



U.S. Department of Justice
Office of Justice Programs
Community Capacity Development Office
**Government Performance and
Results Act (GPRA) Report**



Grantee Site Report Forms Guidance
unless otherwise specified, data are for calendar year (Jan. - Dec.) 2008

FY 2008 Report Forms Purpose and Return Information

Purpose

In order to report on the nationwide activities supported by its efforts, the Community Capacity Development Office (CCDO) has developed this set of forms to collect basic data on programs and services provided through local Weed and Seed sites. The diversity of activities performed, clients served, and community characteristics across local sites make the collection of uniform and consistent national data difficult. This report form is designed to gather information which applies generally to all local sites and also provides some indicators for the broader aspects of the Weed and Seed strategy for crime control and community revitalization. Processing of this information is being carried out for CCDO by the Justice Research and Statistics Association (JRSA).

**Submission
Date**

Completed FY 2009 GPRA forms are due by **May 31, 2009**. New sites securing their designation in 2008 are not required to submit this report in 2009.

**Where
Completed
Forms Should
Be Sent**

The FY2009 GPRA forms should be completed and submitted electronically to CCDO and JRSA by going to this URL: <http://www.weedandseed.info/docs/gpra.htm>
NOTE: The electronic forms system will allow users to save partially filled out GPRA reports via e-mail for completion at a later time. Following submission, the local site will receive a copy of its GPRA report as a PDF file attachment to the e-mail address entered on page 1 of the GPRA report form. This year CCDO is also requiring each site to submit their completed 2009 GPRA forms as a 'Special Request' report in the GMS progress report module by the May 31 deadline. To accomplish this, the .PDF copy of the completed forms; along with attachments and/or maps must be uploaded in the GMS Progress Report Module as attachments. Instructions on this specific requirement are available at this URL; <http://www.ojp.gov/gmscbt/> (click 'progress reports', go to 'Menu' button, and select 'Creating Special Reports'). Sites may also contact the GMS Helpdesk for assistance in submitting the Special Request report at 1-888-549-9901. **However, the GMS Helpdesk cannot provide assistance in completing the 2009 GPRA form.** For help in completing the 2009 GPRA form, contact JRSA directly at (202) 842-9330. If you cannot submit your GPRA report electronically, it can be faxed to CCDO at 202-354-4147. To expedite processing, a copy should also be faxed to JRSA at 202-842-9329.

FY2009 General Reporting Guidance

For FY 2009, the following major changes have been made in the GPRA forms:

**Major Reporting
Changes for FY
2009**

Part II

- Section D, Question 3 - CCDO is now requesting that in addition to providing information on weeding activities sites also indicate which of those activities are available at one or more of the Safe Havens.

Grantee Activity Data Report

Forms Guidance

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- Section F, Questions 1, 2, and 3 - Coordinated & Leveraged resources are now categorized as; 1) all federal resources, 2) other (non-federal) government resources, or 3) non-governmental resources.

Data Collection/Reporting Issues

CCDO 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, specific Weed and Seed site boundaries, or time periods covered by this report. Space is provided for explanatory notes.

CCDO expects each site to make a reasonable effort to provide this information when it is available and to develop mechanisms for collecting data in the future if not currently accessible. Describing the conditions in Weed and Seed sites and the scope of efforts is a critical element in documenting the reach and effect of the federal Weed and Seed program. The collection of uniform and consistent program activity data is essential for this capability and essential to justify the continued use of resources.

Technical Assistance Available

JRSA can provide guidance to local sites in completing the GPRA forms. Some information may be obtained from site profiles and previous GPRA reports which are available at the Weed and Seed Data Center, online at www.weedandseed.info.

For additional guidance with these forms, contact the JRSA Weed and Seed project staff by phone at (202) 842-9330, by fax at (202) 842-9329, or via e-mail at WeedandSeed@jrso.org.

Use of the Report Forms

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

Part I - Site Performance Data Report is intended for local site information that serves as the basis for calculating various statistical measures such as averages or determining various site trends for crime control-related activities.

Part II - Site Characteristics and Activity Data Report is used for deriving various site summary reports by types of services or activities offered. It also contains information on each Weed and Seed site's structure and sustainment efforts.



