

# **Training and Supplemental Materials for 2008 Weed and Seed Continuation Funding Applicants**

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## Using the Grants Management System (GMS)

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). This information supplements the "GMS Application Procedures Handbook" available through the "Help" feature of the GMS website at <https://grants.ojp.usdoj.gov/> and also through the OJP funding opportunities web page at <http://www.ojp.usdoj.gov/funding/>. Also, "GMS Application Job Aids" are available at <http://www.ojp.usdoj.gov/funding/Masterjobaids.pdf>. **Applications submitted via GMS must be in the following word processing formats: Microsoft Word (\*.doc\*), PDF files (\*.pdf\*), or Text Documents (\*.txt\*).**

Using an established Internet account, or after creating an Internet account with GMS staff assistance, follow these steps:

### Step 1: Signing on to GMS

To sign in to GMS, visit <http://www.ojp.usdoj.gov/funding/>. Click on the GMS button beside the appropriate FY 2008 Weed and Seed application kit. (You also may go directly to the GMS page at <https://grants.ojp.usdoj.gov/>) If you already have a GMS user ID, you may simply sign in. You will not be considered registered for the solicitation until you have signed on to GMS and entered the appropriate solicitation, even if your organization already has a user ID.

If you do not have a GMS user ID, select "New User? Register Here." Complete all of the required information and click "Create Account" at the bottom of the page. Please make a note of the user ID and password, which are case-sensitive. You will not be able to submit your application until your user identification is approved by the program office. While awaiting approval, you may elect to complete your application and save it to submit after receiving approval or you may wait to complete the application until receiving approval notification. If you do not have an Internet account established, GMS project staff will assist you in creating an Internet account. Please call the GMS Hotline at (888) 549-9901 for assistance.

### Step 2: Select and Register for the Program

***The GMS registration deadline is 4:00 p.m. eastern time on Tuesday, January 15, 2008.***

After you have logged onto the system, click on "Funding Opportunities."

Select the "Community Capacity Development Office" from the drop-down list and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in CCDO.

Find the appropriate FY 2008 Weed and Seed Program Guide and Application Kit entry and click "Apply Online."

Ensure that your organization is eligible to apply for this program. If eligible, proceed by clicking "Continue."

### Step 3: Complete the Overview Information

Select the type of application you are submitting by choosing "Application Non-Construction" in the "Type of Submission" section.

Select "New" in the drop-down box for "Type of Application."

If your state has a review and comment process under Executive Order 12372, select either "Yes" and enter the date you made this application available under that review or "N/A" because this program has not been selected by your state for such a review. If your state does not have such a process, then select "No. Program Not Covered by E.O. 12372." Executive Order 12372 may be viewed at <http://policy.fws.gov/library/rgeo12372.pdf>.

Click "Save and Continue."

#### **Step 4: Complete the Applicant Information**

Answer "Yes" or "No" to the question about whether your organization is delinquent on any Federal debt.

Check the information on the rest of this page, which will pre-populate based on the information you submitted during the registration process, for accuracy and relevance. Make any needed changes.

Click "Save and Continue."

#### **Step 5: Complete the Project Information**

Title of your project: Include 1) the title of the program: Weed and Seed; 2) name of the applicant's cognizant Federal agency; e.g., U.S. Department of Justice; and 3) applicant's local fiscal year/ 12-month audit period, e.g., 10/1/2001 - 9/30/2002.

List the geographic areas to be affected by the project: Identify the officially recognized Weed and Seed designated area by name (Refer to the site list in this application kit).

Enter a project start date and end date. These dates may be adjusted by CCDO when the award is made.

Select all of the congressional districts that are affected by your application. To select multiple districts, hold down the CTRL key while making your selections.

Enter the grant amount for which your organization is applying (no more than \$200,000 for Track I sites and \$250,000 for Track II sites) on the "Federal" line under the "Estimated Funding." Matching funds should be entered on "Applicant" line.

Click "Save and Continue."

#### **Step 6: Upload Attachments**

Please use descriptive titles when naming the attachments for easy identification; i.e., "Washington Site-2008 Budget" or "Uptown Site-2008 Program Narrative" or "Uptown Site-Other Program Attach."

The Budget Detail Worksheet (Attachment #1): A single file that includes the Budget Detail Worksheet and the Budget Narrative.

The Program Narrative (Attachment #2): A single file that includes all sections of the narrative, as discussed in the solicitation.

Other Program Attachments: All other required attachments as outlined in the solicitation that can be uploaded electronically. Applicants may upload any "Other Required Attachments" documents as additional attachments in GMS, **IF** they are available in an electronic format that will display signatures (where required) or can be scanned, saved, and uploaded into GMS. *[NOTE: If you have documents (signed or otherwise) that you need to submit that are not available electronically, after you submit the application in GMS, you must fax those documents to the GMS FAX Line at 202-354-4147 to be included in your "electronic" application. This fax location IS NOT in CCDO. Therefore, be sure to include your organization's name and GMS-assigned grant application number on every page of the fax. Otherwise, it will be very difficult to associate your fax with your application.]*

Click "Attach" to upload these documents. A new window will open. Click "Browse" and find the file you want to upload, then click "Upload Your Document." A window that says "File Upload Successful" should appear. Next to the upload list, the notation should change to "Attachment OK."

**Note: Depending on the size of the attachment and the speed of your computer's Internet connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.**

Click on "Tips for Successful Upload" if you encounter any difficulties uploading your file. This document will explain the usual problems with uploading files and will help you through them.

Click "Save and Continue."

### **Step 7: Complete the Assurances and Certifications**

You must accept the assurances and certifications. Enter the correct personal information for the authorized person after you have accepted both documents.

Click the box at the bottom of the page to certify that the person submitting the application is authorized to accept these assurances and certifications.

Click "Save and Continue."

### **Step 8: Review the SF-424**

By answering the questions contained in GMS, you have completed the Standard Form 424 and other forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.

Make changes to any portion of the application by clicking on that section along the left side of the screen. Be sure to click "Save and Continue" after making any changes.

Click "Continue" when you are sure that the information is accurate.

### **Step 9: Submit the Application**

A list of application components will appear on the screen. It should say "Complete" before each component. If it says "Incomplete," click on the word and it will take you back to the unfinished section. An explanation of what is missing will be at the top of that screen.

Read below the list of components for language indicating that your user ID has not been approved. ***Even if you have completed the application, you will be unable to submit it until CCDO approves your user ID.*** You will receive an e-mail informing you that your user ID has been approved.

Other Reminders:

**AUTHORIZED OFFICIAL VS. CONTACT PERSON.** All future GMS e-mails regarding the solicitation will go directly to the person identified as the “contact.” The contact person should be the person who will be responsible for seeing the application through the whole process. This is often **not** the same person designated as the “authorized official.”

**ELIGIBILITY CONFIRMATION:** Applying is at least a two step process: first, you must be included on CCDO’s list of eligible applicants; second, only after receiving approval of your GMS user identification can you submit your application.

**ELECTRONIC FILE ATTACHMENTS:** GMS now allows an unlimited number of file attachments to be uploaded. Every Weed and Seed applicant must submit: 1) Budget Detail Worksheet—a single file that includes the Budget Detail Worksheet and the Budget Narrative; 2) Program Narrative—a single file that includes all sections of the narrative, as discussed below; and 3) Other Program Attachments—all applicable other required attachments as outlined in the “What an Application Must Include” section of the solicitation.

## Program Narrative Instructions and Examples

- 1. Statement of the Problem:** Provide a summary describing the drug and violent crime problems currently affecting the designated site and emerging problems or significant changes in the level of a specific problem, such as gang activity, re-entry of ex-offenders into the community, firearms usage, burglaries, motor vehicle thefts, etc. ALL claims must be substantiated with current statistical data. Also briefly describe the current resource needs and service gaps. Reference the site's OR for specifics and update the statistics where applicable. Statistical data should not be more than 2 years old.

### EXAMPLE

#### Overview of Drug and Violent Crime Activity

The information provided summarizes the criminal activity in the City of Carr and is taken from the *Carr Weed and Seed FY 2000 Official Recognition Strategy*.

The major findings of a recent survey of the Metropolitan Law Enforcement Coordinating Council (MLECC) and Multi-jurisdiction Drug Enforcement Task Force, and the most up-to-date data available on drug price and purity and drug-related health problems indicate illicit drugs are readily available in the three designated neighborhoods of Carr. Cocaine and cannabis continue to be the most visible drugs on the street. Heroin, cocaine, crack cocaine and cannabis were all reported to be readily available in the designated neighborhoods, as was LSD to a lesser degree.

The availability of high quality heroin in Carr has increased, which has resulted in the price decreasing. DEA's Domestic Monitor Program (DMP) reports the availability of all four major types of heroin (Mexican black-tar, Mexican brown heroin, Southwest Asian and Southeast Asian white heroin) in Carr. Further, heroin-related emergency room admissions increased 113% in the Carr area between 1999 and 2002. The majority of those admitted reside in the designated neighborhoods.

Carr is a major receiving and transport area for drugs, particularly cocaine and heroin. The designated neighborhoods are a stronghold for Mexican and Columbian cocaine traffickers, who dominate the distribution markets in the city of Carr and northwest region of the State. Data concerning seizures at Carr International Airport are an indicator of increased trafficking in the State. Between 1999 and 2002, the quantity of narcotics seized by U.S. Customs at Carr International Airport increased from 83.2 pounds to more than 1,378 pounds, with the number of seizures increasing from 148 to 679. While marijuana accounted for the majority of drugs seized by Customs in Carr, the amount of heroin seized during this period increased more than ten-fold, from 6.4 pounds to 66.2 pounds.

