosure in the financial statements.

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

**NOTES TO FINANCIAL STATEMENTS**

**JUNE 30, 2021 AND 2020**

**NOTE 12 - COVID 19:**

In March 2020, the COVID-19 outbreak in the United States caused business disruption through mandated and voluntary closings of multiple businesses both nationally and locally within West Virginia. While the disruption is expected to be temporary, there is uncertainty around the overall national and local impact. The Association instituted policies that mandated that employees work from home, limited travel and in person trainings and meetings. Changes to the operating environment have caused a temporary increase in operating costs. In response to the rising costs, the Association is pursuing long-term remote work to decrease expenses. Additionally, limited janitorial services were provided in April, 2021 through August 2021.

In April 2021, the Association applied for and received a Paycheck Protection Program (PPP) loan of \$103,560 under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The PPP loan provided assistance to qualified organizations in the form of a forgivable loan administered by the Small Business Administration and can be utilized by the Organization to assist with payroll and related costs, rents and utilities. The Association has recorded the proceeds of the loan as a note payable in the accompanying financial statements. Upon formal forgiveness of the loan, the amount of the loan forgiven by the Small Business Administration will be recorded as grant income in the financial statements. The loan was forgiven on February 10, 2021, in the amount of \$103,560 and has been included in revenue for the year ended June 30, 2021 as forgiven debt.

The Association applied for and received a Paycheck Protection Program, Round 2 loan of \$103,562, on February 10, 2021. Additionally, the Association incurred eligible expenses in accordance with the provisions of the loan program and the loan was forgiven on July 16, 2021. This loan has been accounted for as debt until the date of forgiveness by the Small Business Administration. At June 30, 2021, the PPP loan is reported as a note payable.

## Attachment 4.1.5.1

## **WV Association of Rehabilitation Facilities, Inc.**

### **CONFLICT OF INTEREST AND DISCLOSURE**

Section 1. Purpose: The purpose of the conflicts of interest policy is to protect the Organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or Director of the Association. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to non-profit and charitable corporations.

#### Section 2. Definitions:

- (a) Interested Person: Any Director, principal officer, or member of a committee with Board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person. If a person is an interested person with respect to any affiliate of the Corporation, he or she is an interested person with respect to the Corporation.
- (b) Financial Interest: A person has a financial interest if the person has directly or indirectly, through business, investment, or family --
  - i. an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, or
  - 11. a compensation arrangement with the Corporation, or with any entity or individual with which the Corporation has a transaction or arrangement, or
  - m. a potential ownership or investment interest, or compensation arrangement with any entity or individual with which the Corporation is negotiating a transaction or arrangement.
- (c) Affiliation: A person has an affiliation with an entity if the person does not have a financial interest in the entity, but has directly or indirectly through family, an interest in the entity by virtue of being a member or director of the entity or having some other similar relationship.



Section 3. Procedures:

- (a) Annual Disclosure: Each Director, principal officer, and member of a committee with Board-delegated powers, shall annually sign a statement which affirms that such person --
  - i. has received a copy of the conflict-of-interest policy
  - ii. has read and understands the policy,
  - iii. has agreed to comply with the policy, and
  - iv. understands that the Corporation is a charitable organization, and that in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
- (b) Continual Duty to Disclose: In connection with any actual or possible conflict of interest, an interest person must disclose the existence of his or her financial interest and all material facts to the Directors and members of committees with Board delegated powers considering a proposed transaction or arrangement.
- (c) Determining Whether a Conflict of interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.
- (d) Procedures for Addressing the Conflict of Interest:
  - i. An interested person may make a presentation at the Board or committee meeting, but after such presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that result in the conflict of interest.
  - ii. The chairperson of the Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - iii. After exercising due diligence, the Board, or committee shall

determine whether the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

- iv. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board or committee, shall determine by a majority vote of the disinterested Directors, whether the transaction or arrangement is in the Corporation's best interest and for its own benefit, and whether the transaction is fair and reasonable to the Corporation, and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

(e) Violations of the Conflict-of-Interest Policy:

- i. If the Board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interests, it shall inform the member of the basis for such belief, and afford the member an opportunity to explain the alleged failure to disclose
- ii. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the Board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Name:** \_\_\_\_\_

**Affiliation to the Agency:** (Please circle one)

**Board Member      Employee**

**Other** If other, please explain:

---

Please describe below any relationships, positions, or circumstances in which you are involved that you

believe could constitute a Conflict of Interest, as defined by WV Association of Rehabilitation Facilities, Inc. Conflict of Interest Policy.

*I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have read and agree to abide by the WV Association of Rehabilitation Facilities, Inc. Conflict of Interest Policy*

*I further agree to report any possible conflicts as they might arise.*

**Signature:** \_\_\_\_\_

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

\_\_\_\_\_

## Attachment 4.1.5.2

## **Filing Instructions**

### **West Virginia Association of Rehabilitation Facilities, Inc.**

### **Exempt Organization Tax Return**

### **Taxable Year Ended June 30, 2020**

**Date Due:** May 17, 2021

**Remittance:** None is required. Your Form 990 for the tax year ended 6/30/20 shows no balance due.

**Signature:** You have previously signed and returned Form 8879-EO, IRS *e-file* Signature Authorization for an Exempt Organization. No further action is required.

**Other:** Your return is being filed electronically with the IRS and is not required to be mailed. If you Mail a paper copy of your return to the IRS it will delay the processing of your return.

Form **8879-EO****IRS e-file Signature Authorization  
for an Exempt Organization**

OMB No. 1545-1878

For calendar year 2019, or fiscal year beginning 7/01, 2019, and ending 6/30, 20 20

▶ Do not send to the IRS. Keep for your records.

▶ Go to [www.irs.gov/Form8879EO](http://www.irs.gov/Form8879EO) for the latest information.**2019**Department of the Treasury  
Internal Revenue Service

Name of exempt organization

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

Employer identification number

**\*\*-\*\*\*3886**

Name and title of officer

**TARA MARTINEZ  
CEO****Part I Type of Return and Return Information (Whole Dollars Only)**

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a	Form 990 check here	▶ <input checked="" type="checkbox"/>	b	Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	<b>16,675,251</b>
2a	Form 990-EZ check here	▶ <input type="checkbox"/>	b	Total revenue, if any (Form 990-EZ, line 9)	2b	
3a	Form 1120-POL check here	▶ <input type="checkbox"/>	b	Total tax (Form 1120-POL, line 22)	3b	
4a	Form 990-PF check here	▶ <input type="checkbox"/>	b	Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a	Form 8868 check here	▶ <input type="checkbox"/>	b	Balance Due (Form 8868, line 3c)	5b	

**Part II Declaration and Signature Authorization of Officer**

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2019 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

☒ I authorize **KIMBERLY K. WILLIAMS** to enter my PIN **33886** as my signature  
ERO firm name Enter five numbers, but do not enter all zeros

on the organization's tax year 2019 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2019 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶

Date ▶ **05/13/20****Part III Certification and Authentication**

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

**\*\*\*\*\***

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2019 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ **KIMBERLY K. WILLIAMS** *K Kim Williams* Date ▶ **05/13/20**

**ERO Must Retain This Form — See Instructions****Do Not Submit This Form to the IRS Unless Requested To Do So**

For Paperwork Reduction Act Notice, see back of form.

Form **8879-EO** (2019)

Form **990**  
(Rev. January 2020)  
Department of the Treasury  
Internal Revenue Service

**Return of Organization Exempt From Income Tax**  
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)  
▶ Do not enter social security numbers on this form as it may be made public.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2019****Open to Public Inspection****A For the 2019 calendar year, or tax year beginning 07/01/19, and ending 06/30/20**

<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <b>WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC.</b>		<b>D</b> Employer identification number  <b>**-***3886</b>
	Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite <b>710 CENTRAL AVENUE</b>		<b>E</b> Telephone number <b>304-205-7970</b>
	City or town, state or province, country, and ZIP or foreign postal code <b>CHARLESTON WV 25302-1702</b>		<b>G</b> Gross receipts \$ <b>17,280,779</b>
	<b>F</b> Name and address of principal officer: <b>JOHN EMPSON</b> <b>22 CAPITOL STREET</b> <b>CHARLESTON WV 25301</b>		<b>H(a)</b> Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions)
<b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527			
<b>J</b> Website: <b>WWW.WVARF.ORG</b>			
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other		<b>L</b> Year of formation: <b>1973</b> <b>M</b> State of legal domicile: <b>WV</b>	

**Part I Summary**

<b>Activities &amp; Governance</b>	1 Briefly describe the organization's mission or most significant activities: <b>SEE SCHEDULE O</b>			
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
	3	5		
	4	5		
	5	13		
	6	0		
	7a	9,623		
	7b	0		
<b>Revenue</b>	8 Contributions and grants (Part VIII, line 1h)		Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)		18,565,244	16,620,223
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)		43,350	45,405
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		4,896	9,623
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)		18,613,490	16,675,251
<b>Expenses</b>	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)			0
	14 Benefits paid to or for members (Part IX, column (A), line 4)			0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		614,508	518,745
	16a Professional fundraising fees (Part IX, column (A), line 11e)			0
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 0			
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)		18,057,736	15,924,327
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)		18,672,244	16,443,072
19 Revenue less expenses. Subtract line 18 from line 12		-58,754	232,179	
<b>Net Assets or Fund Balances</b>	20 Total assets (Part X, line 16)		Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)		5,319,610	6,290,344
	22 Net assets or fund balances. Subtract line 21 from line 20		3,552,613	4,279,498
		1,766,997	2,010,846	

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer		Date	
	<b>TARA MARTINEZ</b>		<b>CEO</b>	
<b>Paid Preparer Use Only</b>	Print/Type preparer's name		Preparer's signature	Date
	<b>KIMBERLY K. WILLIAMS</b>		<i>Kj Williams</i>	05/16/21
	Firm's name ▶ <b>ELLIS &amp; ELLIS, PLLC</b>		Firm's EIN ▶ <b>**-***1644</b>	Check <input type="checkbox"/> if PTIN *****
Firm's address ▶ <b>500 VIRGINIA ST E STE 1000 CHARLESTON, WV 25301</b>		Phone no. <b>304-342-4169</b>		

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

Form **990** (2019)

**Part III Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III

**1** Briefly describe the organization's mission:**SEE SCHEDULE O****2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

**3** Did the organization cease conducting, or make significant changes in how it conducts, any program services?☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

**4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.**4a** (Code: ) (Expenses \$ **16,147,478** including grants of \$ ) (Revenue \$ **16,620,223** )

**MANAGE WORK CONTRACTS BETWEEN STATE GOVERNMENT AGENCIES AND COMMUNITY REHABILITATION PROGRAMS (CRPS) WHICH SERVE PEOPLE WITH VARIOUS DISABILITIES. SERVICES PROVIDED BY CRPS TO THEIR EMPLOYEES INCLUDE VOCATIONAL EVALUATION, TRAINING, EXTENDED EMPLOYMENT, JOB PLACEMENT, SUPPORTED EMPLOYMENT AND FOLLOW UP. THE PRIMARY GOAL IS TO ENHANCE VOCATIONAL OPPORTUNITIES FOR INDIVIDUALS WITH DISABILITIES WITHIN WEST VIRGINIA.**

**4b** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )**N/A****4c** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )**N/A****4d** Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$ ) (Revenue \$ )

**4e** Total program service expenses **16,147,478**



**Part IV Checklist of Required Schedules**

	Yes	No
<b>1</b> Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	<b>X</b>	
<b>2</b> Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?		<b>X</b>
<b>3</b> Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		<b>X</b>
<b>4</b> <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		<b>X</b>
<b>5</b> Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		<b>X</b>
<b>6</b> Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		<b>X</b>
<b>7</b> Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		<b>X</b>
<b>8</b> Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		<b>X</b>
<b>9</b> Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		<b>X</b>
<b>10</b> Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? If "Yes," complete Schedule D, Part V		<b>X</b>
<b>11</b> If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
<b>a</b> Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	<b>X</b>	
<b>b</b> Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		<b>X</b>
<b>c</b> Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		<b>X</b>
<b>d</b> Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		<b>X</b>
<b>e</b> Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		<b>X</b>
<b>f</b> Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X		<b>X</b>
<b>12a</b> Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII		<b>X</b>
<b>b</b> Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional		<b>X</b>
<b>13</b> Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		<b>X</b>
<b>14a</b> Did the organization maintain an office, employees, or agents outside of the United States?		<b>X</b>
<b>b</b> Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		<b>X</b>
<b>15</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		<b>X</b>
<b>16</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		<b>X</b>
<b>17</b> Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)		<b>X</b>
<b>18</b> Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		<b>X</b>
<b>19</b> Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		<b>X</b>
<b>20a</b> Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		<b>X</b>
<b>b</b> If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
<b>21</b> Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		<b>X</b>

**Part IV Checklist of Required Schedules (continued)**

	Yes	No
<b>22</b> Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		<b>X</b>
<b>23</b> Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J		<b>X</b>
<b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		<b>X</b>
<b>b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
<b>c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
<b>d</b> Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
<b>25a</b> <b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		<b>X</b>
<b>b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		<b>X</b>
<b>26</b> Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part II		<b>X</b>
<b>27</b> Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? If "Yes," complete Schedule L, Part III		<b>X</b>
<b>28</b> Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):		
<b>a</b> A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? If "Yes," complete Schedule L, Part IV		<b>X</b>
<b>b</b> A family member of any individual described in line 28a? If "Yes," complete Schedule L, Part IV		<b>X</b>
<b>c</b> A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? If "Yes," complete Schedule L, Part IV		<b>X</b>
<b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		<b>X</b>
<b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		<b>X</b>
<b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		<b>X</b>
<b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		<b>X</b>
<b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		<b>X</b>
<b>34</b> Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1		<b>X</b>
<b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)?		<b>X</b>
<b>b</b> If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		
<b>36</b> <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		<b>X</b>
<b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		<b>X</b>
<b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? <b>Note:</b> All Form 990 filers are required to complete Schedule O.	<b>X</b>	

**Part V Statements Regarding Other IRS Filings and Tax Compliance**Check if Schedule O contains a response or note to any line in this Part V ☐

	Yes	No
<b>1a</b> Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
<b>b</b> Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
<b>c</b> Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		

**Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)**

	Yes	No
<b>2a</b> Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	<b>2a</b>	<b>13</b>
<b>b</b> If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <b>Note:</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	<b>2b</b>	<b>X</b>
<b>3a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year?	<b>3a</b>	<b>X</b>
<b>b</b> If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	<b>3b</b>	<b>X</b>
<b>4a</b> At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	<b>4a</b>	<b>X</b>
<b>b</b> If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
<b>5a</b> Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	<b>5a</b>	<b>X</b>
<b>b</b> Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	<b>5b</b>	<b>X</b>
<b>c</b> If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	<b>5c</b>	
<b>6a</b> Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	<b>6a</b>	<b>X</b>
<b>b</b> If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	<b>6b</b>	
<b>7 Organizations that may receive deductible contributions under section 170(c).</b>		
<b>a</b> Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	<b>7a</b>	<b>X</b>
<b>b</b> If "Yes," did the organization notify the donor of the value of the goods or services provided?	<b>7b</b>	
<b>c</b> Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8882?	<b>7c</b>	<b>X</b>
<b>d</b> If "Yes," indicate the number of Forms 8882 filed during the year	<b>7d</b>	
<b>e</b> Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	<b>7e</b>	<b>X</b>
<b>f</b> Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	<b>7f</b>	<b>X</b>
<b>g</b> If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	<b>7g</b>	<b>X</b>
<b>h</b> If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	<b>7h</b>	<b>X</b>
<b>8 Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	<b>8</b>	
<b>9 Sponsoring organizations maintaining donor advised funds.</b>		
<b>a</b> Did the sponsoring organization make any taxable distributions under section 4966?	<b>9a</b>	
<b>b</b> Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	<b>9b</b>	
<b>10 Section 501(c)(7) organizations.</b> Enter:		
<b>a</b> Initiation fees and capital contributions included on Part VIII, line 12	<b>10a</b>	
<b>b</b> Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	<b>10b</b>	
<b>11 Section 501(c)(12) organizations.</b> Enter:		
<b>a</b> Gross income from members or shareholders	<b>11a</b>	
<b>b</b> Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	<b>11b</b>	
<b>12a Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?	<b>12a</b>	
<b>b</b> If "Yes," enter the amount of tax-exempt interest received or accrued during the year	<b>12b</b>	
<b>13 Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
<b>a</b> Is the organization licensed to issue qualified health plans in more than one state? <b>Note:</b> See the instructions for additional information the organization must report on Schedule O.	<b>13a</b>	
<b>b</b> Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	<b>13b</b>	
<b>c</b> Enter the amount of reserves on hand	<b>13c</b>	
<b>14a</b> Did the organization receive any payments for indoor tanning services during the tax year?	<b>14a</b>	<b>X</b>
<b>b</b> If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	<b>14b</b>	
<b>15</b> Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	<b>15</b>	<b>X</b>
<b>16</b> Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	<b>16</b>	<b>X</b>