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Instructions for Part I - Site Performance and Part II- Site Characteristics and Activity Data Report Forms

FY 2009 General Report Form Instructions

Scope of Activities to Be Reported

Weed and Seed sites can and should include information on program activities supported by other funding sources in their GPRA reports.

Local Weed and Seed sites rely upon the participation and support of many Federal, state, and local agencies. Consequently their activities should extend beyond the direct financial assistance provided by the Community Capacity Development Office (CCDO). Reports should be based on all activities that are part of the Weed and Seed effort, not confined to only those that are paid for by CCDO funds.

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 paid for with CCDO funds.

Geographic Extent of Weed and Seed Operations

Weed and Seed sites may include information on program activities that occur outside of the designated area boundaries in their GPRA reports when these relate to their strategy implementation.

Although Weed and Seed is a geographically based strategy with defined target areas, activities taking place outside of the target area should be included in reporting if they are part of the Weed and Seed effort and impact the Weed and Seed target area. 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 another 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 2008 (January 1, - December 31, 2008). This is to allow

Instructions for Grantee Site Government Performance and Results Act (GPRA) Report Forms

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 Endnote A in this section for a discussion of acceptable methods and examples. For additional guidance on this topic, contact the Weed and Seed project staff at JRSA.

Suggested Data Sources

The participating agencies are the most obvious source of program data such as reported crimes and client counts. Most organizations produce reports or maintain records for this type of information. Make the provision of data a part of any contract or formal agreements (e.g. memorandums of understanding) entered into with program associates.

NOTE: For local sites which submitted GPRA reports for the previous years, that information is available on the Weed and Seed Data Center Web site at:

www.weedandseed.info

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 email to WeedandSeed@jrso.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 year being reported. In other words, a budget has been established and funded, any staff are hired and working, and appropriate facilities and equipment are functional.

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

Planned - Preparations have been made and actions taken during the reporting year for starting a service or program activity such as funding received, staff hired or facilities obtained but no clients were served or program operations have yet to take place. Implementation is expected to occur in the current year.

Funding Source Response Definitions

In order to document the extent to which local Weed and Seed activities are being supported through leveraged resources, the local sites are asked to indicate the funding sources that support certain aspects of their strategy implementation.

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W - Weed and Seed Only - These activities or services are completely provided through the CCDO Weed and Seed grants.

P - Partially Weed and Seed Funded - These activities or services are supported through a combination of the CCDO Weed and Seed grants and funds from other sources.

O - Other Funding Sources - These activities or services involve no direct CCDO Weed and Seed funding.

Part I - Grantee Site Performance Data Report Form Guidance

**SECTION A -
Law
Enforcement/
Prosecution
Data**

NOTE: The information for Question 1 is required of all sites to maintain their CCDO support.

Question 1 requests crime data for both the site's designated area and the local jurisdiction in which it is located. The jurisdiction is the lowest local unit of general purpose government in which the site's designated area is contained. This is usually a city, town, village, or county. The term "jurisdiction" does not refer to a police precinct, school district, or other agency administrative or service area. If the site is outside any municipal limits or includes more than one municipality, the jurisdiction would be the county. In the event the site is an entire city or county, the crime data would be the same for both the site designated area and the entire jurisdiction. In this case, please reply to question 2.

In order to determine the impact that the Weed and Seed strategy is having on crime, information is requested for 2 years prior to implementation of the site strategy as well as for the time period that the site has been active. Implementation year is the year that activities began in the site and when it would be reasonably expected that any effects from these efforts would be evident. It is possible that this year would be other than the year the site received Official Recognition or funding. For example a site may have received OR in 2004, but would have begun activities in 2003 while demonstrating its suitability for a Weed and Seed strategy. For graduated sites submitting a GPRA report please enter the year your site moved to graduated status rather than implementation year.

Data for six major types of crimes are requested (homicides, robberies, aggravated assaults, burglaries, weapons offenses, and drug arrests). Because some sites may have focused on other crime-related concerns in their strategies, data for an additional crime category or type of offense may also be reported.