#### Drug Use

Information from drug use prevalence surveys and other sources indicate drug use among Carr's youth in grades seven through twelve have declined from 26.1 percent in 2000 to 22.4 percent in 2001; substance abuse among arrestees, probationers, and prisoners continues to increase; admissions to substance abuse treatment programs for illicit drug abuse increased; the number of reported cases of substance affected births increased more than four-fold between FY1990 and FY2000, however, the number of cases reported fell 7% between FY2000 and FY2001. AIDS has become an epidemic with profound implications for intravenous drug users, their sex partners and children, and the criminal justice community. According to the Carr Department of

Social Services, between July 1997 and June 2002, a total of 155 AIDS cases were reported in the city of Carr. As of June 2002, 52 HIV cases had been verified in the designated neighborhoods, with nearly 30% contracting the infection through Intravenous Drug Use (IDU). In March 2000, only 18% of the cumulative HIV cases were infected through IDU.

### **Violent Crime**

According to information obtained from the Carr 2001 Uniform Crime Reports (I-UCR), victimization surveys, and public health care facilities there are indications that violent crime is no longer escalating in the designated neighborhoods; the number of violent crimes reported to the police may be starting to stabilize or even decrease; however, hospital trauma center admissions for gunshot wounds from the designated neighborhoods are showing a slight increase.

In 2001 there were 2,101 violent Index offenses reported to the police in Carr, an increase of less than 1 percent from 2000. However, preliminary data for 2002, based on 6-month reporting totals, suggest violent crime in the designated neighborhoods may decrease 8 percent during this year. In addition, homicides are down 15 percent through August 2002.

The most frequently reported violent Index offenses in the designated neighborhoods are aggravated assault and robbery. These offenses accounted for 59 percent and 34 percent, respectively, of all violent Index offenses reported to the police in 2001.

### **Resource Needs and Gaps in Service**

Resource needs and gaps in services for specific components of the strategy are delineated below.

#### ***Law Enforcement***

- Improved crime analysis capability
- Improved evidence collection re: incendiary devices
- Increased funding for vertical prosecution
- Diversion programs for drug offenders
- Alternatives to detention that address unique local needs

#### ***Community-Oriented Policing***

- Increased police presence in neighborhoods
- Coordinator to oversee community service program
- Automated juvenile case tracking system
- Police/probation teams to monitor probationers

#### ***Prevention/Intervention/Treatment***

- Parenting skills training/social skills training for kids
- Job placement programs for ex-offenders
- Violence prevention/intervention programs for youthful offenders
  
- Activities that address the underlining causes of crime (e.g., employment, education, family support)
- Anti-gang, anti-drug, and anti-violence programs
- Drug rehabilitation programs

### ***Neighborhood Restoration***

- Home ownership programs
- Income tax assistance
- Code violation enforcement
- Landlord education programs
- Economic revitalization plan

## **2. Program Design and Implementation**

**a. Scope of Work:** This section outlines the scope of work for the next 12 months. Out of the 5-year cycle, state what cycle or year the scope of work will encompass. **EXAMPLE:** The Carr Weed and Seed site is embarking upon its 3<sup>rd</sup> year of activities to support its five year strategy. Also, based upon the analysis provided in the “Statement of the Problem,” for each of the four strategy components separately provide the following:

**Summary of each component’s overall Strategy:** Using no more than three sentences, state the overall strategy for Law Enforcement, Community Oriented Policing, Prevention, Intervention, and Treatment, Neighborhood Restoration. Under each strategy component summary, provide the following information in a grid format:

**Goal(s):** Taken from your original Official Recognition Strategy (OR) or revisions thereto. What is the status of this goal? Specify the stage the site is in for achieving/completing this goal.

**Objective(s):** Taken from your original OR or revisions thereto. What is the status of this objective? Specify the stage the site is in for achieving/completing this objective.

**Activity/Task/Project(s):** What specifically will be conducted during Year X (enter the year your site is in relative to the 5 year cycle) to achieve said objective. Identify efforts underway and any new efforts or programs, including both Weed and Seed-funded and non-Weed and Seed-funded efforts that will respond to the issue. Emphasis should be placed on activities that represent collaborative efforts among various federally and non-federally funded programs, especially any jointly funded programs, whether or not they are funded under the Weed and Seed Program.

**Implementation Plan:** When will this activity/task/project begin, and what is the anticipated completion date of this activity/task/project? Name responsible/implementing party for the activity/task/project.

**Outcome Measure(s):** What standard of measurement will be utilized to assess the progress toward this goal or objective based upon the activity/task/project conducted during this 12-month period? Focus on the **results** (“outcomes”) you intend to achieve and how those results will be objectively measured.

**Funding Support:** Identify the source(s) of funding to support the activities including non-Weed and Seed funds. Also, identify the section in the budget detail that reflects the Weed and Seed funds allocated in support of the activities.

## Grid Example

Summary:

Goal 1	
Status	
Objective 1	
Status	
Objective 2	
Status	
Activity/Task/Project 1	
Implementation Plan	
Outcome Measure	
Funding Support	
Activity/Task/Project 2	
Implementation Plan	
Outcome Measure	
Funding Support	

## EXAMPLE

### Law Enforcement

**Strategy:** Law enforcement plans to coordinate with Federal, state, and local law enforcement agencies to combat drug and violent crime in the designated area, reduce gang-related crime, and increase prosecution of crimes committed with a firearm.

<b>Goal 1</b>	Reduce juvenile crime in the designated neighborhood.
<b>Status</b>	Non-violent juvenile crime in the designated neighborhood has decreased 2-5 % yearly since the inception of the Weed and Seed program. However, there were three homicides committed by youth in the designated area during calendar year 2002. This is a 50% increase from calendar year 2001 figures.

<b>Objective 1</b>	Identify and intensify supervision of high risk youth probationers.
<b>Status</b>	A contract to increase the number of hours dedicated to paroled youth in the designated area was entered into with the city parole and probation office during calendar year 2002. Currently, data reflects an increase of 2 hours per youth per month, with each youth receiving a total of 5 hours home visits, one-on-one supervision with parole officer. The recidivism rate amongst the participating youth has decreased 30% over last year's figures. This contract will be renewed during this funding cycle.
<b>Activity/Task/Project</b>	Last year's contract with the city parole and probation office will be renewed and additional criteria added to accommodate the following: Every youth from the designated area who is on probation will receive an education plan and/or vocational plan from their probation officer. The youth will be assigned to an identified institution during school hours. Depending upon the youth's economic condition, youth will be eligible to apply for stay-in-school funding assistance from the State allocated educational fund.
<b>Implementation Plan</b>	The project is scheduled for August 2004 - July 2005. The Parole and Probation Office will oversee the implementation of this project in collaboration with VOSUM Vocational Institution and the Carr School District.
<b>Outcome Measure</b>	Monthly statistics for W & S cases: probation violations, home visits made, attendance records, stay-in-school jobs secured.
<b>Funding Support</b>	The project cost totals \$26,000. Cost will be allocated as follows: Weed and Seed at 10%, Dept. of Corrections at 50%, and 40% from an OJJDP grant awarded to VOSUM Vocational Institution. <b>Budget Detail Section: A3.</b>

If a goal and/or objective has been accomplished, simply state the achievement of said goal or objective. If a goal and/or objective has been revised or omitted, clearly state the reason. Goals and objectives of your OR should be revisited on a regular basis throughout the life of the strategy, and a status of accomplishing those goals should be stated, for they are to be clearly linked to the desired outcomes. Outcome measurements assist in the assessment of your strategy's overall success and where modification to goals and objectives are needed.

**b. Special Emphasis Narrative (Applicable ONLY to Track I Officially Recognized Continuation sites):** Describe the issues facing the community to support the selection of a particular special emphasis area. The discussion must be supported with data to substantiate claims. For special emphasis areas that are being continued from one year to the next, the narrative must also include the following:

- a) Identify the project(s) being supported with Weed and Seed funds.
- b) Summarize the accomplishments of project(s).
- c) State the number of years each project has been supported with Weed and Seed funds.
- d) Identify the percentage of Weed and Seed funds contributed to the sustainment of each project implemented in this area.
- e) Identify non-Weed and Seed contributors and the percentage of their contribution to the project.

Follow the narrative with a separate grid (as shown in section 2 above) for the special emphasis area chosen. Specifically, the grid will contain goals, objectives, activities, implementation plan, and outcome measures.

### **3. Capabilities and Competencies**

**a. Management and Organizational Capability:** The discussion must include the following:

- a) A brief statement defining the role and responsibility of the fiscal agency.
- b) A brief statement defining the role and responsibility of the Steering Committee.
- c) **A list clearly identifying each member of the Steering Committee, including name, title, organization, phone number, and contribution to furthering the goals and objectives of the Weed and Seed strategy.**
- d) An organizational chart that includes reporting sequence for site coordinator.
- e) Description of the process by which a program is chosen to be funded, and how decisions are ratified by the Steering Committee [see example below].

#### **EXAMPLE**

The Carr Steering Committee has established Policies and Procedures governing the awarding of grant funds. When the Committee receives approval of Weed and Seed grant funds, an announcement of the availability of such funds is made within 30 days to all pertinent agencies and in the local media. The announcement is in the form of a Request for Proposal designed to meet our goals and objectives. Once locals are notified of funding availability, a training session on how to write a grant proposal/application is conducted.

After grant applications are received, they are reviewed and critiqued by the Grant Review Subcommittee. The subcommittee utilizes a critique form that assigns points (totaling 100) to critical elements of an application submission. Such elements include budget, problem statements, goals and objectives, activities and timetables, etc. The Grant Review Subcommittee makes recommendations to either award, deny or table an application. The applications are then forwarded to the full Steering Committee for review and final determination on all grant applications. Each applicant is then notified of the decision of the Carr Steering Committee. Applicants awarded funds receive training for the management of grants.

**b. Coordination**

**The Federal Role:** Provide a brief narrative describing the activities the US Attorney's Office and other Federal agencies will lead or participate in.