**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI ☒

**Section A. Governing Body and Management**

	Yes	No
<b>1a</b> Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.	<b>5</b>	
<b>b</b> Enter the number of voting members included on line 1a, above, who are independent	<b>5</b>	
<b>2</b> Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	<b>2</b>	<b>X</b>
<b>3</b> Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	<b>3</b>	<b>X</b>
<b>4</b> Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	<b>4</b>	<b>X</b>
<b>5</b> Did the organization become aware during the year of a significant diversion of the organization's assets?	<b>5</b>	<b>X</b>
<b>6</b> Did the organization have members or stockholders?	<b>6</b>	<b>X</b>
<b>7a</b> Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	<b>7a</b>	<b>X</b>
<b>b</b> Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	<b>7b</b>	<b>X</b>
<b>8</b> Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
<b>a</b> The governing body?	<b>8a</b>	<b>X</b>
<b>b</b> Each committee with authority to act on behalf of the governing body?	<b>8b</b>	<b>X</b>
<b>9</b> Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O	<b>9</b>	<b>X</b>

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
<b>10a</b> Did the organization have local chapters, branches, or affiliates?	<b>10a</b>	<b>X</b>
<b>b</b> If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	<b>10b</b>	
<b>11a</b> Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	<b>11a</b>	<b>X</b>
<b>b</b> Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
<b>12a</b> Did the organization have a written conflict of interest policy? If "No," go to line 13	<b>12a</b>	<b>X</b>
<b>b</b> Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	<b>12b</b>	<b>X</b>
<b>c</b> Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	<b>12c</b>	<b>X</b>
<b>13</b> Did the organization have a written whistleblower policy?	<b>13</b>	<b>X</b>
<b>14</b> Did the organization have a written document retention and destruction policy?	<b>14</b>	<b>X</b>
<b>15</b> Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
<b>a</b> The organization's CEO, Executive Director, or top management official	<b>15a</b>	<b>X</b>
<b>b</b> Other officers or key employees of the organization	<b>15b</b>	<b>X</b>
If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
<b>16a</b> Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	<b>16a</b>	<b>X</b>
<b>b</b> If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	<b>16b</b>	

**Section C. Disclosure**

**17** List the states with which a copy of this Form 990 is required to be filed **NONE**

**18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain on Schedule O)

**19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

**20** State the name, address, and telephone number of the person who possesses the organization's books and records **TARA MARTINEZ**

**CHARLESTON****710 CENTRAL AVENUE****WV 25302****304-205-7970**

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**Check if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
  - List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
  - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
  - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
  - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- See instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) <b>AARON JONES</b>	40.00									
FORMER EX. DIRECTOR	0.00			X				86,278	0	14,159
(2) <b>TARA MARTINEZ</b>	40.00									
CEO	0.00			X				2,885	0	274
(3) <b>JOHN EMPSON</b>	0.00									
PRESIDENT	0.00	X		X				0	0	0
(4) <b>JIM HASH</b>	0.00									
DIRECTOR	0.00	X						0	0	0
(5) <b>FRANKI PARSONS</b>	0.00									
DIRECTOR	0.00	X						0	0	0
(6) <b>DIANE SLAUGHTER</b>	0.00									
DIRECTOR	0.00	X						0	0	0
(7) <b>AIMEE WHITE</b>	0.00									
DIRECTOR	0.00	X						0	0	0
(8)										
(9)										
(10)										
(11)										



**Part VIII Statement of Revenue**Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	<b>1a</b> Federated campaigns	<b>1a</b>					
	<b>b</b> Membership dues	<b>1b</b>					
	<b>c</b> Fundraising events	<b>1c</b>					
	<b>d</b> Related organizations	<b>1d</b>					
	<b>e</b> Government grants (contributions)	<b>1e</b>					
	<b>f</b> All other contributions, gifts, grants, and similar amounts not included above	<b>1f</b>					
	<b>g</b> Noncash contributions included in lines 1a-1f	<b>1g</b> \$					
	<b>h Total.</b> Add lines 1a-1f						
<b>Program Service Revenue</b>	<b>2a</b> REVENUE- SERVICES	Business Code	561000	14,642,754	14,642,754		
	<b>b</b> REVENUE- PRODUCTS		561000	1,225,371	1,225,371		
	<b>c</b> REVENUE- TEMP.		561000	742,464	742,464		
	<b>d</b> REVENUE - DHHR		561000	9,634	9,634		
	<b>e</b>						
	<b>f</b> All other program service revenue						
	<b>g Total.</b> Add lines 2a-2f			16,620,223			
	<b>3</b> Investment income (including dividends, interest, and other similar amounts)			22,177			22,177
<b>4</b> Income from investment of tax-exempt bond proceeds							
<b>5</b> Royalties							
<b>Other Revenue</b>	<b>6a</b> Gross rents	(i) Real	(ii) Personal				
	<b>b</b> Less: rental expenses						
	<b>c</b> Rental inc. or (loss)						
	<b>d</b> Net rental income or (loss)						
	<b>7a</b> Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other				
	<b>b</b> Less: cost or other basis and sales exps.						
	<b>c</b> Gain or (loss)						
	<b>d</b> Net gain or (loss)			23,228	23,228		
	<b>8a</b> Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18						
	<b>b</b> Less: direct expenses						
	<b>c</b> Net income or (loss) from fundraising events						
	<b>9a</b> Gross income from gaming activities. See Part IV, line 19						
	<b>b</b> Less: direct expenses						
	<b>c</b> Net income or (loss) from gaming activities						
	<b>10a</b> Gross sales of inventory, less returns and allowances			11,889			
<b>b</b> Less: cost of goods sold			2,266				
<b>c</b> Net income or (loss) from sales of inventory			9,623		9,623		
<b>Miscellaneous Revenue</b>	<b>11a</b>	Business Code					
	<b>b</b>						
	<b>c</b>						
	<b>d</b> All other revenue						
	<b>e Total.</b> Add lines 11a-11d						
	<b>12 Total revenue.</b> See instructions			16,675,251	16,643,451	9,623	22,177

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐**Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.**

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	80,934	40,467	40,467	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	306,106	235,036	71,070	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	33,040	23,518	9,522	
9 Other employee benefits	44,204	31,464	12,740	
10 Payroll taxes	54,461	38,765	15,696	
11 Fees for services (nonemployees):				
a Management				
b Legal	9,909		9,909	
c Accounting	21,794		21,794	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees	11,405		11,405	
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	386	275	111	
12 Advertising and promotion	1,076	1,076		
13 Office expenses	18,950	13,489	5,461	
14 Information technology	13,430	3,110	10,320	
15 Royalties				
16 Occupancy	47,771	34,003	13,768	
17 Travel	7,449	5,302	2,147	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	2,253	1,705	548	
20 Interest	10,091		10,091	
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	12,447	8,860	3,587	
23 Insurance				
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a SERVICES-CONTRACT PAYMENT	13,912,793	13,912,793		
b PRODUCTS- CONT PMTS	1,068,389	1,068,389		
c TEMPORARIES- CONT PMTS	660,420	660,420		
d MERCHANT SERVICE FEES	53,038	53,038		
e All other expenses	72,726	15,768	56,958	
25 Total functional expenses. Add lines 1 through 24e	16,443,072	16,147,478	295,594	0
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				



**Part X Balance Sheet**Check if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
<b>Assets</b>	1 Cash—non-interest-bearing	125,388	1	609,682
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	4,173,816	4	4,616,431
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use	41,413	8	44,306
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 141,447		
	b Less: accumulated depreciation	10b 108,501		
	11 Investments—publicly traded securities	45,392	10c 32,946	
	12 Investments—other securities. See Part IV, line 11	933,601	11 979,257	
	13 Investments—program-related. See Part IV, line 11		12	
	14 Intangible assets		13	
	15 Other assets. See Part IV, line 11		14	
16 <b>Total assets.</b> Add lines 1 through 15 (must equal line 33)	5,319,610	15 7,722		
17 Accounts payable and accrued expenses	3,552,613	16 6,290,344		
18 Grants payable		17 3,664,936		
19 Deferred revenue		18		
20 Tax-exempt bond liabilities		19 103,560		
21 Escrow or custodial account liability. Complete Part IV of Schedule D		20		
22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		21		
23 Secured mortgages and notes payable to unrelated third parties		22		
24 Unsecured notes and loans payable to unrelated third parties		23 511,002		
25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		24		
26 <b>Total liabilities.</b> Add lines 17 through 25	3,552,613	25		
<b>Net Assets or Fund Balances</b>	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.		26 4,279,498	
	27 Net assets without donor restrictions	1,766,997	27 2,010,846	
	28 Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	1,766,997	32 2,010,846	
	33 Total liabilities and net assets/fund balances	5,319,610	33 6,290,344	

**Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI ☒

<b>1</b>	Total revenue (must equal Part VIII, column (A), line 12)	<b>1</b>	<b>16,675,251</b>
<b>2</b>	Total expenses (must equal Part IX, column (A), line 25)	<b>2</b>	<b>16,443,072</b>
<b>3</b>	Revenue less expenses. Subtract line 2 from line 1	<b>3</b>	<b>232,179</b>
<b>4</b>	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	<b>4</b>	<b>1,766,997</b>
<b>5</b>	Net unrealized gains (losses) on investments	<b>5</b>	<b>11,670</b>
<b>6</b>	Donated services and use of facilities	<b>6</b>	
<b>7</b>	Investment expenses	<b>7</b>	
<b>8</b>	Prior period adjustments	<b>8</b>	
<b>9</b>	Other changes in net assets or fund balances (explain on Schedule O)	<b>9</b>	
<b>10</b>	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	<b>10</b>	<b>2,010,846</b>

**Part XII Financial Statements and Reporting**Check if Schedule O contains a response or note to any line in this Part XII ☐

	Yes	No
<b>1</b> Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
<b>2a</b> Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		<b>X</b>
<b>b</b> Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		<b>X</b>
<b>c</b> If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.		
<b>3a</b> As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		<b>X</b>
<b>b</b> If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits		

**SCHEDULE A**  
**(Form 990 or 990-EZ)**Department of the Treasury  
Internal Revenue Service**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ **Attach to Form 990 or Form 990-EZ.**▶ **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.**

OMB No. 1545-0047

**2019****Open to Public  
Inspection**

Name of the organization

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

Employer identification number

**\*\*-\*\*\*3886****Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: .....
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: .....
- 10 ☒ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations:
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
<b>Total</b>						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2019

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 <b>Total.</b> Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 <b>Public support.</b> Subtract line 5 from line 4						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 <b>Total support.</b> Add lines 7 through 10						

12 Gross receipts from related activities, etc. (see instructions) **12**13 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐**Section C. Computation of Public Support Percentage**

14 Public support percentage for 2019 (line 6, column (f) divided by line 11, column (f))	<b>14</b>	%
15 Public support percentage from 2018 Schedule A, Part II, line 14	<b>15</b>	%

16a **33 1/3% support test—2019.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐b **33 1/3% support test—2018.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐17a **10%-facts-and-circumstances test—2019.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ ☐b **10%-facts-and-circumstances test—2018.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ ☐18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶ ☐

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II.  
If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	18,349,383	18,356,671	17,949,563	18,565,244	16,620,223	89,841,084
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513						
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge						
<b>6 Total.</b> Add lines 1 through 5	18,349,383	18,356,671	17,949,563	18,565,244	16,620,223	89,841,084
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
<b>c</b> Add lines 7a and 7b						
<b>8 Public support.</b> (Subtract line 7c from line 6.)						89,841,084

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
<b>9</b> Amounts from line 6	18,349,383	18,356,671	17,949,563	18,565,244	16,620,223	89,841,084
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	31,817	18,614	18,624	24,080	22,177	115,312
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
<b>c</b> Add lines 10a and 10b	31,817	18,614	18,624	24,080	22,177	115,312
<b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
<b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.)	18,381,200	18,375,285	17,968,187	18,589,324	16,642,400	89,956,396
<b>14 First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> ▶ <input type="checkbox"/>						

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2019 (line 8, column (f), divided by line 13, column (f))	<b>15</b>	99.87 %
<b>16</b> Public support percentage from 2018 Schedule A, Part III, line 15	<b>16</b>	99.83 %

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for 2019 (line 10c, column (f), divided by line 13, column (f))	<b>17</b>	%
<b>18</b> Investment income percentage from 2018 Schedule A, Part III, line 17	<b>18</b>	%

- 19a 33 1/3% support tests—2019.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ▶ ☒
- b 33 1/3% support tests—2018.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ▶ ☐
- 20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶ ☐

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
<b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in <b>Part VI</b> how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
<b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in <b>Part VI</b> how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
<b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
<b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in <b>Part VI</b> when and how the organization made the determination.		
<b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in <b>Part VI</b> what controls the organization put in place to ensure such use.		
<b>4a</b> Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
<b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in <b>Part VI</b> how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
<b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in <b>Part VI</b> what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
<b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in <b>Part VI</b> , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
<b>b</b> <b>Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
<b>c</b> <b>Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?		
<b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in <b>Part VI</b> .		
<b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
<b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
<b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in <b>Part VI</b> .		
<b>b</b> Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in <b>Part VI</b> .		
<b>c</b> Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in <b>Part VI</b> .		
<b>10a</b> Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer 10b below.		
<b>b</b> Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

**Part IV Supporting Organizations** (continued)

- |  | Yes        | No |
|--|------------|----|
| <b>11</b> Has the organization accepted a gift or contribution from any of the following persons?  |            |    |
| <b>a</b> A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization? | <b>11a</b> |    |
| <b>b</b> A family member of a person described in (a) above?   | <b>11b</b> |    |
| <b>c</b> A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in <b>Part VI</b> .                                       | <b>11c</b> |    |

**Section B. Type I Supporting Organizations**

- |   | Yes      | No |
|---|----------|----|
| <b>1</b> Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in <b>Part VI</b> how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year. | <b>1</b> |    |
| <b>2</b> Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in <b>Part VI</b> how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.   | <b>2</b> |    |

**Section C. Type II Supporting Organizations**

- |  | Yes      | No |
|--|----------|----|
| <b>1</b> Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in <b>Part VI</b> how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s). | <b>1</b> |    |

**Section D. All Type III Supporting Organizations**

- |   | Yes      | No |
|---|----------|----|
| <b>1</b> Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided? | <b>1</b> |    |
| <b>2</b> Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in <b>Part VI</b> how the organization maintained a close and continuous working relationship with the supported organization(s).   | <b>2</b> |    |
| <b>3</b> By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in <b>Part VI</b> the role the organization's supported organizations played in this regard.  | <b>3</b> |    |

**Section E. Type III Functionally-Integrated Supporting Organizations**

- 1** Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).
- a** ☐ The organization satisfied the Activities Test. Complete **line 2** below.
- b** ☐ The organization is the parent of each of its supported organizations. Complete **line 3** below.
- c** ☐ The organization supported a governmental entity. Describe in **Part VI** how you supported a government entity (see instructions).

