

Training and Supplemental Materials for 2004 Weed and Seed Competitive Funding Applicants

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2004 NATIONAL DIRECTORY UPDATE

PLEASE PROVIDE COMPLETE AND ACCURATE INFORMATION FOR THE FOLLOWING REPRESENTATIVES:

DATE: _____

NAME OF SITE: _____ SITE ID# (from site list): _____

UNITED STATES ATTORNEY	GRANTEE OFFICIAL POINT OF CONTACT
Name: _____ Title: _____ District: _____ Address: _____ _____ Phone: _____ Fax: _____ E-Mail: _____	Name: _____ Title: _____ Agency: _____ Address: _____ _____ Phone: _____ Fax: _____ E-Mail: _____
USAO CONTACT	DAY TO DAY COORDINATOR
Name: _____ Title: _____ Agency: _____ Address: _____ _____ Phone: _____ Fax: _____ E-Mail: _____	Name: _____ Title: _____ Agency: _____ Address: _____ _____ Phone: _____ Fax: _____ E-Mail: _____ (Important)
CHIEF OF POLICE	LAW ENFORCEMENT/AFF CONTACT
Name: _____ Title: _____ Agency: _____ Address: _____ _____ Phone: _____ Fax: _____ E-Mail: _____	Name: _____ Title: _____ Agency: _____ Address: _____ _____ Phone: _____ Fax: _____ E-Mail: _____

Definitions

- 1) United States Attorney** - current United States Attorney serving the site's district.
- 2) USAO Contact** - contact person at the U.S. Attorney's Office who provides assistance and support to the Weed and Seed site (e.g. LECC Coordinator, Assistant U.S. Attorney, etc.)
- 3) Chief of Police** - Chief of Police serving the Weed and Seed designated area.
- 4) Grantee Official Point of Contact** - person to be contacted on official matters involving this application and authorized to enter into contracts for the agency (e.g. person who signed application).
- 5) Day to Day Coordinator** - person who handles the day-to-day operations and administrative requirements of the Weed and Seed strategy (e.g. coordinates Seeding and Weeding elements, prepares progress reports, organizes steering committee meetings, has continuous contact with CCDO on matters involving the grant and budget, etc.)
- 6) L.E./AFF Contact** - person administering the asset forfeiture fund or law enforcement strategy in the designated area (e.g. weeding coordinator)

(Please attach a separate sheet with additional names if necessary)

Sample Letter of Non-Supplanting

[Applicant Letterhead]

[date]

Mr. Nelson Hernandez
Director
Community Capacity Development Office
Office of Justice Programs
810 7th Street, NW
Washington, DC 20531

Dear Mr. Hernandez:

This letter serves as certification that Federal funds provided by the Office of Justice Programs, Community Capacity Development Office, will not be used to supplant state or local funds. Federal funds will be used to supplement existing funds for Weed and Seed program activities and will not replace those funds which have been appropriated for the same purpose.

[Applicant's Authorized Official]

Site Development Benchmarks

Compliance with these benchmarks will be incorporated into each FY 2004 grant award as a Special Condition and will be the basis of future funding decisions.

First Year

- Steering Committee establishes the site's organizational management structure with clear roles and responsibilities.
- Steering Committee functions, meets monthly, and develops Site Coordinator's job description.
- Hire Coordinator with Steering Committee approval.
- Steering Committee works with Site Coordinator to determine and address program staffing needs.
- Steering Committee develops Operational Policies and Procedures (clear expectations of staff and volunteers).
- Site Coordinator works with Grantee (fiscal agent) to develop procedures necessary to track grant funds and ensure their timely expenditure.
- Strategy implementation begins in all four elements (established timeline based on OR strategy). Baseline data to support goals and objectives of OR strategy collected.
- Begin program publicity and outreach efforts to recruit neighborhood leaders and mobilize community.
- Begin Coordinating efforts with local initiatives (i.e. coordinate law enforcement resources and activities).
- Timely Submission of Fiscal Reports to CCDO/OJP on grant expenditures.
- Timely Submission of Programmatic Progress Reports to provide measurable program outcome information. The site begins operations toward achieving the goals and objectives stated in the OR application and grant application.
- Steering Committee and Site Coordinator evaluate site progress annually to determine site TA needs (if any).
- Plan for next year (Activities, timelines, and budget) and program sustainment.

