

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA  
#1 COURT SQUARE, SUITE 203  
PARKERSBURG WV 26101

IN RE: MINUTES OF MEETING HELD  
THURSDAY, FEBRUARY 17, 2011

PRESENT: DAVID BLAIR COUCH, PRESIDENT  
WAYNE DUNN, COMMISSIONER  
STEVE GAINER, COMMISSIONER

On this date, the County Commission of Wood County met in regular session. They signed purchase orders, invoices, orders and other correspondence.

The County Commission, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, approved minutes of February 7, 2011.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., Adam Krason, ZMM, Inc., Architects for the Wood County Justice Center, met with the Commission to discuss the requested Change Orders submitted to the Commission. Representatives from JD&E Contractors were in attendance.

At 10:25 A.M., Toni Tiano, Grant Consultant, and Kelly Shook, SOBER Program, met with the Commission to ask them to apply for the Enforcing the Underage Drinking Laws grant. Commissioner Couch Executed the Application. (Order M/1339)

At 10:30 A.M., the County Commission held a hearing in regard to the Gladys J. Melrose estate. Susan Salser was present. Information in regard to this hearing is on file in the Probate Office. This estate was referred to a Fiduciary Commissioner. Information in regard to this hearing is on file in the Probate Office.

At 11:00 A.M., the County Commission held a hearing in regard to the Mary A. Lockhart estate. Susan Wright, Executrix, asking that claims be disallowed. After testimony, the claims

were disallowed. Information in regard to this hearing is on file in the Probate Office. (Probate Order)

At 11:15 A.M., the County Commission held a hearing in regard to the Weser Anderson Estate. The County Commission ordered that the records on file in the Probate Office be forwarded to Jason Wharton, Prosecuting Attorney, for his legal opinion on how distribution is to be made. Information in regard to this hearing is on file in the Probate Office. (Probate Order)

The County Commission announced that they would not be meeting on February 21, 2011 as the Board of Review and Equalization; instead they will meet on February 22, 2011 and February 28, 2011. (Order A/710)

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

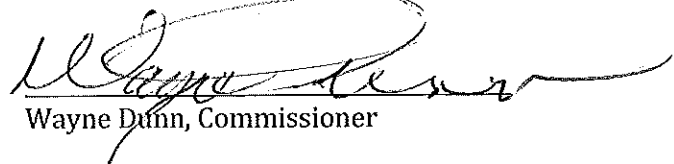
A/710, M/1338 and M/1339

Having no further scheduled appointments or business to attend to, the County Commission adjourned.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Wayne Dunn, Commissioner

  
Steve Gainer, Commissioner

To listen to this meeting, please refer to DVD labeled February 17, 2011.

Wood County Commission Meeting  
Held February 17, 2011

Please Print

1.	Kenny Balderson
2.	BoB Danielson
3.	Mike Lee                      Mike Lee
4.	ADAM R. KRASOW
5.	Toni Tiano
6.	Kelly Shook
7.	Susan Pulsen <sup>attorney in fact</sup> for Roger Pulsen
8.	Judy M. McPherson
9.	Susan Wright susanwright
10.	David Palmer with Beth Ann Pifer, Lawrence Pifer & <sup>Timothy</sup> <del>Shatifer</del>
11.	Shirley Bennett Address
12.	
13.	
14.	
15.	
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18.	
19.	
20.	



# Wood County Commission

and Board of Review and Equalization

02/17/2011

1 Court Square, Suite 203

Parkersburg, WV 26101

## Agenda topics

9:30 AM	DISCUSS WOOD COUNTY JUSTICE CENTER	ADAM KRASON, ZMM
10:00 AM	APPROVE AND SIGN MINUTES, ORDERS, PURCHASE ORDERS, INVOICES, NEW ROAD NAMES AND ANY OTHER ADMINISTRATIVE DUTIES	MARTY SEUFER, COUNTY ADMINISTRATOR
10:25 AM	DISCUSS GRANT	TONI TIANO, GRANT CONSULTANT
10:30 AM	GLADYS J. MELROSE ESTATE – ASKING FOR UTILITIES TO BE PAID OUT OF ESTATE	SUSAN AND ROGER SALSER
11:00 AM	MARY A. LOCKHART ESTATE – ASKING FOR CLAIMS TO BE DISALLOWED	SUSAN L. WRIGHT
11:15 AM	CONTINUANCE OF WESER ANDERSON ESTATE – OBJECTION TO FINAL SETTLEMENT	SHIRLEY BENNETT

### Special notes:

1. Vacancies on Boards and Commissions
2. Building Enforcement Properties
3. Contribution Requests
4. County facilities
5. Meldahl Subdivision Agreement
6. Discuss Humane Society Contract
7. Phillips Court Alley – WTAP

Feb 7

W-S-BL

law.

2/17/11  
Letters of administration are hereby granted the said SHANE ALLEN CROSS upon the Estate of BETTY EVELYN CROSS, deceased, in due form.

In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, of 1931, as amended, effective July 9, 1993, the Personal Representative, after first being duly sworn, shall make a true and accurate appraisal of the Estate of BETTY EVELYN CROSS, deceased, both real and personal, and will make their return thereof as required by law.

No reference is made to a Fiduciary Commissioner, for settlement, in this Estate.

**IN RE: ESTATE OF EDITH L. RICHARDS, DECEASED**

This day came GARY C. RICHARDS, declining by power of attorney for Conard W. Richards, who was, by the last Will and Testament of EDITH L. RICHARDS, deceased, named therein to qualify as EXECUTOR, without bond, of said Will, and moved the appointment and qualification of GARY C. RICHARDS, who was, by the last Will and Testament of EDITH L. RICHARDS, deceased, named therein to qualify as EXECUTOR, without bond, of said Will.

It appearing to this Commission that GARY C. RICHARDS, be and he is hereby qualified as such EXECUTOR, and entered upon the discharge of said trust, without bond, as provided by said Will.

Letters testamentary are hereby granted the said GARY C. RICHARDS, upon the Estate of EDITH L. RICHARDS, deceased, in due form.

In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, of 1931, as amended, effective July 9, 1993, the Personal Representative, after first being duly sworn, shall make a true and accurate appraisal of the Estate of EDITH L. RICHARDS, deceased, both real and personal, and will make their return thereof as required by law.

No reference is made to a Fiduciary Commissioner, for settlement, in this Estate.

**IN RE: ESTATE OF WESER V. ANDERSON, DECEASED.**

The records in the file for WESER V. ANDERSON, deceased, in the Probate Office, has been sent to Jason Wharton, Prosecuting Attorney for his legal opinion on how the distribution should be made.

**IN RE: ESTATE OF MARY A. LOCKHART, DECEASED. (ORDER COUNTY COMMISSION-DISALLOW CLAIMS)**

This day came SUSAN L. WRIGHT, EXECUTRIX of the Estate of MARY A. LOCKHART, deceased, before the County Commission, in a hearing asking that claims be disallowed in said Estate. The County Commission after reviewing said estate, ruled that claims be disallowed. The County Commission ordered that if additional fund come into estate, that the estate will need to be reopened.

**IN RE: ESTATE OF AVA ELLADINE STUTLER, DECEASED**

This day came DOROTHY NELSON, who was, by the last Will and Testament of AVA ELLADINE STUTLER, deceased, named therein to qualify as EXECUTRIX, without bond, of said Will.

It appearing to this Commission that DOROTHY NELSON, be and she is hereby qualified as such EXECUTRIX, and entered upon the discharge of said trust, without bond, as provided by said Will.

Letters testamentary are hereby granted the said DOROTHY NELSON, upon the Estate of AVA ELLADINE STUTLER, deceased, in due form.

In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, of 1931, as amended, effective July 9, 1993, the Personal Representative, after first being duly sworn, shall make a true and accurate appraisal of the Estate of AVA ELLADINE STUTLER, deceased, both real and personal, and will make their return thereof as required by law.

No reference is made to a Fiduciary Commissioner, for settlement, in this Estate.

**IN RE: ESTATE OF CATHERINE W. EDDY, DECEASED**

This day came KEITH ALAN EDDY, who was, by the Codicil to the last Will and Testament of CATHERINE W. EDDY, deceased, named therein to qualify as EXECUTOR, without bond, of said Codicil.

It appearing to this Commission that KEITH ALAN EDDY, be and he is hereby qualified as such EXECUTOR, and entered upon the discharge of said trust, without bond, as provided by said Will.

Letters testamentary are hereby granted the said KEITH ALAN EDDY, upon the Estate of CATHERINE W. EDDY, deceased, in due form.

In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, of 1931, as amended, effective July 9, 1993, the Personal Representative, after first being duly sworn, shall make a true and accurate appraisal of the Estate of CATHERINE W. EDDY, deceased, both real and personal, and will make their return thereof as required by law.

No reference is made to a Fiduciary Commissioner, for settlement, in this Estate.

There appearing no further business to claim the attention of this Commission, it is hereby ordered that this Commission, do now adjourn to meet in Regular Session, Thursday, February 24, 2011, at 9:30 o'clock A. M., and sitting in Special Session as a Board of Equalization and Review, Friday, February 18, 2011, at 10:00 o'clock A. M.

\_\_\_\_\_  
President

FEBRUARY 17, 2010

2/17/10  
69/397

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO JUSTICE ASSISTANCE GRANT NUMBER 09-JAG-16. SAID REQUEST IS IN THE AMOUNT OF \$1,494.06.

**ORDER**

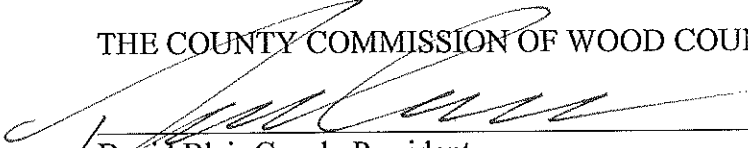
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Justice Assistance Grant Number 09-JAG-16. The Request for Reimbursement is in the amount of one thousand four hundred ninety-four dollars and six cents (\$1,494.06) for the month of January, 2011. The Request for Reimbursement form, the Financial Recap Report, the Project Financial Report, the time sheets for Deputy Leland Jefferson, the Grant Progress Report, and PRO Monthly Reporting Form have been submitted.

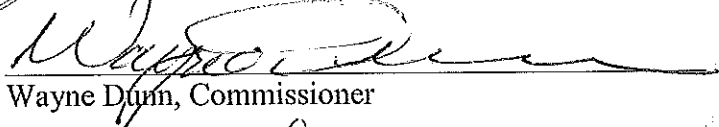
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.


Documentation pertaining to the Justice Assistance Grant is on file in the Office of the County Administrator

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

  
\_\_\_\_\_  
Steve Gainer, Commissioner

M/1338

2/17/11  
69/397

<b>WEST VIRGINIA</b> Division of Justice and Community Services	<b>Request for Reimbursement</b>
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<b>RECEIVED</b> (For DJCS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Project #: 09-JAG-16
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures
	FROM: 1/1/11 TO 1/31/11

**PROJECT CASH EXPENDITURES**

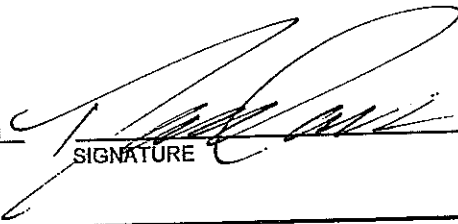
Account #	Amount
09-JAG-16	\$1,494.06
<b>TOTAL</b>	<b>\$1,494.06</b>

**CERTIFICATION:**

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: David Blair Couch, President, Wood County Commission  
 TYPED NAME & TITLE  
 (Authorized Official or Grant Financial Officer ONLY)

  
 SIGNATURE      2/17/11      DATE

DJCS USE ONLY	
<b>ADMINISTRATIVE APPROVAL:</b>	
This request is approved in the amount of \$ _____	
Initials	Date
Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.	
_____ Date	_____ Program Accountant

2/17/11  
69/397

FEBRUARY 17, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

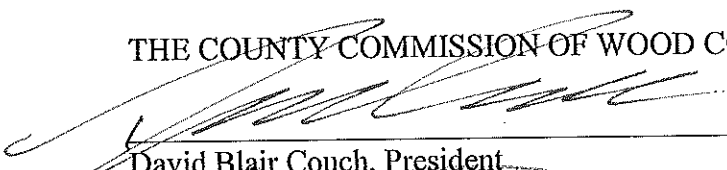
IN RE: THE COUNTY COMMISSION ANNOUNCED THAT THEY WILL NOT BE MEETING ON FEBRUARY 21, 2011 AS THE BOARD OF REVIEW AND EQUALIZATION. INSTEAD, THE COUNTY COMMISSION WILL MEET ON FEBRUARY 22, 2011 AND FEBRUARY 28, 2011.

