-U.S. Department of Justice
Office of Justice Programs
Executive Office for Weed and Seed

Grantee Site Characteristics and Activity Data Report Forms Guidance

Government Performance and Results Act (GPRA)

unless otherwise specified, data are for calendar (Jan. 1-Dec. 31) year 2003

FY 2004 Report Forms Purpose and Return Information

Purpose

In order to report on the nationwide activities supported by its efforts, the Executive Office for Weed and Seed (EOWS) has developed this set of forms to collect basic data on the programs and services provided through local Weed and Seed Sites. The diversity of activities performed, clients served, and community characteristics across the Local Sites make the collection of uniform and consistent national statistics very difficult. This report form is designed to gather baseline information which applies generally to all Local Sites and also provides some indication of the broader aspects of the Weed and Seed strategy for crime control and community revitalization.

Where Completed Forms Should Be Sent

Justice Research and Statistics Association
777 North Capitol Street, NE, Suite 801
Washington, DC 20002-4239
Attn: Weed and Seed Project
(202) 842-9330 - phone; (202) 842-9329 - fax; WeedandSeed@jrsa.org - Internet email

FY2004 General Reporting Guidance

Major Reporting Changes for FY 2004

For FY 2004, the following major changes have been made in the GPRA forms:

SECTION B - Site Management/Operations Characteristics
- Questions 8, 9, and 10 were added for jurisdictions (cities or counties) with more than one site which may have city or county-wide steering committees in addition to site specific steering committees.

SECTION E - Seeding Activities
- Question 4 was expanded to ask whether the site participates in the Drug Education for Youth (DEFY) Program.

SECTION M - Crime Problem Assessment
- Question 2 has been changed from an open text response to a data table that is to be used for reporting crime statistics that document the severity of the crime problems specifically in HUD grant target areas.

SECTION N - Partnerships to Address Crime
- Questions 6a and b were added to indicate involvement with local public housing agencies.

SECTION O - Program Implementation
- A new Question 1 was added so that the HUD grant recipients can indicate the major focus of the efforts to which these funds have been used. This will facilitate analysis of the subsequently reported program information.
- Question 5 was modified to include the number of prosecutions as well as investigations undertaken with HUD funds.

Data Collection/ Reporting Issues

The EOWS recognizes the limitations of staff time and other resources under which the Local Sites operate. Consequently, specific data elements were chosen that are general indicators of program activities and should be within the capabilities of Local Sites to provide. These instructions provide direction when estimates may be necessary because the available data do not exactly correspond to the report form's categories, the particular Weed and Seed Site boundaries, or time periods for this report. Space is provided in this form for explanatory notes.

The EOWS expects each Site to make a reasonable effort to provide this information when it is available and to develop mechanisms for collecting these data in the future when they are not currently accessible. Describing the scope of the national Weed and Seed effort is a critical task in documenting its importance in crime control and community revitalization. The collection of uniform and consistent program activity data is essential for this capability.

Technical Assistance Available

EOWS has requested that the Justice Research and Statistics Association (JRSA) provide technical assistance in the implementation of this data collection effort. JRSA will provide guidance to Local Sites, collect and process the reports, and prepare summaries of the data.

For additional guidance with these forms, contact the JRSA Weed and Seed Project staff at (202) 842-9330 - phone, (202) 842-9329 - fax, WeedandSeed@jrsa.org - Internet email.

Use of the Report Forms and Submission Dates

The report forms are in two parts. The purpose and the timing for submitting each of the forms are as follows:

Part I - Site Characteristics and Activity Data Report is intended for Local Site information that would serve as the basis for calculating various statistical measures such as averages or deriving various Site summary reports by types of services or activities offered. It also contains the statistical information on each Weed and Seed Site's efforts. <u>This form should be submitted annually along with your Site's EOWS grant application. Please refer to the annual EOWS Grant Application Kit instructions for the exact submission date for each year.</u>

Part II - Site Characteristics Update is a means to inform the EOWS during the program year of significant changes in the Site characteristics that may affect the program activity statistics, e.g., the addition of new Safe Haven facilities, community policing activities, or target area boundary changes. <u>This form can be obtained by contacting the JRSA project staff directly.</u>

U.S. Department of Justice
Office of Justice Programs
Executive Office for Weed and Seed

Part I - Grantee Site Characteristics and Activity Data Report

Government Performance and Results Act (GPRA)

unless otherwise specified, data are for calendar (Jan. 1-Dec. 31) year 2003

Note that this form should be sent when a Local Site submits its annual EOWS grant application. For assistance in completing this form, see the attached instructions. For additional guidance, contact the JRSA Weed and Seed Project staff at (202) 842-9330. Any attachments should be clearly identified as to which section and question they are submitted as a response. ***Completed forms should be sent to: Justice Research and Statistics Association, 777 North Capitol St., NE, Suite 801, Washington, DC 20002-4239, (202) 842-9329 fax.***

EOWS ID No.
(3 digit #): ___|___|___ State:_____ County/City:_____

Site Name:_____

Agency Name:_____

Person Completing This Form:_____ Title:_____

Phone:( )_____ Fax:( )_____ Email:_____

Date Submitted:___/___/___ Reporting Agency (check one): __ Federal __ state __ local