**2 Activities Test. Answer (a) and (b) below.**

- |   | Yes       | No |
|---|-----------|----|
| <b>a</b> Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in <b>Part VI</b> identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities. | <b>2a</b> |    |
| <b>b</b> Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in <b>Part VI</b> the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.  | <b>2b</b> |    |
| <b>3</b> Parent of Supported Organizations. Answer (a) and (b) below.   |           |    |
| <b>a</b> Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in <b>Part VI</b> .   | <b>3a</b> |    |
| <b>b</b> Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in <b>Part VI</b> the role played by the organization in this regard.   | <b>3b</b> |    |

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	8	
Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	<b>Discount</b> claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	
Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7 <input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).			



**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)**

Section D - Distributions		Current Year	
1	Amounts paid to supported organizations to accomplish exempt purposes		
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity		
3	Administrative expenses paid to accomplish exempt purposes of supported organizations		
4	Amounts paid to acquire exempt-use assets		
5	Qualified set-aside amounts (prior IRS approval required)		
6	Other distributions (describe in <b>Part VI</b> ). See instructions.		
7	<b>Total annual distributions.</b> Add lines 1 through 6.		
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in <b>Part VI</b> ). See instructions.		
9	Distributable amount for 2019 from Section C, line 6		
10	Line 8 amount divided by line 9 amount		

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2019	(iii) Distributable Amount for 2019
1 Distributable amount for 2019 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2019 (reasonable cause required-explain in <b>Part VI</b> ). See instructions.			
3 Excess distributions carryover, if any, to 2019			
a From 2014			
b From 2015			
c From 2016			
d From 2017			
e From 2018			
f <b>Total</b> of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2019 distributable amount			
i Carryover from 2014 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2019 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2019 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2019, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in <b>Part VI</b> . See instructions.			
6 Remaining underdistributions for 2019. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in <b>Part VI</b> . See instructions.			
7 <b>Excess distributions carryover to 2020.</b> Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2015			
b Excess from 2016			
c Excess from 2017			
d Excess from 2018			
e Excess from 2019			

## Part VI

**Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

**SCHEDULE D  
(Form 990)**Department of the Treasury  
Internal Revenue Service**Supplemental Financial Statements**

► Complete if the organization answered "Yes" on Form 990,  
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.  
► Attach to Form 990.

► Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2019****Open to Public  
Inspection**

Name of the organization

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

Employer identification number

**\*\*-\*\*\*3886****Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year .....		
2 Aggregate value of contributions to (during year) .....		
3 Aggregate value of grants from (during year) .....		
4 Aggregate value at end of year .....		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

**Part II Conservation Easements.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (for example, recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements .....	2a
b Total acreage restricted by conservation easements .....	2b
c Number of conservation easements on a certified historic structure included in (a) .....	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register .....	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ► .....

4 Number of states where property subject to conservation easement is located ► .....

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ► .....

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ► \$ .....

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 ..... ► \$ .....

(ii) Assets included in Form 990, Part X ..... ► \$ .....

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ..... ► \$ .....

b Assets included in Form 990, Part X ..... ► \$ .....

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

- a ☐ Public exhibition  
 b ☐ Scholarly research  
 c ☐ Preservation for future generations  
 d ☐ Loan or exchange program  
 e ☐ Other .....

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

**Part IV Escrow and Custodial Arrangements.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

- c Beginning balance .....  
 d Additions during the year .....  
 e Distributions during the year .....  
 f Ending balance .....

	Amount
1c	
1d	
1e	
1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII .....

**Part V Endowment Funds.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance .....					
b Contributions .....					
c Net investment earnings, gains, and losses .....					
d Grants or scholarships .....					
e Other expenditures for facilities and programs .....					
f Administrative expenses .....					
g End of year balance .....					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment ▶ ..... %  
 b Permanent endowment ▶ ..... %  
 c Term endowment ▶ ..... %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i) Unrelated organizations .....  
 (ii) Related organizations .....

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? .....

	Yes	No
3a(i)		
3a(ii)		
3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land .....				
b Buildings .....		141,447	108,501	32,946
c Leasehold improvements .....				
d Equipment .....				
e Other .....				
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.) ▶				32,946

**Part VII Investments – Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 12.)		

**Part VIII Investments – Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 13.)		

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.)	

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.)	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ☐

## Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

<b>1</b>	Total revenue, gains, and other support per audited financial statements		<b>1</b>	
<b>2</b>	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
<b>a</b>	Net unrealized gains (losses) on investments	<b>2a</b>		
<b>b</b>	Donated services and use of facilities	<b>2b</b>		
<b>c</b>	Recoveries of prior year grants	<b>2c</b>		
<b>d</b>	Other (Describe in Part XIII.)	<b>2d</b>		
<b>e</b>	Add lines <b>2a</b> through <b>2d</b>		<b>2e</b>	
<b>3</b>	Subtract line <b>2e</b> from line <b>1</b>		<b>3</b>	
<b>4</b>	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b	<b>4a</b>		
<b>b</b>	Other (Describe in Part XIII.)	<b>4b</b>		
<b>c</b>	Add lines <b>4a</b> and <b>4b</b>		<b>4c</b>	
<b>5</b>	Total revenue. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 12.)		<b>5</b>	

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1		Total expenses and losses per audited financial statements	1
2		Amounts included on line 1 but not on Form 990, Part IX, line 25:	
a	2a	Donated services and use of facilities	
b	2b	Prior year adjustments	
c	2c	Other losses	
d	2d	Other (Describe in Part XIII.)	
e		Add lines 2a through 2d	2e
3		Subtract line 2e from line 1	3
4		Amounts included on Form 990, Part IX, line 25, but not on line 1:	
a	4a	Investment expenses not included on Form 990, Part VIII, line 7b	
b	4b	Other (Describe in Part XIII.)	
c		Add lines 4a and 4b	4c
5		Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Part XIII		Supplemental Information (continued)
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DAA

**SCHEDULE O**  
**(Form 990 or 990-EZ)**

 Department of the Treasury  
 Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

 Complete to provide information for responses to specific questions on  
 Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

 ▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2019**
**Open to Public  
Inspection**

 Name of the organization **WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

 Employer identification number  
**\*\*-\*\*\*3886**
**FORM 990 - ORGANIZATION'S MISSION**

THE MISSION OF THE WV ASSOCIATION OF REHABILITATION FACILITIES, INC. IS FOR THE PUBLIC TO HAVE A STRONG, POSTIVE IMAGE ABOUT THE PRODUCTS AND SERVICES PROVIDED BY THE MANY EFFICIENT AND FINANCIALLY VIABLE COMMUNITY REHABILITATION PROGRAMS LOCATED THROUGHOUT WEST VIRGINIA. GIVING EVERY INDIVIDUAL WITH DIFFERING ABILITIES THE OPPORTUNITY TO HAVE GAINFUL EMPLOYMENT, WHILE OFFERING ADDED VALUE FAIR MARKET PRICED PRODUCTS AND SERVICES TO STATE CUSTOMERS.

FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990 THE EXECUTIVE DIRECTOR AND THE BOARD OF DIRECTORS REVIEW THE FORM 990 FOR ACCURACY PRIOR TO FILING.

FORM 990, PART VI, LINE 15A - COMPENSATION PROCESS FOR TOP OFFICIAL THE GOVERNING BODY REVIEWS THE SALARIES OF THE ORGANIZATION'S TOP MANAGEMENT AND KEY EMPLOYEES.

FORM 990, PART VI, LINE 15B - COMPENSATION PROCESS FOR OFFICERS THE GOVERNING BODY REVIEWS THE SALARIES OF THE ORGANIZATION'S TOP MANAGEMENT AND KEY EMPLOYEES.

FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION DOCUMENTS ARE AVAILABLE UPON REQUEST.

FORM 990, PART XI, LINE 9 - OTHER CHANGES IN NET ASSETS EXPLANATION



Name of the organization

Employer identification number

**WEST VIRGINIA ASSOCIATION OF**

**\*\*--\*\*\*3886**

**COST OF SALES**

**\$ 0**

**COST OF SALES**

**\$ 0**

**Filing Instructions**

**West Virginia Association of  
Rehabilitation Facilities, Inc.**

**Exempt Organization Business Tax Return**

**Taxable Year Ended June 30, 2020**

**Date Due:** AS SOON AS POSSIBLE

**Remittance:** None is required. Your Form 990-T for the tax year ended 6/30/20 shows no balance due.

**Mail To:** Department of the Treasury  
Internal Revenue Service Center  
Ogden, UT 84201-0027

If a private delivery service is used, mail to:  
OSPC  
1973 Rulon White Blvd.  
Ogden, UT 84201-1000

**Signature:** The return should be signed and dated on Page 2 by an officer representing the organization.

Form **990-T****Exempt Organization Business Income Tax Return**  
(and proxy tax under section 6033(e))**2019**Department of the Treasury  
Internal Revenue ServiceFor calendar year 2019 or other tax year beginning **07/01/19**, and ending **06/30/20**Go to [www.irs.gov/Form990T](http://www.irs.gov/Form990T) for instructions and the latest information.

Do not enter SSN numbers on this form as it may be made public if your organization is a 501(c)(3).

Open to Public Inspection for  
501(c)(3) Organizations Only

<b>A</b> <input type="checkbox"/> Check box if address changed <b>B</b> Exempt under section <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> 501(c) <b>3</b>  <input type="checkbox"/> 408(e)  <input type="checkbox"/> 408A  <input type="checkbox"/> 529(a) </div> <div> <input type="checkbox"/> 220(e)  <input type="checkbox"/> 530(a) </div> </div> <b>C</b> Book value of all assets at end of year <div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>6,290,344</b></div>	<div style="display: flex;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border-right: 1px solid black; padding-right: 5px;">Print or Type</div> <div> Name of organization ( <input type="checkbox"/> Check box if name changed and see instructions.)  <b>WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC.</b>  Number, street, and room or suite no. If a P.O. box, see instructions.  <b>710 CENTRAL AVENUE</b>  City or town, state or province, country, and ZIP or foreign postal code  <b>CHARLESTON WV 25302-1702</b> </div> </div>	<b>D</b> Employer identification number (Employees' trust, see instructions.)  <b>**--***3886</b> <b>E</b> Unrelated business activity code (See instructions.)  <b>453000</b>
<b>F</b> Group exemption number (See instructions.) <b>G</b> Check organization type <input checked="" type="checkbox"/> 501(c) corporation <input type="checkbox"/> 501(c) trust <input type="checkbox"/> 401(a) trust <input type="checkbox"/> Other trust		
<b>H</b> Enter the number of the organization's unrelated trades or businesses. <b>1</b> Describe the only (or first) unrelated trade or business here <b>SALES OF EQUIPMENT AND SUPPLIES TO AFFILIATES</b> If only one, complete Parts I–V. If more than one, describe the first in the blank space at the end of the previous sentence, complete Parts I and II, complete a Schedule M for each additional trade or business, then complete Parts III–V.		
<b>I</b> During the tax year, was the corporation a subsidiary in an affiliated group or a parent-subsidiary controlled group? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," enter the name and identifying number of the parent corporation.		

**J** The books are in care of **TARA MARTINEZ** Telephone number **304-205-7970**

Part I Unrelated Trade or Business Income		(A) Income	(B) Expenses	(C) Net
1a	Gross receipts or sales <b>11,889</b>			
b	Less returns and allowances <b>c Balance</b>	<b>11,889</b>		
2	Cost of goods sold (Schedule A, line 7)	<b>2,266</b>		
3	Gross profit. Subtract line 2 from line 1c	<b>9,623</b>		<b>9,623</b>
4a	Capital gain net income (attach Schedule D)			
b	Net gain (loss) (Form 4797, Part II, line 17) (attach Form 4797)			
c	Capital loss deduction for trusts			
5	Income (loss) from partnership and S corporation (attach statement)			
6	Rent income (Schedule C)			
7	Unrelated debt-financed income (Schedule E)			
8	Interest, annuities, royalties, and rents from controlled organization (Schedule F)			
9	Investment income of a section 501(c)(7), (9), or (17) organization (Schedule G)			
10	Exploited exempt activity income (Schedule I)			
11	Advertising income (Schedule J)			
12	Other income (See instructions; attach schedule)			
13	<b>Total.</b> Combine lines 3 through 12	<b>9,623</b>		<b>9,623</b>

Part II Deductions Not Taken Elsewhere (See instructions for limitations on deductions.) (Deductions must be directly connected with the unrelated business income.)			
14	Compensation of officers, directors, and trustees (Schedule K)		
15	Salaries and wages		<b>6,407</b>
16	Repairs and maintenance		
17	Bad debts		
18	Interest (attach schedule) (see instructions)		
19	Taxes and licenses		<b>953</b>
20	Depreciation (attach Form 4562)	<b>20</b>	
21	Less depreciation claimed on Schedule A and elsewhere on return	<b>21a</b>	<b>0</b>
22	Depletion		
23	Contributions to deferred compensation plans		
24	Employee benefit programs		<b>1,352</b>
25	Excess exempt expenses (Schedule I)		
26	Excess readership costs (Schedule J)		
27	Other deductions (attach schedule) <b>SEE STATEMENT 1</b>		<b>512</b>
28	<b>Total deductions.</b> Add lines 14 through 27		<b>9,224</b>
29	Unrelated business taxable income before net operating loss deduction. Subtract line 28 from line 13		<b>399</b>
30	Deduction for net operating loss arising in tax years beginning on or after January 1, 2018 (see instructions)		<b>399</b>
31	Unrelated business taxable income. Subtract line 30 from line 29		

**Part III Total Unrelated Business Taxable income**

32	Total of unrelated business taxable income computed from all unrelated trades or businesses (see instructions)	32	
33	Amounts paid for disallowed fringes	33	
34	Charitable contributions (see instructions for limitation rules)	34	
35	Total unrelated business taxable income before pre-2018 NOLs and specific deductions. Subtract line 34 from the sum of lines 32 and 33	35	
36	Deductions for net operating loss arising in tax years beginning before January 1, 2018 (see instructions)	36	
37	Total of unrelated business taxable income before specific deduction. Subtract line 36 from line 35	37	0
38	Specific deduction (Generally \$1,000, but see line 38 instructions for exceptions)	38	1,000
39	Unrelated business taxable income. Subtract line 38 from line 37. If line 38 is greater than line 37, enter the smaller of zero or line 37	39	0

**Part IV Tax Computation**

40	Organizations Taxable as Corporations. Multiply line 39 by 21% (0.21)	40	
41	Trusts Taxable at Trust Rates. See instructions for tax computation. Income tax on the amount on line 39 from: <input type="checkbox"/> Tax rate schedule or <input type="checkbox"/> Schedule D (Form 1041)	41	
42	Proxy tax. See instructions	42	
43	Alternative minimum tax (trusts only)	43	
44	Tax on Noncompliant Facility Income. See instructions	44	
45	Total. Add lines 42, 43, and 44 to line 40 or 41, whichever applies	45	0