**Collaborations:** List and describe the strategy's current collaborations among agencies, organizations, residents, non-profits, and other stakeholders. **The discussion should include whether or not the designated area falls within a Federal, state, or local Empowerment Zone (EZ), Enterprise Community (EC), Renewal Community, Hope VI (HUD), or Brownfields (EPA) area. Additionally, if applicable, please discuss specific coordination with Project Safe Neighborhoods (DOJ), Drug-Free Communities (SAMHSA), and the State Department of Corrections and/or Juvenile Justice Agency in the implementation of the Prisoner Reentry Initiative (PRI) funded in your state.** The summary should include the name of participating agencies/entities, name of agency representative, activities conducted by the agency that contribute to the achievement of Weed and Seed goals and objectives, funding contribution, and in-kind resources.

**4. Impact/Outcomes and Evaluation**

**a. Evaluation:** Describe methods to be used for reporting, monitoring, and assessing the strategy. Focus on the **results** ("outcomes") you intend to achieve and how the achievement of each result will be objectively measured.

**EXAMPLE**

We have contracted with the University of Carr, School of Criminal Justice Research Department, for two part-time graduate students dedicated specifically to evaluating the Weed and Seed strategy. They will collaborate with decision-makers on an ongoing basis to identify and prioritize information needs. To determine the effectiveness of the Weed and Seed strategy, they will ask neighborhood residents questions, for example, about whether they feel more or less safe out alone in the neighborhood during the day? After dark? Compared to the time before the Weed and Seed program was initiated?

In addition, several tools will be designed to monitor and track project outcomes. A Management Information System will be developed to track Part I crimes in the target area. An evaluation report will be compiled at the end of the year. The report will consist of relevant baseline data collected, synthesis of the interviews, other findings, and recommendations.

**b. Sustainability:** There is no guarantee of continuation funding. Therefore, applicants are required to include a statement describing in detail their capacity to continue the strategy after Weed and Seed funds are no longer available. **In addition, Weed and Seed funding applicants are required to identify other funding sources. By the end of the five-year funding eligibility period, leveraged funding should equal or exceed \$875,000.** *Note: This is the same information that sites are required to discuss as "Funding Support" under the Scope of Work for each component, as well as on the Government Performance and Results Act (GPRA) forms each year under the section entitled "Coordinated and Leverage Non-CCDO Weed and Seed Resources."*

## EXAMPLE

Weed and Seed funds are used to supplement the budgets of existing service providers. All projects are required to show, at the time of their application, a plan to acquire funding through other means, as the steering committee's contribution of Weed and Seed funding to their budgets will be reduced by 25% each year. For example, a program that is fully funded with Weed and Seed funds is required to show in its application for funding its ability to sustain the program at or above the current level the following year with only 75% Weed and Seed funds; the subsequent year 50%; and the 4<sup>th</sup> year, 25%. By the last year, this program should be fully sustained.

Carr Weed and Seed can leverage a diverse funding base by utilizing, building upon, and expanding funded programming which already exists in the jurisdiction. Many of the partners bring a wide array of in-kind resources in the form of staff and programming, whose operating monies originate from Federal, state, and local funding as well as grants from private foundations and institutions. Leveraged funding dedicated to the Weed and Seed designated neighborhood(s) include, but are not limited to the following:

- \$47,000 in local, CDBG, and private funding for improvements to housing, employment, marketing, and financial services for the Weed and Seed designated area.
- \$100,000 from the Drug-Free Communities Support Program
- \$50,000 from Communities in Schools to provide after-school programming in the Weed and Seed area.

Total leveraged funding to date: \$197,000

**Sample Budget Detail Worksheet**

**Please bear in mind that this sample budget is designed under the assumption that all items listed will be paid directly by the grantee organization; i.e., a municipality. Non-profit organizations, etc., that serve as fiscal agents need to ensure that all items that are not direct expenditures of the organization are detailed under the Contractual category (section G.). For example, the police overtime costs would not be direct expenditures of a non-profit organization.**

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<b><u>Name/Position</u></b>	<b><u>Computation</u></b>	<b><u>Cost</u></b>
1) Weed and Seed Coordinator	\$35,000/year @ 100%	\$35,000
2) Police Overtime (Joint Task Force)	\$40/hour @ 135 hours	5,400
3) Parole/Probation Overtime	\$40/hour @ 65 hours	2,600
4) Officers (2) for Gun/Drug Detail	4 hrs per day x 4 days per mo. x 2 officers x 12 mos. @ \$37.00 overtime hourly rate	14,208
5) Lieutenant Supervisor	4 hrs per day x 3 days per mo. x 12 mo. @ \$43.00 overtime hourly rate	6,192
6) Community Outreach (civilian)	4 hrs per day x 5 days per week x 52 wks @ \$6.87 per hour	7,140
7) Code Enforcement Officer	\$36,000/year @ 35%	12,600 (match)
8) Administrative Support – Financial	\$16/hr X 20 hrs/mo. X 12 mos.	3,840 (match)
	<b>TOTAL:</b>	<b><u>\$ 86,980</u></b>

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation, and Unemployment Compensation. (Note: Explain what is included in the benefit package and at what percentage.)

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
1) Weed and Seed Coordinator	\$35,000 x 18.55%	\$6,493
FICA	@ 6.2%	
Health/Life insurance	@ 8.9%	
Worker's comp	@ 2.0%	
Medical Tax	@ 1.45%	
2) Law Enforcement Overtime	\$25,800 X 8.7%	2,245 (match)
FICA	@ 6.2%	
Worker's comp	@ 2.0%	
Unemployment	@ 0.5%	
3) Code Enforcement Officer	\$12,600 X 18.55%	2,337 (match)
FICA	@ 6.2%	
Health/Life insurance	@ 8.9%	
Worker's comp	@ 2.0%	
Medical Tax	@ 1.45%	
4) Administrative Support – Financial	\$3,840 X 18.55%	712 (match)
FICA	@ 6.2%	
Health/Life insurance	@ 8.9%	
Worker comp	@ 2.0%	
Medical Tax	@ 1.45%	
<b>TOTAL:</b>		<b><u>\$11,787</u></b>
Total Personnel & Fringe Benefits:		<b><u>\$98,767</u></b>

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Weed and Seed Workshops and Conferences (Type and number to be determined by CCDO)				
1) CCDO-sponsored conferences:		2 people (1 Coordinator or other site rep., 1 Law Enforce. rep.)	@ \$1000/trip x 3 trips	\$6,000
		Air fare	\$500/trip	
		Hotel	\$100/night x 3 nights = \$300	
		Per Diem	\$40/day x 4 days = 160	
		Incidentals (taxi cabs, etc.)	\$40/trip	
		Total	\$1,000	

2) Regional/Statewide Meeting: 3 people @ \$500/ trip x 1 trip	1,500
Mileage/airfare not to exceed 300 miles x \$0.325/mi. x 2 ways = \$195	
Hotel \$92.50/night x 2 nights = \$185	
Per Diem \$40/day x 3 days = \$120	
Total \$500	

**TOTAL: \$7,500**

**D. Equipment** - List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
1) Computer for coordinator		\$ 1,000
2) Printer		\$ 300
3) Computers for Learning Center	(10 computers @ \$1,000 per unit)	\$10,000
4) Color printer for Learning Center		\$ 500
5) Software for Learning Center		\$ 1,000
6) Laptop Computers for Police Officers (Joint Task Force) (2 @ \$2,000 ea.)		\$ 4,000
7) Printer for Police Computer (Joint Task Force)		\$ 500
8) Video Camera for Police Officers (Joint Task Force)		\$ 1,400
9) Bicycles for Community Policing unit (Joint Task Force) (5 x \$2,000 ea.)		\$10,000
10) Digital/Cellular Telephones for Citizen Police Academy (10 x \$50 ea.) (Joint Task Force)		\$ 500
11) Crime Mapping Software (Joint Task Force)		\$ 3,140
12) Tables for Computer Lab at Safe Haven (10 tables @ \$160/ea.)		\$ 1,600 (match)
13) Chairs for Computer Lab (10 @ @\$60/ea.)		\$ 600 (match)
14) Storage units for Computer Lab (2 @ \$618/ea.)		\$ 1,236 (match)
<b>TOTAL:</b>		<b><u>\$35,776</u></b>

**NOTE: Equipment purchases all relate back to the program narrative which supports purchases.**

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
1) Weed and Seed Office Supplies	\$142.25/month @ 12 months	\$1,707
File folders and accessories @ \$15 each		
Rollerball Pens @ \$10 per pack		
Microcassette tapes @ \$30 each		
Printer cartridges @ \$40 each		
Multipurpose copy paper @ \$30		
Misc items @ \$17.25 (e.g., scissors, staples, correction fluid, paper clips, glue, tape, markers)		
2) Office Supplies (Special Emphasis)	\$133.33/month @ 12 months	\$1,600
Scissors, staples, correction fluid, paper clips, glue, tape, markers, pens, pencils		

3) Video Surveillance Supplies (Joint Task Force) Video Camera Film			\$ 50
4) Public Relations Materials for community outreach efforts Special Emphasis Gun Law Enforcement Program (Project Safe Neighborhoods)			\$3,000
Water Bottles	500 @ \$2.55	\$1,275	
Bubble Pen on a Rope	500 @ \$1.45	\$ 725	
Cube Note Pads	500 @ \$2.00	\$1,000	