**ORDER**

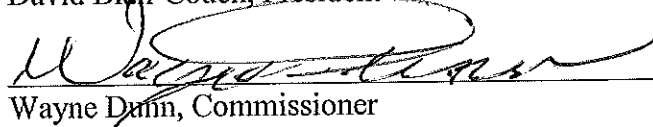
On this date, the County Commission of Wood County, in regular session, announced to all concerned, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, that they, as a Commission, will not be meeting on February 21, 2011 as stated in an Order bearing the date of January 3, 2011. February 21, 2011 is Presidents' Day; therefore, the County Commission will meet on February 22, 2011, by appointment only for the purpose of hearing any complaints of taxpayers as to the assessments placed upon his or her property by the Assessor. The County Commission also announced they will be meeting on February 28, 2011 for the purpose of reviewing complaints received while sitting as the Board of Review and Equalization.

APPROVED:

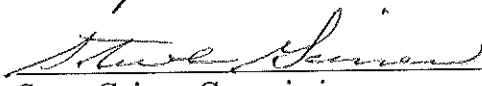
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Steve Gainer, Commissioner

AP 110



2/17/11  
62/397

FEBRUARY 17, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE  
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE AN  
APPLICATION FOR AN ENFORCING THE UNDERAGE  
DRINKING LAWS GRANT.


**ORDER**

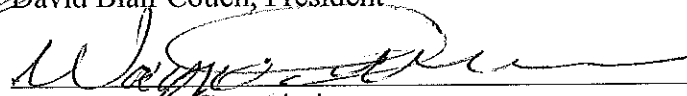
On this date, the County Commission of Wood County, upon a motion made by Wayne  
Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby  
AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the  
County Commission, to EXECUTE a Grant Application for the Enforcing the Underage  
Drinking Laws Grant. Said Application is with the West Virginia Division of Justice and  
Community Services in the amount of thirty-one thousand eight hundred twenty dollars and  
zero cents (\$31,820.00).


A copy of said Application is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

  
\_\_\_\_\_  
Steve Gainer, Commissioner

M/1339

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FEBRUARY 17, 2011

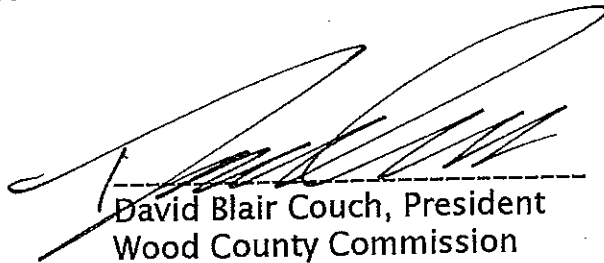
IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION

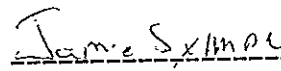
A RESOLUTION TO AUTHORIZE THE FILING OF AN APPLICATION BY THE PRESIDENT OF THE WOOD COUNTY COMMISSION FOR A GRANT WITH THE WEST VIRGINIA DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY - DIVISION OF CRIMINAL JUSTICE SERVICES - FOR THE PURPOSE OF APPLYING FOR AN ENFORCING THE UNDERAGE DRINKING LAWS GRANT PROGRAM:

Be it resolved by the Wood County Commission, Parkersburg, West Virginia that the President of the Commission, be and is hereby authorized to, apply for a grant through the Enforcing the Underage Drinking Laws Grant Program to hire Program Co-Coordinators for the SOBER Program through the Juvenile Probation Office, to provide funds for counseling services, to conduct TIPS trainings, to conduct compliance checks, and to conduct media and public education and information campaigns.

Dated this 17<sup>th</sup> day of February 2011.

  
-----  
David Blair Couch, President  
Wood County Commission

Certified to be a true copy of a Resolution adopted at a regular meeting of the Wood County Commission held on February 17, 2011.

  
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Jamie Six  
Clerk of the County Commission

*Office of the County Commission of Wood County, West Virginia*

Commissioners  
David Blair Couch  
Wayne Dunn  
Steve Gainer



No. 1 Court Square  
Suite 203  
Parkersburg, WV 26101  
Phone 304-424-1984

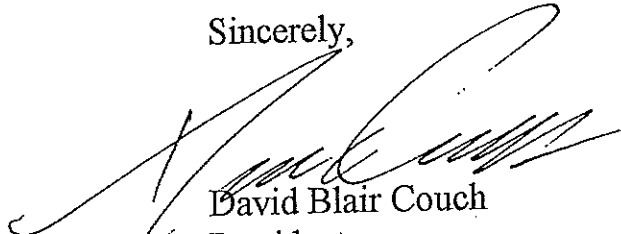
February 17, 2011

Ms. Kim Mason  
Juvenile Justice Program Specialist  
Division of Justice and Community Services  
1204 Kanawha Boulevard East  
Charleston, West Virginia  
25301

Dear Ms. Mason:

Please find enclosed an application from the Wood County Commission for funding through the Enforcing Underage Drinking Laws Grant Program. If you have any questions on this or desire any additional information, please feel free to contact Toni Tiano, grant consultant, at 304/428-7760 or 304/424-1972. Thank you for your assistance with this matter.

Sincerely,



David Blair Couch  
President

Enforcing the Underage Drinking Laws  
Application Checklist

Applicant: Wood County Commission Amount Requested: \$31,820.-

- General Administrative Information – Page 1
  - Applicant Information Complete
  - Project Director Information Complete – must include an email
  - Fiscal Officer Information Complete – must include an email
  - Program Category Indicated
  - Number of Years Previously Funded Indicated
  - Evidence Based Program or Environmental Strategies Program
  - Brief Description of Program Provided
  
- Budget – Pages 2 - 4
  - Budget Summary (Complete with Applicant and FEIN Number)
  - Matching Requirement
  - Funding Strategy
  - Budget Detail
  - Budget Justification
  
- Project Narrative – Page 5
  - Narrative addresses all minimum information contained within the grant application instructions section – including, but not limited to:
    - ☞ Statement of Need
    - ☞ Program Description and/or Solution to the Problem
    - ☞ Collaboration
    - ☞ Program Evaluation
    - ☞ Plan of Sustainability
    - ☞ If Applicable, Success of Previous EUDL-Funded Projects
  
- Goals and Objectives – Page 6
  
- Planning and Evaluation Team Members – Page 7
  
- Organizational Charts – Page 8
  - Included both an organization chart for the applicant agency and the proposed organization chart for the project.
  
- Hiring Procedures and Job Descriptions – Page 9
  
- Other Attachments (as needed) – Attachments A through F
  - Organization Budget
  - Membership List of Governing Board
  - All Commitment Letters Received from Planning and Evaluation Team or Coalition
  - Statement of WV-IBR Compliance
  - Letters of Working Agreement
    - Police Department, Sheriff's Office, Board of Education
    - County Prevention Partnership
    - Governor's Highway Safety Coordinator
    - ABCA Agent
  - Other Attachments

<b>Enforcing the Underage Drinking Laws Grant Program</b>	<b>Grant Application Page 1</b>
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**General Administrative Information:**

<b>Applicant:</b> Wood County Commission <b>Address:</b> One Court Square, Suite 203 Parkersburg, WV 26101 <b>Phone:</b> (304) 424-1984	<b>Type of Agency</b> <input type="checkbox"/> State <input checked="" type="checkbox"/> County <input type="checkbox"/> Municipal
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<b>Project Director:</b> Larry Johnson <b>Address:</b> Holmes R. Shaver Judicial Annex Two Government Square 4th Floor Parkersburg, WV 26101 <b>Phone:</b> (304) 424-1711 <b>Fax:</b> (304) 424-1715 <b>Email:</b> larry.johnson@courtsww.gov	<b>Fiscal Officer:</b> Jamie Six <b>Address:</b> Wood County Clerk One Court Square Parkersburg, WV 26101 <b>Phone:</b> (304) 424-1850 <b>Fax:</b> (304) 424-1970 <b>Email:</b> jamiesix@woodcountywv.com
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Amount Requested: <input style="width: 100px;" type="text" value="\$31,820.00"/>	Amount Recommended: <input style="width: 100px;" type="text"/>	Geographic Area Served: <input style="width: 150px;" type="text" value="Wood County"/>
Program Category: <input style="width: 150px;" type="text" value="Category 2"/>	Number of years previously funded? <input style="width: 50px;" type="text" value="\$12"/>	
	If so, in what category? <input style="width: 150px;" type="text" value="Category 1"/>	
Estimated number of youth to be served through the grant: <input style="width: 50px;" type="text" value="1,000"/>		Project Period: <input style="width: 150px;" type="text" value="July 1, 2010 - June 30, 2012"/>
Utilizing an evidence/research based program or an environmental strategy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Name of Program: <input style="width: 200px;" type="text" value="Communities Mobilizing for Change on Alcohol (CMCA)"/>	

Cost per youth:  Please provide the link to your program:

Project Title:

Description:

Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body, and the applicant will comply with the attached special conditions and assurances if funding is provided.

<b>Authorized Official:</b> David Blair Couch <b>Address:</b> Wood County Commission One Court Square, Suite 203 Parkersburg, WV 26101	<b>Title:</b> President <b>Phone:</b> (304) 424-1984 <b>Fax:</b> (304) 424-1970 <b>E-Mail:</b> wwcouch@suddenlink.net
<b>Signature:</b>	<b>Date:</b> 2-17-2011

**Budget Summary**

Applicant: Wood County Commission	FEIN Number: 556000417
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Category	EUDL Requested Funds	Other Funds	Total Budget
Personnel / Contractual	\$8,580.00	\$5,428.00	\$14,008.00
Travel / Training	\$500.00	\$0.00	\$500.00
Equipment	\$0.00	\$0.00	\$0.00
Space		\$0.00	\$0.00
Other	\$22,740.00	\$250.00	\$22,990.00
<b>Totals</b>	<b>\$31,820.00</b>	<b>\$5,678.00</b>	<b>\$37,498.00</b>

**Funding Strategy**

Funding Source(s)	Amount	Status
EUDL	\$31,820.00	A
Wood County Commission	\$3,372.00	C
Wood County Juvenile Probation Office	\$2,306.00	C
<b>Total</b>	<b>\$37,498.00</b>	

- Funding Source - Separately list each source of funds that will be used in the program.  
 Amount - Enter the amount received or anticipated for each  
 Status - Indicate the status of each funding source of funds as follows:
- P - Projected grant, loan or donation
  - A - Application submitted and under review
  - C - Funds Committed
  - R - Funds received, appropriated or on hand

**Budget Detail**

Detailed Project Cost by Budget Category	Requested EUDL Funds	Other Funds	Recommendation
<u>Personnel / Contractual</u>			
SOBER Coordinator - 8 hrs./wk. x 48 weeks x \$20/hour 3.25 hrs./wk. x 48 weeks x \$20/hour - MATCH	\$7,680	\$3,122	DCJS Use Only
Buyer Stipend/Compliance Checks - \$75/check x 12 checks	\$900		
Secretarial Assistance - 3 hrs./wk. x 48 weeks x \$16.02/hour - MATCH		\$2,306	
<u>Travel / Training</u>			
Misc. Travel for meetings, presentations, etc.  WV STATE TRAVEL REGULATIONS TO BE FOLLOWED	\$500		
<u>Equipment</u>			
<u>Space (Not an EUDL -Funded Category)</u>			
<u>Other</u>			
Buy Money - \$40/buy x 12 compliance checks 12 month Billboard Radio Ads - 8 weeks x \$1,400/week Sticker Shock Materials Mail Ads Misc. Supplies and Promotion Items Brochures and Posters TIPS Materials Gift Cards - MATCH	\$460 \$4,600 \$11,200 \$500 \$2,000 \$1,000 \$1,310 \$1,650	\$250	
<b>Total Requested EUDL Funds</b>	<b>\$31,820.00</b>		
<b>Total Other Funds</b>		<b>\$5,678.00</b>	
<b>Total of Recommendation (DCJS Only)</b>			

Budget Justification

**PERSONNEL/CONTRACTUAL**

Program Director - Contractual Position - No Benefits - 8 hours/week x 48 weeks x \$20/hour = \$7,680.