**Part V Tax and Payments**

46a	Foreign tax credit (corporations attach Form 1118; trusts attach Form 1116)	46a	
b	Other credits (see instructions)	46b	
c	General business credit. Attach Form 3800 (see instructions)	46c	
d	Credit for prior year minimum tax (attach Form 8801 or 8827)	46d	
e	Total credits. Add lines 46a through 46d	46e	
47	Subtract line 46e from line 45	47	
48	Other taxes. Check if from: <input type="checkbox"/> Form 4255 <input type="checkbox"/> Form 8611 <input type="checkbox"/> Form 8697 <input type="checkbox"/> Form 8866 <input type="checkbox"/> Other (att. sch.)	48	
49	Total tax. Add lines 47 and 48 (see instructions)	49	0
50	2019 net 965 tax liability paid from Form 965-A or Form 965-B, Part II, column (k) line 3	50	
51a	Payments: A 2018 overpayment credited to 2019	51a	
b	2019 estimated tax payments	51b	
c	Tax deposited with Form 8868	51c	
d	Foreign organizations: Tax paid or withheld at source (see instructions)	51d	
e	Backup withholding (see instructions)	51e	
f	Credit for small employer health insurance premiums (attach Form 8941)	51f	
g	Other credits, adjustments, and payments: <input type="checkbox"/> Form 2439 <input type="checkbox"/> Form 4136 <input type="checkbox"/> Other Total	51g	
52	Total payments. Add lines 51a through 51g	52	
53	Estimated tax penalty (see instructions). Check if Form 2220 is attached	53	
54	Tax due. If line 52 is less than the total of lines 49, 50, and 53, enter amount owed	54	0
55	Overpayment. If line 52 is larger than the total of lines 49, 50, and 53, enter amount overpaid	55	
56	Enter the amount of line 55 you want: Credited to 2020 estimated tax <input type="checkbox"/> Refunded <input type="checkbox"/>	56	

**Part VI Statements Regarding Certain Activities and Other Information (see instructions)**

57	At any time during the 2019 calendar year, did the organization have an interest in or a signature or other authority over a financial account (bank, securities, or other) in a foreign country? If "YES," the organization may have to file FinCEN Form 114, Report of Foreign Bank and Financial Accounts. If "YES," enter the name of the foreign country here	Yes	No
58	During the tax year, did the organization receive a distribution from, or was it the grantor of, or transferor to, a foreign trust? If "YES," see instructions for other forms the organization may have to file.		X
59	Enter the amount of tax-exempt interest received or accrued during the tax year	\$	

<b>Sign Here</b>	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.		May the IRS discuss this return with the preparer shown below (see instructions)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Signature of officer	Date	Title	
<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed PTIN
	KIMBERLY K. WILLIAMS	<i>K. Williams</i>	05/16/21	*****
	Firm's name	Firm's EIN		
	ELLIS & ELLIS, PLLC	**--***1644		
	500 VIRGINIA ST E STE 1000			
	CHARLESTON, WV 25301	Phone no.	304-342-4169	

Form 990-T (2019)

**WEST VIRGINIA ASSOCIATION OF****\*\*--\*\*\*3886**Page **3****Schedule A – Cost of Goods Sold.** Enter method of inventory valuation ► **COST METHOD**

<b>1</b> Inventory at beginning of year	<b>1</b>	<b>41,413</b>	<b>6</b> Inventory at end of year	<b>6</b>	<b>44,306</b>
<b>2</b> Purchases	<b>2</b>	<b>5,159</b>	<b>7</b> Cost of goods sold. Subtract line 6 from line 5. Enter here and in Part I, line 2	<b>7</b>	<b>2,266</b>
<b>3</b> Cost of labor	<b>3</b>		<b>8</b> Do the rules of section 263A (with respect to property produced or acquired for resale) apply to the organization?	<b>Yes</b>	<b>No</b>
<b>4a</b> Additional sec. 263A costs (attach schedule)	<b>4a</b>				
<b>b</b> Other costs (attach schedule)	<b>4b</b>				
<b>5</b> Total. Add lines 1 through 4b	<b>5</b>	<b>46,572</b>			<b>X</b>

**Schedule C – Rent Income (From Real Property and Personal Property Leased With Real Property)**

(see instructions)

**1.** Description of property(1) **N/A**

(2)

(3)

(4)

**2.** Rent received or accrued

(a) From personal property (if the percentage of rent for personal property is more than 10% but not more than 50%)

(b) From real and personal property (if the percentage of rent for personal property exceeds 50% or if the rent is based on profit or income)

**3(a)** Deductions directly connected with the income in columns 2(a) and 2(b) (attach schedule)

(1)

(2)

(3)

(4)

Total

Total

**(b) Total deductions.**

Enter here and on page 1, Part I, line 6, column (B) ►

**(c) Total income.** Add totals of columns 2(a) and 2(b). Enter here and on page 1, Part I, line 6, column (A) ►**Schedule E – Unrelated Debt-Financed Income** (see instructions)

1. Description of debt-financed property		2. Gross income from or allocable to debt-financed property	3. Deductions directly connected with or allocable to debt-financed property	
			(a) Straight line depreciation (attach schedule)	(b) Other deductions (attach schedule)
(1) <b>N/A</b>				
(2)				
(3)				
(4)				
4. Amount of average acquisition debt on or allocable to debt-financed property (attach schedule)	5. Average adjusted basis of or allocable to debt-financed property (attach schedule)	6. Column 4 divided by column 5	7. Gross income reportable (column 2 x column 6)	8. Allocable deductions (column 6 x total of columns 3(a) and 3(b))
(1)		%		
(2)		%		
(3)		%		
(4)		%		
<b>Totals</b> ►			Enter here and on page 1, Part I, line 7, column (A).	Enter here and on page 1, Part I, line 7, column (B).
Total dividends-received deductions included in column 8				

Form **990-T** (2019)

**Schedule F – Interest, Annuities, Royalties, and Rents From Controlled Organizations** (see instructions)

1. Name of controlled organization	2. Employer identification number	Exempt Controlled Organizations			
		3. Net unrelated income (loss) (see instructions)	4. Total of specified payments made	5. Part of column 4 that is included in the controlling organization's gross income	6. Deductions directly connected with income in column 5
(1) <b>N/A</b>					
(2)					
(3)					
(4)					

**Nonexempt Controlled Organizations**

7. Taxable income	8. Net unrelated income (loss) (see instructions)	9. Total of specified payments made	10. Part of column 9 that is included in the controlling organization's gross income	11. Deductions directly connected with income in column 10
(1)				
(2)				
(3)				
(4)				
			Add columns 5 and 10. Enter here and on page 1, Part I, line 8, column (A).	Add columns 6 and 11. Enter here and on page 1, Part I, line 8, column (B).

**Totals** ▶**Schedule G – Investment Income of a Section 501(c)(7), (9), or (17) Organization** (see instructions)

1. Description of income	2. Amount of income	3. Deductions directly connected (attach schedule)	4. Set-asides (attach schedule)	5. Total deductions and set-asides (col. 3 plus col.4)
(1) <b>N/A</b>				
(2)				
(3)				
(4)				
		Enter here and on page 1, Part I, line 9, column (A).		Enter here and on page 1, Part I, line 9, column (B).

**Totals** ▶**Schedule I – Exploited Exempt Activity Income, Other Than Advertising Income** (see instructions)

1. Description of exploited activity	2. Gross unrelated business income from trade or business	3. Expenses directly connected with production of unrelated business income	4. Net income (loss) from unrelated trade or business (column 2 minus column 3). If a gain, compute cols. 5 through 7.	5. Gross income from activity that is not unrelated business income	6. Expenses attributable to column 5	7. Excess exempt expenses (column 6 minus column 5, but not more than column 4).
(1) <b>N/A</b>						
(2)						
(3)						
(4)						
		Enter here and on page 1, Part I, line 10, col. (A).	Enter here and on page 1, Part I, line 10, col. (B).			Enter here and on page 1, Part II, line 25.

**Totals** ▶**Schedule J – Advertising Income** (see instructions)**Part I Income From Periodicals Reported on a Consolidated Basis**

1. Name of periodical	2. Gross advertising income	3. Direct advertising costs	4. Advertising gain or (loss) (col. 2 minus col. 3). If a gain, compute cols. 5 through 7.	5. Circulation income	6. Readership costs	7. Excess readership costs (column 6 minus column 5, but not more than column 4).
(1) <b>N/A</b>						
(2)						
(3)						
(4)						

**Totals** (carry to Part II, line (5)) ▶

**Part II** **Income From Periodicals Reported on a Separate Basis** (For each periodical listed in Part II, fill in columns 2 through 7 on a line-by-line basis.)

1. Name of periodical	2. Gross advertising income	3. Direct advertising costs	4. Advertising gain or (loss) (col. 2 minus col. 3). If a gain, compute cols. 5 through 7.	5. Circulation income	6. Readership costs	7. Excess readership costs (column 6 minus column 5, but not more than column 4).
(1) N/A						
(2)						
(3)						
(4)						
<b>Totals from Part I</b> ▶						
	Enter here and on page 1, Part I, line 11, col. (A).	Enter here and on page 1, Part I, line 11, col. (B).				Enter here and on page 1, Part II, line 26.
<b>Totals, Part II (lines 1-5)</b> ▶						

**Schedule K – Compensation of Officers, Directors, and Trustees** (see instructions)

1. Name	2. Title	3. Percent of time devoted to business	4. Compensation attributable to unrelated business
(1) N/A		%	
(2)		%	
(3)		%	
(4)		%	
<b>Total.</b> Enter here and on page 1, Part II, line 14 ▶			

**Statement 1 - Form 990-T, Part II, Line 28 - Other Deductions**

Description	Amount
POSTAGE	\$ 53
TELEPHONE	129
TRAVEL\MAINTENANCE	130
OFFICE SUPPLIES	127
EQUIPMENT	58
INTERNET/WEBSITE	15
TOTAL	\$ 512



\*\*-\*\*\*3886

# Federal Asset Report

## Form 990, Page 1

Asset	Description	Date In Service	Cost	Bus %	Sec 179	Bonus	Basis for Depr	Per	Conv	Meth	Prior	Current
<b>Other Depreciation:</b>												
9	Toshiba Phone System	1/22/09	0				0	0	HY		0	0
10	Network Server, Office 7 & MC	6/21/10	0				0	0	HY		0	0
11	Computer	1/13/13	0				0	0	HY		0	0
12	Konica Biz Hub C554	2/14/13	0				0	0	HY		0	0
13	Quickbooks Upgrade	7/14/14	0				0	0	HY		0	0
16	3 Cubicle Work Stations	7/24/12	0				0	0	HY		0	0
17	Conference Table, Chairs & Cabinet	7/30/12	0				0	0	HY		0	0
18	2014 Toyota Highlander	6/06/14	0				0	0	HY		0	0
20	Dell Power Edge T320	9/08/15	8,951				8,951	5	MO	S/L	6,863	1,790
21	Lark Trailer 2013	11/20/15	2,000				2,000	5	MO	S/L	1,433	400
22	2018 Toyota Rav 4-Silver	8/17/18	0				0	0	HY		0	0
23	2018 Toyota Rav 4-Silver	8/17/18	0				0	0	HY		0	0
<b>Total Other Depreciation</b>			<u>10,951</u>				<u>10,951</u>				<u>8,296</u>	<u>2,190</u>
<b>Total ACRS and Other Depreciation</b>			<u>10,951</u>				<u>10,951</u>				<u>8,296</u>	<u>2,190</u>
<b>Grand Totals</b>			10,951				10,951				8,296	2,190
<b>Less: Dispositions and Transfers</b>			0				0				0	0
<b>Less: Start-up/Org Expense</b>			0				0				0	0
<b>Net Grand Totals</b>			<u>10,951</u>				<u>10,951</u>				<u>8,296</u>	<u>2,190</u>

**\*\*\_\*\*\*3886**

05/16/2021 12:38 PM

# Depreciation Adjustment Report

## All Business Activities

Form	Unit	Asset
------	------	-------

### Description

Tax

AMT

AMT  
Adjustments/  
Preferences

**There are no assets that meet the criteria of this report**

\*\*-\*\*\*3886

# Future Depreciation Report    **FYE: 6/30/21**

## Form 990, Page 1

Asset	Description	Date In Service	Cost	Tax	AMT
<b>Other Depreciation:</b>					
9	Toshiba Phone System	1/22/09	0	0	0
10	Network Server, Office 7 & MC	6/21/10	0	0	0
11	Computer	1/13/13	0	0	0
12	Konica Biz Hub C554	2/14/13	0	0	0
13	Quickbooks Upgrade	7/14/14	0	0	0
16	3 Cubicle Work Stations	7/24/12	0	0	0
17	Conference Table, Chairs & Cabinet	7/30/12	0	0	0
18	2014 Toyota Highlander	6/06/14	0	0	0
20	Dell Power Edge T320	9/08/15	8,951	298	0
21	Lark Trailer 2013	11/20/15	2,000	167	0
22	2018 Toyota Rav 4-Silver	8/17/18	0	0	0
23	2018 Toyota Rav 4-Silver	8/17/18	0	0	0
<b>Total Other Depreciation</b>			<u>10,951</u>	<u>465</u>	<u>0</u>
<b>Total ACRS and Other Depreciation</b>			<u>10,951</u>	<u>465</u>	<u>0</u>
<b>Grand Totals</b>			<u>10,951</u>	<u>465</u>	<u>0</u>

Form <b>990</b>	<b>Event Income and Deduction Worksheet</b> Description <b>SALES- EQUIPMENT &amp; SUPPLIES</b>	<b>2019</b>
Name <b>WEST VIRGINIA ASSOCIATION OF</b>		Taxpayer Identification Number <b>**-***3886</b>

Use this worksheet to verify data entered for a specific activity on your form 990/990EZ

**Income & Expense Summary:**

1. Gross receipts or sales	1.	<b>11,889</b>
2. Advertising income	2.	
3. Circulation income	3.	
4. Other income	4.	
5. Returns and allowances	5.	
6. Contributions received	6.	
7. <b>Total revenue.</b> Add lines 1 through 6	7.	<b>11,889</b>
8. Cost of Goods Sold	8.	<b>2,266</b>
9. Employment Expense	9.	
10. Fees for services	10.	
11. Indirect Expense	11.	
12. Depreciation Expense	12.	
13. Exempt Activity Expense	13.	
14. Fundraising Expense	14.	
15. <b>Total expenses.</b> Add lines 8 through 14	15.	<b>2,266</b>
16. <b>Net Income/Loss.</b> Line 7 minus Line 15	16.	<b>9,623</b>

**Expense Details - Cost of Goods Sold:**

Beginning inventory	<b>41,413</b>
Purchases	<b>5,159</b>
Labor	
Section 263A costs	
Other costs	
Ending inventory	<b>44,306</b>
<b>Total Cost of Goods Sold</b>	<b>2,266</b>

**Expense Details - Employment Expense:**

Compensation of officers	
Other salaries and wages	
Pension plan contributions	
Other employee benefits	
Payroll taxes	
<b>Total Employment Expense</b>	

**Expense Details - Fees for Services:**

Management	
Legal	
Accounting	
Lobbying	
Professional fundraising	
Investment management	
Other	
<b>Total Fees for Services</b>	

**Information is indicated for use on Form 990-T schedule:**

- ☐ Schedule E  
☐ Schedule F  
☐ Schedule G  
☐ Schedule I  
☐ Schedule J

**Expense Details - Indirect Expense:**

Advertising and promotion	
Office	
Printing/publication/postage	
Info technology/Maintenance	
Royalties & License Fees	
Occupancy/Real Estate Taxes	
Travel & Repairs	
Travel/entertainment (officials)	
Conferences/meetings	
Interest	
Insurance	
<b>Total Indirect Expense</b>	

**Expense Details - Depreciation Expense:**

On investment property	
On non-investment property	
Amortization	
Depletion	
<b>Total Depreciation Expense</b>	

**Expense Details - Exempt Activity Expense:**

Repairs and Maintenance	
Bad debts	
Taxes/licenses	
Charitable contributions	
Dividend recd deductions	
Readership costs	
Other expenses	
<b>Total Exempt Activity Expense</b>	

**Expense Details - Fundraising Expense:**

Cash prizes	
Non-cash prizes	
Rent and facility costs	
Food & beverages (Part II only)	
Entertainment (Part II only)	
Other direct expenses	
<b>Total Fundraising Expense</b>	