**NOTE: Items purchased should be reasonable and support the Official Recognition strategy.**

5) Public Relations Publications:			\$2,000
a. Flyers to inform community of services available at Safe Haven 2,000 @ .50 each		\$ 1,000	
b. Project Safe Neighborhood flyers, booklets to inform Community about Cease Fire, Exile, Crime Stoppers, 2,000 @ \$.50 each		\$ 1,000	
6) DEFY Supplies for 50 youth			\$10,000 (match)
Meals/Snacks	50 youth & 20 staff @ \$80/ea	\$5,600	
Materials	50 youth @ \$15 each	\$1,000	
T-shirts	50 youth & 20 staff @ \$15/ea	\$1,050	
Graduation	50 youth & parents	\$ 650	
Graduation Materials	50 trophies @ \$20/ea	\$1,000	
Phase II	7 meetings @ \$100/ea	\$ 700	
	<b>TOTAL:</b>		<b><u>\$18,357</u></b>

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
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**\*\*Please note that construction costs are not allowable with Executive Office for Weed and Seed funds. Minor renovation (i.e., to restore to original state) may be allowable if justified and approved in advance by the Executive Office for Weed and Seed.**

<b>TOTAL:</b>	<b><u>\$0</u></b>
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**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. **Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.**

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
1) Safe Haven	\$15,000 Computer Instructor (\$11.10/hour x 26 hours/wk x 52 weeks)		
	\$14,000 Community Outreach Training (\$14/hour x 20 hours/wk x 50 wks)		
	\$ 8,000 Tutors (\$16/hour x 10 hours/wk x 25 weeks x 2 tutors)		\$37,000
2) Copying Service for Newsletter	4 pages x 1000 copies 5 times per year @ .05 per copy		\$ 1,000
3) Internet Service Provider (annual fee)			\$ 1,000
	Additional Internet site—annual fee (Joint Task Force)		\$ 170
4) Crime Analysis and Mapping (Joint Task Force)	\$5,200 Data Entry Personnel (\$20/hour x 5 hours/wk x 52 weeks)		\$ 5,200
5) Automobile lease for undercover vehicle (Joint Task Force)	(\$600/month x 12 months) (Undercover police cars are leased)		\$ 7,200
<b>TOTAL:</b>			<b>\$51,570</b>

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
1) Buy Money (Joint Task Force)		\$ 10,000
Buy Money falls under the category of Confidential Funds, Purchase of Evidence. This category is for the purchase of evidence and /or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime. The <b>Confidential Funds Certification</b> must be signed and submitted at the time of grant application. For an example of the Confidential Funds Certification please see the "OJP Financial Guide, Chapter 8: Confidential Funds."		
2) Office Space Rental (Joint Task Force)	\$1.50/sq. foot x 400 sq. feet: \$600/month @ 12 months	\$ 7,200

3) Monthly Service for Citizen Police Academy Cellular Phones \$50/mo. x 12 mos. x 10 phones	\$ 6,000
4) Space for Computer Lab at Safe Haven \$2.50/sq. foot X 650: \$1,625/month @ 12 months	\$19,500 (match)
5) Utilities for Safe Haven \$2,000/month @ 12 months	\$ 12,000 (match)
<b>TOTAL:</b>	<b><u>\$54,700</u></b>

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
	<b>TOTAL:</b>	<b><u>\$ 0</u></b>

**Weeding/Seeding Budget Summary (Federal Request Only)**

<u>Budget Category</u>	<u>SEED</u>	<u>WEED</u>	
	<u>Core</u>	<u>*Gun Law Enforce. Spec. Emphasis</u>	<u>Law Enforce.</u>
A. Personnel	\$35,000	\$20,400	\$15,140
B. Fringe	\$ 6,493	\$0	\$0
C. Travel	\$ 4,000	\$0	\$ 3,500
D. Equipment	\$12,800	\$0	\$19,540
E. Supplies	\$ 2,707	\$ 4,600	\$ 1,050
F. Construction	\$0	\$0	\$0
G. Consultants/Contracts	\$39,000	\$0	\$12,570
H. Other	\$0	\$0	\$23,200
I. Indirect Costs	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL FEDERAL COSTS</b>	<b>\$100,000</b>	<b>\$25,000</b>	<b>\$75,000</b>

\*For the purpose of this sample budget, the Gun Law Enforcement Special Emphasis area is a "weeding" specific area, hence the reason it appears under Weed above. Be sure to list your Special Emphasis Area budget breakdown under the appropriate element: Seed or Weed.

**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<b><u>Budget Category</u></b>	<b><u>Federal Request</u></b>	<b><u>Non-Federal Match</u></b>	<b><u>Total Budget</u></b>
<b>A. Personnel</b>	\$ 70,540	\$ 16,440	\$ 86,980
<b>B. Fringe</b>	\$ 6,493	\$ 5,294	\$ 11,787
<b>C. Travel</b>	\$ 7,500	\$ 0	\$ 7,500
<b>D. Equipment</b>	\$ 32,340	\$ 3,436	\$ 35,776
<b>E. Supplies</b>	\$ 8,357	\$ 10,000	\$ 18,357
<b>F. Construction</b>	\$ 0	\$ 0	\$ 0
<b>G. Consultants/Contracts</b>	\$ 51,570	\$ 0	\$ 51,570
<b>H. Other</b>	<u>\$ 23,200</u>	<u>\$ 31,500</u>	<u>\$ 54,700</u>
<b>TOTAL DIRECT COSTS:</b>	\$200,000	\$ 66,670	\$266,670
<b>I. Indirect Costs</b>	\$ 0	\$ 0	\$ 0
<b>TOTAL PROJECT COSTS:</b>	<b>\$200,000</b>	<b>\$66,670</b>	<b>\$266,670</b>
<b>Federal Request</b>	<b>\$200,000</b>		
<b>Non-Federal (Match)</b>	<b>\$ 66,670</b>		

## Sample Budget Narrative

**The purpose of the Budget Narrative is to present clear justification for all expenses outlined in the Budget Detail Worksheet. Thorough justifications ensure timely processing of grant applications. Narratives should address each of the major cost categories (e.g., personnel, fringe benefits, travel, equipment, supplies, and consultants). Applicant should provide brief descriptions of the duties of all positions, justify all equipment purchases, and explain how contracts will help achieve goals and objectives of the Officially Recognized strategy.**

### **Personnel (\$86,980)**

- 1) A request of \$35,000 will cover personnel costs for the full-time Weed and Seed Coordinator.
- 2) A request of \$5,400 will cover the cost of overtime for Officers involved in a Joint Law Enforcement Operation within the designated area.
- 3) A request of \$2,600 will assist in the cost incurred to increase supervision of youth on parole/probation.
- 4) A request of \$14,208 will cover the cost of overtime for 2 officers working 4 days per month for 12 months. These officers will be a part of the Special Emphasis Gun Law Enforcement effort that will work a gun/drug detail car to provide enforcement and interdiction efforts within the designated area.
- 5) A request of \$6,192 will cover overtime costs of 4 hours for 3 days per month of the Lieutenant Supervisor who will be responsible for hands-on coordination and project direction of the special emphasis initiative.
- 6) A request of \$7,140 will cover the cost of 4 hours per day, five days a week (20 hours) x 52 weeks for a community outreach worker.
- 7) A match amount of \$12,600 will cover the personnel cost for one Code Enforcement Officer who will dedicate 35% of their time on code enforcement efforts within the designated area.
- 8) A match amount of \$3,840 will cover the personnel cost for one Financial Analyst who will spend 20 hours a month for 12 months completing financial reports and overseeing accounts payable/receivable for the Weed and Seed grant.

### **Fringe (\$11,787)**

- 1) A request of \$6,493 will cover the fringe benefits for the Weed and Seed Coordinator at a rate of 18.55%. A breakdown of the rate is included in the Budget Detail Worksheet.
- 2) A match amount of \$2,245 will cover the fringe benefits for the law enforcement overtime (Joint Task Force, Gun/Drug Detail, Lt. Supervisor) at a rate of 8.7%. A breakdown of the rate is included in the Budget Detail Worksheet.
- 3) A match amount of \$2,337 will cover the fringe benefits for the Code Enforcement Officer at a rate of 18.55%. A breakdown of the rate is included in the Budget Detail Worksheet.

4) A match amount of \$3,840 will cover the fringe benefits for the Financial Analyst at a rate of 18.55%. A breakdown of the rate is included in the Budget Detail Worksheet.

### **Travel (\$7,500)**

A request of \$7,500 to cover the costs to travel to Weed and Seed conferences and meetings. We estimated the cost of CCDO-sponsored conference travel to be approximately \$1,000 per trip, with two people in attendance of a total of three trips (\$1,000 x 2 people x 3 trips). For one regional/statewide meeting, we estimate \$500 per person, with three people traveling (\$500 x 3 people x 1 trip). We realize that prior to any travel, the site needs pre-approval by CCDO. These estimated trips include representation by one law enforcement officer per trip.

### **Equipment (\$35,776)**

- 1) A request of \$2,000 for a computer (\$1,000) and printer (\$300) for the Weed and Seed Coordinator to conduct Weed and Seed business via e-mail, Internet, etc, to help prepare required reports to the Office of Justice Programs, and to prepare newsletters for residents in the designated area.
- 2) A request of \$11,500 is made to cover costs for supplying the computer lab with 10 computers at \$1,000 each, one printer (\$500) for the lab, and educational software (\$1,000). This will be used by both children and adults for various trainings and educational uses.
- 3) A request of \$4,500 for 2 laptops (\$2,000 ea.) and printer (\$500) for the Officers involved in the Joint Law Enforcement Task Force.
- 4) A request of \$1,400 for a Digital Video Camera for the operation and implementation of the Joint Law Enforcement Task Force.
- 5) A request of \$10,000 for the purchase of 10 police equipped bicycles for the Community Policing Bicycle patrol unit. The increased visual presence will aid in building relationships with community residents.
- 6) A request for \$500 for the purchase of 10 Digital/Cellular Telephones to be used by members of the Citizen Police Academy. The Participants will use the telephones to report crimes to Community Policing Officers assigned to the designated area. The telephones will provide the community with a direct link to the Police Department in an effort to dispel the myth that Police Officers are not easily accessible.
- 7) A request for \$3,140 for implementation and operation of a crime mapping program.
- 8) A match amount of \$1,600 will cover the cost of 10 workstations for the Safe Haven computer lab.
- 9) A match amount of \$600 will cover the cost for 10 chairs for the computer lab in the Safe Haven.
- 10) A match amount of \$1,236 will cover the cost for 2 storage units that will be housed at the Safe Haven computer lab.