Buyer Stipend - 12 Compliance Checks will be conducted throughout the grant period. The buyer will be paid \$75 for each Compliance Check for a total of \$900.

**TRAVEL/TRAINING**

Local Travel - Misc. travel will be done throughout Wood County for attending meetings, doing presentations, SADD meetings, etc. Mileage will be reimbursed at the West Virginia State Travel Regulations per diem. Total funds requested is \$500.

**OTHER**

Buy Money - Buy money will be provided for each of the 12 compliance checks. It is anticipated that up to \$40 per compliance check may be necessary for a total of \$480.

Billboard - The rental charge for one billboard for a 6 month period is \$4,600. This fee includes six months rent at \$600 per month and \$1,000 earmarked for artwork.

Radio Ads - Eight weeks of radio ads will be aired at a cost of \$1,400/week. This is a total cost of \$11,200.

Mall Ads - Table tents and billboards will be placed at the Grand Central Mall for a two month period. The total cost for this activity is \$2,000.

Sticker Shock - Sticker Shock materials will be distributed to the retailers. The cost of the materials is \$500.

TIPS Educational Materials - A total of \$1,650 will order and ship 100 TIPS Student Manual books. These books will be on-site and off-site. The cost of the books is \$16/each for \$1,600 plus an estimated \$50 to cover shipping costs.

Brochures and Posters - Brochures and laminated posters will be developed and distributed to appropriate venues. The cost for the brochures will be \$1,060 while the poster cost will be \$250 for a total cost of \$1,310.

Misc. Supplies and Promotion Items - \$1,000 will be spent on purchasing misc. supplies for the SOBER Program. These supplies include items such as paper, printer cartridges, software programs, etc. Also, misc. promotional items on the SOBER Program will also be purchased.

**MATCH:**

Program Director - Contractual Position - No Benefits - 3.25 hours/week x 48 weeks x \$20/hour = \$3,122. These funds will be provided by the Wood County Commission.

Secretarial Assistance - A secretary within the Wood County Juvenile Probation Office will provide assistance to the SOBER Program. The salary for this position is paid by the West Virginia Supreme Court. It is estimated the assistance will be 3 hours per week x 48 weeks x \$16.02/hour for a total of \$2,306.

Gift Cards - Two \$100 gift cards and one \$50 gift card will be purchased for the winners of the billboard/poster contests. This \$250 will be a match from the Wood County Commission,



Project Narrative

A. PROBLEM/NEED

Underage drinking continues to be a problem in Wood County even though progress is being made in several areas. Data acquired by the SOBER Program from area law enforcement agencies and the spring 2009 PRIDE Survey administered by the Wood County Schools provides information on the underage drinking issue.

The PRIDE Survey is conducted every other year in Wood County and has been performed in the County since 1988. This questionnaire is used to gather student opinions on alcohol, drug, and tobacco usage as well as safety issues at home and in the community. The 2009 Survey was given to a total of 2,873 students in grades 6th, 8th, 10th, and 12th.

The following highlights some of the major portions of this Survey as it relates to underage drinking.

Our prevention efforts are beginning to show results. A comparison showed there were only two categories where Wood County students scored higher than the national average with regards to using beer, liquor, or coolers within the past year. While the number of Wood County students is still unacceptably high, this is the first time in many years that Wood County had only two categories where it exceeded the nation's average as compared to prior years where several categories were higher.

Substance	6th WC	6th Nation	8th WC	8th Nation	10th WC	10th Nation	12th WC	12th Nation
Beer	8.7%	11.2%	25.3%	28.2%	45.2%	44.1%	48.8%	52.8%
Liquor	4.3%	7.4%	20.1%	24.3%	45.0%	45.3%	51.2%	56.6%
Coolers, Breezers	6.8%	9.27%	25.0%	26.8%	45.4%	42.1%	43.5%	48.8%

Overall, these numbers breakout to be:

- o 12.0% of all 6th graders reported sometime type of alcohol use during the past year.
- o 33.8% of all 8th graders reported sometime type of alcohol use during the past year.
- o 55.8 % of all 10th reported sometime type of alcohol use during the past year.
- o 58.2% of all 12th reported sometime type of alcohol use during the past year.

The percent of students who responded they used alcohol within the past 30 days was lower than those using during the past year.

- o 8.7% of all 8th graders reported sometime type of alcohol use within the last 30 days.
- o 25.6% of all 10th graders reported sometime type of alcohol use within the last 30 days.
- o 33.7% of all 12th graders reported sometime type of alcohol use within the last 30 days.
- o The percent of 10th graders using within the past 30 days was a significant decrease from 2007's number of 31.8% Progress is being made.

Project Narrative

The vast majority of alcohol use was reported to be done at a friend's house while using alcohol at home was the second most common place. This shows that we still need to work on teaching adults not to provide to minors.

Alcohol use on weekends was the most popular choice for the grades surveyed with almost 50% of the 12th graders indicating that was when they used it.

The average age students reported using alcohol for the first time was age 12. However, this average age has lowered over the past few years. Students in 12th grade reported the average age to be 14.4 years while 10th grade students stated theirs was 13.2 years. The average age decreased to 11.9 years for 8th graders and went even lower to 10.9 years for 6th graders.

As the students progressed in grades, they found it fairly easy or very easy to obtain alcohol. Almost 75% of 12th graders found it fairly easy or very easy to obtain alcohol. This again shows that we need to focus efforts on educating adults, including businesses, on the dangers of providing alcohol to minors.

Male students were more likely to drink in 6th and 8th grades while females exceeded the males in 6th and 12th grades. Beer was the drink of the male gender while the females favored wine coolers and breezers.

The PRIDE Survey also asked students about their personal behavior. Of the 610 students (21.4%) who reported trouble with police, over 50% of them reported using liquor.

Data was obtained from the Wood County law enforcement agencies regarding citations issued during 2010.

A total of 106 underage consumption citations were issued by all the departments in 2009. In addition, 17 contributing to the delinquency of a minor citations were issued by the Police Departments for Parkersburg, Vienna, and Williamstown.

It is rewarding to begin seeing progress with underage drinking prevention in Wood County, however, there is still much work to be done to make sure these changes have a lasting effect.

B. PROGRAM DESCRIPTION/SOLUTION TO PROBLEM

Please see specific goals and objectives pages.

During the past five years, the SOBER Program was able to expand the activities, become more comprehensive, and focus on many aspects of its underage drinking program as it was the recipient of a SPFSIG grant. However on September 30, 2010 the SPFSIG funding ended. The SOBER Program's EUDL funding, along with the recent help of our County Commission, has been crucial in allowing us to continue our underage drinking prevention efforts. While the SOBER Program intends to apply for a Drug Free Communities Grant, the status of it will not be known for several months. Therefore, more funding is being requested from the EUDL Program so that the underage drinking activities that have taken place during the past several years will be able to continue.

The SOBER Program for this upcoming year will continue to operate utilizing the Evidence Based Program, "Communities Mobilizing for Change on Alcohol (CMCA)" and Environmental Strategies. The CMCA program states that a local strategy team should be formed, a specific organizing strategy should be developed, select alcohol policies and enforcement efforts should be targeted, and citizens should be mobilized to push for these targets. The SOBER Program has been a CMCA program for the past five years.

The Wood County Wellness Coalition has a special task force for substance abuse prevention issues. The SOBER Planning and Evaluation Team members are a part of the substance abuse prevention task force. Wood County also has a strategic plan which addresses substance abuse, particularly underage drinking. With the support of the Wood County Wellness Coalition, and guidance from the substance abuse prevention task force and P&E team, several environmental strategies will be implemented during this upcoming year.

Project Narrative

- Social Host – The SOBER program will work to educate the adult population about the dangers of social hosting. Information will be distributed through mailings and paid advertising.
- Increased Enforcement Activities - The SOBER Program will continue working with local law enforcement agencies to discuss matters related to party patrol, party dispersal, and charging adults with "contributing to the delinquency of a minor". Literature on these three topics will be provided to law enforcement along with encouragement for them to provide maximum enforcement on underage drinking laws.
- Media Campaigns/Social Marketing (Environmental Strategy) – Radio ads will air on the subjects of social hosting. Students will also participate in educating the public and their peers about the dangers of underage drinking through a billboard contest, PSA contest, and poster contest. Eight weeks of ads will be aired throughout the year and will be tied in with the activities of the Program.
- TIPS (Environmental Strategy) – Information on the TIPS Program and how it can benefit an establishment selling alcohol will be provided to all establishments in Wood County that sell alcohol. The SOBER Program will set-up TIPS trainings for both on-site and off-site establishments and notify the establishments. It is anticipated a minimum of 10 trainings will be held.

Compliance Checks (Environmental Strategy) – At least eight compliance checks will be performed with the various Wood County law enforcement agencies. TIPS training will be offered to any business who fails a compliance check.

- Sticker Shock campaign (Environmental Strategy) – Businesses will be provided with information regarding sticker shock campaigns. They will then be asked to participate in a sticker shock campaign. The SOBER Program will provide materials.

In addition to the CMCA Program, the SOBER Program will continue to work with West Virginia University at Parkersburg to implement the evidence based program "Brief Alcohol Screening Intervention for College Students (BASIC)". It is our hope that this Program will be implemented at West Virginia University-Parkersburg and will be made part of the College's Campus Alcohol Policy. The College now has a counselor on staff and the SOBER coordinator plans to work with the counselor to initiate the BASIC Program on campus. The BASIC Model is a pragmatic and clinically proven approach to the prevention and treatment of undergraduate alcohol abuse. The Model is a nonconfrontational, harm reduction approach that helps students reduce their alcohol consumption and decrease the behavioral and health risks associated with heavy drinking.

The SOBER Program has been implementing a diversion program for eleven years. However, Wood County was recently fortunate enough to gain a youth drug court. The drug court is facilitated by a juvenile probation officer. Underage drinking offenders will now be able to participate in the youth drug court eliminating the need for SOBER to offer diversion. We feel this is a step in the right direction towards sustaining underage drinking prevention/intervention services for our youth. Last year 41 youth under the age of 18 years were referred for diversion.

The Project Director will be Larry Johnson, Chief Juvenile Probation Officer for the Fourth Circuit Court. Mr. Johnson will be responsible for the overall supervision of the Program and the supervision of the Program Coordinator. Mr. Johnson has overseen the SOBER Program, and several other grant programs, in his position of Chief Juvenile Probation Officer for the last seven years.

### Project Narrative

Kelly Shook will continue as SOBER Program Coordinator. The position will be contractual. Ms. Shook has been with the Program for eleven years.

The Planning and Evaluation Team will assist with the overview of the Program and meet on a bi-monthly basis as part of the Wood County Wellness Coalition to review the activities of the Program and to see if the goals and objectives are being met.

#### C. COLLABORATION

As a result of its program expansion, the SOBER Program has been able to expand its coordination and linkage with a variety of community organizations and with regional and state personnel.

The SOBER Program has developed a working agreement with the Wood County Board of Education which allows the Program to provide services and activities to the school children as well as to provide a variety of educational and promotional materials. The schools driver's education classes participate twice each year in the sobriety obstacle course known as SOBER Day. The SOBER Program participates in health fairs and teaches health classes as requested. Literature to parents is distributed through the schools, PTOs and the annual letters sent by the Wood County Commission on Crime, Delinquency and Correction.