**Allocation of Expense to Program Service Accomplishments:**

First	
Second	
Third	
All other	

Form <b>990-T</b>	<b>Schedule M Loss Carryover Calculation</b> Description <b>UNRELATED BUSINESS ACTIVITY</b>	<b>2019</b>
Name <b>WEST VIRGINIA ASSOCIATION OF</b>		Taxpayer Identification Number <b>**-***3886</b>
Unincorporated Business Income Tax Code: <b>453000</b> Activity: <b>MISCELLANEOUS STORE RETAILERS</b>		

1	Activity income .....	1	9,623
2	Activity deductions .....	2	9,224
3	Activities income or loss, after deductions .....	3	399
4	Losses carried over to this year (do not include amounts prior to 2018) .....	4	10,906
5	Enter 100% of the amount on Line 3, if both lines 3 and 4 are positive. ....	5	399
6	Take the lesser of Line 4 or Line 5. <b>Enter here and on Line 30 of Form 990-T or Schedule M</b> .....	6	399
7	Remaining losses to be carried forward to 2020 (Subtract Line 6 from line 4) .....	7	10,507
8	If line 3 is less than zero, enter that amount here as a positive number .....	8	0
9	Total loss carried forward to 2020 (Add lines 7 and 8) .....	9	10,507

<b>Net Operating Loss Carryover Worksheet for Pre-2018 Losses</b>		<b>2019</b>
Form <b>990-T</b>	For calendar year 2019, or tax year beginning <b>07/01/19</b> , ending <b>06/30/20</b>	
Name <b>WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC.</b>		Employer Identification Number <b>**-***3886</b>

Preceding Taxable Year	Prior Year			Current Year	Next Year Carryover
	Adj. To NOL Inc(Loss) After Adj.	NOL Utilized (Income Offset)	Carryovers to Current Year	Income Offset By Prior Carryover	
19th 06/30/99					
18th 06/30/00					
17th 06/30/01					
16th 06/30/02					
15th 06/30/03					
14th 06/30/04					
13th 06/30/05					
12th 06/30/06					
11th 06/30/07					
10th 06/30/08					
9th 06/30/09					
8th 06/30/10					
7th 06/30/11					
6th 06/30/12					
5th 06/30/13					
4th 06/30/14	-1,212		1,212		1,212
3rd 06/30/15	-11,085		11,085		11,085
2nd 06/30/16	-15,469		15,469		15,469
1st 06/30/17	-15,704		15,704		15,704
NOL carryover available to current year			43,470		
Current year	0			-1,000	
NOL carryover available to next year					43,470

## **Filing Instructions**

### **West Virginia Association of Rehabilitation Facilities, Inc.**

### **Exempt Organization Tax Return**

### **Taxable Year Ended June 30, 2021**

**Date Due:** AS SOON AS POSSIBLE

**Remittance:** None is required. Your Form 990 for the tax year ended 6/30/21 shows no balance due.

**Signature:** You have previously signed and returned Form 8879-EO, IRS *e-file* Signature Authorization for an Exempt Organization. No further action is required.

**Other:** Your return is being filed electronically with the IRS and is not required to be mailed. If you Mail a paper copy of your return to the IRS it will delay the processing of your return.

Form **8879-EO****IRS e-file Signature Authorization  
for an Exempt Organization**

OMB No. 1545-0047

For calendar year 2020, or fiscal year beginning 7/01, 2020, and ending 6/30, 20 21Department of the Treasury  
Internal Revenue Service

▶ Do not send to the IRS. Keep for your records.

▶ Go to [www.irs.gov/Form8879EO](http://www.irs.gov/Form8879EO) for the latest information.**2020**

Name of exempt organization or person subject to tax

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

Taxpayer identification number

**55-0633886**

Name and title of officer or person subject to tax

**TARA MARTINEZ  
CEO****Part I Type of Return and Return Information (Whole Dollars Only)**

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, or 7a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, or 7b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a Form 990 check here ▶ <input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b <b>18,678,940</b>
2a Form 990-EZ check here ▶ <input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b
3a Form 1120-POL check here ▶ <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b
4a Form 990-PF check here ▶ <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b
5a Form 8868 check here ▶ <input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b
6a Form 990-T check here ▶ <input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b
7a Form 4720 check here ▶ <input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b

**Part II Declaration and Signature Authorization of Officer or Person Subject to Tax**

Under penalties of perjury, I declare that ☒ I am an officer of the above organization or ☐ I am a person subject to tax with respect to (name of organization) \_\_\_\_\_, (EIN) \_\_\_\_\_ and that I have examined a copy of the 2020 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

**PIN: check one box only**

☒ I authorize **KIMBERLY K. WILLIAMS** to enter my PIN **33886** as my signature  
ERO firm name Enter five numbers, but do not enter all zeros

on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the organization, I will enter my PIN as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax ▶

Date ▶ **05/05/22****Part III Certification and Authentication**

**ERO's EFIN/PIN.** Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

**55078711067**

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2020 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ **KIMBERLY K. WILLIAMS** *Kj Williams* Date ▶ **05/05/22**

**ERO Must Retain This Form — See Instructions****Do Not Submit This Form to the IRS Unless Requested To Do So**

For Paperwork Reduction Act Notice, see back of form.

Form **8879-EO** (2020)



Form **990**Department of the Treasury  
Internal Revenue Service**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2020****Open to Public Inspection****A For the 2020 calendar year, or tax year beginning 07/01/20, and ending 06/30/21****B Check if applicable:**☐ Address change☐ Name change☐ Initial return☐ Final return/terminated☐ Amended return☐ Application pending**C Name of organization****WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.****Doing business as****710 CENTRAL AVENUE**

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

**CHARLESTON WV 25302-1702****F Name and address of principal officer:****JOHN EMPSON  
710 CENTRAL AVENUE  
CHARLESTON WV 25302****D Employer identification number****55-0633886****E Telephone number****304-205-7970****G Gross receipts \$ 19,148,880****H(a) Is this a group return for subordinates?** ☐ Yes ☒ No**H(b) Are all subordinates included?** ☐ Yes ☐ No

If "No," attach a list. See instructions

**I Tax-exempt status:** ☒ 501(c)(3) ☐ 501(c) ( ) (insert no.) ☐ 4947(a)(1) or ☐ 527**J Website:** **WWW.WVARF.ORG****H(c) Group exemption number** ▶**K Form of organization:** ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶**L Year of formation: 1973****M State of legal domicile: WV****Part I Summary**

<b>Activities &amp; Governance</b>	<b>1</b> Briefly describe the organization's mission or most significant activities:		
	SEE SCHEDULE O		
	<b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	<b>3</b> Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>	<b>6</b>
	<b>4</b> Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>	<b>6</b>
	<b>5</b> Total number of individuals employed in calendar year 2020 (Part V, line 2a)	<b>5</b>	<b>10</b>
	<b>6</b> Total number of volunteers (estimate if necessary)	<b>6</b>	<b>0</b>
<b>Revenue</b>	<b>7a</b> Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b>	<b>-13,679</b>
	<b>b</b> Net unrelated business taxable income from Form 990-T, Part I, line 11	<b>7b</b>	<b>0</b>
	<b>8</b> Contributions and grants (Part VIII, line 1h)	<b>Prior Year</b>	<b>Current Year</b>
	<b>9</b> Program service revenue (Part VIII, line 2g)	<b>16,620,223</b>	<b>18,540,384</b>
	<b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)	<b>45,405</b>	<b>42,024</b>
	<b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	<b>9,623</b>	<b>-7,028</b>
	<b>12</b> Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	<b>16,675,251</b>	<b>18,678,940</b>
	<b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3)		<b>0</b>
	<b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)		<b>0</b>
	<b>Expenses</b>	<b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	<b>518,745</b>
<b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)			<b>0</b>
<b>b</b> Total fundraising expenses (Part IX, column (D), line 25) ▶		<b>0</b>	
<b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)		<b>15,924,327</b>	<b>18,311,018</b>
<b>18</b> Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)		<b>16,443,072</b>	<b>18,788,556</b>
<b>19</b> Revenue less expenses. Subtract line 18 from line 12		<b>232,179</b>	<b>-109,616</b>
<b>Net Assets or Fund Balances</b>		<b>20</b> Total assets (Part X, line 16)	<b>Beginning of Current Year</b>
	<b>21</b> Total liabilities (Part X, line 26)	<b>6,290,344</b>	<b>5,842,851</b>
	<b>22</b> Net assets or fund balances. Subtract line 21 from line 20	<b>4,279,498</b>	<b>3,874,660</b>
		<b>2,010,846</b>	<b>1,968,191</b>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer		Date	
	<b>TARA MARTINEZ</b>		<b>CEO</b>	
<b>Paid Preparer Use Only</b>	Print/Type preparer's name		Preparer's signature	Date
	<b>KIMBERLY K. WILLIAMS</b>		<i>[Signature]</i>	<b>05/13/22</b>
	Firm's name ▶ <b>ELLIS &amp; ELLIS, PLLC</b>		Firm's EIN ▶ <b>55-0771644</b>	
	Firm's address ▶ <b>500 VIRGINIA ST E STE 1000 CHARLESTON, WV 25301</b>		Phone no. <b>304-342-4169</b>	

May the IRS discuss this return with the preparer shown above? See instructions

☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

Form **990** (2020)

**Part III Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III

**1** Briefly describe the organization's mission:**SEE SCHEDULE O****2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

**3** Did the organization cease conducting, or make significant changes in how it conducts, any program services?☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

**4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

**4a** (Code: ) (Expenses \$ **18,381,576** including grants of \$ ) (Revenue \$ **18,540,384** )  
**MANAGE WORK CONTRACTS BETWEEN STATE GOVERNMENT AGENCIES AND COMMUNITY REHABILITATION PROGRAMS (CRPS) WHICH SERVE PEOPLE WITH VARIOUS DISABILITIES. SERVICES PROVIDED BY CRPS TO THEIR EMPLOYEES INCLUDE VOCATIONAL EVALUATION, TRAINING, EXTENDED EMPLOYMENT, JOB PLACEMENT, SUPPORTED EMPLOYMENT AND FOLLOW UP. THE PRIMARY GOAL IS TO ENHANCE VOCATIONAL OPPORTUNITES FOR INDIVIDUALS WITH DISABILITES WITHIN WEST VIRGINIA.**

**4b** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )  
**N/A**

**4c** (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )  
**N/A**

**4d** Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$ ) (Revenue \$ )

**4e** Total program service expenses ► **18,381,576**

**Part IV Checklist of Required Schedules**

	Yes	No
<b>1</b> Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	<b>X</b>	
<b>2</b> Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	<b>X</b>	
<b>3</b> Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		<b>X</b>
<b>4</b> <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		<b>X</b>
<b>5</b> Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		<b>X</b>
<b>6</b> Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		<b>X</b>
<b>7</b> Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		<b>X</b>
<b>8</b> Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		<b>X</b>
<b>9</b> Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		<b>X</b>
<b>10</b> Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? If "Yes," complete Schedule D, Part V		<b>X</b>
<b>11</b> If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
<b>a</b> Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	<b>X</b>	
<b>b</b> Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		<b>X</b>
<b>c</b> Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		<b>X</b>
<b>d</b> Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		<b>X</b>
<b>e</b> Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		<b>X</b>
<b>f</b> Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X		<b>X</b>
<b>12a</b> Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII		<b>X</b>
<b>b</b> Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional		<b>X</b>
<b>13</b> Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		<b>X</b>
<b>14a</b> Did the organization maintain an office, employees, or agents outside of the United States?		<b>X</b>
<b>b</b> Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		<b>X</b>
<b>15</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		<b>X</b>
<b>16</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		<b>X</b>
<b>17</b> Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I See instructions		<b>X</b>
<b>18</b> Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		<b>X</b>
<b>19</b> Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		<b>X</b>
<b>20a</b> Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		<b>X</b>
<b>b</b> If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
<b>21</b> Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		<b>X</b>

**Part IV Checklist of Required Schedules (continued)**

	Yes	No
<b>22</b> Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		<b>X</b>
<b>23</b> Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J		<b>X</b>
<b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		<b>X</b>
<b>b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
<b>c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
<b>d</b> Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
<b>25a</b> <b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		<b>X</b>
<b>b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		<b>X</b>
<b>26</b> Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part II		<b>X</b>
<b>27</b> Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? If "Yes," complete Schedule L, Part III		<b>X</b>
<b>28</b> Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):		
<b>a</b> A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? If "Yes," complete Schedule L, Part IV		<b>X</b>
<b>b</b> A family member of any individual described in line 28a? If "Yes," complete Schedule L, Part IV		<b>X</b>
<b>c</b> A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? If "Yes," complete Schedule L, Part IV		<b>X</b>
<b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		<b>X</b>
<b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		<b>X</b>
<b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		<b>X</b>
<b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		<b>X</b>
<b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		<b>X</b>
<b>34</b> Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1		<b>X</b>
<b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)?		<b>X</b>
<b>b</b> If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		
<b>36</b> <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		<b>X</b>
<b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		<b>X</b>
<b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? <b>Note:</b> All Form 990 filers are required to complete Schedule O.	<b>X</b>	

**Part V Statements Regarding Other IRS Filings and Tax Compliance**Check if Schedule O contains a response or note to any line in this Part V ☐

	Yes	No
<b>1a</b> Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	<b>1</b>	
<b>b</b> Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	<b>0</b>	
<b>c</b> Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		

**Part V Statements Regarding Other IRS Filings and Tax Compliance** (continued)

	Yes	No
<b>2a</b> Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	<b>2a</b>	<b>10</b>
<b>b</b> If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <b>Note:</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	<b>2b</b>	<b>X</b>
<b>3a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year?	<b>3a</b>	<b>X</b>
<b>b</b> If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	<b>3b</b>	
<b>4a</b> At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	<b>4a</b>	<b>X</b>
<b>b</b> If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
<b>5a</b> Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	<b>5a</b>	<b>X</b>
<b>b</b> Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	<b>5b</b>	<b>X</b>
<b>c</b> If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	<b>5c</b>	
<b>6a</b> Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	<b>6a</b>	<b>X</b>
<b>b</b> If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	<b>6b</b>	
<b>7 Organizations that may receive deductible contributions under section 170(c).</b>		
<b>a</b> Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	<b>7a</b>	<b>X</b>
<b>b</b> If "Yes," did the organization notify the donor of the value of the goods or services provided?	<b>7b</b>	
<b>c</b> Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	<b>7c</b>	<b>X</b>
<b>d</b> If "Yes," indicate the number of Forms 8282 filed during the year	<b>7d</b>	
<b>e</b> Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	<b>7e</b>	<b>X</b>
<b>f</b> Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	<b>7f</b>	<b>X</b>
<b>g</b> If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	<b>7g</b>	<b>X</b>
<b>h</b> If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	<b>7h</b>	<b>X</b>
<b>8 Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	<b>8</b>	
<b>9 Sponsoring organizations maintaining donor advised funds.</b>		
<b>a</b> Did the sponsoring organization make any taxable distributions under section 4966?	<b>9a</b>	
<b>b</b> Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	<b>9b</b>	
<b>10 Section 501(c)(7) organizations.</b> Enter:		
<b>a</b> Initiation fees and capital contributions included on Part VIII, line 12	<b>10a</b>	
<b>b</b> Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	<b>10b</b>	
<b>11 Section 501(c)(12) organizations.</b> Enter:		
<b>a</b> Gross income from members or shareholders	<b>11a</b>	
<b>b</b> Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	<b>11b</b>	
<b>12a Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?	<b>12a</b>	
<b>b</b> If "Yes," enter the amount of tax-exempt interest received or accrued during the year	<b>12b</b>	
<b>13 Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
<b>a</b> Is the organization licensed to issue qualified health plans in more than one state? <b>Note:</b> See the instructions for additional information the organization must report on Schedule O.	<b>13a</b>	
<b>b</b> Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	<b>13b</b>	
<b>c</b> Enter the amount of reserves on hand	<b>13c</b>	
<b>14a</b> Did the organization receive any payments for indoor tanning services during the tax year?	<b>14a</b>	<b>X</b>
<b>b</b> If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	<b>14b</b>	
<b>15</b> Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	<b>15</b>	<b>X</b>
<b>16</b> Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	<b>16</b>	<b>X</b>