SECTION A - Site Demographic Information

1. Total population (Site only): _____ If available, please provide the following:

2. Youth population (ages 0-17): _____ 3. Adult population (ages18+): _____

SECTION B - Site Management/Operations Characteristics

1a. Is there a Site Coordinator? (check one):
__yes __no __planned

If "yes",
b. Is it a full-time position __yes __no __planned
c. Weed and Seed only __yes __no __planned

2. How often are the Site Steering Committee's regular meetings held (check one)
__ biweekly __ quarterly
__ monthly __ semiannual
__ bimonthly __ other_____

3. Does your Site have a regularly produced newsletter? (check one)
__yes __no __planned

4. Has your Site produced a resource directory for residents/community? (check one)
__yes __no __planned

5. Is the EOWS grant recipient a faith-based organization? (check one)
__yes, describe_____
__no

6. Do any members of the Steering Committee represent faith-based partners? (check one)
__yes, describe_____
__no

7a. Have the target area boundaries changed? (Note: all changes must be approved by EOWS.) __yes __no

7b. If"yes", describe the nature of the change using specific street names or other boundaries and **include a map**.

_____

_____

8. Is your site in a local jurisdiction (city or county) with more than one Weed and Seed site? __yes __no __planned

9. Does your site's target area include more than one jurisdiction such as multiple cities or counties? __yes __no __planned

10. If yes to either Question 8 or 9 above:
   a. Is there a separate, overall city-wide or county-wide steering committee for coordination across these sites or jurisdictions? __yes __no __planned

   b. How often does this city-wide or county-wide steering committee regularly meet? (check one)
   __ biweekly __ bimonthly __ semiannual
   __ monthly __ quarterly __ other_____

   c. Are there also site-specific steering committee(s)? __yes __no __planned

SECTION C - Law Enforcement/Prosecution Characteristics

1. Does the Site's weeding effort include a multi-jurisdictional task force? (check one): __yes __no __planned

If,"yes", please check all agencies that are involved:

__ ATF
__ DEA
__ FBI
__ HUD Insp Gen. Office
__ INS/Border Patrol
__ IRS
__ National Guard
__ other DOD agency
__ US Attorney
__ US Customs Service
__ US Marshals
__ US Postal Service
__ Tribal police/BIA
__ State Attorney Gen.
__ State police/patrol
__ County/local police
__ County/local prosecutor
__ Housing Authority
__ other, _____

2. Does your Site participate in Project Safe Neighborhoods? (check one) __yes __no __planned

SECTION D - Community Policing Activities

1. Please indicate the types of community policing activities used (check one for each activity type):

   a. Foot patrols __yes __no __planned
   b. Bike patrols __yes __no __planned

   c. Substations __yes __no __planned
   d. Crime watch __yes __no __planned

   e. Police participation in community meetings *(see instructions for definition)*: __yes __no __planned

   f. Other activities, please specify: _____

SECTION E - Seeding Activities

1. Number of Safe Haven facilities: _____ 2. Number of Safe Havens receiving EOWS funding: _____

3. List names and complete addresses for all Safe Haven facilities as defined in the attached GPRA Instructions and EOWS Implementation Manual (attach additional pages if necessary):

Facility Name	Street Address	City/State/Zip Code

4. Please indicate the types of activities/services provided by delivery location. Enter a "Y" for yes, "N" for no, or a "P" for planned **for each box below**. "Other Locations" refers to facilities not designated as a Safe Haven.

Types of Activities/Services Provided at	Safe Haven	Other Locations	Types of Activities/Services Provided at	Safe Haven	Other Locations
a. academic courses and tutoring			n. scouting programs		
b. mentoring			o. military cadet training		
c. prevention education, describe:			p. anti-gang education/ training		
			q. Communities in Schools programs		
d. dispute resolution and mediation			r. performance/applied arts programs		
e. recreation/athletics			s. victim assistance programs		
f. job training			t. community projects, e.g. clean-ups		
g. job placement					
h. anti-drug education			u. general health screening services		
i. community police co-located in Safe Haven			v. lead poisoning screening service		
j. safe corridors (school escorts for children)			w. Drug Education for Youth (DEFY)		
k. summer day camp					
l. youth leadership training			x. other, specify:		
m. Boys/Girls Club programs					

SECTION F - Neighborhood Restoration Information

1. Number of community development corporations within Site area: _____

2. Types of new construction/renovation activities occurring in Local Site (check one for each activity type):

a. housing development(s): __yes __no __planned b. commercial development(s): __yes __no __planned

c. business/community partnerships: __yes __no __planned

d. other, please specify (describe the kinds of activities being undertaken): _____

_____

3. Number of community cleanups done using EOWS support: _____

4. Are any of the Weed and Seed strategy activities related to or are otherwise involved in the EPA Brownfields Program?

Brownfields Assessment Demonstration Pilots __yes __no __planned
Brownfields Cleanup and Revolving Loan Fund Pilots __yes __no __planned
Brownfields Showcase Communities __yes __no __planned
Brownfields Tax Incentive __yes __no __planned
other, specify _____ __yes __no __planned

SECTION G - Additional Site Activities

Please describe any additional noteworthy Site activities not covered in the previous sections or the Program Narrative submitted to EOWS. If any attachments are responses to this question, please identify them as such.