The definitions of these crime types are those used in the FBI's Uniform Crime Report (UCR). They should be for **offenses known to law enforcement**, with the exception of drug arrests, which only include actual arrest counts. Below are crime definitions excerpted from the FBI's Uniform Crime Reporting Handbook, revised 2004 (www.fbi.gov/ucr/handbook/ucrhandbook04.pdf):

Criminal homicide

a.) Murder and non-negligent manslaughter: the willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded. The UCR Program classifies justifiable

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homicides separately and limits the definition to: (1) the killing of a felon by a law enforcement officer in the line of duty; or (2) the killing of a felon, during the commission of a felony, by a private citizen.

b.) Manslaughter by negligence: the killing of another person through gross negligence. Traffic fatalities are excluded. While manslaughter by negligence is a Part I crime, it is not included in the Crime Index.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

Burglary (breaking or entering)

The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

Weapons; carrying, possessing, etc.

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug abuse violations

State and/or local offenses relating to the unlawful possession, sale, use, growing, and manufacturing of narcotic drugs. The following drug categories are specified: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics that can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

***Example:** A site began its strategy implementation in 2005. Among the community concerns to be addressed by the site's Weed and Seed strategy is to reduce domestic violence in the designated area. For the FY2008 GPRA report, the following illustrates the time period for which crime data should be submitted for Question 1. NOTE: In this example the site's Imp. Yr. is 2005, therefore the -2 Yr. would be 2003 and the +2 Yr. would be 2007. The latest complete year will always be the last year listed.*

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Indicate year that site strategy was implemented: 2005

Crime data (total number) Area		Calendar Year (January 1 through December 31)									
		-2	-1	Imp. Yr.	+1	+2	+3	+4	+5	+6	
Homicide	Site										
	Jurisdiction										
Robbery	Site										
	Jurisdiction										
Aggravated Assault	Site										
	Jurisdiction										
Burglary	Site										
	Jurisdiction										
Weapons Offenses	Site										
	Jurisdiction										
Drug Arrests	Site										
	Jurisdiction										
Other (specify)	Site										
	Jurisdiction										

Question 1b - Requests contact information for the person providing site-specific and jurisdictional crime data to Weed and Seed officials. Most often this will be an individual with a local law enforcement agency.

Question 2 - If you are unable to provide complete crime data for the requested time period, or if the data cannot be provided in the requested format, please provide an explanation as to why this information is not available.

Question 3 asks you to indicate which are the three most serious drug problems that your local site is dealing with. The rankings start with '1' for the most serious and continue with '2' and '3' for the progressively less serious.

Question 4 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. If one or more exists or has been planned with specific actions taken toward implementation in the current year, then you should indicate the agencies that are or will participate as members of the task force. Please keep in mind that this may include activities which occur outside the Weed and Seed target area but have an effect within the Weed and Seed community.

Questions 5a and 5b ask whether there is a prosecutor dedicated to firearms cases in your site's designated area and whether coordination is occurring between the two. The prosecutor may be with the U.S. Attorney's Office, a State's Attorney, or local government.

Questions 6a and 6b ask whether there is a community prosecutor in your site's designated area and whether coordination is occurring between the two. The prosecutor may be with the U.S. Attorney's Office, a State's Attorney, or local government.

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Question 7 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, and 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 B -
Community
Policing
Activities**

When reporting these community policing activities, sources of funding for the efforts undertaken during calendar year 2008 should be indicated.

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 **not** refer to meetings of the Weed and Seed site committees or other meetings for internal Weed and Seed project operations.

Part II - Grantee Site Characteristics and Activity Report Form Guidance

**SECTION C -
Site
Management/
Operations
Characteristics**

Question 1a 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 includes additional responsibilities not involving the site. The funding sources for this position should also be indicated.

Question 2 asks whether a newsletter is regularly produced to inform the community of Weed and Seed-related information. The funding sources for expenses related to any newsletter should also be indicated.

Question 3 asks whether a resource directory has been generated which provides information on services, facilities, and other types of assistance available to site residents and other community members. The funding sources for this publication should also be indicated.

Questions 4, 6, and 9 in accordance with recent Federal directives, are efforts to document the involvement of faith and community-based organizations with the Weed and Seed strategy at the local site level. CCDO invites faith-based organizations to self-identify themselves as such.

Community-based organizations (CBO) are defined as secular non-profit agencies that provide direct services at the local level. A non-profit organization whose mission is national in scope is not considered a CBO. The following are some examples of organizations that are not considered CBOs.