The SOBER Program also works with a variety of service agencies such as the Wood County Family Resource Network, Youth Adolescent Council, RESA V, Mid-Ohio Valley Health Department, Westbrook Health Services, State Farm Insurance, Mid-Ohio Valley Regional Highway Safety Program, WVU Extension Services, and Wood County Juvenile Probation. Each of these agencies is represented on the Wood County Wellness Coalition along with several others. The Wellness coalition currently has over 45 members from the community.

Collaboration has also continued with the Wood County law enforcement agencies and ABCA through education, training, and enforcement activities.

As these various other agencies become more involved with the SOBER Program, they are able to bring other partners to the table. This allows for not only better communication among the various agencies but also provides a networking system that can be used by the SOBER Program. Also, many of these agencies now include SOBER in their planned events and also carry the educational and informational piece of the SOBER Program to their clients.

#### D. PROGRAM EVALUATION

The evaluation of the SOBER Program will be done in two parts. First, the Planning and Evaluation Team will meet every other month to review the Program and its goals and objectives as well as to provide suggestions on ways to improve and assist the Program. This Team will play an important part in helping the Juvenile Probation Office and the SOBER personnel better design and implement the Program in order to reach more community members on the issue of underage drinking.

### Project Narrative

The second part of the evaluation will consist of the records maintained on the Program by the Juvenile Probation Office. These records will include information on the offering of TIPS training to the business community, the number of TIPS trainings and participants, and the results of the participants TIPS Certification Test.

In addition, records will be maintained regarding the compliance checks performed by law enforcement agencies. These records will include when the compliance check was conducted, which stores were contacted, how many stores sold, and any appropriate follow-up.

Information will also be kept on the media campaign. This will include documentation on the types of public information purchased, who and how many received it, and any comments/suggestions.

An end of the year report will be performed to determine if the projected goals and objectives were met. This report will be provided to the West Virginia Division of Criminal Justice Services as well as local officials and those involved with the SOBER Program.

#### E. SUSTAINABILITY

If EUDL funds were no longer available, the SOBER Program would research to determine if other grant funding sources were available. The Program would research not only state and federal funding but would also look into private foundations. The prospect may exist that funding may have to be secured from several sources for this Program to continue operating at its current level.

The SOBER Program would also approach the local government entities for possible funding. Information would be provided to them on the benefit of the Program and how many youth it has helped. Our County Commission has already contributed to our sustainability by partially funding a coordinator.

In addition, the SOBER Program would also look toward other agencies taking over pieces of the Program for which no funding is available.

#### F. SUCCESS OF PREVIOUSLY EUDL-FUNDED PROJECTS

The SOBER Program, which has been in operation in Wood County since March 1999, began as a comprehensive program providing diversion and intervention, public information and education, and compliance checks of local retail establishments. The SOBER Program uses a variety of measures and activities to make an impact to the youth, their parents, and the general public about the dangers of underage drinking.

During the past grant year, the SOBER Program has made the following progress with regards to its goals and objectives.

##### Goal 1:

SOBER will increase the awareness of youth access to alcohol in Wood County through a social Marketing/media campaign.

Objective 1: Community Awareness will be raised by 3 percent

Accomplishment. Our community readiness score did increase from 2 to 4 out of 9. Radio ads have aired and one mass mailing to parents has taken place.

##### Goal 2:

Area businesses selling alcohol will be educated on safe selling and serving of alcohol procedures and alcohol laws.

Project Narrative

Objective 100% of Wood County alcohol selling establishments will be provided with these educational materials.

Accomplishment. TIPS letters have gone to all off-premise businesses. Trainings have been scheduled. Letters to on-site businesses will go out in the spring and trainings will follow. Merchant ed materials have not been purchased due to lack of funding.

Goal 3:

Work with Wood County law enforcement agencies to ensure enforcement of alcohol laws.

Accomplishment. This goal is in progress. Two compliance checks have been held with 6 more anticipated. TIPS trainings have been offered to those not in compliance. Shoulder tap operations have not been held due to lack of support and being short staffed.

Goal 4:

Create an awareness campaign and implement intervention services at WVU-P.

Accomplishment. WVU-P now has a counselor on staff and we hope to achieve this goal before the end of this grant year.

Goal 5:

Enact Social Host ordinances in Wood County and in each of its municipalities.

Accomplishment. We still hope to distribute social host information to municipalities. The political environment in our area has not been favorable for concentrating on social host. Many are struggling with budgets and concentrating on this right now. This will be an ongoing project.

Goal 6:

Reduce underage drinking in first offenders through diversion programs.

Accomplishment. This goal continues to be accomplished with successful diversion completions.

### IMPLEMENTATION SCHEDULE

ACTIVITY    Jul   Aug   Sep   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   June

**GOAL 1**  
Reduce Youth Access to  
Alcohol in Wood  
County

Distribute TIPS  
Materials to  
Businesses

Conduct TIPS  
Trainings

Send Sticker  
Shock  
Letters

Provide Sticker  
Shock  
Materials

Conduct  
Compliance  
Checks

Recruit  
Underage  
Buyers

**GOAL 2**  
Reduce Underage  
Alcohol Use in  
Wood County

Distribute Info  
On Issuance of  
Citations and  
Youth Drug Court

Radio Ads, SOBER  
Letters, and Mall  
Ads

Educate Students

Students Participate  
In Contests





**Grant Goal(s) & Objective(s)**

**Goal Number: 1** By the end of the grant year, the SOBER Program will reduce youth access to alcohol in Wood County thru the education of businesses and routine compliance checks.

**Objective Number: 1** By June 30, 2012 all alcohol selling establishments located in Wood County will receive information regarding the TOPS Program along with a listing of available training dates for employees to attend.

**Outcome Measure:** Files will be maintained on the number of TIPS trainings held, the number of participants, and the number of participants who passed the exam.

**Baseline Data:** In 2010 six trainings were held which resulted in 43 people being trained. Of these 43 individuals, 41 passed the TIPS exam.

**Activities to meet objective:**

1. TIPS information will be distributed to all Wood County businesses which sell alcohol.
2. At least ten TIPS trainings will be scheduled.
- 3.
- 4.

**Timeline for each activity:**

1. July 2011 and February 2012
2. August and September 2011 and March and April 2012
- 3.
- 4.

**Objective Number: 2** By June 30, 2012 all Wood County off-site premise businesses which sell alcohol will receive information explaining the sticker shock campaign.

**Outcome Measure:** Records will be kept on the number of businesses who were provided this information along with the number of business that agree to participate in the sticker shock campaign.

**Baseline Data:** This is a new project; therefore, there is no baseline data.

**Activities to meet objective:**

1. Wood County businesses will be provided with sticker shock information thru the mail. Telephone follow-up will be made with businesses to determine who is willing to participate in Sticker Shock.
2. Sticker Shock materials will be distributed to participating businesses.
- 3.
- 4.

**Timeline for each activity:**

1. July 2011
2. August 2011
- 3.
- 4.

**Objective Number: 3** By June 30, 2012 twelve compliance checks will be conducted in

Wood County with these checks achieving a 90 percent compliance rate.

Outcome Measure:

Files were kept indicating the number of compliance checks held and the percentage of stores in compliance.

Baseline Data:

In 2010 nine compliance checks were conducted with a compliance rate of 87 percent.

Activities to meet objective:

1. Compliance checks will be coordinated with ABCA and area law enforcement agencies. After completion of checks, businesses will be notified whether or not they were in compliance. Training will be offered to those not in compliance.

2. Recruit underage buyers and maintain files on each buyer.

3.

4.

Timeline for each activity:

1. On-Going

2. On-Going

3.

4.

**Grant Goal(s) & Objective(s)**

**Goal Number: 2**      **By the end of the grant year, underage alcohol use in Wood County will be reduced.**

**Objective Number: 1**      By June 30, 2012 enforcement of underage drinking laws in Wood County will increase by 2 percent.

**Outcome Measure:**      Records will be on-file on the number of underage consumption/possession citations and the number of contributing to the delinquency of a minor citations issued.

**Baseline Data:**      In 2010 106 underage consumption/possession citations were issued in Wood County along with 17 citations for contributing to the delinquency of a minor.

**Activities to meet objective:**

1. Information will be distributed to County law enforcement agencies on the importance of issuing citations for underage consumption and contributing to the delinquency of a minor. Information will also be provided on the Wood County Youth Drug Court as a means of holding youth accountable and providing services to the youth.

2. Radio ads will be aired regarding underage drinking laws and contributing to the delinquency of a minor laws; the SOBER brochure and flyer about alcohol laws will be included with the annual letters to 6<sup>th</sup>, 9<sup>th</sup>, and 12<sup>th</sup> grade parents; and Mall ads on social host will be displayed.

3.

4.

**Timeline for each activity:**

1. September and October 2011

2. August, October, and December 2011 and April 2012

3.

4.

**Objective Number: 2**      By June 30, 2012 underage alcohol use in Wood County will decrease overall by one percent.

**Outcome Measure:**      The Wood County 2011 PRIDE Survey results will measure the 30 day use of alcohol among students.

**Baseline Data:**      The Wood County 2009 PRIDE Survey results will be used as the baseline.

**Activities to meet objective:**

1. Students in Wood County will be educated about the dangers of alcohol use thru SOBER Day and requested school presentations.

2. Students will be involved in learning about

**Timeline for each activity:**

1. October 2011 and April 2012 - SOBER Day; On-Going - Presentations

2. September 2011 - Billboard Contest;

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the dangers of underage drinking thru the billboard design contest, PSA contest, and poster contest.

September 2011 - Poster Contest; and February 2012 - PSA Contest

3.

3.

4.

4.

Objective Number: 3

By June 30, 2012 staff in at least two Wood County based schools will become involved in providing underage drinking prevention education to students.

Outcome Measure:

Files will show the number of schools involved and what they implemented.

Baseline Data:

This is a new objective; therefore there is no baseline data.

Activities to meet objective:

Timeline for each activity:

1. Work with middle school administrators to try to implement SADD or some form of alcohol/substance abuse prevention as a "club" to the curriculum.

1. August 2011

2. Work with WVU-P to establish the BASIC Program or a comparable evidence based program on campus.

2. July 2011

3.

3.

4.

4.

**Planning and Evaluation Team Members**

List the address and telephone number of each planning and evaluation team member. Also attach the letters of commitment from each team member reflecting their understanding of the requirements of the planning and evaluation team as Attachment C of the grant application.

Please see attached list of members.

## Planning and Evaluation Team Members

Yvonne Santin  
Wood County Board of Education  
1210 13<sup>th</sup> St.  
Parkersburg, WV 26101  
304-420-9663

Officer Bob Nichols  
Vienna Police Dept.  
604 29<sup>th</sup> St.  
Vienna, WV 26105  
304-295-8565

Deputy Mike Deem  
Wood County Sheriff's Office  
328 2<sup>nd</sup> St.  
Parkersburg, WV 26101  
304-424-1834

Chief BD Adkins  
Williamstown Police Dept.  
100 W. 5<sup>th</sup> St.  
Williamstown, WV 26187  
304-375-4935

Toni Tianp  
Mid-Ohio Valley Regional Highway Safety Prog.  
One Court Square, Suite 203  
Parkersburg, WV 26101  
304-428-7760

Jodi Smith  
WVU Extension, Wood County Office  
One Court Square  
Parkersburg, WV 26101  
304-424-1960

Patrice Pooler  
Mid Ohio Valley Fellowship Home  
1030 George St.  
Parkersburg, WV 26101  
304-485-3341

Stella Moon  
RESA 5, Youth Adolescent Health  
2507 9<sup>th</sup> Ave.  
Parkersburg, WV 26101  
304-485-6513

Jamie Jacobsen, Regional Tobacco Prevention

Mid Ohio Valley Health Dept.

211 6<sup>th</sup> St.