_____

_____

_____

SECTION H - Law Enforcement/Prosecution Information

1. Please report the total number of homicides for the three preceding calendar years:

Area	2003	2002	2001
a. Weed & Seed Site Only	_____	_____	_____
b. Entire Jurisdiction (i.e., city, town, county)	_____	_____	_____

Jurisdiction Name: _____

2. Please report the number of drug arrests associated with your Site's Weeding activities including those that occurred outside the target area but directly affect it or have a significant nexus to it. ***NOTE: Enter "NA" to indicate missing or unavailable data. Use a zero (0) when no arrests occur***

Data for most recent calendar year (i.e., 2003) drug arrests; unless otherwise specified here:_____

Type	Total Arrests	Sale/Manufacturing	Possession
All drug abuse violations (including substances not listed below)			
Heroin			
Cocaine (not including crack)			
Crack cocaine			
Marijuana			
Methamphetamines only			
Prescription drugs			
Other (specify):			

3. Please attach any additional data or reports that provide indicators of your site's major focus or efforts related to crime and law enforcement. If any attachments are responses to this question, please identify them as such.

SECTION I - Safe Haven Information

1. Provide the total unduplicated Safe Haven attendance (i.e., number of persons receiving services and not visits or sessions attended) for all services/activities during one typical week (see instructions for additional guidance)

Safe Haven attendance for week of _____/_____/2004 (month/day): _____

2. Please attach any additional data or reports that provide indicators of your Site's major focus or Safe Haven-related efforts. If any attachments are responses to this question, please identify them as such.

SECTION J - Coordinated and Leveraged Non-EOWS Weed and Seed Resources

In response to a U.S. General Accounting Office request, EOWS must document the coordinated and leveraged resources (excluding funding from EOWS) being directed towards Weed and Seed communities. This is defined as those funds that explicitly help, in whole or part, to implement the Weed and Seed strategy. Please provide or estimate the amounts that are being expended for your Site by source (See Forms Instructions for more help; attach additional sheets as needed.)

Types of Non-EOWS Support	Source (Agency/Assistance Program)	Jan.-Dec. 2003 Amount in $'s
1. Other U.S. Department of Justice Funding		
a. direct DOJ grants, e.g., OJJDP Drug-Free Communities Grants		
b. COPS Office grants		
c. formula and block grants, e.g., BJA Byrne Formula Grants and Local Law Enforcement Block Grants		
d. other DOJ grants/support		
2. Other Federal Funding		
a. HIDTA		
b. other, e.g., HUD HOPE VI grants		
3. Non-Federal Funding Sources		
a. state government funding		
b. local government funding		
c. Non-profits, e.g., United Way, foundations, churches		
d. For-profits, e.g., companies, banks		
e. other		
4. Total Funding from All Non-EOWS Funding Sources		

SECTION J - Coordinated and Leveraged Non-EOWS Weed and Seed Resources (cont'd)

In addition to direct grants and other forms of financial support, Weed and Seed Sites often receive in-kind contributions which may include donated services, goods, or use of facilities and equipment. These type of donations can be a significant source of support for a Local Site. Please indicate these for your Site. (See Forms Instructions for more help; attach additional sheets as needed. If any attachments are responses to this question, please identify them as such.)

5. In-kind Contributions

Source	Description

SECTION K - Explanatory Notes/Comments

Please include any additional information that would help in reviewing your report. Please note any data items for which estimations have been calculated and the methods used (see report form instructions for acceptable estimation methods). If any attachments are responses to this question, please identify them as such.

Part I, Supplement A - Crime/Violence in Public and Federally Assisted Housing Grantee Site Characteristics and Activity Data Report

NOTE: The following GPRA questions only apply to those Weed and Seed Sites receiving HUD Funding to Address Crime/Violence in Public and Federally Assisted Housing. Do not complete these sections unless your Local Site has been awarded these funds. Your responses to these questions must only relate to your HUD grant to address crime/violence in public and federally assisted housing in your Weed and Seed area.

SECTION L - Target Area Characteristics

1. Indicate the name(s) and locations (street address or other boundaries) of the target area to be served by the HUD funding provided in the EOWS grant. **Please attach a map labeled as the HUD target area.**

_____

_____

2. Has this area previously received a HUD Public Housing Drug Elimination Grant? ___yes ___no

3a. What is the resident population in the HUD target area? _____ b. the number of housing units?_____

4a. Among the residents, is there a specific group that is the project's focus in public/federally assisted housing? (i.e. youth, ex-offenders, etc.) ___yes ___no

4b. If "yes", please describe:_____

_____

SECTION M - Crime Problem Assessment

1. Describe the major crime problem(s) you are addressing in this public/federally assisted housing.

_____

_____

2. Specify what data (such as type of crime–robberies, drugs, or assaults; and type of indicator--calls for service, crime reports, or arrests) and their sources were used to assess the crime problem in the HUD target area..

type of crime	indicator	number reported	data source

3a. Does your local police department have crime mapping technology? ___yes ___no

3b. If,"yes", has it been (or will it be) used to analyze crime patterns specifically in the target area? ___yes ___no

4a. Have you used (or are you planning to use) a resident survey to assess crime prevention concerns and recommendations? ___yes ___no

4b. If "yes", please attach a copy. If you do include an attachment, please label it as a response to this question.