- Associations
- Institutions of Higher Learning
- Unions
- Research Institutions
- Hospitals
- Public Schools
- Foundations

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Question 6 refers to steering committee members who serve in an official capacity or are designated representatives for a faith-based organization. It does not include persons who may be members of a faith-based group but are not designated representatives, i.e., they lack the authority to speak for or commit those organizations to decisions or activities.

Question 9 asks for information that identifies **any private organizations (note: this does not include government agencies)** receiving subawards using CCDO Weed and Seed funds. In order to follow up on this, agency and staff contact information, funding amounts, and agency type are requested.

Questions 10a, 10b, and 10c apply to those sites with designated areas that cross multiple jurisdictions. In these instances, there may be an overall steering committee (i.e., multi-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 exist.

**SECTION D -
Prevention,
Intervention,
and Treatment**

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 a center of activity for most Weed and Seed initiatives. Locations where a service or set of activities such as youth programs or adult education (e.g., GED or ESL classes) happen to be offered should not necessarily be considered as Safe Havens. Safe Havens should have a clear identification with Weed and Seed as indicated by signage and the level and extent of related activities. Not every facility or location associated with Weed and Seed activities may be a Safe Haven unless they deliver multiple services and/or activities related to Weed and Seed.

Questions 1a and 1b request the total number of facilities in the local site that are designated as Safe Havens and the number which receive any direct CCDO funding.

Question 2 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 CCDO Web site. This information should be for all designated Safe Haven facilities regardless of whether or not CCDO funds are given to each facility. If more space is needed, pages can be attached. As part of the address please include 'Street,' 'Drive,' or other appropriate designation.

Question 3 refers to those services/activities that are part of the site's Seeding Strategy. This implies active planning, coordination, and communication between the service providers and the local site and not just a facility location or clients served within the site's designated area. Along with the performance of these activities, their funding sources during calendar year 2008 should be indicated.

Questions 4a and 4b involve the possible presence of an offender reentry program in the site's designated area and coordination with the local strategy. Coordination is defined as active involvement with service planning, delivery, or referrals as part of the site strategy.

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Question 5 refers to the number of different persons receiving services and not a count of total visits or sessions provided through a program or activity. The term “total unduplicated Safe Haven attendance” represents the number of different persons utilizing the program during a typical week’s operations. “Unduplicated” means that the total count should not increase with 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 the larger part of 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.

Question 6 is an opportunity for local sites to provide indicators of Safe Haven activities that have focused on major community concerns . This information can be derived from existing reports or data produced by local agencies.

SECTION E -

Neighborhood Restoration Information

This section relates to community-based organizations and activities that are involved in commercial and housing redevelopment, job training and employment services, and the creation of clean and safe neighborhood environmental conditions. Many local Weed and Seed sites have coordinated their activities with community development programs.

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

Question 2 requests a listing of neighborhood restoration project activities as originally identified in the site’s 2008 grant application that were actually implemented. Entries should describe the nature of the activities (e.g., restored five homes to meet code, initiated two SBA workshops for local businesses, or conducted commercial services needs study among residents) rather than the name of the agency/organization or activity (if it is not clear and specific as to what is being done, e.g., “A Clean Start” or “Americorps”). Examples of each category are as follows:

- **Community Economic Development** includes projects that are intended as area-wide economic improvements such as the establishment of enterprise zones or revolving business loan funds, public/commercial building repair, and the

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- development of commercial facilities to promote services that may be lacking in the area, e.g., full-service groceries, drug stores, or home repair stores.
- **Job Training or Employment Opportunities for Residents** include resume building classes, computer or other technical skills training, and job fairs.
 - **Small Business Development** includes creating small business associations, classes for business owners, and small business incubator facilities.
 - **Improved Housing Conditions** includes housing rehabilitation, painting projects, home loan and financial management programs, and homeownership classes.
 - **Beautification** projects includes abandoned lot clean up/park conversion, graffiti removal/murals, code enforcement – abandoned cars, trash, litter removal, recycling.
 - **Environmental/Green efforts** projects includes community garden creation, tree planting, watershed cleanups, hazardous material trash collection.

Their funding sources during calendar year 2009 should also be indicated.