Parkersburg, WV 26101

304-485-7493

Tom Scott

WV Prevention Resource Center

100 Angus E Peyton Drive

South Charleston, WV 25305

304-615-5715

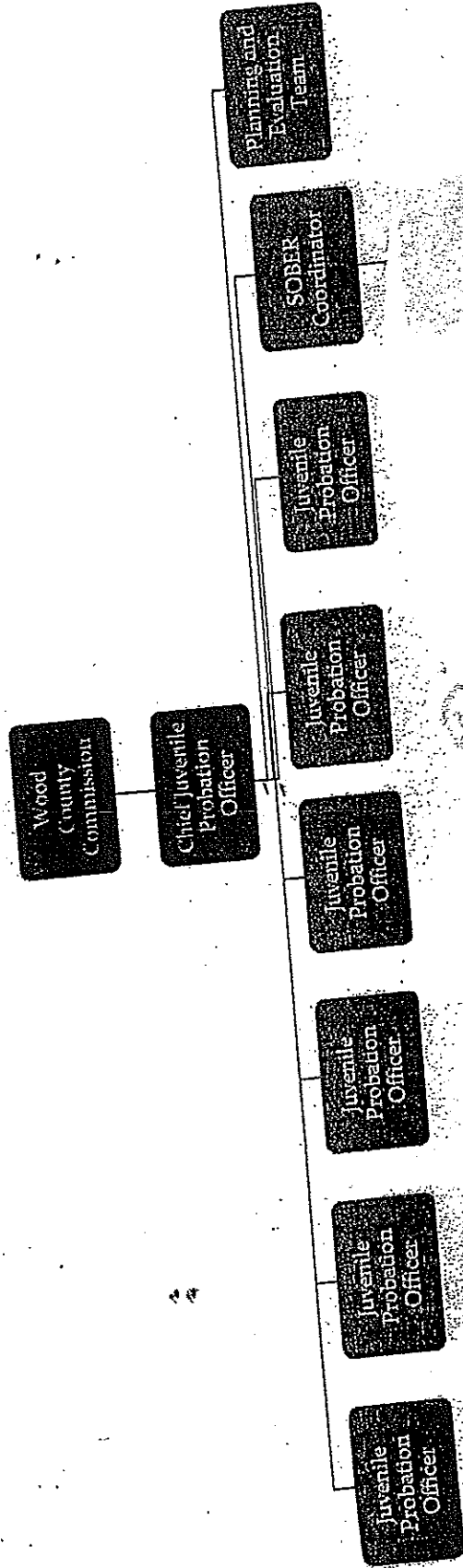
**Organization Chart**

Please either use this page or attach a copy of your agency's organization chart *and the proposed organizational chart for this project.*

Please see attached.



# Wood County Commission SOBER Program



**Hiring Procedures and Job Descriptions**

Provide a brief statement outlining your agency's procedures for hiring employees who are funded under this grant. Include with this application a job description and qualifications for the position(s) proposed under this grant. If position(s) is/are already filled, then include a resume for each position filled.

Currently the position of Program Coordinator is filled by Kelly Shook. If a vacancy was to occur in this position, a help wanted ad would be placed in the local newspaper. Resumes would be received by the Chief Juvenile Probation Officer and reviewed by the Chief Juvenile Probation Officer, the County's Grant Coordinator, and a Juvenile Probation Officer.

The resumes would be reviewed, and up to five candidates would be selected for an interview. Interviews would be conducted by the three member committee. References would be collected from each candidate. After the interviews, the committee would discuss the various candidates and determine who would be the best person for the position. References would be checked, and if all turned out well, the position would be offered to that person.

Since this is a contractual position, a contract would be prepared and provided to the individual for their review. The contract would then be signed between the Wood County Commission and the individual.

**KELLY C. SHOOK**  
2905 Morningside Avenue  
Parkersburg, WV 26101  
(304) 428-7730  
[kelly\\_shook@suddenlink.net](mailto:kelly_shook@suddenlink.net)

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**OBJECTIVE:** To obtain the position of coordinator for the SOBER Program.

### **QUALIFICATIONS**

- 9 years working in the criminal justice field.
- Extensive experience working with grants.
- Vast knowledge of, and experience in working with substance abuse issues.
- Experience with program management, supervision, and leadership.
- Experience developing, coordinating and implementing programs for prevention.
- Excellent communication and interpersonal skills.
- Self-motivated, disciplined, creative professional; able to work independently and also coordinate with others.

### **PROFESSIONAL EXPERIENCE**

- Development and management of multiple programs.
- Experience working with diverse populations.
- 9 years of experience coordinating and working with multiple grants.
- Collaboration with many organizations locally and statewide.
- Established working relationship with law enforcement and the court system.
- Successful creation and maintenance of multiple budgets.
- Preparation of monthly and yearly goals, objectives, reports, and statistics.
- Design and implement both large and small group presentations.

### **EMPLOYMENT HISTORY**

- **2000-Current:** Project Coordinator for underage drinking prevention program; Wood County Juvenile Probation; Parkersburg, WV.
- **2004-2009:** Adjunct faculty for the Education Division; WVU-P.
- **1999:** Prevention Specialist; Washington County Children Services; Marletta Ohio.
- **1988-1995:** Substitute Teacher; Wood County Schools; Parkersburg, WV.

## EDUCATION

- B.S. Elementary Education, 1987 West Virginia University, Morgantown, WV
- M.S. Strategic Leadership, 2003 Mountain State University, Beckley, WV
- Certified TIPS Trainer, 2002

## REFERENCES

- Jane Barnes  
Wood County Juvenile Probation  
424-1711
- Toni Tiano  
Tiano-Knopp Associates  
428-7760
- Cynthia Gissy  
WVU-P  
428-8259  
[Cgissy2@wvu.edu](mailto:Cgissy2@wvu.edu)

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All correspondence to DJCS, which is required and/or occurs as a result or action of any of the following Special Conditions and Assurances, or as a result of the administration of any DJCS grant program, should be mailed to the following address:

West Virginia Division of Justice & Community Services  
1204 Kanawha Boulevard, East  
Charleston, West Virginia 25301

**1. LAWS OF WEST VIRGINIA:**

This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by DJCS, regardless of the original funding source. This grant is on a "REIMBURSEMENT ONLY" mechanism.

**2. LEGAL AUTHORITY:**

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

**3. RELATIONSHIP:**

The relationship of the grantee to DJCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind DJCS for any obligation or expense without the express prior written approval from DJCS.

**4. COMMENCEMENT WITHIN 60 DAYS:**

This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by letter to DJCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

**5. OPERATIONAL WITHIN 90 DAYS:**

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to DJCS explaining the delay in implementation. Upon receipt of the 90-day letter, DJCS may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

**6. WRITTEN APPROVAL OF CHANGES:**

The grantee must obtain prior written approval from DJCS for all project changes (programmatic, fiscal or otherwise).

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**7. CIVIL RIGHTS COMPLIANCE:**

Grantee will comply with all federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, grantees will take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary.

Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities.

**8. PRESS RELEASE:**

Pursuant to the Stevens Amendment, any release of information pertaining to this grant must include the following information:

1. grant amount;
2. State involvement (name of state entity responsible for administering the grant); and,
3. Federal involvement if applicable (name of federal entity responsible for administering the grant).

**9. LOBBYING:**

Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in OMB circular A-122, and/or relevant State laws.

**10. ACCESS TO RECORDS:**

DJCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.

**11. CONFLICT OF INTEREST:**

No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family.

**12. POLITICAL ACTIVITY:**

The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.)

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**13. RELEASE OF INFORMATION:**

All records, papers and other documents kept by recipients of grant funds are required to be made available to DJCS. These records and other documents submitted to DJCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code.

DJCS recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement, personnel or juvenile sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, all determinations concerning the release of information of this nature are made on a case-by-case basis by DJCS, and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult DJCS regarding concerns or questions about the release of potentially sensitive information under state and local laws.

**14. NATIONAL AND STATE EVALUATION EFFORTS:**

The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

**15. OBLIGATION OF PROJECT FUNDS:**

Funds may not, without prior written approval from DJCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.

**16. USE OF FUNDS:**

Funds awarded through DJCS may be expended **ONLY** for the purposes and activities specifically covered by the grantee's approved project description and budget. By attaching their signature, the grantee recognizes that **any** deviations from the original grant budget are unallowable.

**17. ALLOWABLE AND UNALLOWABLE COSTS:**

Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards.

**18. PEER REVIEW SUB GRANTEE EVALUATION PROCESS:**

The applicant agrees to discharge if necessary - at the request of DJCS - knowledgeable, competent personnel (preferably a Project Director) to participate in a contemplated "peer review" process/advisory council. The purpose of this process would be to assist DJCS in making grant funding recommendations and furthered policy development regarding individual grant programs throughout the State. This would be no more than 2-3 days per annum.

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**19. NON-SUPPLANTING:**

Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.

**20. MATCHING CONTRIBUTION:**

The grantee will have available, and will expend as needed, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by the West Virginia Division of Justice & Community Services. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines established by the West Virginia Division of Justice & Community Services for this program. All grantees must maintain records that clearly show the source, the amount and the timing of all matching contributions. Please be reminded that match is not "required"; however, if it is committed and indicated on the budget pages of this application, then this special condition is affected.

**21. PROJECT INCOME:**

All income earned by the grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by DJCS as are established for granted funds. All grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

**22. CONSULTANT FEES:**

Approval of this grant does not indicate an approval of consultant rates in excess of \$450 per day. Specific and detailed justification must be submitted to, and approved by DJCS prior to obligation or expenditure of such funds.

**23. SUSPENSION OF FUNDING:**

DJCS may suspend, in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document; or,
- Other cause shown.

**24. SANCTIONS FOR NONCOMPLIANCE:**

In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, DJCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the grantee until the grantee complies;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received.



**25. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASE:**

The grantee shall submit one copy of all reports and proposed publications resulting from this agreement to DJCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the West Virginia Division of Justice & Community Services (or simply "DJCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia or the Division of Justice & Community Services."

"This project supported by Grant No. \_\_\_\_\_ awarded by the West Virginia Division of Justice & Community Services and the U.S. Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also included the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position of policies of the United State Department of Justice."

**26. PROPERTY ACCOUNTABILITY:**

The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by DJCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from DJCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to DJCS. Property must be used for the intended grant purposes, if not being used in accordance with terms of the grant property will revert back to DJCS.

**27. CRIMINAL PENALTIES:**

Whoever embezzles or endeavors to embezzle, willfully misapplies, steals or obtains by fraud any funds, assets, or property which are the subject of grant or contractor or other form of assistance pursuant to this title, whether received directly or indirectly from the administration; or whether receives, conceals, or retains such funds, assets, or property to his use or gain, knowing such funds, assets, or property to have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to the Act shall be subject to prosecution under the provisions of Section 1011 of Title 18, United States Code. Any law enforcement and criminal justice program or project underwritten, in whole or in part, by any grant, or contract or other form of assistance pursuant to the Act, whether received directly or indirectly from the administration, shall be subject to the provisions of Section 871 of Title 18, United States Code.

**28. REPORTS:**

Each grantee shall submit such reports as DJCS shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

**29. PURCHASING:**

When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or other agency.

**30. COLLABORATION W/OTHER FED. AND STATE GRANTS:**

Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment and any other resources deemed necessary by DJCS.

**31. INFORMATION SYSTEMS:**

With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:

- a. That all computer programs (software produced under this grant) will be made available to DJCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
- b. To provide a complete copy of the computer programs and documentation, upon requests, to DJCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
- c. That whenever possible all application programs will be written in standardized programming languages (i.e. Cobol, Fortran, C, C++, XML, etc.) or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
- d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916/392-2550) should be contacted to determine availability of software prior to any development effort.

**32. INCIDENT BASED REPORTING COMPLIANCY:**

Grant applicants (cities & county commissions) will not be considered for funding if the applicant is not current with submitting Incident Based Reporting (IBR) information to the West Virginia State Police (if applicable). Grantees must remain current with submitting IBR information to the West Virginia State Police or grant funding will be withheld until such time as that grantee becomes IBR compliant.

**33. TIME EXTENSIONS:**

In general, time extensions for this program will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated.