SECTION N - Partnerships to Address Crime

1a. Does the Site's Steering Committee or any of its subcommittees include representatives from the public housing tenants/residents' association or public housing authority management staff or other officials? ___yes ___no

1b. If "yes", please indicate the number of residents _____; the number of management staff/officials_____

2. If applicable, are representatives from any local public housing law enforcement units members of your Weed (Law Enforcement and Community Policing) Committees? ___yes ___ no

3a. Has a multi-jurisdictional law enforcement effort or task force related to gang, drug or illegal gun activity in public/federally assisted housing been developed/expanded since this program was started? ___yes ___ no

3b. If "yes", please describe:_____

4a. Have any working partnerships for prevention/outreach efforts been developed with community or faith-based organizations for public/federally assisted housing residents? ___yes ___ no

4b. If "yes", please describe:_____

5. What type of law enforcement presence is on-site in your site's public/federally assisted housing? (Check all that apply)

__ city/county police department
__ state law enforcement agency
__ housing authority police
__ private security company

6a. Was your local public housing agency (PHA) directly involved in developing this strategy to address crime in public/federally assisted housing? ___yes ___ no

6b. If "yes", how often do the PHA staff meet with the Weed and Seed representatives? _____

SECTION O - Program Implementation (*Describe activities in which the HUD funding is being used:*)

1. What is the major focus of your Crime/Violence in Public and Federally Assisted Housing Grant? (Check only one.)

__ physical improvements
__ increased social services
__ increased law enforcement
__ other, specify_____

2a. Have you increased law enforcement presence through car, foot or bike patrols? ___yes ___no

2b. If "yes", answer all that apply:

	# of manpower hours
__ car patrols	_____
__ foot patrols	_____
__ bike patrols	_____

3a. Have you increased community policing outreach to tenant/residents? ___yes ___no

3b. If "yes", answer all that apply:

	Provide #	# of residents involved:
__ participate in regular resident meeting	____ # meetings	_____
__ provide speaker at special event	____ # special events	_____
__ conduct specialized training	____ # trainings	_____
__ door to door contact	____ # site contacts organized	_____

4a. Have you increased the number of neighborhood watch or resident patrol programs? ___yes ___no

If "yes", check all activities and provide a count of residents for all that apply: # of residents involved

b .__ neighborhood watch _____
c. __ resident patrol program _____

5a. Has the HUD funding resulted in an increase in the number of investigations/prosecutions for felony and misdemeanor crime activity in federally assisted or public housing? ___yes ___no

If "yes", indicate the number of cases undertaken since the Site began HUD-funded activities: # of cases

b. investigations _____
c. prosecutions _____

6a. Have you increased prevention, treatment, and outreach services/activities to residents? ___yes ___no

6b. Please provide the **number of residents** served for each applicable service/activity.

services/activities	total residents served	services/activities	total residents served
substance/alcohol abuse prevention		ex-offender reentry outreach	
drug/alcohol treatment referrals		family-building	
family violence prevention		job-training	
gang prevention		victim assistance programs	
truancy prevention		community projects, e.g. clean-ups	
at-risk youth programs		other:	
general safety/crime prevention			

6c. Indicate how these activities were accomplished. Check all that apply:

__disseminate prevention information materials to residents
__conduct on-site prevention presentation at regular meeting
__make referrals to specific off-site prevention treatment programs that participate in Weed and Seed
__held a special event related to topic area
__incorporated as part of afterschool program
__worked with individuals as part of on-site case-management program available to residents
__other:_____

7. Indicate completed/planned physical improvements and other environmental design crime prevention efforts?

	number of items			**number of items**	
type of improvement	completed	planned	**type of improvement**	completed	planned
lighting			tree pruning/bush trimming		
front/lobby doors and locks			outside closed circuit TV		
entry/lobby monitoring cameras			improved/additional entry guard stations		
elevator crime detection/ safety equipment			safety equipment installed in individual units		
fencing			other:		
information kiosks					

8a. Have you engaged in other neighborhood-wide safety programs? ___yes ___no

8b. If "yes", check all activities that apply:
__graffiti removal
__community gardening
__business district crime survey
__health/housing code enforcement actions
__other:_____

9a. Have you increased home ownership opportunities for residents? ___yes ___no

9b. If "yes", check all activities that apply:
__information dissemination to residents
__special on-site forums/meetings in partnership with other public/private organizations
Indicate # of residents involved to date: _____

SECTION P - Program Evaluation

1. Describe how you are measuring the impact these activities are having (or will have) on crime and safety in public housing? Check all that apply:

a. Data Analysis:
__comparisons of baseline crime data in targeted area with subsequent measures during or after the project implementation.
__crime mapping
__other:_____

Describe:_____

b. Surveys: __resident surveys __business district survey __neighborhood-wide survey
__other:_____

Describe: _____

2. Are you working with any of the following to conduct your evaluation? (check all that apply)
__state statistical analysis center
__police department crime analysis unit
__housing authority police crime analysis unit
__university or research-based partner
__other federal state or local crime investigatory unit: _____

3a. What impact have the Weed and Seed activities had on crime in the area's public/federally-assisted housing? Attach additional pages or documents as necessary. If you do include an attachment, please label it as a response to this question.