**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.Check if Schedule O contains a response or note to any line in this Part VI ☒**Section A. Governing Body and Management**

	Yes	No
<b>1a</b> Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.	<b>1a</b> 6	
<b>b</b> Enter the number of voting members included on line 1a, above, who are independent	<b>1b</b> 6	
<b>2</b> Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	<b>2</b>	<b>X</b>
<b>3</b> Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	<b>3</b>	<b>X</b>
<b>4</b> Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	<b>4</b>	<b>X</b>
<b>5</b> Did the organization become aware during the year of a significant diversion of the organization's assets?	<b>5</b>	<b>X</b>
<b>6</b> Did the organization have members or stockholders?	<b>6</b>	<b>X</b>
<b>7a</b> Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	<b>7a</b>	<b>X</b>
<b>b</b> Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	<b>7b</b>	<b>X</b>
<b>8</b> Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
<b>a</b> The governing body?	<b>8a</b>	<b>X</b>
<b>b</b> Each committee with authority to act on behalf of the governing body?	<b>8b</b>	<b>X</b>
<b>9</b> Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O	<b>9</b>	<b>X</b>

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
<b>10a</b> Did the organization have local chapters, branches, or affiliates?	<b>10a</b>	<b>X</b>
<b>b</b> If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	<b>10b</b>	
<b>11a</b> Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	<b>11a</b>	<b>X</b>
<b>b</b> Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
<b>12a</b> Did the organization have a written conflict of interest policy? If "No," go to line 13	<b>12a</b>	<b>X</b>
<b>b</b> Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	<b>12b</b>	<b>X</b>
<b>c</b> Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	<b>12c</b>	<b>X</b>
<b>13</b> Did the organization have a written whistleblower policy?	<b>13</b>	<b>X</b>
<b>14</b> Did the organization have a written document retention and destruction policy?	<b>14</b>	<b>X</b>
<b>15</b> Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
<b>a</b> The organization's CEO, Executive Director, or top management official	<b>15a</b>	<b>X</b>
<b>b</b> Other officers or key employees of the organization	<b>15b</b>	<b>X</b>
If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
<b>16a</b> Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	<b>16a</b>	<b>X</b>
<b>b</b> If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	<b>16b</b>	

**Section C. Disclosure**

**17** List the states with which a copy of this Form 990 is required to be filed **NONE**

**18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain on Schedule O)

**19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

**20** State the name, address, and telephone number of the person who possesses the organization's books and records **TARA MARTINEZ**  
**710 CENTRAL AVENUE**  
**CHARLESTON WV 25302 304-205-7970**

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**Check if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
  - List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
  - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
  - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
  - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- See instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) <b>JOHN EMPSON</b>	0.00									
PRESIDENT	0.00	X		X				0	0	0
(2) <b>JIM HASH</b>	0.00									
DIRECTOR	0.00	X						0	0	0
(3) <b>DIANE SLAUGHTER</b>	0.00									
DIRECTOR	0.00	X						0	0	0
(4) <b>FRANKI PARSONS</b>	0.00									
DIRECTOR	0.00	X						0	0	0
(5) <b>AIMEE WHITE</b>	0.00									
DIRECTOR	0.00	X						0	0	0
(6) <b>JOHN DAVIDSON</b>	0.00									
DIRECTOR	0.00	X						0	0	0
(7) <b>TARA MARTINEZ</b>	40.00									
CEO	0.00			X				71,504	0	13,498
(8)										
(9)										
(10)										
(11)										





**Part VIII Statement of Revenue**Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	1a	Federated campaigns	1a				
	b	Membership dues	1b				
	c	Fundraising events	1c				
	d	Related organizations	1d				
	e	Government grants (contributions)	1e	103,560			
	f	All other contributions, gifts, grants, and similar amounts not included above	1f				
	g	Noncash contributions included in lines 1a-1f	1g	\$			
	h	<b>Total.</b> Add lines 1a-1f		103,560			
	<b>Program Service Revenue</b>	2a	REVENUE- SERVICES	Business Code	561000	14,696,584	14,696,584
b		REVENUE- PRODUCTS	561000	2,926,239	2,926,239		
c		REVENUE- TEMP.	561000	911,791	911,791		
d		P-CARD ALLOWANCE REVENUE	561000	5,770	5,770		
e							
f		All other program service revenue					
g		<b>Total.</b> Add lines 2a-2f		18,540,384			
<b>Other Revenue</b>	3	Investment income (including dividends, interest, and other similar amounts)		16,117			16,117
	4	Income from investment of tax-exempt bond proceeds					
	5	Royalties					
	6a	Gross rents	(i) Real	(ii) Personal			
		6a					
		6b	Less: rental expenses				
	6c	Rental inc. or (loss)					
	d	Net rental income or (loss)					
	7a	Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other			
		7a	466,611				
		7b	Less: cost or other basis and sales exps.		440,704		
		7c	Gain or (loss)		25,907		
	d	Net gain or (loss)		25,907	25,907		
	8a	Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18					
		8a					
8b		Less: direct expenses					
c	Net income or (loss) from fundraising events						
9a	Gross income from gaming activities. See Part IV, line 19						
	9a						
	9b	Less: direct expenses					
c	Net income or (loss) from gaming activities						
10a	Gross sales of inventory, less returns and allowances		15,557				
	10a		29,236				
	10b	Less: cost of goods sold					
c	Net income or (loss) from sales of inventory		-13,679		-13,679		
<b>Miscellaneous Revenue</b>	11a	OTHER REVENUE	Business Code		6,651	6,651	
	b						
	c						
	d	All other revenue					
	e	<b>Total.</b> Add lines 11a-11d		6,651			
	12	<b>Total revenue.</b> See instructions		18,678,940	18,572,942	-13,679	16,117

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐**Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.**

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	79,274	39,637	39,637	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	289,412	184,631	104,781	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	32,255	19,620	12,635	
9 Other employee benefits	28,406	17,280	11,126	
10 Payroll taxes	48,191	29,314	18,877	
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting	1,201		1,201	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees	11,715		11,715	
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)				
12 Advertising and promotion				
13 Office expenses	17,067	10,382	6,685	
14 Information technology	25,815	19,361	6,454	
15 Royalties				
16 Occupancy	30,861	18,773	12,088	
17 Travel	4,636	3,477	1,159	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	1,707	1,707		
20 Interest	22,220		22,220	
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	13,252	9,699	3,553	
23 Insurance	16,165	12,124	4,041	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a SERVICES- CONTRACT PAYMEN	14,141,402	14,141,402		
b PRODUCTS- CONT PMTS	2,933,071	2,933,071		
c TEMPORARIES- CONT PMTS	867,953	867,953		
d CONTRACT LABOR	72,212		72,212	
e All other expenses	151,741	73,145	78,596	
25 Total functional expenses. Add lines 1 through 24e	18,788,556	18,381,576	406,980	0
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

**Part X Balance Sheet**Check if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
<b>Assets</b>	1 Cash—non-interest-bearing	609,682	1	958,533
	2 Savings and temporary cash investments		2	428,302
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	4,616,431	4	3,640,445
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use	44,306	8	26,319
	9 Prepaid expenses and deferred charges		9	20,242
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 140,270		
	b Less: accumulated depreciation	10b 106,776		
	11 Investments—publicly traded securities	32,946	10c 33,494	
	12 Investments—other securities. See Part IV, line 11	979,257	11 735,516	
	13 Investments—program-related. See Part IV, line 11		12	
	14 Intangible assets		13	
	15 Other assets. See Part IV, line 11	7,722	14	
16 <b>Total assets.</b> Add lines 1 through 15 (must equal line 33)	6,290,344	15 5,842,851		
<b>Liabilities</b>	17 Accounts payable and accrued expenses	3,664,936	16 3,278,975	
	18 Grants payable		17	
	19 Deferred revenue	103,560	18 103,562	
	20 Tax-exempt bond liabilities		19	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		20	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		21	
	23 Secured mortgages and notes payable to unrelated third parties	511,002	22 492,123	
	24 Unsecured notes and loans payable to unrelated third parties		23	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		24	
	26 <b>Total liabilities.</b> Add lines 17 through 25	4,279,498	25 3,874,660	
	<b>Net Assets or Fund Balances</b>	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.		
27 Net assets without donor restrictions		2,010,846	26 1,968,191	
28 Net assets with donor restrictions			27	
Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.				
29 Capital stock or trust principal, or current funds			28	
30 Paid-in or capital surplus, or land, building, or equipment fund			29	
31 Retained earnings, endowment, accumulated income, or other funds			30	
32 <b>Total net assets or fund balances</b>		2,010,846	31 1,968,191	
33 <b>Total liabilities and net assets/fund balances</b>		6,290,344	32 5,842,851	

**Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI ☒

<b>1</b>	Total revenue (must equal Part VIII, column (A), line 12)	<b>1</b>	<b>18,678,940</b>
<b>2</b>	Total expenses (must equal Part IX, column (A), line 25)	<b>2</b>	<b>18,788,556</b>
<b>3</b>	Revenue less expenses. Subtract line 2 from line 1	<b>3</b>	<b>-109,616</b>
<b>4</b>	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	<b>4</b>	<b>2,010,846</b>
<b>5</b>	Net unrealized gains (losses) on investments	<b>5</b>	<b>97,131</b>
<b>6</b>	Donated services and use of facilities	<b>6</b>	
<b>7</b>	Investment expenses	<b>7</b>	
<b>8</b>	Prior period adjustments	<b>8</b>	
<b>9</b>	Other changes in net assets or fund balances (explain on Schedule O)	<b>9</b>	<b>-30,170</b>
<b>10</b>	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	<b>10</b>	<b>1,968,191</b>

**Part XII Financial Statements and Reporting**Check if Schedule O contains a response or note to any line in this Part XII ☐

	Yes	No
<b>1</b> Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
<b>2a</b> Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	<b>X</b>	
<b>b</b> Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		<b>X</b>
<b>c</b> If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.		
<b>3a</b> As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		<b>X</b>
<b>b</b> If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits		

**SCHEDULE A**  
**(Form 990 or 990-EZ)**Department of the Treasury  
Internal Revenue Service**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ **Attach to Form 990 or Form 990-EZ.**▶ **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.**

OMB No. 1545-0047

**2020****Open to Public  
Inspection**

Name of the organization

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

Employer identification number

**55-0633886****Part I Reason for Public Charity Status.** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: .....
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: .....
- 10 ☒ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations: .....
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
<b>Total</b>						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2020

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in)	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 <b>Total.</b> Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 <b>Public support.</b> Subtract line 5 from line 4						

**Section B. Total Support**

Calendar year (or fiscal year beginning in)	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 <b>Total support.</b> Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 <b>First 5 years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b>						<input type="checkbox"/>

**Section C. Computation of Public Support Percentage**

14 Public support percentage for 2020 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2019 Schedule A, Part II, line 14	15	%
16a <b>33 1/3% support test—2020.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization	<input type="checkbox"/>	
b <b>33 1/3% support test—2019.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization	<input type="checkbox"/>	
17a <b>10%-facts-and-circumstances test—2020.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization	<input type="checkbox"/>	
b <b>10%-facts-and-circumstances test—2019.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization	<input type="checkbox"/>	
18 <b>Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions	<input type="checkbox"/>	

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II.  
If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")					103,560	103,560
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	18,356,671	17,949,563	18,565,244	16,620,223	18,547,035	90,038,736
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513						
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge						
<b>6 Total.</b> Add lines 1 through 5	18,356,671	17,949,563	18,565,244	16,620,223	18,650,595	90,142,296
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
<b>c</b> Add lines 7a and 7b						
<b>8 Public support.</b> (Subtract line 7c from line 6.)						90,142,296

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
<b>9</b> Amounts from line 6	18,356,671	17,949,563	18,565,244	16,620,223	18,650,595	90,142,296
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	18,614	18,624	24,080	22,177	16,117	99,612
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
<b>c</b> Add lines 10a and 10b	18,614	18,624	24,080	22,177	16,117	99,612
<b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
<b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.)	18,375,285	17,968,187	18,589,324	16,642,400	18,666,712	90,241,908
<b>14 First 5 years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> ▶ <input type="checkbox"/>						

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2020 (line 10c, column (f), divided by line 13, column (f))	<b>15</b>	99.89 %
<b>16</b> Public support percentage from 2019 Schedule A, Part III, line 15	<b>16</b>	99.87 %

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for 2020 (line 10c, column (f), divided by line 13, column (f))	<b>17</b>	%
<b>18</b> Investment income percentage from 2019 Schedule A, Part III, line 17	<b>18</b>	%

- 19a 33 1/3% support tests—2020.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ▶ ☒
- b 33 1/3% support tests—2019.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ▶ ☐
- 20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶ ☐

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
<b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in <b>Part VI</b> how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
<b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in <b>Part VI</b> how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
<b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer lines 3b and 3c below.		
<b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in <b>Part VI</b> when and how the organization made the determination.		
<b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in <b>Part VI</b> what controls the organization put in place to ensure such use.		
<b>4a</b> Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.		
<b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in <b>Part VI</b> how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
<b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in <b>Part VI</b> what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
<b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in <b>Part VI</b> , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
<b>b</b> <b>Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
<b>c</b> <b>Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?		
<b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in <b>Part VI</b> .		
<b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
<b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
<b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in <b>Part VI</b> .		
<b>b</b> Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in <b>Part VI</b> .		
<b>c</b> Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in <b>Part VI</b> .		
<b>10a</b> Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer line 10b below.		
<b>b</b> Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		



**Part IV Supporting Organizations** (continued)

	Yes	No
<b>11</b> Has the organization accepted a gift or contribution from any of the following persons?		
<b>a</b> A person who directly or indirectly controls, either alone or together with persons described in lines 11b and 11c below, the governing body of a supported organization?		
<b>b</b> A family member of a person described in line 11a above?		
<b>c</b> A 35% controlled entity of a person described in line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide detail in <b>Part VI</b> .		

**Section B. Type I Supporting Organizations**

	Yes	No
<b>1</b> Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? If "No," describe in <b>Part VI</b> how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
<b>2</b> Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in <b>Part VI</b> how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		

**Section C. Type II Supporting Organizations**

	Yes	No
<b>1</b> Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in <b>Part VI</b> how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		

**Section D. All Type III Supporting Organizations**

	Yes	No
<b>1</b> Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
<b>2</b> Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in <b>Part VI</b> how the organization maintained a close and continuous working relationship with the supported organization(s).		
<b>3</b> By reason of the relationship described in line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in <b>Part VI</b> the role the organization's supported organizations played in this regard.		

**Section E. Type III Functionally-Integrated Supporting Organizations**

<b>1</b> Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
<b>a</b> <input type="checkbox"/> The organization satisfied the Activities Test. Complete <b>line 2</b> below.			
<b>b</b> <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete <b>line 3</b> below.			
<b>c</b> <input type="checkbox"/> The organization supported a governmental entity. Describe in <b>Part VI</b> how you supported a governmental entity (see instructions).			
<b>2</b> Activities Test. Answer lines 2a and 2b below.			
<b>a</b> Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in <b>Part VI</b> identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.			
<b>b</b> Did the activities described in line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in <b>Part VI</b> the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.			
<b>3</b> Parent of Supported Organizations. Answer lines 3a and 3b below.			
<b>a</b> Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If "Yes" or "No," provide details in <b>Part VI</b> .			
<b>b</b> Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in <b>Part VI</b> the role played by the organization in this regard.			