**34. USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:**

Grantee understands and agrees that it cannot use any grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

**35. LIMITED ENGLISH PROFICIENCY:**

Grantee must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information on the civil rights responsibilities that grantees have in providing language services to limited English proficiency individuals, please see the website [www.lep.gov](http://www.lep.gov).

36.

**COMPUTER EQUIPMENT:**

Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. The following are **minimum** hardware requirements, as well as software requirements, established by DJCS for this grant program, which must be recognized when purchasing computer equipment, in whole or in part, utilizing grant funds:

**Minimum Hardware Requirements:**

- Intel Pentium III 733 MHz Processor; 133MHz front side bus
- 512K L2 Cache
- 128 MB SDRAM 100 MHz expandable to at least 384 MB
- 10 Gig. EIDE Ultra ATA 7200RPM Hard Drive
- 3.5" 1.44 MB Floppy Diskette Drive
- 48X Max Internal CD-ROM drive or 8X DVD-ROM drive
- 3 PCI, 1 16-bit ISA slot, 1 PCI/ISA (shared), 1 AGP slot
- ATI 8 MB AGP 2X Rage Pro Video Card
- 1 Parallel, 2 Serial, 2 USB
- 101/104-Key Keyboard (PS/2)
- PS/2 Port Compatible Mouse

**Recommended Hardware Components:**

- Mid-tower case
- 16-Bit 3D Sound Blaster Compatible w/ 64 voice wavetable and speakers (**may** be integrated)
- 3Com 10/100 PCI Ethernet Network Card
- APC UPS Backup power protection (adequate size to handle power load)
- Iomega Internal Zip Disk Drive

**Software Requirements:**

Whenever possible, software should operate within open industry standards. For example, Windows 2000 Operating System, Microsoft Office 2000 Professional, etc.

**Warranty Requirements:**

3 Year on-site warranty

37.

**PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:**

Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at [www.it.ojp.gov/ojxdm](http://www.it.ojp.gov/ojxdm).

**38. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:**

- I.) Federal Office of Management and Budget (OMB) Circular A-133 sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending Federal awards. If applicable, this grant shall adhere to the audit requirements set forth in OMB Circular A-133 at the time of award.

As of 10/1/04, the requirements set forth by OMB Circular A-133 are as follows: Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office.

- II.) OMB Circular A-110 sets forth standards for obtaining consistency and uniformity for the audit of institutions of higher education, hospitals, and other non-profit organizations expending Federal awards. This grant shall adhere to the audit requirements set forth in OMB Circular A-110.

As if 10/1/04, the requirements set forth by OMB Circular A-110 are as follows: Recipients and sub recipients that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133.

- III.) If an audit must be conducted pursuant to OMB Circular A-133 and A-110, a copy of the audit shall be submitted to DCJS as well as to the Federal clearinghouse.

As of 10/1/04, the Federal clearing house is as follows:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 E. 10<sup>th</sup> Street  
Jeffersonville, IN 47132

**39. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:**

- I.) Sub grantee assures that it has read, understands, and is in full compliance with all requirements as set forth in §12-4-14, Code of West Virginia, or as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with §12-4-14. Sub grantee further understands that if it is currently debarred or is not in compliance with §12-4-14, it is ineligible to receive funding from the West Virginia Division of Justice Community Services.

**40. CONFIDENTIALITY OF RESEARCH INFORMATION:**

Pursuant to Section 229 of the Act, research information identifiable to an individual, which was obtained through a project funded wholly or in part with United States Department of Justice program funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).

**41. LEASE AGREEMENTS:**

Grantee agrees to provide DJCS with a description of proposals to use grant funds to enter into lease arrangements with private entities for the purpose of fulfilling the goals and objectives of this project.

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**42. EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Each grantee certifies, that it has executed and has on file, an Equal Employment Opportunity Plan which conforms with the provisions of 28 CFR Section 42.301, et. seq., Subpart E, or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required. All EEO findings should be reported to Office for Civil Rights, Office of Justice Programs, US Department of Justice, 810 7<sup>th</sup> Street, N.W., Washington, D.C. 20531

**43. VETERANS PREFERENCE:**

This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. DJCS defines "suitable preference" as the requirement that a grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

**44. IMMIGRATION AND NATURALIZATION VERIFICATION:**

The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.

**45. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:**

It is the sense of DJCS that to the greatest extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.

**46. PERSONNEL TRAINING:**

For projects involving payment of personnel or overtime pay, DJCS reserves the right to require training as a condition of the grant before or at any time during the project period.

**47. ACCOUNTING REQUIREMENTS:**

Grantee agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, must be retained and be available for audit purposes.

**48. OFFICE OF JUSTICE PROGRAMS (OJP) FINANCIAL GUIDE:**

Grantee agrees to comply with the financial and administrative requirements as set forth in the current edition of the OJP Financial Guide.

**49. TRANSFER OF FUNDS PROHIBITION:**

The grantee is expressly prohibited from transferring funds between any DJCS programs.

**50. MARKING OF EQUIPMENT:**

Grantee will ensure that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the West Virginia Division of Justice & Community Services."

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**51. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:**

Grantee acknowledges that DJCS reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support.

Grantee agrees to consult with DJCS re the allocation of any patent rights that arise from, or are purchased with, this funding.

**52. CENTRAL CONTRACTOR REGISTRATION:**

Grantee agrees to register with the Central Contractor Registration (OCR), [www.ccr.gov](http://www.ccr.gov) and provide documentation to DJCS within 30 days of award notification that they have done so.

**53. DATA UNIVERSAL NUMBERING SYSTEM:**

Grantee agrees to acquire a Data Universal Numbering System (DUNS) number, [www.dnb.com](http://www.dnb.com) and provide documentation to DJCS within 30 days of award notification that they have done so.

**54. JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:**

Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974, reauthorized 2002.

- Deinstitutionalization of status offenders (DSO).
- Separation of juveniles from adults in institutions (separation).
- Removal of juveniles from adult jails and lockups (jail removal).
- Reduction of disproportionate minority contact (DMC), where it exists.

This includes, but is not limited to, completing the annual the WV Certification of Non-Secure Facilities and submitting to DJCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

**55. BIDDING PROCEDURES:**

Funds for renovation, expansion or construction awarded to grantees or subgrantees, which require the letting of any single contract amounting to \$100,000 or more to a private company or individual shall require: a bid guarantee equivalent to 5% (five percent) of the bid price; the bid guarantee must consist of a firm commitment such as a bid bond, certified check, or negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified after forms are presented to the successful bidder; a performance bond on the part of the 100% (one hundred percent) of the contract price ("Performance bond" means a bond executed in connection with a contract to ensure payments required by all persons supplying labor and materials in the execution of the work provided for in the contract.); a payment bond on the part of the contractor for 100% (one hundred percent) of the contract price. ("Payment bond" is one executed in connection with a contract to ensure payment as required by law, of all persons supplying labor or materials in the execution of the work provided for in the contract.) Recipient/subgrantee is expected to follow the competitive bid process in the award of contracts involving Federal grant funds.

**56. COMPLIANCE WITH FEDERAL PROCEDURES:**

The applicant assures that it will comply with the provisions of 28 Code of Federal Regulation (CFR) applicable to grants and cooperative agreements including:

- a. Part 11, Applicability of Office of Management and Budget Circulars.
- b. Part 18, Administrative Review Procedures.
- c. Part 20, Criminal Justice Information Systems.
- d. Part 22, Confidentiality of Identifiable Research and Statistical Information.
- e. Part 23, Criminal Intelligence Systems Operating Policies.
- f. Part 30, Intergovernmental Review of Department of Justice Programs and Activities
- g. Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures

**57. ADDITIONAL REGULATIONS AND PROCEDURES:**

In addition, all grantees must comply with the following applicable federal regulations and/or the United States Department of Justice, Office of Justice Programs - M 7100.1D manual, OMB Circulars No. A-21, A-110, A-122, A-128, A-87, E.O. 12372, Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common Rule, and all other applicable Federal regulations, policies, acts and guidelines.

- a. National Environmental Policy Act of 1969 (NEPA).
- b. National Historic Preservation Act of 1966.
- c. Flood Disaster Protection Act of 1973.
- d. Clean Air Act and Federal Water Pollution Control Act Amendments of 1972.
- e. Control Act Amendments of 1972.
- f. Safe Drinking Water Act.
- g. Endangered Species Act of 1973.
- h. Wild and Scenic Rivers Act.
- i. Fish and Wildlife Coordination Act.
- j. Historical and Archaeological Data Preservation.
- k. Coastal Zone Management Act of 1979.
- l. Animal Welfare Act of 1970.
- m. Impoundment Control Act of 1974.
- n. Uniform Relation Assistance and Real Property Acquisitions Policies Act of 1970.
- o. Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended
- p. Death in Custody Act of 2000.

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**58. GRANT FILE:**

Each grantee must maintain a grant file containing all grant-related documents, such as the grant agreement, monthly financial reports, monthly progress reports, and any grant-related correspondence. In some situations, the project site maybe at a different location than the official grantee. Therefore, an official grant file should be maintained by both the official grantee and the project site. These records are to be available at any time for review by DJCS.

**59. CLIENT FILES:**

Each grantee must maintain client files for all youth served to document services provided and the level of improvement and achievements for each youth, whether it be academic, mental, emotional, etc. Therefore, the grantee must maintain service plans, pre-tests, and records of routine evaluation performed in relation to each youth as well as periodic overall program evaluations. These records are to be available at any time for review by DJCS.

**60. INTERAGENCY AGREEMENTS:**

Where applicable, grantea must develop a formal referral protocol and interagency agreements; copies of interagency agreements and referral protocols are to be submitted with the application.

**61. TRAININGS / WORKSHOP ATTENDANCE:**

Grantee representatives (project director, EUDL-funded staff positions, and/or Planning and Evaluation Team members) will be required to attend training workshops deemed critical by DJCS.

**62. REPORTING OF IRREGULARITIES:**

Grantees are responsible for reporting promptly to DJCS the nature and circumstances surrounding any fiscal irregularities discovered. Failure to report known irregularities may result in suspension of the grant or other remedial action.

**63. PROJECT CHANGES:**

The grantee must obtain written approval from DJCS for major project changes. These include, but are not limited to: (1) changes in project activities and services, (2) changes in job qualifications for any Enforcing the Underage Drinking Laws (EUDL) grant-funded position, (3) any adjustment to budget line items within the approved budget, and (4) changes in project period.

**64. ADMINISTRATIVE CHANGES:**

The grantee must advise DJCS immediately in writing if there are any changes in the: (1) Project Director, (2) Fiscal Officer, (3) Authorized Official, or (4) EUDL Grant-funded staff position(s). Please also submit to DJCS a new membership list if there are any changes in the members of a governing board, such as County Commission or City Council, or changes in members of the Planning and Evaluation Team.

**65. PLANNING AND EVALUATION TEAM:**

The grantee is required to form a three-to-five member interagency Planning and Evaluation Team that will meet at least every other month to review the status of grant objectives, to develop strategies for resolving any problems or barriers, and to perform quarterly evaluations. This Planning and Evaluation Team will submit to DJCS: (1) minutes of team meeting with the monthly grant progress reports and (2) written quarterly project evaluations.



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**66. GRANTEE REPORTING:**

The grantee shall submit, at such times and in such form as may be prescribed, such reports as DJCS may reasonably require, including but not limited to:

- a. Monthly Progress Reports
- b. Monthly Financial Reports
- c. Performance Measurement Reports
- d. P&E Team Quarterly Reports
- e. Year End Final Report

**67. TRAVEL / TRAINING:**

Any grantee receiving EUDL Grant funding for training must submit in writing to DJCS a training plan, and must also request in writing any adjustments to a training plan. Any EUDL grant-funded staff position who attends a training workshop or conference must submit a written narrative identifying the training, its purpose, what specific workshops were attended, and the useful information obtained that will assist in implementing the EUDL grant project. **All trainings must be approved in advance by DJCS** by submitting a written request identifying the staff person who will be attending, the name of the conference and purpose, and attaching a brochure outlining the costs and the agenda.