_____

_____

3b. Are there data to support the impact you describe? If yes, provide data and source:_____

_____

_____

3c. Describe any other tangible results of your efforts to date:_____

_____

U.S. Department of Justice
Office of Justice Programs
Executive Office for Weed and Seed

Instructions for Site Characteristics and Activity Data Report Forms

Government Performance and Results Act (GPRA)

FY 2004 General Report Form Instructions

Scope of Activities to Be Reported

Local Weed and Seed Sites rely upon the participation and support of many Federal, state, and local agencies. Consequently, their activities and impact should extend far beyond the direct financial assistance provided by the Executive Office for Weed and Seed (EOWS). Each Site should report on a basis which is reasonable and accurately reflects the Weed and Seed efforts in its community.

Example: *Children utilizing Safe Haven facilities may receive services from several sources. In this case, because Safe Havens may function as convenient locations for delivering services to clients who might not otherwise use them, it may be appropriate to include programs or activities that are not directly supported through EOWS funds.*

Geographic Extent of Weed and Seed Operations

Although Weed and Seed is a geographically based strategy with defined target areas, the inclusion of activities for reporting should also rely on a reasonable judgement based on their relationship and impact on the Site regardless of actual location. For law enforcement activities, this concept has been expressed in the following manner:

"1) any felony or misdemeanor relating to distributing or possessing drugs and/or firearms (or aiding/abetting or causing thereof) within the confines of the Weed and Seed area, or involving a conspiracy to sell or possess drugs and/or firearms; or 2) the commission of any other felony offenses within the Weed and Seed area (including) any such cases which occur outside the Weed and Seed area which directly impact the area or have a significant nexus thereto" (Memorandum of 8/5/92 from the Deputy Attorney General to U.S. Attorneys for Weed and Seed Sites).

Time Period for Data Reported

Unless otherwise specified in a question, all information submitted in a GPRA should be for calendar year 2003 (January 1 - December 31, 2003). This is to allow for consistent comparisons across time periods and Local Sites and to enable the calculation of various statistics for the overall national Weed and Seed effort.

Data Estimation Acceptable

If actual program activity data are not available, an estimation method may be used to provide indicators of local Weed and Seed Site efforts. See Footnote A in the Instructions for a discussion of acceptable methods and examples. For additional guidance on this topic, contact the Weed and Seed project staff at the Justice Research and Statistics Association (JRSA), (202) 842-9330 - phone, (202) 842-9329 - fax, WeedandSeed@jrsa.org - Internet email.

Suggested Data Sources

The participating agencies are the most obvious source of program data such as reported crimes and client counts. Government planning agencies can usually provide demographic data (i.e., total population, youth--ages 0-17, and adults) and land area measurements. Colleges and universities may also have resources for obtaining the data needed for these reports. These may include their libraries; academic departments such as urban planning/affairs, geography, or criminal justice; or institutes for special studies.

State Statistical Analysis Centers (SACs) can also provide information or technical skills helpful to local agencies. JRSA can identify the SAC agency for your state. Call the Weed and Seed Project staff at JRSA, (202) 842-9330, or send an Internet email to WeedandSeed@jrsa.org.

Yes/No/ Planned Response Definitions

The terms "yes," "no," and "planned" as used in these forms are defined as follows:

yes - The service or program activity is operational during the current year being reported. In other words, a budget has been established and funded, the staff are hired and working, and the appropriate facilities and equipment are functional.

no - No program activities have occurred during the current year being reported.

planned - Preparations have been made for starting a service or program activity such as a funding received, staff hired, or facilities obtained during the current reporting year but no clients were served or program operations have taken place.

Part I - Grantee Site Characteristics and Activity Report Form Guidance

SECTION A - Site Demographic Information

These data are usually derived from U.S. Census Bureau reports and may be supplemented by estimates produced by state or local demographers. Depending on the geographic area of the local Weed and Seed Site, estimates of the population may be necessary. If your Local Site is on the Weed and Seed Data Center Web site (www.WeedandSeedDataCenter.org), this information can be found on it.

SECTION B - Site Management/ Operations Characteristics

Question 1 asks if your Site has a Coordinator. This would be a paid staff position responsible for the daily, ongoing management and operations of the Local Site. If the response to Question 1a. is "yes" or "planned", you should then indicate in Question 1b. whether this is a full-time position or not. Question 1c. asks whether this position is dedicated to Weed and Seed-related duties only or has additional responsibilities not involving the Site.

Question 2 indicates the frequency of the regular Site Steering Committee meetings.

Question 3 asks whether a newsletter is regularly produced to inform the community of Weed and Seed activities and events.

Question 4 requests whether a resource directory has been generated which provides information on services, facilities, and other types of assistance available to the Site's residents and other community members.

Questions 5 and 6, in accordance with recent Federal directives, are efforts to document the involvement of faith-based organizations with the Weed and Seed strategy at the Local Site level. A recent Federal law defines faith-based organizations as those, whether affiliated with a formalized religious organization or independently operating, which "are inspired by a religious mission of care for the poor and needy.".[1] According to Section 104, subsection (c) of the 1996 Federal Welfare Law, a faith-based

organization is one possessed of a "religious character." Thus, clear examples of faith-based organizations are local churches, temples, mosques, and/or synagogues.