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	8	
Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	<b>Discount</b> claimed for blockage or other factors ( <i>explain in detail in Part VI</i> ):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	
Section C – Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** (continued)

Section D – Distributions		Current Year	
1	Amounts paid to supported organizations to accomplish exempt purposes		
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity		
3	Administrative expenses paid to accomplish exempt purposes of supported organizations		
4	Amounts paid to acquire exempt-use assets		
5	Qualified set-aside amounts (prior IRS approval required—provide details in Part VI)		
6	Other distributions (describe in Part VI). See instructions.		
7	<b>Total annual distributions.</b> Add lines 1 through 6.		
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.		
9	Distributable amount for 2020 from Section C, line 6		
10	Line 8 amount divided by line 9 amount		

Section E – Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2020	(iii) Distributable Amount for 2020
1 Distributable amount for 2020 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2020 (reasonable cause required—explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2020			
a From 2015			
b From 2016			
c From 2017			
d From 2018			
e From 2019			
f <b>Total</b> of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2020 distributable amount			
i Carryover from 2015 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2020 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2020 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2020, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
6 Remaining underdistributions for 2020 Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7 <b>Excess distributions carryover to 2021.</b> Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2016			
b Excess from 2017			
c Excess from 2018			
d Excess from 2019			
e Excess from 2020			

**Part VI**

**Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

**Schedule B**  
(Form 990, 990-EZ,  
or 990-PF)  
Department of the Treasury  
Internal Revenue Service

**Schedule of Contributors**

OMB No. 1545-0047

**2020**

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.  
▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

Name of the organization

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

Employer identification number

**55-0633886**

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

☒ 501(c)( **3** ) (enter number) organization

☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation

☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation

☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

**General Rule**

- ☒ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

**Special Rules**

- ☐ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33<sup>1</sup>/<sub>3</sub>% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ..... ▶ \$ .....

**Caution:** An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Name of organization

WEST VIRGINIA ASSOCIATION OF

Employer identification number

55-0633886

**Part I** Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	UNITED STATES SMALL BUSINESS ADMIN. 405 CAPITOL STREET SUITE 412 CHARLESTON WV 25301	\$ 103,560	Person <input checked="checked" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

**SCHEDULE D  
(Form 990)**Department of the Treasury  
Internal Revenue Service**Supplemental Financial Statements**▶ Complete if the organization answered "Yes" on Form 990,  
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.  
▶ Attach to Form 990.▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2020****Open to Public  
Inspection**

Name of the organization

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

Employer identification number

**55-0633886****Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year .....		
2 Aggregate value of contributions to (during year) .....		
3 Aggregate value of grants from (during year) .....		
4 Aggregate value at end of year .....		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? <span style="float:right"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? <span style="float:right"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		

**Part II Conservation Easements.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (for example, recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements .....	2a
b Total acreage restricted by conservation easements .....	2b
c Number of conservation easements on a certified historic structure included in (a) .....	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register .....	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ .....

4 Number of states where property subject to conservation easement is located ▶ .....

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ .....

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ .....

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 ▶ \$ .....

(ii) Assets included in Form 990, Part X ▶ \$ .....

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ▶ \$ .....

b Assets included in Form 990, Part X ▶ \$ .....

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

- a ☐ Public exhibition  
 b ☐ Scholarly research  
 c ☐ Preservation for future generations  
 d ☐ Loan or exchange program  
 e ☐ Other .....

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

**Part IV Escrow and Custodial Arrangements.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

c Beginning balance .....  
 d Additions during the year .....  
 e Distributions during the year .....  
 f Ending balance .....

	Amount
1c	
1d	
1e	
1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐ Yes ☐ No

**Part V Endowment Funds.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment ▶ ..... %  
 b Permanent endowment ▶ ..... %  
 c Term endowment ▶ ..... %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i) Unrelated organizations .....  
 (ii) Related organizations .....

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? .....

	Yes	No
3a(i)		
3a(ii)		
3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment		49,764	38,494	11,270
e Other		90,506	68,282	22,224
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				33,494



**Part VII Investments – Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 12.)		

**Part VIII Investments – Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 13.)		

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.)	

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.)	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ☐

<b>Part XI</b>	<b>Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.</b>
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Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

<b>1</b>	Total revenue, gains, and other support per audited financial statements		<b>1</b>	
<b>2</b>	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
<b>a</b>	Net unrealized gains (losses) on investments	<b>2a</b>		
<b>b</b>	Donated services and use of facilities	<b>2b</b>		
<b>c</b>	Recoveries of prior year grants	<b>2c</b>		
<b>d</b>	Other (Describe in Part XIII.)	<b>2d</b>		
<b>e</b>	Add lines <b>2a</b> through <b>2d</b>		<b>2e</b>	
<b>3</b>	Subtract line <b>2e</b> from line <b>1</b>		<b>3</b>	
<b>4</b>	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b	<b>4a</b>		
<b>b</b>	Other (Describe in Part XIII.)	<b>4b</b>		
<b>c</b>	Add lines <b>4a</b> and <b>4b</b>		<b>4c</b>	
<b>5</b>	Total revenue. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 12.)		<b>5</b>	

## Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

Complete if the organization answered "Yes" on Form 990, Part VII, line 12a:		1
<b>1</b> Total expenses and losses per audited financial statements		
<b>2</b> Amounts included on line 1 but not on Form 990, Part IX, line 25:		
<b>a</b> Donated services and use of facilities	<b>2a</b>	
<b>b</b> Prior year adjustments	<b>2b</b>	
<b>c</b> Other losses	<b>2c</b>	
<b>d</b> Other (Describe in Part XIII.)	<b>2d</b>	
<b>e</b> Add lines <b>2a</b> through <b>2d</b>		<b>2e</b>
<b>3</b> Subtract line <b>2e</b> from line <b>1</b>		<b>3</b>
<b>4</b> Amounts included on Form 990, Part IX, line 25, but not on line 1:		
<b>a</b> Investment expenses not included on Form 990, Part VIII, line 7b	<b>4a</b>	
<b>b</b> Other (Describe in Part XIII.)	<b>4b</b>	
<b>c</b> Add lines <b>4a</b> and <b>4b</b>		<b>4c</b>
<b>5</b> Total expenses. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 18.)		<b>5</b>

## Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

## Part XIII Supplemental Information (continued)

**SCHEDULE O**  
(Form 990 or 990-EZ)

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2020**

**Open to Public  
Inspection**

Name of the organization

**WEST VIRGINIA ASSOCIATION OF  
REHABILITATION FACILITIES, INC.**

Employer identification number

**55-0633886**

**FORM 990 - ORGANIZATION'S MISSION**

THE MISSION OF THE WV ASSOCIATION OF REHABILITATION FACILITIES, INC. IS FOR THE PUBLIC TO HAVE A STRONG, POSTIVE IMAGE ABOUT THE PRODUCTS AND SERVICES PROVIDED BY THE MANY EFFICIENT AND FINANCIALLY VIABLE COMMUNITY REHABILITATION PROGRAMS LOCATED THROUGHOUT WEST VIRGINIA. GIVING EVERY INDIVIDUAL WITH DIFFERING ABILITIES THE OPPORTUNITY TO HAVE GAINFUL EMPLOYMENT, WHILE OFFERING ADDED VALUE, FAIR MARKET PRICED PRODUCTS AND SERVICES TO STATE CUSTOMERS.

**FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990**

THE EXECUTIVE DIRECTOR AND THE BOARD OF DIRECTORS REVIEW THE FORM 990 FOR ACCURACY PRIOR TO FILING.

**FORM 990, PART VI, LINE 15A - COMPENSATION PROCESS FOR TOP OFFICIAL**

THE GOVERNING BODY REVIEWS THE SALARIES OF THE ORGANIZATION'S TOP MANAGEMENT AND KEY EMPLOYEES.

**FORM 990, PART VI, LINE 15B - COMPENSATION PROCESS FOR OFFICERS**

THE GOVERNING BODY REVIEWS THE SALARIES OF THE ORGANIZATION'S TOP MANAGEMENT AND KEY EMPLOYEES.

**FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION**

DOCUMENTS ARE AVAILABLE UPON REQUEST.

**FORM 990, PART XI, LINE 9 - OTHER CHANGES IN NET ASSETS EXPLANATION**

Name of the organization

Employer identification number

**WEST VIRGINIA ASSOCIATION OF****55-0633886****PRIOR YEAR ADJUSTMENTS****\$ -30,170**

Form <b>990</b>	<b>Event Income and Deduction Worksheet</b> Description <b>SALES- EQUIPMENT &amp; SUPPLIES</b>	<b>2020</b>
Name <b>WEST VIRGINIA ASSOCIATION OF</b>		Taxpayer Identification Number <b>55-0633886</b>

Use this worksheet to verify data entered for a specific activity on your form 990/990EZ

**Income & Expense Summary:**

1. Gross receipts or sales	1.	15,557
2. Advertising income	2.	
3. Circulation income	3.	
4. Other income	4.	
5. Returns and allowances	5.	
6. Contributions received	6.	
7. <b>Total revenue.</b> Add lines 1 through 6	7.	15,557
8. Cost of Goods Sold	8.	29,236
9. Employment Expense	9.	
10. Fees for services	10.	
11. Indirect Expense	11.	
12. Depreciation Expense	12.	
13. Exempt Activity Expense	13.	
14. Fundraising Expense	14.	
15. <b>Total expenses.</b> Add lines 8 through 14	15.	29,236
16. <b>Net income/loss.</b> Line 7 minus Line 15	16.	-13,679

**Expense Details - Cost of Goods Sold:**

Beginning inventory	44,306
Purchases	11,249
Labor	
Section 263A costs	
Other costs	
Ending inventory	26,319
<b>Total Cost of Goods Sold</b>	29,236

**Expense Details - Employment Expense:**

Compensation of officers	
Other salaries and wages	
Pension plan contributions	
Other employee benefits	
Payroll taxes	
<b>Total Employment Expense</b>	

**Expense Details - Fees for Services:**

Management	
Legal	
Accounting	
Lobbying	
Professional fundraising	
Investment management	
Other	
<b>Total Fees for Services</b>	

**Information is indicated for use on Form 990-T, Schedule A:**

- ☐ Part V, Debt Financing  
☐ Part VI, Controlled Org Income  
☐ Part VII, Investments for C(7)(9)(17)  
☐ Part VIII, Exploited Activities  
☐ Part IX, Advertising Income

**Expense Details - Indirect Expense:**

Advertising and promotion	
Office	
Printing/publication/postage	
Info technology/Maintenance	
Royalties & License Fees	
Occupancy/Real Estate Taxes	
Travel & Repairs	
Travel/entertainment (officials)	
Conferences/meetings	
Interest	
Insurance	
<b>Total Indirect Expense</b>	

**Expense Details - Depreciation Expense:**

On investment property	
On non-investment property	
Amortization	
Depletion	
<b>Total Depreciation Expense</b>	

**Expense Details - Exempt Activity Expense:**

Repairs and Maintenance	
Bad debts	
Taxes/licenses	
Charitable contributions	
Dividend recd deductions	
Readership costs	
Other expenses	
<b>Total Exempt Activity Expense</b>	

**Expense Details - Fundraising Expense:**

Cash prizes	
Non-cash prizes	
Rent and facility costs	
Food & beverages (Part II only)	
Entertainment (Part II only)	
Other direct expenses	
<b>Total Fundraising Expense</b>	

**Allocation of Expense to Program Service Accomplishments:**

First	
Second	
Third	
All other	



300 Summers Street  
Charleston, WV 25301  
Office: 304-348-7274  
lora.huffman@Truist.com

Lora Huffman  
Officer  
Commercial Client Specialist II

June 14, 2022

The West Virginia Association of Rehabilitation Facilities, Inc.  
Nita Hobbs  
400 Patterson Lane  
Charleston, WV 25311

To Whom It May Concern:

This letter is to confirm that The West Virginia Association of Rehabilitation Facilities, Inc. has the ability to borrow at least \$350,000 through its line of credit with Truist Bank.

Please let me know if any additional information is required. Thanks so much.

Sincerely,

A handwritten signature in black ink, appearing to read "Lora Huffman", written over a horizontal line.

Lora Huffman  
Commercial Client Specialist II  
Officer

## Attachment 4.1.5.3



Internal Revenue Service  
District Director

Department of the Treasury

Date:

MAR 11 1986

Employer Identification Number:

35-0633886

Accounting Period Ending:

June 30

Form 990 Required: ☒ Yes ☐ No

West Virginia Association Of Rehabilitation  
Facilities, Inc.  
% Nancy Moul  
P.O. Box 609  
New Martinsville, WV 26155

Person to Contact:

Cindy Perry

Contact Telephone Number:

(513) 684-3578

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

The box checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income Tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

(over)

P.O. Box 2508, Cincinnati, Ohio 45201

Letter 947(DO) (Rev. 10-83)

8-10-EMP 2/26/86 [initials]

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-B, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

  
District Director

## Attachment 4.1.5.6

# Qualifying Matrix for Assignment of State Use Program Contracts

AGREEMENT LOCATION: Division of Forestry - Buckhannon  
RFI DUE DATE: 11/19/2021

Community Rehabilitation Program	Location	Existing Relationship	Capability	Past Performance	Work Ratio	TOTAL POINTS	Volume	Collaboration		Awarded To
								Tie Breaker (No Points)	Check for Interest (No Points)	
	1	2	3	4	5	Out of 100				
	25	25	30	10	10					
Team Priority Ranking										
Total Points										
1 Buckhannon Upshur	25.00	0.00	30.00	10.00	10.00	75	5 POs			X
2 WorkAble	0.00	25.00	30.00	10.00	10.00	75	9 POs			
3						0				
4						0				
5						0				
6						0				
7						0				
8						0				
9						0				
10						0				
11						0				
12						0				
13						0				
14						0				
15						0				

# Criteria & Point Guide for Qualifying Matrix for Assignment of State Use Program Contracts

## 1) LOCATION (25 Points):

Points are based on the project location site in relationship to the CRP's Main Office Location or an Established CRP Satellite Office Location (See definition of CRP Established Satellite Office Location at the end of this guide)

i) CRP Main Office Location

(1) **25 points** if the project is in the same county that the CRP main office is located

(2) **15 points** if the project is touching the county where the work originates

ii) Established CRP Satellite Office Location

(1) **20 points** if the project is in the same county as a CRP Established Satellite Office Location

(2) **10 points** if the project is touching the county where the work originates of an Established CRP Satellite Office Location

## 2) CAPABILITY SCOPE OF WORK (30 Points):

i) **6 points** for experience (Has the CRP done it before?)

ii) **6 points** for having enough employees as defined by a staffing plan

iii) **6 points** for having (access) to the equipment

vi) **6 points** for a Written Quality Assurance Plan

v) **6 points** for having the funding resources

## 3) EXISTING RELATIONSHIP (25 Points):

i) **12.5 points** to protect an existing CRP/State Agency commodity/service relationship

ii) **12.5 points** for customer documented relationship

## 4) WORK RATIO (10 Points):

i) **10 points** if the 75% ratio is being met

ii) **0 points** if the 75% ratio is not being met

(See definition of Request for Waiver at the end of this guide)

## 5) PAST PERFORMANCE (10 Points):

i) **10 points** for not currently being in a SU Committee Plan of Correction

## 6) VOLUME (Tie Breaker):

In cases where two or more CRPs score the same in overall points, the CRP with the least amount of State Use Program sales will be assigned the contract.

## 7) COLLABORATION (No Points):

i) The Committee may ask about this, if interested

ii) Place on the matrix form as a check off if there is a collaborative. There will be no points assigned.

## **Definitions for Assignment of State Use Program Contracts**

### **1. Established CRP Satellite Office:**

A site that has an active rehabilitation program with at least one of the following types of services: supported employment, work adjustment, placement, vocational evaluation, on-the-job training, job site training, prevocational training, vocational training, etc.

### **2. Request for Waiver:**

If a CRP thinks there is/are extenuating circumstance(s) which could alter its opportunity to score points in this area, the CRP may provide a written statement, Request for Waiver, outlining its reasoning which justifies why it should be considered for points. Examples of situations for which a CRP might want to request a waiver are: 75% ratio is improving or taking over a contract from another CRP's 75% ratio was already lower than the 75% ratio.