Second Year

- Steering Committee continues to educate, guide and re-evaluate the organizational management structure, meets at least monthly.
- Grantee (and/or USAO) Evaluates Coordinator Performance (annually) with Steering Committee input.
- Continue program publicity and outreach efforts to recruit neighborhood leaders and mobilize community.
- Continue to coordinate efforts with local initiatives (i.e. coordinate programs with local parks & recreation department).
- Strategy implementation is underway in all four elements to achieve measurable outcomes, especially law enforcement/community policing (See OR application and scope of work provided in grant application). Continue data collection to support goals and objectives of OR strategy.
- Special Emphasis Program developed by Steering Committee based on community needs and program implementation begun.
- Communicate regularly with all partners to include USAO, CCDO and community members. All need to hear about site developments on a regular basis through newsletters, fax, neighborhood visits, email, community meetings, etc.
- Timely Submission of Fiscal Reports to CCDO/OJP on grant expenditures.
- Site Coordinator and Steering Committee (or sub-committee) work together to ensure timely expenditure of grant funds.

Timely Submission of Programmatic Progress Reports that provide measurable outcome information. The site continues to operate toward achieving the goals and objectives stated in the OR application and grant application.

Steering Committee and Site Coordinator evaluate site progress to determine TA needs (if any).

Steering Committee plans for next year (Activities, timelines and budget) and sustainment and begins initial plans for program evaluation.

Third Year

Steering Committee and organizational structure solidly functions, meets at least quarterly.

Grantee Evaluate Coordinator Performance (annually) with Steering Committee input

Establish sub-committee to Steering Committee to continue looking for additional funding or in-kind resources to ensure program sustainment.

Weed and Seed effort is beginning to be included in city/community plans.

Identify and build sustainable leadership among community members (new leaders to foster commitment and continue the work), while continuing to mobilize community through program publicity and outreach efforts.

Strategy implementation toward goals and objectives (measurable outcomes) in all four elements (See OR application and grant application).

Special Emphasis Program(s) fully operational.

Continue regular communication with all partners to include USAO, CCDO and community members.

All need to hear about site developments on a regular basis through newsletter, fax, neighborhood visits, email, community meetings, etc.

Timely Submission of Fiscal Reports to CCDO/OJP on grant expenditures.

Timely Submission of Programmatic Progress Reports that provide measurable outcome information. The site continues to operate toward achieving the goals and objectives stated in the OR application and grant application.

Steering Committee and Site Coordinator evaluate site progress to determine TA needs (if any).

Evaluation tool identified; preliminary evaluation plans developed based on CCDO site evaluation literature.

Steering Committee plans for next year (Activities, timelines and budget).

Fourth Year

Steering Committee and organization structure still solidly functioning, still meets at least quarterly.

Grantee Evaluates Coordinator Performance (annually) with Steering Committee input.

Sub-committee continues to search for additional resources beyond grant for program sustainment (funding and in-kind resources).

Community leaders have established working relationship with local officials.

Strategy implementation toward goals and objectives (measurable outcomes) in all four elements (based on site OR application and grant application).

Continue program publicity and outreach efforts to mobilize community and recruit new community leaders.

Communicate regularly with all partners to include USAO, CCDO and community members. All need to hear about things on a regular basis through newsletter, fax, neighborhood visits, email, community meetings, etc.

Timely Submission of Fiscal Reports to CCDO/OJP on grant expenditures.

Timely Submission of Programmatic Progress Reports that provide measurable outcome information. The site continues to operate toward achieving the goals and objectives stated in the OR application and grant application.

Site undergoes program evaluation to assess overall effectiveness of OR strategy implementation.

Site Coordinator and Steering Committee review previous years' grant applications to determine plans for final year of OR, including TA needs (activities, timelines and budget).

Fifth Year

Steering Committee and organization structure still solidly functioning, still meets at least quarterly.

Grantee Evaluates Coordinator Performance (annually) with Steering Committee input.

Sub-committee continues search for additional resources beyond grant for sustainment (funding and in-kind).

Plans are made to continue community development efforts and strategic planning through various funding sources.

Weed and Seed community is included in city/community planning.

Community Leaders identified and working to sustain efforts and continue community mobilization.

Timely Submission of Fiscal Reports to CCDO/OJP on grant expenditures.

Timely Submission of Programmatic Progress Reports that provide measurable outcome information. The final progress report provides information on the accomplishments and outcomes achieved toward the goals and objectives stated in the OR application.

Steering Committee determines if there is a need to continue program in other neighborhoods based on program evaluation findings and current crime statistics. If so, plans for next OR strategy are begun.

Full evaluation report available by end of fifth year that assesses overall program accomplishments and effectiveness.

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

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

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

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

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

- The applicant must not have felony convictions of any type or any misdemeanor convictions involving violence, fraud, or criminal sexual misconduct.
- The applicant must not have any conviction for an offense against a child or dependent adult.

- The applicant must not have any misdemeanor convictions involving a breach of the peace or drug related offenses within the past five years proceeding the date of the background check.
- Applicants with previous military employment must not have been convicted of any court-martial higher than a summary court martial.

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

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

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