In its materials, the White House Office of Faith-Based and Community Initiatives also includes organizations such as Habitat for Humanity (which is characterized as a "a nonprofit, ecumenical Christian organization") that may not be affiliated or otherwise associated with a specific religious denomination but may still have a faith-based orientation or origin.

For more information, please see the White House Office of Faith-Based and Community Initiatives's Web site at www.whitehouse.gov/infocus/faith-based.

Questions 8, 9, and 10 apply to those sites located in jurisdictions with more than one local site or cross multiple jurisdictions. In these instances, there may an overall steering committee (i.e., city or county-wide) in addition to site specific steering committees. These questions are intended to identify those locations where a hierarchy of steering committees may exist.

SECTION C - Law Enforcement/ Prosecution Characteristics

Question 1 requests information about whether a multi-jurisdictional task force is being used as part of the local Weeding effort. Multi-jurisdictional task forces are operations that involve two or more law enforcement agencies and that cross geographic or criminal justice system agency boundaries.[2]

If one or more exists or is planned within the next year, then you should indicate the agencies that are or will participate as members of the task force. Please keep in mind the comments about the geographic extent of Weed and Seed operations made in the Scope of Activities to Be Reported section at the beginning of these instructions.

Question 2 asks whether your Local Weeding Strategy includes the use of prosecutorial staff who are dedicated to only trying firearms-related cases.

SECTION D - Community Policing Activities

Section D, Question 1e. refers to either a) general public meetings held in the target community that may be for Weed and Seed activities such as providing crime prevention education or forming a Neighborhood Watch group or b) Local Site staff attendance at meetings of community organizations such as civic associations, churches, or business groups. It does <u>not</u> refer to meetings of the Weed and Seed Site committees or other meetings for internal Weed and Seed project operations.

SECTION E - Seeding Activities

A Safe Haven is defined as a multiservice center that coordinates youth and adult services in a highly visible, secure, and accessible facility. The Safe Haven acts as the center of activity for most Weed and Seed initiatives. Consequently, not every facility or location associated with Weed and Seed activities may be a Safe Haven unless they fit the preceding description.

Questions 1 and 2 request the total number of facilities in the Local Site that are designated as Safe Havens and the number which receive any direct EOWS funding.

Question 3 is a listing of each Safe Haven facility's name (e.g., the Southside Boys Club, Lincoln Elementary School, or Midtown Community Center), its complete street address, city, state, and Zip code. Please clearly and accurately enter this information. It is needed for the computer-based Site maps on the EOWS Web site. This information should be for all Safe Haven facilities regardless of whether or not EOWS funds are given to each facility. If more space is needed, additional pages can be attached for this information.

SECTION F - Neighborhood Restoration Information

This section relates to community-based organizations that are involved in commercial and housing redevelopment efforts. Many local Weed and Seed Sites have coordinated their activities with community development programs .

Question 1 - A Community Development Corporation (CDC) is an organization that is owned and controlled by community residents and is engaged in affordable housing, business and/or commercial development. Although CDCs vary in size and scope, the vast majority are non-profit, tax exempt 501(c)3 organizations. All CDCs have a board of directors composed of local residents, public officials, funders, bankers, relevant professionals, and/or community leaders.

Question 4 is related to the U.S. Environmental Protection Agency (EPA)'s Brownfields Program. The EPA's Brownfields Program is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse Brownfields. A brownfield is a site, or portion thereof, that has actual or perceived contamination and an active potential for redevelopment or reuse.

There are several aspects of the EPA's Brownfields Program that may potentially involve and benefit Local Weed and Seed Sites. For example; EPA provides grants (up to $350,000) to assess Brownfields sites and to test cleanup and redevelopment models; provides grants (up to $200,000) to provide training for residents of communities affected by Brownfields to facilitate cleanup of Brownfields sites and prepare trainees for future employment in the environmental field; EPA provides direct cleanup grants (up to $200,000) and revolving loan fund grants (up to $1M) to capitalize loan funds to make loans for the environmental cleanup of Brownfields. These grants are intended to provide EPA, states, tribes, municipalities, and communities with funding and strategies as they continue to seek new methods to promote a unified approach to site assessment, environmental cleanup, and redevelopment.

For more detailed information about these programs and the locations of funded projects, visit the EPA's Web site at http://www.epa.gov/brownfields or contact:

Tony Raia
U.S. Environmental Protection Agency
Office of Brownfields Cleanup & Redevelopment
1200 Pennsylvania Ave. NW (MC 5105-T)
Washington, DC 20460
phone: 202-566-2758, fax: 202-566-2757, email:raia.anthony@epa.gov

SECTION H - Law Enforcement/ Prosecution Information

Question 1 requests the total number of homicides reported a) within the Weed and Seed area boundaries and b) the entire jurisdiction (i.e., city or county) in which the Local Site is located. In order to establish a trend for community conditions, three years of data are requested. Estimates may be necessary for some Local Sites. **This information is required of all Sites to maintain their EOWS support.**

Question 2 involves drug arrest data related to the Site's Weeding activities. As previously stated in the **Scope of Activities to Be Reported** portion of these instructions, the drug arrest statistics can include those occurring outside the Site's boundaries if they still involve the Site's efforts or are intended to affect its conditions for improvement. Arrests by various drug types are also requested.