**68. ELECTRONIC SURVEILLANCE:**

Under 18 USC 2512, transactions involving devices "primarily useful for the purpose of the surreptitious interception of wire or oral communication," advertisement thereof, and advertising which promotes the use of any devices for such purposes are prohibited, unless, in the case of the state officer, his/her conduct with regard to such a device falls within "the normal course of activities of..... (the)....." 18 (USC 2512 (2) (b)). Normally, officers of a state that has no enabling statute under 18 USC 2516 (2) would have no occasion to use, possess, or otherwise deal with devices within the scope of 18 USC 2512 (1). Without such legislation only consensual use is permitted. No grants relating to such devices and their use will be authorized in states that do not have enabling legislation, unless special justification, as explained below, is furnished. Accordingly, all applications that list the acquisition of equipment, with either federal or matching funds, may be utilized for electronic surveillance purposes in a state that does not have an enabling legislation, must include, as part of the budget narrative for such equipment, the following information: To avail itself, to the maximum extent possible, with computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916/392-2550) should be contacted to determine availability of software prior to any development effort.

- a. A complete description of each item or equipment to be obtained.
- b. The legal citations and justification for the purchase and intended use of each item of equipment.
- c. A statement of how each item of equipment will be used.
- d. A description of the controls to be established over access to, the use of, and ultimate disposal of such equipment.

Each application must contain the following statement signed by the Project Director: "(Applicant) agrees not to purchase or use in the course of this project any electronic, mechanical, or other device for surveillance purposes in violation of 18 USA 2511 and any applicable state statute related to wiretapping and surveillance."

## WOOD COUNTY, WEST VIRGINIA

Account Number	REVENUE RECAP	General Fund		Coal Severance Tax		
		Budgeted Revenues		Budgeted Revenues		
		2009-2010	2010 - 2011	2009-2010	2010 - 2011	
280	299	Beginning Balance, July 1st	1,652,823	900,000	121,411	121,000
301	302	Taxes	11,636,302	11,593,430		
303	312	Other Taxes	1,215,000	1,120,000	150,000	150,000
317	319	Licenses & Permits	36,750	33,200		
322	325	Intergovernmental	1,654,570			
327	350	Charges for Services	625,403	631,000		
361	361	Fines	210,000	195,000		
362	365	Interest	50,000	25,000	700	800
366	385	Miscellaneous	626,819	515,600		
388	399	Transfers	2,786,565	2,936,550		
		<b>Grand Totals - Revenues</b>	<b>20,494,232</b>	<b>17,949,780</b>	<b>272,111</b>	<b>271,800</b>

Account Number	EXPENDITURE RECAP	General Fund		Coal Severance Tax		
		Budgeted Expenditures		Budgeted Expenditures		
		2009-2010	2010 - 2011	2009-2010	2010 - 2011	
401	699	General Government Expenditures	10,628,935	8,267,733		
698	698	Transfers				
700	799	Public Safety Expenditures	8,142,426	8,254,981		
800	899	Health & Sanitation Expenditures	171,285	171,250		
900	949	Culture & Recreation Expenditures	914,839	826,379		
950	959	Social Services Expenditures	51,250	51,500		
960	999	Capital Projects Expenditures	585,497	377,937	272,111	271,800
		<b>Grand Totals - Expenditures</b>	<b>20,494,232</b>	<b>17,949,780</b>	<b>272,111</b>	<b>271,800</b>

Budget Basis of Accounting:

Cash Basis

STATE OF WEST VIRGINIA  
WOOD COUNTY, WEST VIRGINIA, WEST VIRGINIA

I, Jamie Six, Clerk of the County Commission of said County, do hereby Certify that the foregoing are true copies from the record of Orders made and entered by said Commission on the 29th day of March 2010.

Jamie Six (mark)  
(Signature)

<b>Enforcing the Underage Drinking Laws Grant Program</b>	<b>Grant Application Attachment B</b>
---	---

**Membership List of Governing Board**

Please use this page or attach to this page the name, address, and telephone number for each member of the grantee governing board (County Commission, City Council, etc.).

David Blair Couch  
President  
Wood County Commission  
One Court Square, Suite 203  
Parkersburg, WV 26101  
304/424-1984  
304/424-1970 - fax  
[wvcouch@suddenlink.net](mailto:wvcouch@suddenlink.net)

Wayne Dunn  
Commissioner  
Wood County Commission  
One Court Square, Suite 203  
Parkersburg, WV 26101  
304/424-1984  
304/424-1970 - fax  
[waynedunn@woodcountywv.com](mailto:waynedunn@woodcountywv.com)

Steve Gainer  
Commissioner  
Wood County Commission  
One Court Square, Suite 203  
Parkersburg, WV 26101  
304/424-1984  
304/424-1970 - fax  
[gainer@woodcountywv.com](mailto:gainer@woodcountywv.com)

**Enforcing the Underage Drinking  
Laws Grant Program**

**Grant Application  
Attachment C**

**Commitment Letters - Planning and Evaluation Team or Coalition**

Please attach in this section all commitment letters received from the Planning and Evaluation Team of Coalition members. Each letter must clearly state the individual's name, his/her agency, and the acknowledgement of their roles and responsibilities pertaining to this grant.

## MID-OHIO VALLEY REGIONAL HIGHWAY SAFETY PROGRAM

One Court Square, Suite 203  
Parkersburg, West Virginia 26101  
(304) 424-1972 / (304) 428-7760  
Fax (304) 485-2925  
tianoknopp@suddenlink.net

February 13, 2011

Ms. Kimberly Mason  
WV Division of Justice and  
Community Services  
1204 Kanawha Boulevard East  
Charleston, WV 25301

Dear Ms. Mason:

The Mid-Ohio Valley Regional Highway Safety Program (MOVRHSP) would like to express its support for the efforts and undertakings of the SOBER Program in Wood County. The MOVRHSP's Program Administrator is willing to serve on the Planning and Evaluation Team for the SOBER Program and to assist with the planning and evaluation of the goals and objectives of the Program. In addition, the Program Administrator is willing to be an active participant and attendee of the regularly scheduled Coalition meetings. The MOVRHSP will help as needed to prevent underage drinking in Wood County and looks forward to continuing its working relationship with the SOBER Program. If there is anything else you need, please let me know.

Sincerely,



Toni Tiano  
Program Administrator



# WOOD COUNTY

Jeff Sandy, Sheriff  
Phone: 424-1834



# SHERIFF'S OFFICE

328 Second Street  
Parkersburg, WV 26101

14 Feb. 2011

To: Kimberly Mason, Criminal Justice Specialist  
WV Division of Criminal Justice Services  
1204 Kanawha Blvd. East  
Charleston, WV 25301

From: GM Deem  
Deputy Sheriff Wood County

Ref: S.O.B.E.R. Program

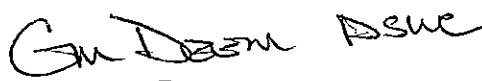
Ms. Mason,

Please take this letter as a commitment of myself and the Wood County Sheriff's Office toward the SOBER program here in Wood County.

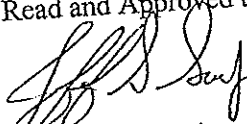
As a member of the planning and evaluation team I will attend all meetings possible and will assist the program coordinator with any thing that they need.

As a citizen of Wood County and a member of the Sheriffs Office I can attest to the importance and good work that this program does in Wood county and I will do any and everything I can to assist this worthy program.

Respectfully,

  
Deputy GM Deem

Read and Approved the same, and concur.

  
Sheriff Jeff Sandy



WILLIAMSTOWN POLICE DEPARTMENT  
100 West Fifth Street  
Williamstown, WV 26187

Phone  
(304) 375-7761

FEBRUARY 11, 2011

MS. KIM MASON  
JUVENILE JUSTICE PROGRAM SPECIALIST  
DIVISION OF CRIMINAL JUSTICE SERVICES  
1204 KANAWHA BOULEVARD EAST  
CHARLESTON, WV 25301

DEAR MS. MASON:

I AM COMMITTED TO SERVING ON THE PLANNING AND  
EVALUATION GRANT TEAM FOR THE SOBER PROGRAM  
OF THE UNDERAGE DRINKING LAWS. SOBER PROGRAM HAS  
MY FULL SUPPORT OF THEIR EFFORTS TO COMBAT  
UNDERAGE DRINKING. I WILL CONTINUE TO COLLABORATE  
WITH THE SOBER PROGRAM WHENEVER POSSIBLE AND  
PROMOTE COLLABORATION WITH OTHER AGENCIES.

SINCERELY,

A handwritten signature in black ink, appearing to read "Chief B. D. Adkins".

B. D. ADKINS, CHIEF  
WILLIAMSTOWN POLICE DEPARTMENT





# Vienna Police Department

George M. Young  
Chief of Police

February 14, 2011

Kimberly Mason, Criminal Justice Specialist  
WV Division of Criminal Justice Services  
1204 Kanawha Blvd. East  
Charleston, WV 25301

Dear Kim,

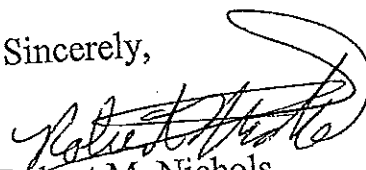
Our agency, along with other agencies in Wood County have been working with the SOBER Program in an effort to combat underage drinking for the past twelve years. By working with the SOBER Program we are better able to educate the youth of Wood County on the dangers of underage drinking. By educating our youth we are able to give the ongoing problem of underage drinking the attention necessary to deter these young people from drinking.

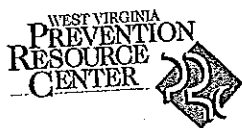
Also, from a law enforcement standpoint, the SOBER program allows us in Wood County to erase boundary lines between the city and county jurisdictions so that we can better monitor first time offenders versus repeat offenders. With all agencies working together under the watchful eye of Mrs. Shook, we can deal with the repeat offenders accordingly.

We will continue to work with the SOBER Program in conducting compliance checks on area retailers in a well-planned manner so that no part of the county is overlooked. By educating and working with retailers, they too can play a vital role in our effort to prevent underage drinking thanks to the SOBER Program.

We at the Vienna Police Department are committed to continue attending meetings and participate by any means necessary to the continued success of the Wood County SOBER Program.

Sincerely,

  
Robert M. Nichols  
Vienna Police Dept.



*Mailing Address:*  
100 Angus E. Peyton Drive  
South Charleston, WV 25303

---

February 14, 2011

Kimberly Mason, Criminal Justice Specialist  
WV Division of Criminal Justice Services  
1204 Kanawha Boulevard East  
Charleston, WV 25301

Dear Ms. Mason:

I will gladly serve as a planning and evaluation team member for the Wood County SOBER program's EUDL grant. I understand that I will be expected to attend monthly meetings and, as a team member, will be responsible for planning and evaluating progress toward program goals and objectives. I also will be expected to help, as necessary, distribute program information and participate in projects and events such as SOBER Day.

Sincerely,

A handwritten signature in black ink, appearing to read "T. E. Scott".

Thomas E. Scott  
Community Development Specialist

Regional Education  
Service Agencies

**RESA**

• five •

A powerful engine for education

2507 Ninth Avenue • Parkersburg, WV 26101  
304.485.6513 • Fax: 304.485.6515 • 866.232.7372 • <http://resa5.k12.wv.us>  
Ronald K. Nichols, Executive Director

February 16, 2011

Kimberly Mason, Criminal Justice Specialist  
WV Division of Criminal Justice Services  
1204 Kanawha Boulevard, East  
Charleston, WV 25301

RE: Letter of Support for SOBER Program's *Enforcing the Underage Drinking Laws Grant*

Dear Ms. Mason:

This letter is to express support of the SOBER Program's efforts to procure continued funding for *Enforcing the Underage Drinking Laws Grant*. The SOBER Program is highly successful in curtailing access of alcoholic beverages through education and training of stores and their employees the state laws governing the sale and consumption of alcohol by minors in Wood County.