# REQUEST FOR INTEREST

## ASSIGNMENT OF PRODUCT OR SERVICE TO THE MASTER STATEWIDE CONTRACT

*In order to be considered for the assignment of this service, this form must be completed and emailed to [ahigginbotham@wvarf.org](mailto:ahigginbotham@wvarf.org) by 4:30 pm on 11/19/21.*

Date: 11/8/21

WV Division of Forestry - Buckhannon, WV

### General Product/Service Description

(Check One)	<input type="checkbox"/> Commodity	<input checked="" type="checkbox"/> Service	Projected Start Date:	<u>12/1/21</u>
<b>Description:</b> Janitorial services for the WV Division of Forestry office in Buckhannon, WV. Janitorial service two days a week for approximately 2.25 hours per day. The work at this time is cleaning about 1943 square feet. It is mostly hard floor surfaces. This has 3 restrooms. Feel free to call WVARF about details.				
Reference RFI.FOR.002.22				

### Community Rehabilitation Program *IS* Interested in the Project (Completed by the CRP)

Our CRP has conducted an initial feasibility study on the commodity/service listed above and have determined we have or will have the financial, technical, and human resources to produce the item(s) or service described above. I therefore, as a qualified CRP approved as a participant in the State Use Program by the Committee and 501(c)(3) non-profit entity, request the State Use Committee consider our CRP for assignment of the commodity or services.

CRP Executive Director:

(Signature)

(Date)

CRP Name:

Work Able Industries

Contact Name:

Meredith Seibert and Greg Morris

Street:

9372 Cost Avenue

City:

Storewood

Zip:

260301

Phone:

304-623-3757

Fax:

E-mail Address:

mseibert@workablewv.org

gmorris@paceenterprises.org

### Community Rehabilitation Program *IS NOT* Interested in the Project (Completed by the CRP)


CRP Executive Director:

(Signature)

(Date)


Agency Name

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Name, Title)  CEO  
(Printed Name and Title) Tara Martinez, CEO  
(Address) 400 Patterson Lane, Charleston, WV 25311  
(Phone Number) / (Fax Number) 304. 205. 7971 / 304. 205. 7915  
(email address) tmartinez@wvarf.org

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

West Virginia Association of Rehabilitation Facilities, Inc.  
(Company)  CEO  
(Authorized Signature) (Representative Name, Title) Tara Martinez, CEO 6/28/22  
(Printed Name and Title of Authorized Representative) (Date)  
304. 205. 7971 / 304. 205. 7915  
(Phone Number) (Fax Number)  
tmartinez@wvarf.org  
(Email Address)



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ DRS22\*13**

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

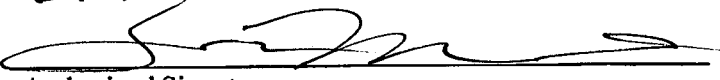
Addendum Numbers Received:

*(Check the box next to each addendum received)*

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

West Virginia Association of Rehabilitation Facilities, Inc.  
Company

  
Authorized Signature

6/28/22  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

REQUEST FOR QUOTATION  
State Use Program Management Services

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the Division of Rehabilitation Services to establish a contract for a Central Nonprofit Agency (CNA) to manage the State Use Program. The purpose of the program is to encourage the employment of people with disabilities so that they can be self-sufficient, productive, and independent and at the same time provide goods and services to the State at a fair market value. The Governor's Committee for the Purchase of Commodities and Services from the Handicapped was established to monitor the performance of the CNA. More details and descriptions of the State Use Program can be found in *West Virginia State Code* §5A-1-1, §5A-3-10, §5A-3A-1, §5A-3A-2 and in the *Code of State Rules* §186-1, §186-2, §186-3, §186-4, and §186-5.

Per *West Virginia State Code* §5A-3A-2, the Director of the Division of Rehabilitation Services approves the CNA, but the Department of Administration will be responsible for all contract management duties under any contract resulting from this solicitation.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

- 2.1 **"Contract Services"** means the Management Services by a CNA for the State Use Program as more fully described in these specifications.
- 2.2 **"Pricing Page"** means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.
- 2.3 **"Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
- 2.4 **"Committee"** means the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.
- 2.5 **"CNA"** means the Central Nonprofit Agency
- 2.6 **"CRP"** means the Community Rehabilitation Program that is a nonprofit workshop as defined in §5A-1-1.
- 2.7 **"Fair Market Price"** means a reasonable price, set by the Committee and approved by the director, which can recover for the qualified vendor the cost of raw materials, labor, capital, overhead, CNA service charges and delivery costs.

REQUEST FOR QUOTATION  
State Use Program Management Services

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- 2.8** “**PERSONS with Disabilities**” means “blind or severely disabled persons” as noted in §5A-3A-4(b) and “handicapped workers” as noted in §5A-3A-4(d).
- 2.9** “**PROGRAM fee**” means the fee charged by the Central Nonprofit Agency for the administration and implementation of the program as referred to as the “CNA Service Charge” in rule 186CSR1.
- 2.10** “**Spending Unit**” means a department, agency or institution of the state government for which an appropriation is requested, or to which an appropriation is made by the Legislature.
- 2.11** “**State Use Program**” means the program as defined in §5A-3-10 and Section §5A-3A-1 et seq.
- 2.12** “**Statewide Contract**” means a contract between the Division of Purchasing and the CNA which lists all the commodities and services the committee has approved for the program and has set a fair market price.

**3 QUALIFICATIONS:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

- 3.1** **Vendor** must have a minimum five (5) years’ experience providing the same or similar services. Vendors shall provide descriptions of past projects completed entailing the location of the project, project manager name and contact information, type of project, and what the project goals and objectives were and how they were met. Similar projects must include the services of negotiations with third parties, coordination of third party contract service and goods delivery, financial requirements of administration of such (invoicing, etc.), marketing and reporting of activities.
- 3.2** **Vendor** must dedicate a minimum of five full time staff to performance of the services. At minimum, one staff member shall have bachelor level accounting degree and be responsible for maintaining the financial duties required. Vendor shall provide a staffing plan of all employees working under the contract and their relevant credentials and experience. Employees should have a minimum five years’ experience for the type of duties assigned for this contract.
- 3.3** **Compliance** with experience requirements will be determined prior to contract award by the State through references provided by the Vendor with its bid or upon request, through knowledge or documentation of the Vendor’s past projects, or some other method that the State determines to be acceptable. Vendor should provide a current résumé which includes information regarding the number of

**REQUEST FOR QUOTATION**  
**State Use Program Management Services**

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years of qualification, experience and training, and relevant professional education for each individual that will be assigned to this project. Vendor must provide any documentation requested by the State to assist in confirmation of compliance with this provision. References, documentation, or other information to confirm compliance with this experience requirement are preferred with the bid submission, but may be requested after bid opening and prior to contract award.

**3 MANDATORY REQUIREMENTS:**

**3.4 Mandatory Contract Services Requirements and Deliverables:** Contract Services must meet or exceed the mandatory requirements listed below.

**4.1.1 Contract Management to include the following:**

- 4.1.1.1** Must evaluate the qualifications and capabilities of Community Rehabilitation Programs (CRPs) to include annual review of their qualifications for the State Use Program (see §186CSR4).
- 4.1.1.2** Must provide to the Committee a list of commodities and services available from qualified vendors for consideration for the statewide contract.
- 4.1.1.3** Must research and assist the CRPs in developing new products and upgrading existing products.
- 4.1.1.4** Must develop a marketing plan to inform State Agencies, political subdivisions and institutions of higher education of the advantages of this program. (State Use Program is a non-mandatory set-aside program for State Agencies.)
- 4.1.1.5** Must provide a minimum of two annual training sessions for each participating CRP.
- 4.1.1.6** Must negotiate contracts as needed with the CRPs. Currently there are approximately 200 contracts with CRPs. The vendor will be responsible for negotiating any changes and any new contracts that may be needed during the life of the contract.

**REQUEST FOR QUOTATION**  
**State Use Program Management Services**

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- 4.1.1.7** The CNA shall distribute orders from the State only to qualified vendors approved by the Committee to produce the commodity or to perform a service on the statewide contract.
- 4.1.1.8** Must work with the CRPs to ensure compliance with contract performance and quality standards relevant to each commodity.
- 4.1.1.9** Must develop and provide a detailed Scope of Work for each service related commodity included on the Master Agreements.
- 4.1.1.10** Must survey applicable private party industry to acquire data points for costs such as labor, equipment, supplies, raw materials, delivery, overhead, etc. and analyze such price data to present a recommended reasonable Fair Market Price to the Governor's Committee.
- 4.1.1.11** Must perform accounting to invoice monthly for approximately 200 contracts currently in effect. The number of contracts may vary during the life of the contract. The vendor will be responsible for providing management services at the set percentage fee regardless of the number of contracts existing at any time during the life of the contract.

**4.1.2 Monitoring Quality Assurance to include the following:**

- 4.1.2.1** Must inspect commodities utilizing nationally recognized methods and procedures for sampling and inspections.
- 4.1.2.2** Must inspect services in accordance with State and Federal specifications and/or standards or in accordance with good commercial practices using nationally recognized methods of evaluation (ANSI, American National Standards Institute, etc.).
- 4.1.2.3** Must implement a continuous quality improvement plan.

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**4.1.3 Central Nonprofit Agency Responsibilities (CNA):**

**4.1.3.1** CNA must develop an annual review and action plan to achieve and implement the performance standards as set forth by the Committee. The plan may include, but not be limited to goals for the following:

**4.1.3.1.1** Number of persons with disabilities to be employed

**4.1.3.1.2** Sales of commodities and services

**4.1.3.1.3** Wages paid to persons with disabilities

**4.1.3.1.4** Hours worked by persons with disabilities

**4.1.3.1.5** Responsiveness to customer inquiries and/or complaints

**4.1.3.1.6** Quality standards for participating CRPs

**4.1.3.1.7** Training activities to increase CRP capability and efficiency

**4.1.3.1.8** Financial Controls

**4.1.4 Provide the following reports:**

**4.1.4.1** Must provide annual report for each fiscal year concerning the operation of the non-profit workshops to the Director of Rehabilitation Services, the Governor's Committee, the Legislature, and the Governor.

**4.1.4.2** Must present an income statement, profit and loss statement, and a cash flow statement monthly to the Governor's Committee showing the activities of the State Use Program.

**4.1.4.3** Must provide an annual budget to the Governor's Committee for approval on or before the Committee's May meeting, which

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reveals all revenues, expenses and earnings prior to the beginning of the CNA's fiscal year that must be approved by the Committee.

- 4.1.3.3.1 This budget shall detail how the program fee is being allocated to directly support the program and what amounts are being devoted to expanding direct services to programs that enhance employment of persons with disabilities and what percentage of funds will be used for administrative overhead, such as salaries.
- 4.1.4.4 Must provide a monthly report to the Governor's Committee regarding categories of sales and accounts receivables.
- 4.1.4.5 Must provide a quarterly activity report to the Governor's Committee which shows the number of workers employed (both disabled and non-disabled), the types of disabilities they have, the number of direct labor hours (total and broken out by disabled and non-disabled workers), the direct labor hour ratio of people with disabilities working, the number of people placed in competitive employment, the number of people who were promoted to supervisory positions, the amount of wages paid (total and broken out by disabled and non-disabled workers).
- 4.1.4.6 Must comply with all the reporting and data information requirements of the Statewide Contract and Temporary Contract Services.
- 4.1.4.7 The CNA must make available to the Committee for the purpose of conducting its annual review of the CNA the following:
  - 4.1.4.7.1 An annual action plan prior to the beginning of the fiscal year which will meet or exceed Committee performance standards.

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- 4.1.4.7.2** Documented outcomes of the CNA's annual action plan at the conclusion of the fiscal year.
- 4.1.4.7.3** An audited financial statement at the conclusion of the fiscal year. It will include details on cash balances, earnings attributable to the program fee for the program, accounts receivable, accounts payable, cash reserves, line of credit borrowing, interest payments, bad debts, administration overhead and any detailed supporting documentation requested by the Committee.
- 4.1.4.7.4** Monthly reports of categories of sales and accounts receivable in a reporting format approved by the Committee.
- 4.1.4.7.5** Quarterly reports of its contracted sales of commodities and services, wages paid, and hours worked by persons with disabilities for all CRPs participating in the program.

**4.1.5 General Requirements:**

- 4.1.5.1** No officer, member, or employee of the nonprofit shall have any financial or other interest, direct or indirect, which would conflict or compromise in any manner or degree with the performance of the services provided by the Central Nonprofit Agency.
- 4.1.5.2** The CNA must have the ability to pay community rehabilitation programs within 60 days after submission of invoice regardless if the State has submitted payment to the CNA. Vendor shall provide documentation demonstrating how they are able to meet this requirement. Vendor may provide the last two I-990 forms, the most recent income statement and/or a letter from a financial institution where the CNA has a line of credit in the minimum amount of \$350,000 from which it can draw.



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- 4.1.5.3** Provide documentation from the IRS indicating the CNA is classified as a non-profit organization.
- 4.1.5.4** The CNA must annually submit the program fees charged to the Committee for review. The maximum charged by the CNA for its services must be computed as a percentage of the selling price of the commodity or service, and must be included in the selling price or contract price. The program fee must be remitted to the CNA at the time of payment by the customer. The fee approved by the Committee is for the management, promotion, and adherence to the requirements of the CNA as referred in applicable West Virginia Code and Legislative Rules.
- 4.1.5.5** All funds received through the State Use Program must be kept separate and apart from all other monies administered by the nonprofit organization.
- 4.1.5.6** The services provided through the provisions of the state use program through the CNA shall be rendered impartially to all CRPs approved by the Committee in accordance with qualifications set forth in the legislative rules.
- 4.1.5.7** Vendor shall be required to provide services on a statewide basis.
- 4.1.5.8** Vendor shall have an office in West Virginia to base services from.

**4 CONTRACT AWARD:**

- 5.1 Contract Award:** The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.
- 5.2 Pricing Page:** Vendor should complete the Pricing Page by completing Exhibit A, providing the Percentage Fee for provision of services. The percentage fee for provision of services is figured into the Fair Market Price of goods and services provided through the State Use Program and not lump

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sum, separate payments to the vendor. No payments will be made directly against this contract. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor is allowed a 3% pass-through fee for all payments against statewide contracts paid with p-card through pricing on State Use Program goods and services. This pass-through allowance is not part of the percentage fee for services performed under this contract and provides for separate pricing when paying with p-card. Vendor shall provide unit pricing for both non-purchasing card payment and purchasing card payment on any cost sheets that will be part of the statewide contract for the goods and services approved.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: [insert buyer's contact info.]

- 5 **PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
- 6 **PAYMENT:** Agency shall pay the percentage fee, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
- 7 **TRAVEL:**

Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the percentage fee listed on Vendor's bid, but such costs will not be paid by the Agency separately.

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**8 FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

**8.2** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

**8.3** Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.

**8.4** Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.

**8.5** Anyone performing under this Contract will be subject to Agency's security protocol and procedures.

**8.6** Vendor shall inform all staff of Agency's security protocol and procedures.

**9 VENDOR DEFAULT:**

**9.2** The following shall be considered a vendor default under this Contract.

**9.2.1** Failure to perform Contract Services in accordance with the requirements contained herein.

**9.2.2** Failure to comply with other specifications and requirements contained herein.

**9.2.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

**9.2.4** Failure to remedy deficient performance upon request.

**9.3** The following remedies shall be available to Agency upon default.

**9.3.1** Immediate cancellation of the Contract.

**9.3.2** Immediate cancellation of one or more release orders issued under this Contract.

**9.3.3** Any other remedies available in law or equity.

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**10 MISCELLANEOUS:**

**10.2 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Andrea Higginbotham  
Telephone Number: 681.661.8145  
Fax Number: 304.205.7915  
Email Address: ahigginbotham@wvarf.org