Question 3 is an opportunity for Local Sites to provide indicators of law enforcement activities that have focused on major community concerns such as truancy prevention, robbery reduction, or anti-drug or anti-gang efforts. This information can be derived from existing reports or data produced by local agencies working in the community.

SECTION I - Safe Haven Information

Question 1 refers to the number of persons receiving services and not visits or sessions attended. The term "total unduplicated Safe Haven attendance" represents the number of persons utilizing the program during a typical week's operations. "Unduplicated" means that as much as reasonably possible the total count should not include repeat visits by the same individuals during the reporting period.

This information would be generally collected through attendance logs. For services such as after-school activities that the same children participate every day, an attendance sheet for one day should provide an unduplicated attendance count. For daily activities where different individuals may attend each day, separate attendance logs would be needed for each day that the program operates.

In instances where some of the same individuals may attend a mixture of activities during a week, the Local Site staff are asked to use their judgement in arriving at representative unduplicated counts of attendance. For example, when the majority of the attendees at two activities are the same persons, one count or attendance sheet will provide a reasonable unduplicated count. If there is little overlap in attendees, then separate attendance sheets for each activity may be appropriate. Estimates may be necessary for some programs.

Question 2 is an opportunity for Local Sites to provide indicators of Safe Haven activities that have focused on major community concerns such as academic performance problems, youth unemployment, or anti-gang efforts. This information can be derived from existing reports or data produced by local agencies.

SECTION J - Coordinated and Leveraged Non-EOWS Weed and

Because the U.S. General Accounting Office has requested documentation that the Weed and Seed strategy coordinates and leverages resources from the public and private sectors, these questions seek data on funding and in-kind contributions obtained from non-EOWS sources. It is recognized that because of the many formal and informal relationships that the local Weed and Seed programs have with many agencies

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and organizations, it will be difficult to obtain precise financial information. A reasonable effort should be made to estimate these amounts fairly and accurately.

Reporting Time Period - So that the financial information provided will correspond to the programmatic data collected for the GPRA reports, the calendar year should be used for responses (i.e., January 1 to December 31). The calendar year 2003 data should reflect actual revenues when available. If necessary, reasonable estimates are acceptable if specific amounts are not available. (See Footnote A - Acceptable Estimation Methods for additional guidance.)

Source (Agency/Assistance Program) - As accurately as possible, please identify the agency, organization, or company providing the financial assistance. If there is a specific program or category (e.g., Department of the Navy, DEFY Program), this should be reported. Use additional sheets if necessary.

Amount in $'s - Provide a dollar estimate of the financial assistance received from each source. At the bottom of the table, these figures will be totalled.

Types of Non-EOWS Support - In order to present a more complete picture of the national Weed and Seed strategy's impact, these figures should include any financial and other resources that are reasonably related to Weed and Seed activities in your Local Site. This applies to events or activities that may physically occur outside of the Site's target area but contribute to the overall Weed and Seed strategy for your Site. When possible, a dollar amount should be provided so that these figures can be totaled across all Sites.

1. Other U.S. Department of Justice Funding - Refers to any financial assistance received from agencies of the U.S. Department of Justice (DOJ) other than the EOWS direct grants and Assets Forfeiture Funds.

a. direct DOJ grants - These are financial awards made directly from a U.S. Department of Justice agency to a Weed and Seed participating agency. This may include other agencies or organizations that are providing a component of the local Weed and Seed strategy or have established a cooperative relationship with the Local Weed and Seed structure. An example is Project Safe Neighborhoods, the US DOJ-funded gun law enforcement program.

b. COPS Office grants - This agency is the Federal office responsible for advancing community policing. It has several assistance programs, e.g., Hiring Grants, COPS MORE, and Training and Technical Assistance Grants that provide support to local law enforcement agencies.

c. formula and block grants - These are grant programs that generally allocate Federal funds to State or local governments that within certain prescribed limits can spend this money as they choose. Frequently, subgrants are awarded to government agencies or non-profit community organizations for specific

projects. Examples are the Bureau of Justice Assistance (BJA)'s Byrne Formula Grants and Local Law Enforcement Block Grants (LLEBG).

d. other DOJ grants/support - This refers to any assistance provided by US DOJ agencies that may not be included in the preceding categories.

2. Other Federal Funding - Refers to financial assistance received from any Federal agencies(e.g., Housing and Urban Development, Education, Health and Human Services, Labor, or the Environmental Protection Agency) other than those under the U.S. Department of Justice.

a. HIDTA (High Intensity Drug Trafficking Area (HIDTA) Program - The HIDTA Program operates under the direction of the Office of National Drug Control Policy (ONDCP). In specially designated areas of the country, HIDTA provides funds to enhance and coordinate drug-control efforts among local, state and Federal law enforcement agencies in order to eliminate or reduce drug trafficking and its harmful consequences.

b. other - Refers to any other Federal financial assistance programs.

3. Non Federal Funding Sources - Refers to any non-Federal financial assistance received in the categories listed.

4. Total Funding from All Non-EOWS Funding Sources - This should be the sum of all items listed in 1-3 above.

5. In-kind contributions - The purpose of this question is to obtain an indicator of the level of support derived from in-kind contributions. While these non-monetary donations can be critical to the operations of Weed and Seed-related activities, they do not generally substitute for the program costs covered by grants and other types of revenues. Consequently, these donations can be viewed as major resources leveraged by EOWS' financial support.