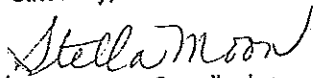
Local students promote the "21means 21" message via bill boards with their artwork and public service announcements written by them. Events such as SOBER's *Simulated DUI Obstacle Course* held twice a year for the four high schools' Drivers' Education classes allows students to experience "driving under the influence" and through the cooperative effort of law enforcement and other agencies, students are made aware of the consequences of drinking.

As the Adolescent Health Initiative Coordinator at RESA 5 (Regional Educational Service Agency), I promote positive youth development through a holistic approach as the best means for fostering health and well-being and for avoiding, negative choices and outcomes such as underage drinking.

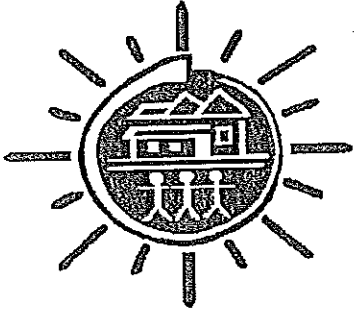
As assistant chairman of the Wood County Wellness Coalition (WCWC), I am actively involved in supporting the Coalition and its mission to enhance the well-being of Wood County citizens. Helping plan and evaluate the goals and objectives of the SOBER Program enables the WCWC to meet several objectives in its Strategic Plan.

It has been my privilege to work with Kelly Shook, SOBER Program coordinator, for eleven years. Her efforts are unsurpassed in this program's accomplishments to address underage drinking in Wood County. The continuance of this service in Wood County is needed to promote positive choices versus negative outcomes for our youth and young adults.

Sincerely,



Stella Moon, Coordinator  
Adolescent Health Initiative  
...promoting positive youth development



Mid-Ohio Valley  
Fellowship Home, Inc  
www.movfh.org

1030 George Street, Parkersburg, WV 26101 • 304.485.3341 • 304.485.3396 fax • 1.800.237.2876 • movfh@wirefire.com

Ms. Kimberly Mason, Criminal Justice Specialist  
WV Division of Criminal Justice Services  
1204 Kanawha Blvd. East  
Charleston, WV 25301

Dear Ms. Mason:

I am writing this letter to offer my support for the SOBER program in Wood County, WV. As an area substance abuse professional, my agency, Mid-Ohio Valley Fellowship Home, Inc., is a partner organization with the SOBER program. We have benefitted greatly from this program, which has strengthened our ability to serve young people about the negative impact of addiction.

Ms. Kelly Shook has worked conscientiously, ardently and innovatively, to strengthen local community efforts for serving the community youth in this area. Kelly has developed a substance abuse community network, which has expanded all of our local community agency's efforts to alleviate underage substance abuse.

I commit to assisting with the planning and evaluation team for the Enforcing the Underage Drinking Laws (EUDL) grant that funds the SOBER Program. I will assist in the planning and evaluation of the SOBER Program's goals and objectives which help combat underage drinking in Wood County, WV and with information dissemination and/or community projects such as SOBER Day. I am willing to attend regularly scheduled coalition meetings and will continue to help prevent underage drinking in Wood County, WV.

I am extremely grateful for Ms. Kelly Shook and the opportunity that the SOBER Program is providing our local community nonprofit agencies in strengthening our ability to fight underage substance abuse. I give the SOBER Program my fullest support and strongly recommend the continued awarding of this vital community grant.

Respectfully,

*Patrice M. Pooler, MA, CAC*

Patrice M. Pooler, MA, CAC  
Executive Director



West Virginia University

Extension Service

February 8, 2011

Kimberly Mason, Criminal Justice Specialist  
WV Division of Criminal Justice Services  
1204 Kanawha Blvd. East  
Charleston, WV 25301

Dear Ms. Mason:

This letter is in support of the S.O.B.E.R. program and my intent to serve on the partnership in Wood County. By submitting this letter of intent, I commit to helping the S.O.B.E.R. program achieve its goals and objectives. By signing this letter, I am agreeing on behalf of WVU Extension Service in Wood County, WV and the Wood County 4-H, to attend regularly scheduled coalition meetings, and I will assist with underage drinking prevention programs in Wood County.

Sincerely,

Jodi L. Smith  
WVU Extension Agent/4-H Youth Development  
Wood County

Cooperative  
Extension Service

The West Virginia  
University Cooperative  
Extension Service,  
U. S. Department  
of Agriculture,  
West Virginia County  
Boards of Education and  
County Commissions  
Cooperating

Wood County Extension Office

Phone: 304 424-1960

Fax: 304 424-1967

Courthouse - Room 401

1 Court Square

304 424-5340

Equal Opportunity/Affirmative Action Institution

WOOD COUNTY SCHOOLS

February 08, 2011

Kim Mason  
Juvenile Justice Specialist  
Division of Criminal Justice Services  
1204 Kanawha Boulevard East  
Charleston, WV 25301

Dear Ms. Mason,

As the Director of Special Education for Wood County Schools, I continue to support the SOBER program enforcing the underage drinking laws grant. Awareness activities like the community billboards and the educational events such as the Obstacle Driving Course have done much to educate our youth on the hazards of underage drinking and driving. The continuous efforts of the individuals involved in this grant have had a huge impact upon our community's youth. I am very encouraged by the future plans we have discussed as a member of the subcommittee of the Wood County Alliance for Substance Abuse Prevention.

Wood County Schools strongly supports the efforts of the Enforcing the Underage Drinking grant and endorses its application for renewed funding. Many thanks for considering the fine attributes of this program and its continued success in Wood County.

If I can be of further assistance, please contact me at (304) 420-9655.

Sincerely,

*Yvonne Santin*

Yvonne Santin,  
Director of Special Education  
Wood County Schools

February 15, 2011

Kimberly Mason, Criminal Justice Specialist

WV Division of Criminal Justice Services

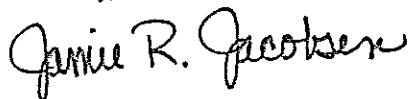
1204 Kanawha Blvd. East

Charleston, WV 25301

Dear Kimberly:

My name is Jamie Jacobsen and I am the Regional Tobacco Prevention Coordinator with the Mid-Ohio Valley Health Department. I support the efforts of the SOBER Program and I am willing to help plan and evaluate the goals and objectives for the SOBER Program. I am also willing to attend regularly scheduled coalition meetings and help as needed to prevent underage drinking in Wood County.

Sincerely,

A handwritten signature in cursive script that reads "Jamie R. Jacobsen".

Jamie Jacobsen  
Regional Tobacco Prevention Coordinator

**Enforcing the Underage Drinking  
Laws Grant Program**

**Grant Application  
Attachment D**

**Statement of WV-IBR Compliance**

Please attach in this section a letter indicating that the applying agency's police department and/or sheriff's office is current with submitting Incident Based Reporting (IBR) information to the West Virginia State Police.



Jan. 28. 2011 3:55PM

Wood County Sheriff's Office 304-100-2431

Jan No. 2800 0301P. 41/001



West Virginia State Police  
725 Jefferson Road  
South Charleston West Virginia 25309-1698

Colonel T S Pack  
Superintendent

Earl Ray Tomblin  
Governor

MEMORANDUM

05400

TO: Division of Criminal Justice Services  
FROM: West Virginia State Police  
Incident Based Reporting  
DATE: January 28, 2011  
RE: Incident Based Reporting

---

This will serve as verification that the *Wood County Sheriffs Department* was current in submitting Incident Based Reporting (IBR) information to the West Virginia State Police as of the date shown above.

Sandra K. Charney

<b>Enforcing the Underage Drinking Laws Grant Program</b>	<b>Grant Application Attachment E</b>
---	---

**Letters of Working Agreement**

Please attach in this section all letters of working agreement(s) received from key agencies that demonstrate interagency linkages in providing services to youth and community support of the project. This includes but is not limited to: Sheriff's Office, Police Departments, Board of Education, County Prevention Partnerships, Governor's Highway Safety, and Alcohol Beverage Control Administration.

# The SOBER Program

#2 Government Square Room 436

Parkersburg, West Virginia 26101

Phone: 304-424-1711

Fax: 304-424-1715

## Working Agreement

February 09, 2011

Underage drinking continues to be a problem in Wood County. The following data from the 2008-09 PRIDE Survey conducted in Wood County Schools provides information to prove this statement.

The average age that youth begin to use alcohol remains at 13 years old. Wood County youth report that they use alcohol mostly on the weekends at a friend's house. In comparison to last year's 104 underage consumption citations and 31 contributing to the delinquency of a minor citations issued there were 106 underage consumption citations and 17 contributing citations issued this year.

The good news is that our hard work appears to be paying off. According to the PRIDE Survey, our numbers are going down.

Students who report using alcohol within the last 30 days:

2007:

31.8% of 10<sup>th</sup> graders

14.6% of 8<sup>th</sup> graders

2008-09:

23.6% of 10<sup>th</sup> graders

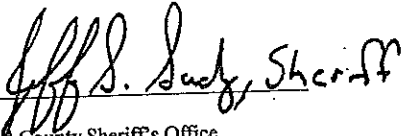
8.75 of 8<sup>th</sup> graders

Our efforts need to continue so that we can continue to drive these numbers down. It is also clear that we need to continue working to keep adults/parents from providing alcohol to teens. In order to better combat underage drinking and enforce the underage drinking laws I agree to pledge the support of my organization to the SOBER Program's underage drinking prevention project being proposed by the Wood County Commission through the Wood County Juvenile Probation Office.

We pledge our support and active involvement in the following ways:

- Provide law enforcement officers to serve as direct contact for underage drinking issues.
- Work with the SOBER Program, ABCA, and the MOV Regional Highway Safety to conduct routine compliance checks.
- Allow the SOBER Program to provide education and/or educational materials whenever possible in the schools and at public events.
- Help distribute underage drinking prevention information in the community.
- Utilize Juvenile Probation's diversion programs for underage drinking.
- Track underage drinking citations and problems and provide SOBER with this information.

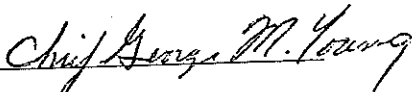
We believe that by all agencies working together on this project, we will be able to continue making a measurable impact on underage drinking in Wood County.



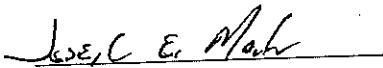
Wood County Sheriff's Office



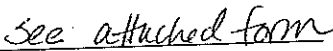
Williamstown Police Department



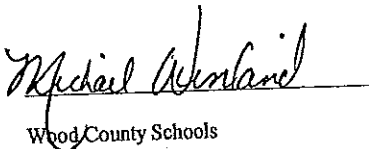
Vienna Police Department



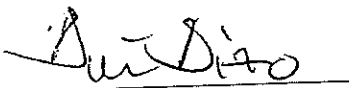
Parkersburg Police Department



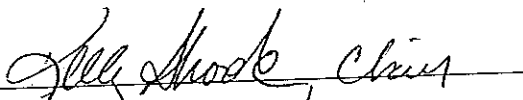
ABCA Agent



Wood County Schools



Governor's Highway Safety Coordinator



Wood County Wellness Coalition (County Prevention Partnership)

We pledge our support and active involvement in the following ways:

- Provide law enforcement officers to serve as direct contact for underage drinking issues.
- Work with the SOBER Program, ABCA, and the MOV Regional Highway Safety to conduct routine compliance checks.
- Allow the SOBER Program to provide education and/or educational materials whenever possible in the schools and at public events.
- Help distribute underage drinking prevention information in the community.
- Utilize Juvenile Probation's diversion programs for underage drinking.
- Track underage drinking citations and problems and provide SOBER with this information.

We believe that by all agencies working together on this project, we will be able to continue making a measurable impact on underage drinking in Wood County.

\_\_\_\_\_  
Wood County Sheriff's Office

\_\_\_\_\_  
Williamstown Police Department

\_\_\_\_\_  
Vienna Police Department

\_\_\_\_\_  
Parkersburg Police Department

*Charlotte Bambergh Project Director*

ABCA Agent

\_\_\_\_\_  
Wood County Schools

\_\_\_\_\_  
Governor's Highway Safety Coordinator

\_\_\_\_\_  
Wood County Wellness Coalition (County Prevention Partnership)