### **Supplies (\$18,357)**

- 1) A request of \$1,707 will be to cover supply costs for the Coordinator and the Weed and Seed office.
- 2) A total of \$1,600 will cover office supplies for the Gun Law Enforcement Program (Special Emphasis).

- 3) A total of \$50 will be for the Joint Law Enforcement Task Force - Video Surveillance materials.
- 4) Public relations materials in the amount of \$3,000 will cover community outreach efforts of the Gun Law Enforcement Program.
- 5) Public Relations Publications in the amount of \$2,000 will be used to inform the community of Safe Haven services, Cease Fire, Exile, and Crime Stoppers.
- 6) A match amount of \$10,000 will cover the cost to conduct a DEFY program (Phases I & II) for 50 youth from the designated area and 20 staff. This amount will cover meals/snacks (\$5,600), program materials (\$1,000), camp shirts (\$1,050), graduation refreshments (\$650), graduation trophies (\$1,000), and Phase II meetings (\$700).

### **Contractual (\$51,570)**

A request of \$37,000 for Safe Haven activities is requested. The Computer Instructor will conduct computer training in the computer lab. The Community Outreach Trainer will develop a curriculum for Community Outreach and train neighborhood associations on the curriculum. The Tutors (2.5) will tutor children at the Safe Haven after school daily. Internet service will be provided to the 11 computers in the amount of \$1,000. Copying service for Weed and Seed newsletter is budgeted at \$1,000.

Internet service will be provided for the Joint Law Enforcement Task Force to run an individual secure server in the amount of \$170. A contract between the local University for Data Entry of Crime Statistics will be in the amount of \$5,200. The data entry personnel will free officers of daily tasks of data entry. The increase in patrol time will help to create the increased presence of police officers in the designated area.

A request of \$7,200 will be used to cover the lease of an undercover vehicle for use by the Task Force in drug enforcement activities. The lease will enable the Task Force to change the vehicle periodically to ensure the integrity of the undercover operations.

### **Other (\$54,700)**

1) Buy Money will be used by the Joint Law Enforcement Task Force to implement and operate the undercover Drug task force (\$10,000). Buy Money falls under the category of Confidential Funds, Purchase of Evidence. This category is for the purchase of evidence and /or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime. **The Confidential Funds Certification must be signed and submitted at the time of grant application. For an example of the Confidential Funds Certification please see the "OJP Financial Guide, chapter 8: Confidential Funds."**

2) Office space will be needed for the Joint Law Enforcement Task Force (\$7,200). The nature of an undercover task force causes the need for separate meeting space to ensure the integrity of the operation is not compromised (\$600 per month for 12 months).

3) A request of \$6,000 will cover one year's cost of base monthly service for the 10 Citizen Police Academy cellular phones.

4) A match amount of \$19,500 will cover the cost for renting space at the Safe Haven for the computer lab (\$1,625/month for 12 months).

5) A match amount of \$12,000 will cover the costs for utilities for the entire Safe Haven facility (\$2,000/month for 12 months).

### FY 2008 Technical Assistance (TA) Assessment

CCDO offers an array of TA services and Training to Weed and Seed communities to assist with successful implementation of the strategy. This form must be completed to assist CCDO in assessing the TA needs in Weed and Seed communities. CCDO will use the information provided to plan appropriate TA and training services.

1. Site Name \_\_\_\_\_ City/State \_\_\_\_\_ Site ID \_\_\_\_\_

2. Are designated area residents involved in developing your goals and activities?

Yes\_\_\_ No\_\_\_

3. Does your site currently have sufficient resources available to achieve your goals?

Yes \_\_\_ No \_\_\_\_\_

If no, please provide a brief explanation: \_\_\_\_\_

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4. In what areas of your strategy do you need additional resources to address?

*Circle all that apply.*

A. Steering Committee Organization (*including site coordinator and sub-committee training/TA*)

B. Prevention, Intervention and Treatment Strategies

C. Coordination of Resources

D. Law Enforcement

E. Community Policing

F. Sustainability

G. Economic Development

H. Neighborhood Restoration

I. Financial Management

J. Other (specify) \_\_\_\_\_

5. Please provide a brief description of the challenges identified in question #4, if any.

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6. Please indicate the type of technical assistance your site has been provided by CCDO and the date(s) received?

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N/A \_\_\_\_\_

7. Is your site interested in Peer Mentoring? Peer Mentoring is a TA service that CCDO started in 2005 to assist Weed and Seed sites in coordinating with other sites and coordinators that have been successful in implementing the strategy.

Yes \_\_\_ No \_\_\_

8. Has the site coordinator and/or the Steering Committee members participated in CCDO-sponsored trainings within the last 2 years? Yes \_\_\_ No \_\_\_

*If yes, circle the relevant topic(s).*

- A. Community Sustainability Institute
- B. Coalition Building
- C. Economic Development
- D. GIS Training and Crime Mapping
- E. Place-Based Training
- F. Site Coordinators Training
- G. Youth Development
- H. Working Effectively with Indian Tribes
- I. Other \_\_\_\_\_

## Site Summary

Each main heading of the Site Summary should be all caps, bold and underlined. Subtitles should be all caps, bold, in italics. Please try to use 12 pt. Times New Roman font. The summary should be organized as follows:

1. Site Name, City, County, and State
2. Background:
  - When the site was initiated and received Official Recognition
  - Description of the Designated (Target) Area: **SPECIFY THE COUNTY AND CITY/TOWN IN WHICH THE SITE IS LOCATED, AND SPECIFY WHETHER THE SITE'S LOCATION IS A RURAL AREA OR FEDERALLY RECOGNIZED AMERICAN INDIAN/ALASKAN NATIVE TRIBAL AREA**; also include street names, census tracts, and any other identifier such as police district, etc.
  - Whether and how the initial designated area has been expanded
  - Organizational Structure (describe Steering Committee and Subcommittees)
3. Overall Strategy Goals for each component:
  - Law Enforcement
  - Community Policing
  - Prevention/Intervention/Treatment (*including Safe Haven name(s), location(s), and programs*)
  - Neighborhood Restoration
4. Special Initiatives and/or Other Federally-Funded Programs
5. Evaluations Completed or Underway/Evaluation Plans

**2008 NATIONAL DIRECTORY UPDATE**

**PLEASE PROVIDE COMPLETE AND ACCURATE INFORMATION FOR THE FOLLOWING REPRESENTATIVES:**

DATE: \_\_\_\_\_ NAME OF SITE: \_\_\_\_\_ SITE ID# (from site list): \_\_\_\_\_

<b>UNITED STATES ATTORNEY</b>	<b>GRANTEE OFFICIAL POINT OF CONTACT</b>
Name: Title: District: Address:  Phone: Fax: E-Mail:	Name: Title: Agency: Address:  Phone: Fax: E-Mail:
<b>USAO CONTACT</b>	<b>DAY TO DAY COORDINATOR</b>
Name: Title: Agency: Address:  Phone: Fax: E-Mail:	Name: Title: Agency: Address:  Phone: Fax: E-Mail: _____ <b>(Important)</b>
<b>LAW ENFORCEMENT CONTACT</b>	<b><u>DEA CONTACT</u></b>
Name: Title: Agency: Address:  Phone: Fax: E-Mail:	Name: Title: Agency: Address:  Phone: Fax: E-Mail:

**Definitions**

- 1) United States Attorney** - current United States Attorney serving the site's district.
- 2) USAO Contact** - contact person at the U.S. Attorney's Office who provides assistance and support to the Weed and Seed site (e.g., LECC, Assistant U.S. Attorney, etc.)
- 3) L.E. Contact** - person administering the law enforcement strategy in the designated area (e.g., Chief of Police or other law enforcement officer)
- 4) Grantee Official Point of Contact** - person authorized to enter into grants/contracts for the agency and who is to be contacted on official matters involving this application (e.g., person who signs the application).
- 5) Day to Day Coordinator** - person who handles the day-to-day operations and administrative requirements of the Weed and Seed strategy (e.g., coordinates Seeding and Weeding elements, prepares progress reports, organizes steering committee meetings, has continuous contact with CCDO on matters involving the grant and budget, etc.)
- 6) DEA Contact** – Drug Enforcement Administration representative serving on the Weed and Seed Steering Committee who provides support to the Weed and Seed site.
- 7) (Please attach a separate sheet with additional names if necessary)**

## **FY 2008 Special Emphasis Initiative Areas (Applicable ONLY to Track I Officially Recognized Continuation Sites)**

### **A. Gun Law Enforcement**

This initiative seeks to reduce crime and violence involving guns in Weed and Seed sites and is designed to complement DOJ's major initiative for gun law enforcement, Project Safe Neighborhoods (PSN). Sites should coordinate PSN and Weed and Seed efforts as much as possible. Programs in this area can include: (1) seizing illegal weapons; and (2) educating residents about gun crime and violence. The program can provide for police officers in designated areas to focus primarily on the seizure of illegal firearms (and the drug and gang crime that is often linked to gun crime). These officers will be specially trained by the U.S. Attorney's Office in innovative and appropriate law enforcement techniques that will withstand any constitutional challenge. Additionally, the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATFE) will provide assistance in tracing seized firearms. The program may include a "firearms prosecutor" whose sole responsibility is to coordinate the investigation and prosecution of firearms-related cases. For information on PSN, applicants should visit [www.psn.gov](http://www.psn.gov).