The term, in-kind contributions refers to any non-monetary support received such as donated staff/volunteer time, professional services, use of office/facility space, equipment, printing, food, vehicles, etc.

Part I, Supplement A - Crime/Violence in Public and Federally Assisted Housing Grantee Site Characteristics Update Report Form Guidance

NOTE: The following GPRA questions only apply to those Weed and Seed Sites receiving HUD Funding to Address Crime/Violence in Public and Federally Assisted Housing. Do not complete these sections unless your Local Site has been awarded these funds for these activities. Your responses to these questions must only relate to your HUD grant to address crime/violence in public and federally assisted housing.

SECTION L - Target Area Characteristics

Questions refer only to the target area to be served using the HUD Funding to Address Crime/Violence in Public and Federally Assisted Housing from EOWS. Only include data that applies to this geographic subarea of the overall local site.

Question 1 - Please be specific regarding the streets or other landmarks that determine the boundaries for the target area. If the target area is a specific building or housing project, please state the address and indicate the location of the facility on a map.

Question 3 - The local housing authority, planning department, or similar agency that administers HUD-funded housing assistance programs should be able to provide this data. A target area's population and housing unit counts may also include individuals and housing not receiving Federal assistance but happen to be located there.

SECTION O - Program Implementation

The terms "participate"and "involved" are defined here to mean that a person has attended an event, meeting, or other function organized or sponsored through the local Weed and Seed effort. For long term activities, there should be some indication of an ongoing commitment to attend or contribute to this effort.

Question 6 - The number of items refers to counts of separate devices (e.g., locks or lighting fixtures), systems (e.g., closed circuit TV cameras and monitors), or individual physical improvements (e.g., a fence with a gate) as appropriate.

Footnote A - Acceptable Estimation Methods

Data Estimation Conditions

Collecting daily counts at each facility may be beyond the ability of some Sites. Other Sites may have difficulties obtaining data because their Weed and Seed geographic areas do not match the reporting boundaries used by the various participating agencies such as police precincts or districts, community agency service areas, or individual school zones or clusters. There also may be problems due to different reporting time periods or organizational units across agencies which may prevent the collection of data directly attributable to Weed and Seed staff or activities.

Following are several estimation methods that are acceptable for compiling information on Weed and Seed Local Site efforts. The choice of estimation method used is at the discretion of each Local Site but it is important to present as accurate a portrayal of the Weed and Seed activities as possible.

Method 1 - Proration of Available Data

When data are only available for a geographic area larger than the officially recognized Weed and Seed area or for a portion of the Local Site, an estimated value may be calculated based on the percentage that the Weed and Seed Site is of the total area.

> Example 1: If a police precinct reported that 30 homicides occurred during the last year and the Weed and Seed Site is 50% of the precinct area, then 15 homicides should be reported for the Site. The Proration Method should be identified for the data element Section F, Question 1a in the Explanatory Notes in the Part I - Grantee Site Characteristics and Activity Data Report Form.

Example 2: A youth midnight basketball league is hosted by a community center located in the Weed and Seed Site but the facility's service area extends outside the Weed and Seed boundaries. Consequently, the participants include children who are not from the Weed and Seed Site. Based on U.S. Census data, the Weed and Seed Site accounts for 60% of the youth population in the center's service area. Consequently, 30 of the 50 youths participating are included in the count listed for Section G, Question 1 in the Part I - Grantee Site Characteristics and Activity Data Report Form and the Proration Method would be cited in the Explanatory Notes.

It should be noted that in the first example, geographic area was used as the basis for prorating the statistical data, while the second example used population data. The choice of which basis to use for calculating an estimate is determined by what may be most representative for your Site. If a Site contains a large amount of nonresidential area (such as businesses, schools, or hospitals) where arrests or other activities may occur, then land area rather than population may be an appropriate choice for the proration. On the other hand, population can be used when the statistics involve persons served.

Method 2 - Data Sampling

When attendance counts of service clients may not be available for all Safe Haven facilities, then taking sample counts may be a reasonable substitute

Example: A Local Site has three Safe Haven facilities. The total unduplicated attendance count for the first facility is 30 and for the second facility is 45. For various organizational reasons, an unduplicated count is not available for the third facility. Several options are available for estimating the attendance at this facility.

Option A - If the third facility's program capacity is the same as either the first or the second facility, use that facility's attendance as an estimate for the third facility.

Option B - When an attendance count for an entire week may not be feasible for the third facility, a one day attendance count may still be possible. In fact, depending on the nature of the activities occurring there, the one day count may be sufficient.

Option C - If attendance counts are not feasible for all activities, it still may be possible to have attendance counts done for the major services that are the primary focus of the Safe Haven such as an after-school program that would be indicative of the Weed and Seed effort at that facility.

[1.] Center for Public Justice. *A Guide to Charitable Choice: The Rules of Section 104 of the 1996 Federal Welfare Law Governing State Cooperation with Faith-based Social-Service Providers*. 1997; Updated October 30, 2000.

[2.] Justice Research and Statistics Association. *Multijurisdictional Drug Task Force Operations: results of a Nationwide Survey of Task Force Commanders.* August 1993.