Question 3 concerns the Brownfields Program administered by the U.S. Environmental Protection Agency (EPA). 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 to assess Brownfields sites and to test cleanup and redevelopment models; provides grants 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 and revolving loan fund grants to capitalize 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, visit the EPA's Web site at 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

Maps showing the Brownfields program areas can be viewed at:
www.epa.gov/brownfields/bfmapper.htm

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**SECTION F -
Coordinated
and Leveraged
Non-CCDO
Weed and
Seed
Resources**

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-CCDO sources. It is recognized that because of the formal and informal relationships that the local Weed and Seed programs have with many agencies 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). Calendar year 2008 data should reflect actual revenues when available. If necessary, reasonable estimates are acceptable if specific amounts are not available. (See Endnote 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.

Jan.-Dec. 2008 in \$'s - Provide a dollar estimate of the financial assistance applicable to the Weed and Seed area that is received from each source. At the bottom of the table, these figures will be totaled.

Weeding or Seeding - Indicate whether the grant or other assistance is intended to primarily support Weeding or Seeding-related activities by circling a "W" or "S".

Weed and Seed Involvement in Non-CCDO Weed and Seed Resource - Sites are asked to indicate their involvement in obtaining and/or coordinating with programs funded by non-CCDO sources. Respondents should indicate whether they helped to obtain such funding while acting in their capacity as a representative of Weed and Seed. This may have been assistance in the identification of or application for the funds in question. Respondents should indicate that they coordinate with the efforts if there has been official collaboration between the Weed and Seed site and the other program, for the purposes of strategy development, program implementation, or other activities related to the Weed and Seed effort.

Types of Non-CCDO Support - In order to present a more complete picture of the national Weed and Seed strategy 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.

Examples of applicable Non-CCDO Support may include:

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1. Other Federal Funding - Refers to financial assistance received from any Federal agencies including the U.S. Department of Justice, including:

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 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.

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 are made to, and 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) Justice Assistance Grants (JAG).

a. HIDTA (High Intensity Drug Trafficking Area 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.

2. State and Local Government Funding - Refers to financial assistance received from any state or local governmental agencies other than federal funds passed through state or local government funding agencies (e.g. Byrne grant or federal block grant programs).

3. Non Federal Funding Sources - Refers to any financial assistance received from private sources, either for profit or not for profit.

4. Total Funding from All Non-CCDO 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 indicate 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 CCDO's 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

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space, equipment, printing, food, vehicles, etc. Such support refers to materials or services that would under other circumstances be bought or paid for. The sites are asked to estimate the dollar value of the various types of in-kind contributions received and provide a total for each type of contribution in the appropriate section of the table. Any additional explanations that you feel are needed should be attached and labeled.

Considerations for reporting and estimating value of volunteer time -

Free or discounted volunteer services should only be counted in section A. if the following applies:

If services are provided by individuals possessing skills that would typically need to be purchased if not provided by donation. Services requiring specialized skills include those provided by accountants, architects, carpenters, doctors, electricians, lawyers, nurses, plumbers, teachers, and other professionals and craftsmen.

Volunteer activities such as membership in the Site Steering Committee or subcommittees, or other site administration activities should not be counted as in-kind contributions. Professionals who may be Steering Committee members may offer advice in their areas of expertise but this would not be considered an in-kind donation unless it is a service that would be paid for if not provided by the volunteer.

Donated labor or services for activities that do not require special skills, such as painting or mentoring youth should be included in section E. other and calculated using the prevailing local rate for unskilled labor. Only those persons volunteering directly for Weed and Seed sponsored programs should be included.

Example: Volunteers for a mentoring program run directly by the Weed and Seed effort will count as volunteers in section E. Volunteers for a similar program administered by subcontracting groups or independent groups will not count toward Weed and Seed in-kind resources.

Valuation of volunteer activities is based on the nature of the work being done rather than who is doing it. Consequently, a doctor who may participate in the rehabilitation of a house by doing painting would not have their time valued at their professional rate for providing legal or medical services.

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Endnote A - Acceptable Estimation Methods

Data Estimation Conditions

Collecting daily attendee 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. **Any time an estimation method is used, be sure to provide a description of the method used and the reason for which it was necessary in the Explanatory Notes area of Section G.**

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.

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 Weed and Seed attendance.

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.

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.

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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.