In budgeting for this area, applicants are encouraged to invest resources in the improvement of their crime analysis and mapping capacity. Technical assistance and training in crime mapping and analysis are available from the National Institute of Justice's Crime Mapping Research Center at [www.ojp.usdoj.gov/nij/maps/](http://www.ojp.usdoj.gov/nij/maps/).

#### One Example of a Gun Law Enforcement Initiative

This program will focus on the identification (planning stage) of "gun hot spots" located within the Weed and Seed area. The Lieutenant Supervisor working together with the Precinct Captain, Detectives, the Crime Analyst, and Management Information personnel, will identify data criteria to be used for the identification of gun hot spots. This data will then be geographically plotted and accessible by members of the Gun Team and the other members of Precinct 12. The total time expected for this effort (including equipment acquisition and setup) will be approximately two to three months. The only disruption to this schedule would be significant delays in equipment purchase or setup.

A detail car consisting of two sworn officers will then be utilized during "high incidence periods" to aggressively attack illegal possession and usage of firearms in the targeted hot spots. These officers will work half shifts (either four or five hour shifts), and their initial focus will be on the seizure and removal of illegal firearms from the Weed and Seed area. This enforcement effort is expected to take anywhere from six to eight months before visible results are apparent. This is the implementation phase of the program. The major obstacle to accomplishing this objective may be that guns are even more prevalent than expected. If this occurs, it may require the full duration of the first year's funding without moving into the last stage of the program (maintenance stage).

The maintenance stage will involve continuous police presence in "gun hot spots," and the identification of new "gun hot spots" after order is restored to the originally identified sites. Police presence may include foot patrol and/or the continued usage of motorized patrol after order is restored to the most prevalent visible sites identified. The maintenance stage will take the duration of the project and will most likely require a longer sustaining effort in order to maintain the results achieved in the implementation stage.

The educational program component centers on the topic of gun crime and violence. The program can be in the form of school presentations, community center presentations, public service announcements, and other forms of outreach.

## **B. Justice Innovations**

This initiative focuses on developing and implementing community-oriented criminal justice programming, to be integrated within Weed and Seed sites. Community justice encompasses innovative models for criminal justice that are problem-solving in their approach; integrated in a meaningful way to meet the needs of community, offenders and victims; and encourage partnerships between traditional and non-traditional participants in reducing crime and promoting public safety. These initiatives include such models as Community Corrections, Community Court, Community Prosecution, Alternative Sentencing for Juveniles, Teen Court, Drug Court, Neighborhood Public Safety Law, Mental Health Court, etc. In designing and implementing these initiatives, sites need to ensure that their steering committees include appropriate representatives from the local judiciary, local prosecutors, corrections, faith-based groups, and non-profit organizations engaged in the delivery of social services, substance abuse, or mental health treatment, and/or economic or community development activities. All planning and implementation activities should include representatives who live or work in the Weed and Seed area in which the Community Justice Initiative is to be located.

The Community Justice Initiative is directed at planning activities that can lead to the development and implementation of such models as community or specialized courts, community prosecution and community corrections activities in which the concept of community justice can be realized and developed to fit the needs of localities. A range of technical assistance for the development and implementation of these activities is available to sites that select this special emphasis initiative. Funding can include such items as staffing, travel for training, and contractual services.

## **C. Faith-Based/Community-Based Initiatives**

Initiatives in this category can include a wide variety of activities by faith-based and/or community-based entities to provide seeding activities including but not limited to the following, singularly or in combination: drug/alcohol demand reduction; drug/alcohol treatment; anti-gang activities; offender re-entry mentoring, tutoring, and job-preparedness training; after-school recreational activities; homeless shelters; and anti-truancy activities. This special emphasis area is especially intended to provide resources to small entities that have not previously received Federal funding. The grantee is encouraged to provide as much assistance as possible to subgrantees in complying with the requirements that accompany Federal funding. Information about some faith-based and community programs can be found at <http://www.usdoj.gov/fbci>.

## **D. Anti-Gang Crime Initiative**

In developing their anti-gang strategies, sites are encouraged to use both law enforcement and prevention techniques to counter gang-related violent crime. Prevention approaches should be planned as part of a comprehensive approach, should focus on dealing with gang members as individuals, and can include school-based and community-based programs, such as programs for dealing with suspended students during and following suspension. Coordination with schools can help ensure that school disciplinary policies do not simply push out at-risk youth without providing alternative programs and supervision and do not expose youths to gang retaliation. In addition, Boys and Girls Clubs offer a Targeted Outreach Program to help kids stay out of gangs or leave gangs by providing a sense of acceptance, belonging, competence, and influence that youth otherwise seek from gang affiliation.

Prevention techniques can include problem-solving, anger control, empathy development, resistance to peer pressure, conflict resolution, drug and alcohol abuse prevention, and constructive life and employment skills.

Potential law enforcement approaches include combined police and probation patrols, communicating and implementing a policy of zero-tolerance for gang violence, injunctions restricting gang activities, increasing the swiftness of imposing sanctions for illegal activities, focusing on major offenders, reverse stings, sweeps, use of paid informants, drug house raids, gun seizure programs, and witness protection. Law enforcement approaches should emphasize coordination among Federal, state, and local law enforcement agencies to target and remove gang-related violent offenders and drug traffickers.

Further information on gangs can be obtained from the Regional Information Sharing System and the National Youth Gang Center, both of which can be accessed via the internet website: [www.iir.com/riss/](http://www.iir.com/riss/), and from the OJJDP Juvenile Justice Clearinghouse via 1-800-638-8736.

#### **E. Anti-Drug/Alcohol Abuse Strategies**

Initiatives in this category can include any element of drug and/or alcohol demand reduction, law enforcement, testing, or treatment. Examples include: drug market analysis; enforcement focusing on "hot spots" such as nuisance bars; drug testing part of pretrial supervision; frequent, random drug testing for probationers and parolees; drug prosecution; drug/alcohol treatment; the costs of operating or enhancing Drug Education For Youth (DEFY) leadership camps and follow-on mentoring activities; and Boys and Girls Club programs for teenagers as sequels to site DEFY activities.

##### One Example of an Anti-Drug/Alcohol Abuse Strategy

In one community, West Side Addiction Services, Inc. will provide drug and alcohol screening and assessments for children and families in the Weed and Seed area. Two focus areas have been chosen--the Safe Haven Complex, and a public housing facility in close proximity to the Safe Haven known as Catherine Courts. In Catherine Courts, a social worker will be employed to conduct assessments with pregnant women/mothers and families with children ages 0 to 5 years of age. The social worker will provide life skills management classes and counseling in small groups to families with known substance abuse problems, and will make referrals to appropriate agencies within the Weed and Seed community, and he will use internal resources. A lending library of educational materials will be developed for use by parents and children.

At the Safe Haven, the same social worker will provide group counseling to children who have been identified as at-risk for substance abuse or violent interaction with peers and will provide an opportunity for them to protect themselves from those risks. Educational materials will also be provided to this group of youth. This material will focus on risk behaviors that children are challenged within their community.

The Drug-Free Communities Support Program is one potential funding source to assist sites in the fight to reduce substance abuse. Directed by the White House Office of National Drug Control Policy (ONDCP) and administered by the Department of Health and Human Services' Substance Abuse and Mental Health Services Administration (SAMHSA), the program is designed to strengthen community-based coalitions' efforts in reducing substance abuse among youth. Application materials can be downloaded from <http://drugfreecommunities.samhsa.gov/>.

## **F. Methamphetamine Lab/Environmental Activities**

### **Addressing The Hazards Resulting From the Presence of Methamphetamine Laboratories, Lead-Based Paint, Lead In Exposed Soil, or Asbestos Containing Materials**

Clandestine methamphetamine laboratories pose unique problems for law enforcement because of the volatility, flammability, and toxicity of the chemicals used. This Special Emphasis Area provides funds for training, equipment, and contractor expenses needed to handle, contain, and dispose of these dangerous substances. Interested applicants should request from CCDO copies of (1) OJP's assessment of the environmental, health, and safety risks associated with this activity and (2) the special condition that will apply to any grant funds used for this activity and that is intended to minimize these risks. Applicants should also consult with DEA concerning the most cost-effective means for complying with resulting disposal requirements.

Because of the age of their housing stock and public buildings, older neighborhoods in urban areas across the country can disproportionately expose their occupants to the health risks associated with the presence of deteriorating lead-based paint, lead dust, lead in bare soil, and building materials containing damaged friable asbestos (often encountered in buildings seized through the Weed and Seed property transfer initiative). Resulting adverse health effects, such as elevated blood lead levels in children from exposure to lead hazards, can seriously impact the affected residents' ability to have productive, law-abiding lives. Additionally, the deteriorating building conditions which serve as the pathway for these health risks, if left unaddressed, can result in the abandonment of the affected buildings and reduced housing stock.

CCDO funds available through this Special Emphasis Area may be used to support lead hazard reduction and asbestos abatement programs within the Weed and Seed area. However, applicants are first encouraged to seek funding for these activities from existing funding streams intended for these purposes. Any such proposal must demonstrate the applicant's awareness of and ability to conduct the proposed activities in accordance with all applicable Federal, state, and local laws.

If any component of the proposal may include the removal of lead based paint, lead in soil, asbestos-containing materials, or other hazardous materials, the proposal must also address how these materials will be disposed of and the legal sufficiency of the disposal process.

#### **Examples of how CCDO funding may be used include:**

- Dismantling of Clandestine Methamphetamine Laboratories.
- Education and outreach.
- Hazard identification and risk assessment.
- Training and certification programs for risk assessors, inspectors, and abatement personnel.
- Abatement/remediation of identified hazardous conditions to include required remodeling or renovation.
- Disposal of lead or asbestos-containing materials, as well as chemicals, equipment, and wastes from seized methamphetamine laboratories.
- Screening children for elevated blood lead levels.

#### **CCDO funding may not be used for:**

- Acquisition of property.
- Construction.

## **Brownfields Activities**

The Environmental Protection Agency (EPA) defines brownfields as abandoned, idled, or under-used industrial and commercial facilities where expansion or redevelopment is complicated by real or perceived environmental contamination. Brownfields can most effectively be revitalized through comprehensive community and economic development strategies. Returning these sites to productive use creates jobs, revitalizes urban areas, and addresses the economic development needs of communities in and around such sites.

In order to support community health and economic development, CCDO is committed to helping communities revitalize such properties. However, before seeking Weed and Seed funding for this purpose, sites must seek funding from existing programs such as those housed at EPA. If that avenue proves ineffective, CCDO Special Emphasis Initiative funding may be used to support a Brownfield initiative where the designated site overlaps with the Weed and Seed designated area. All restrictions on EPA's use of funding cited in the Comprehensive Response, Compensation, and Liability Act (CERCLA) apply to recipients of CCDO Brownfields Special Emphasis Initiative funding. **In addition to the budget summary and worksheet, your Brownfields Special Emphasis proposal must include a map of your brownfields area(s) and one to two pages of background information on your brownfields initiative, and possible environmental assessment information, as further discussed below. The background section should describe the factual and historical context for the potentially affected site(s) and community, and discuss the ultimate goal of your overall brownfields effort.**

Examples of how CCDO funding may be used include:

- Education and outreach to inform and involve citizens and businesses.
- Building partnerships and outreach among stakeholders, including Federal and state agencies, tribes, municipalities, community groups, and businesses.
- Community involvement or environmental justice planning.
- Reuse planning, assessment, and evaluation.
- Renovating existing facilities.
- Cleanup or other response activities associated with such cleanups (e.g., groundwater extraction and treatment, landscaping and similar site renewal activities).
- Fostering local job development and training initiatives.
- Assisting not-for-profit entities in economic development projects.

CCDO funding may **not** be used for:

- Acquisition of property.
- Construction that is not related to eligible cleanup activities.

## **Application of National Environmental Policy Act (NEPA) to Some Environmental Activities:**

Some proposals will require applicants to provide additional information and assistance in assessing the potential environmental impacts of the proposed activities. Examples of these proposals include those involving renovation, cleanup and other response activities, and eligible construction activities. The OJP website ([www.ojp.usdoj.gov/funding/otherrequirements.htm](http://www.ojp.usdoj.gov/funding/otherrequirements.htm)) contains additional information relative to NEPA compliance. Applicants submitting proposals that require the completion of an environmental assessment will be informed by CCDO as soon as possible following CCDO' review of the application.

## **G. Victim Services**

This initiative focuses on programs and services to address the rights, safety, and healing of victims. Weed and Seed funds are to be used to fill in gaps not covered by other resources. Depending on the needs of the designated neighborhood(s), strategies can be developed to address an array of topics such as: victims' compensation, costs, and rights; family violence; hate and bias-related violence; special needs of child and elderly victims; mental health services for crime victims; multi-cultural issues; survivors of homicide victims; victims of juvenile offenders; and legal remedies. In addition, training for law enforcement personnel and other service providers is vital to enable them to respond effectively and sensitively to victims. For instance, as the first responder to the crime, the police officer and his/her treatment of the victim plays a critical role in the victim's recovery process. Funds for this initiative may be used for activities such as training for law enforcement and support personnel, counseling services, workshops, educational and resource materials, and legal assistance. Sites will first wish to make use of existing victims' assistance funding, however, before submitting a request to CCDO (see below).

The OJP Office for Victims of Crime (OVC) provides funding to programs around the country to assist victims and improve victim services. In every state, OVC supports local crime victim assistance and compensation programs through Victims of Crime Act (VOCA) funds that are disbursed by state VOCA administrators. In addition, in many of the Weed and Seed sites, OVC provides funds to demonstration programs to develop local victim service delivery models that can be replicated in other communities nationwide. Both the VOCA and demonstration programs could serve as valuable local resources to Weed and Seed sites. Sites can obtain information about resources and grants available on combating violence against women from the Office on Violence Against Women website at [www.usdoj.gov/ovw/](http://www.usdoj.gov/ovw/).

## **H. Re-Entry Programs for Offenders**

The purpose of this initiative is to enhance public safety by reducing criminal victimization by this high risk group. More than 630,000 offenders are released from prison every year. The re-entry initiative seeks to address inmates' risk factors beginning in the institution to reduce their following the inmate upon release into Weed and Seed communities. This is particularly important for inmates who have completed full terms and are not subject to any post-release supervision.

Funding under the Weed and Seed initiative can complement such a program by paying for life skills training, job readiness training, job placement and follow-up, career counseling, family counseling, health care, mental health care treatment, literacy training, and parenting issues for offenders re-entering Weed and Seed communities. Funding of these services is restricted to inmates to be released into Weed and Seed areas. In addition, the Weed and Seed approach to this issue will focus on improving coordination and utilization of existing resources and programs as well as new activities.

Weed and Seed sites also are encouraged to coordinate with State grantees of the prisoner re-entry program, administered by the Office of Justice Programs in collaboration with several other Federal agencies.

For further information on establishing re-entry programs for offenders, applicants should consult the following website: [www.ojp.usdoj.gov/reentry/](http://www.ojp.usdoj.gov/reentry/).

## **I. Local Evaluation**

Evaluation is an important tool for program assessment and fine-tuning. The documentation of program successes in an evaluation can also help a site to attract additional resources. The addition of Local Evaluation as a Special Emphasis Initiative Area will provide sites with an additional option for supporting this important program function.

The evaluation should examine both the process of implementation and the impact of Weed and Seed activities in the designated area. A discussion of evaluation appears in the *Weed and Seed Implementation Manual*. Another excellent resource is *Evaluating a Weed and Seed Strategy* (NCJ 191723). This guide provides a step-by-step approach to a comprehensive local Weed and Seed evaluation. It is available in .pdf and text formats at [www.ojp.usdoj.gov/ccdo/pub/welcome.html](http://www.ojp.usdoj.gov/ccdo/pub/welcome.html). Guidance also can be obtained from the OJP Bureau of Justice Assistance's Center for Program Evaluation at [www.ojp.usdoj.gov/BJA/evaluation/](http://www.ojp.usdoj.gov/BJA/evaluation/).

The local evaluation should be conducted by a local research partner distinct from the entities directly involved in implementing the program. The independence of the evaluator will help establish the credibility of the evaluation. Local institutions of higher education may be able to provide both faculty and student assistance in performing the evaluation.

## **J. Prevention Specialty Programs (includes Truancy Prevention, Conflict Resolution, Prevention Through the Arts, Mentoring, and Computer Learning Centers)**

### **1) Truancy Prevention**

Truancy is a leading indicator that trouble is ahead for an adolescent. Truants are not receiving the education and other assistance they can obtain in school, and can all too easily fill up idle hours with criminal activity. Funding under this initiative can pay for officers assigned to truancy duty and equipment needed by them and for programs (in schools or Safe Havens) that succeed in getting school-age youths off the streets and back into school. Coordination with schools can help ensure that school disciplinary policies do not simply push out at-risk youth with no alternative activities or supervision, and that school disciplinary procedures take into account how students are affected by gang pressures.

Truancy is often linked to youth criminal activities, but can also be an indicator that a child may be the victim of criminal behavior such as abuse, neglect or domestic violence. Depending on the needs and goals of each site, truancy prevention programs may include funding for officers, school representatives, case managers, outreach workers or other personnel whose duties are to work directly with truant youth. Partnerships between school, police, juvenile court and child welfare officials are encouraged, as are programs that link truancy prevention, intervention and follow-up to Safe Haven activities such as mentoring.

Funding can also be used to purchase equipment or cover costs of expenses for use in truancy prevention program. Examples include vehicle expenses or computer software that can enhance programs to identify chronically absent students and develop intervention strategies for such high-risk youth.

#### **Example 1 of Truancy Prevention Strategy**

The Police Department, in the belief that the presence of school-aged youth on the streets during the school day increases the likelihood of both young criminal offenders and young victims, institutes an anti-truancy program. The city has four full-time truancy officers and one of the four is funded to work exclusively in the designated neighborhood. Working during school hours, the officers identify youth on

the street, and determine their age and the reason for their absence from school. In addition, the truancy officers are notified by Weed and Seed officers and other patrol officers about youth to be questioned. Those youth without a valid excuse for being away from school are escorted back.

### Example 2 of Truancy Prevention Strategy

Of the neighborhood police officers assigned to the Weed and Seed neighborhood, one officer is assigned to the designated area schools to help reduce truancy, violence, and resolve other problems. Once or twice a week, the officer collects names of students who have been truant and visits their homes to assess why the student is absent. In certain cases, the officer may accompany a social worker on a home visit. If the officer finds a student absent without cause, either at home or on the street, they will escort them back to school. Officers are also trained in the curriculum of GREAT to encourage the elementary school students to remain gang- and drug-free. Students can also participate in after-school activities at school or the neighborhood Safe Haven. Alternatively, Boys and Girls Club professional staff can perform this function in tandem with neighborhood police officers.

Sites can review a variety of publications that address truancy as well as learn about potential funding opportunities on the Office of Juvenile Justice and Delinquency Prevention (OJJDP) website at <http://ojjdp.ncjrs.org/index.html>. Sites should coordinate their Weed and Seed initiative with any existing OJJDP-funded programs in the community.

## **2) Conflict Resolution**

At a time when arguments can and do lead to gun battles, it is important to teach both youths and adults the skills of settling disputes peacefully, and providing mediation and problem-solving services for area residents. Initiatives to be funded should teach ways to constructively work through differences and to design mechanisms to resolve both personal and group problems, thus reducing tension and preventing violence. Programs can be coordinated with schools, youth serving organizations, community mediation programs, law enforcement, Safe Havens, and others.

While many of the Weed and Seed sites have on-going efforts in this area, this solicitation offers the opportunity to expand or enhance as well as establish conflict resolution and mediation programs and to forge new community partnerships. Depending on the needs and desires of the particular site, these programs may: (1) teach young people and /or adults techniques for solving conflict in a positive manner, (2) teach young people, adults, or staff how to be mediators themselves, (3) establish actual conflict resolution or mediation programs in designated areas such as schools, youth organizations, juvenile justice facilities, and Safe Havens, and (4) provide designated area residents access to already existing conflict resolution, mediation, and collaborative problem solving services in the community.

In the past several years, the use and application of conflict resolution skills and interventions have greatly expanded. New initiatives have included gang-related mediation and facilitation, parent and teen mediation, truancy mediation, race and ethnicity study circles, community problem-solving, victim-offender dialogues, family group conferencing, youth and police partnerships, community mediation and community policing partnerships, and inter-group dispute resolution and violence prevention. Once your site identifies its problem areas, assess whether a conflict resolution approach may be an appropriate strategy to address the situation.

Conflict resolution resources are becoming more readily available throughout the country; today there are well over 500 community mediation programs in the United States and over thirty state offices of dispute resolution, as well as state and national associations. Consider partnering with your local or state dispute resolution center and together design a partnership to meet the needs of your site. Typically, community mediation programs offer some or all of these services: individual and group case handling; conflict resolution and mediation training; community education and outreach; and dispute resolution referral and systems design.

### One Example of a Conflict Resolution Strategy

Metro Mediation Center will provide conflict resolution skills training to the after-school program sponsored by the Safe Haven. The Center will offer communication and problem solving classes based upon the types of problems and confrontations that the youth daily encounter. Additionally, the Center working with the Safe Haven, will design a case referral system to provide mediation services to truant and runaway youth and their parents and care takers. The schools and local law enforcement will be partners in the project and help design outreach and referral strategies. For example, when law enforcement personnel encounter a neighborhood dispute involving the playing of loud music, the officer will refer the parties to Metro Mediation Center so that together the neighbors can resolve their differences before the situation results in violence.

### **3) Prevention Through the Arts**

Providing constructive and engrossing activities which encourage youths to discover their own artistic abilities can keep them on the right path, introduce them to options previously unknown to them, and as a result prevent future criminal involvement. Programs in this category can combine creative activities, skills training, and arts career awareness. Grant funds can help provide staffing, space, and materials. Special consideration will be given to programs which emphasize discovering and developing a child's artistic abilities, while providing children with an understanding of the options available in individual arts fields.

#### Examples of activities that can be funded include:

- ◆ A music or choral program that teaches participants to sing or play a musical instrument;
- ◆ An applied art class that teaches and encourages art skills in drawing, painting, or sculpture;
- ◆ A class teaching basics in photography and promoting photography as a creative art (more than a project which only provides children with disposable cameras rather than teaching basic skills);
- ◆ A class or activity which promotes the original writing of literature--fiction, poetry, or drama;
- ◆ An activity which teaches or promotes theater projects, allowing the children to participate in all facets of stage production, such as writing, acting, or producing;
- ◆ An activity that teaches dance performance;
- ◆ Salary of an Arts Coordinator or Boys and Girls Club staff person to ensure all arts activities are presented to Weed and Seed children as options.

#### ***Applicants in this category must:***

- ◆ indicate how they will recruit and maintain attendance for youths who are at risk;
- ◆ indicate a relationship or some previous collaborative activity with a recognized arts organization and have a signed Memorandum of Agreement indicating this relationship;
- ◆ indicate the artistic credentials of the primary instructor.

#### **4) Mentoring**

Mentoring provides children with role models and life skills guidance, as well as instruction in specific topics. The objective of mentoring is reduction in drug demand and criminal behavior as well as increasing the youths' capacity to find and hold good jobs. Sites may apply for funding for payment of Boys and Girls Club program costs or training of volunteer mentors, space, coordinating personnel, vehicles, instructional materials, liability insurance premiums, and other costs of establishing or enhancing mentoring programs. These costs can also include those of special events (e.g., movies, sporting events, plays, concerts, field trips, etc.), provided that such costs are reimbursable and that outings are supported by mentoring objectives such as enhancing self-esteem, communication skills, cultural awareness, and leadership. Requested costs can include those of operating or enhancing Drug Education For Youth (DEFY) mentoring activities. Volunteers can be recruited from community organizations, law enforcement, the military, churches, senior citizen centers, and schools. Careful background screening of volunteers is required. Mentoring activities should be coordinated with the site's Safe Haven(s).

#### **5) Computer Learning Centers**

The objective of this initiative is to bridge to technological competence and employability for residents of Weed and Seed sites. Funds may be used to acquire computer hardware and software for use in teaching literacy, preparing for GEDs, preparing for jobs where computers are used or programmed or repaired, developing a website, networking schools, community services, government organizations and other local organizations; and starting up businesses in technology and telecommunications. Funds may also be used to provide the infrastructure needed for planning and running the computer learning center, including setting up the center, planning and budgeting, scheduling classes, marketing outreach, staffing and running classes.

This initiative area is modeled on the successful "SeedTech" program which has already provided computer learning centers to a number of Weed and Seed sites. Sites which select this special emphasis initiative area may use the services of the Weed and Seed "SeedTech" provider—Urban Technology Center (UTC) Inc., a nonprofit corporation, to build the technological and administrative capabilities of the site by providing consulting services and support, recommend and procure hardware, software, and Internet Service. UTC can be reached at (800) 998-3212.

#### **K. Neighborhood Restoration**

The Neighborhood Restoration Special Emphasis Initiative area seeks to assist Weed and Seed communities to find viable avenues to help "fix broken windows" and ensure sustainable Weed and Seed activities for the long term. There are a variety of approaches that can be funded in this area, for example: community clean-ups; strategic planning for neighborhood economic development; facilitating partnerships and organizational restructuring; small business retention; small business development training and start-up projects; job preparedness and job skills training. These activities should be fully coordinated with the Weed and Seed strategy as overseen by the site's Steering Committee in a way that reflects the interrelationship of public safety and neighborhood restoration. In considering this area, sites may wish to consult with their local chamber of commerce and local Small Business Administration office, as well as technical assistance partners which have experience in working with Weed and Seed sites.

## **Guidelines for the Evaluation of Information Obtained in State and National Criminal Background Checks on Potential Employees and Volunteers Who May Have Access to Children, the Elderly, and Individuals with Disabilities at Weed and Seed Sites**

Background: When a person entrusted with the care of particularly vulnerable individuals (i.e., children, the elderly, or the disabled) abuses those individuals and then is found to have previously abused others or have a criminal background—questions and potential liabilities arise. In order to address this compelling public interest, the Federal government and most states have enacted legislation that authorizes criminal record checks, including FBI fingerprint criminal record checks, on various persons who work with these vulnerable individuals (the protocols for these checks were addressed in previous memorandum dated November 5, 2002). The primary purpose of this legislation (including the National Child Protection Act [NCPA], Pub. L. No. 103-209, and the Violent Crime Control and Law Enforcement Act of 1994 [VCCLEA], Pub. L. No. 103-222) is to identify the potentially abusive persons and protect the vulnerable individuals.

The Weed and Seed Program Guide and Application Kit has required background screening for several years. Once that screening is done and criminal records information is received, it is important to have consistent standards for the evaluation of this information. Therefore, uniform guidelines for the evaluation of this information need to be established. Also, to the extent possible, the hiring of the employee or the placement of the volunteer should be delayed until the entire screening process, including the evaluation of any criminal history, is completed. At a minimum, the potential employee or volunteer must be restricted to supervised situations or situations in which another worker is present when dealing with vulnerable individuals until the screening process is complete. This is consistent with the suggestions provided by an Office of Juvenile Justice and Delinquency Prevention (OJJDP) publication entitled *Guidelines for the Screening of Persons Working with Children, the Elderly, and Individuals with Disabilities in Need of Support*, NCJ 167248 (referenced in the Weed and Seed Program Guide and Application Kit). The publication gives the following factors to consider:

1. The relationship between the incident and the type of employee or service that the applicant will provide.
2. The applicant's employment or volunteer history before and after the incident.
3. The applicant's efforts and success at rehabilitation.
4. The likelihood that the incident would prevent the applicant from his or her responsibilities in a manner consistent with the safety and welfare of the consumers served by the agency.
5. The circumstances and/or factors indicating the incident is likely to be repeated.
6. The nature, severity, number, and consequences of the incidents disclosed.
7. The circumstances surrounding each incident, including contributing societal or environmental conditions.
8. The age of the individual at the time of the incident.
9. The amount of time lapsed since the incident occurred.

Given the gravity of the compelling public interest involved, the factors delineated above should be interpreted in a manner that provides the greatest protection to the vulnerable individuals. Therefore, the following guidelines are to be used when evaluating criminal history information concerning applicants (which term is to be understood to include persons who have already begun work at the site):

- The applicant must not have felony convictions of any type or any misdemeanor convictions involving violence, fraud, or criminal sexual misconduct.
- The applicant must not have any conviction for an offense against a child or dependent adult.
- The applicant must not have any misdemeanor convictions involving a breach of the peace or drug related offenses within the past five years proceeding the date of the background check.
- Applicants with previous military employment must not have been convicted of any court-martial higher than a summary court martial.

These guidelines will help further the primary purpose—identifying the potentially abusive persons and protecting the vulnerable individuals of the NCPA while, at the same time, staying within the spirit of the recommendations in OJJDP publication NCJ 167248. For further information or elaboration on these guidelines contact the Community Capacity Development Office at (202) 616-1152.

**Any waiver from this policy must be requested in writing by memorandum from the U.S. Attorney to the Community Capacity Development Office, along with accompanying documentation.**