



The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [Community Capacity Development Office](#) (CCDO) is pleased to announce that it is seeking applications from interested communities to participate in the Weed and Seed Communities Competitive Program. This program furthers the Department's mission to prevent, control, and reduce violent crime, drug abuse, and gang activity. The Weed and Seed initiative comprises a community-based, comprehensive multi-agency approach to law enforcement, crime prevention, and neighborhood restoration. It is designed for communities with persistent high levels of serious violent crime (Part I) and corresponding social problems.

CCDO FY 10 Weed and Seed Communities Competitive Program Guide and Application Kit

Eligibility

Applicants are limited to state, local or tribal governments or nonprofit organizations in communities **with persistent high levels of serious violent crime** (Part I) pursuant to this guide that have **not previously** been an approved Weed and Seed site. (See "Eligibility," page 4.)

Deadlines

Draft Application materials must be sent to the applicant's local U.S. Attorney by **Tuesday, November 10, 2009**, via e-mail. **Registration with GMS is required prior to application submission.** (See "Registration," page 3.)

The **GMS registration deadline is 4:00 p.m. Eastern Standard Time** on Tuesday, December 1, 2009. All applications are due by **8:00 p.m. Eastern Standard Time** on **Tuesday, December 1, 2009**, via electronic submission through GMS.

Contact Information

For assistance with the requirements of this solicitation, contact CCDO at 202-616-1152.

This application must be submitted through OJP's Grants Management System (GMS) at <https://grants.ojp.usdoj.gov/>. For technical assistance with submitting the application, call the Grants Management System Help Desk at 1-888-549-9901, option 3. **Note:** The GMS Help Desk hours of operation are Monday – Friday from 7:00 a.m. to 9:00 p.m. Eastern Standard Time.

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CCDO FY 10 Weed and Seed Communities Competitive Program Guide and Application Kit (CFDA # 16.595)

Overview

The Weed and Seed strategy aims to prevent, control, and reduce violent crime, criminal drug-related activity, and gang activity. The Weed and Seed strategy is a community-based, comprehensive multi-agency approach. Four elements make up the two-pronged Weed and Seed Strategy: **Law Enforcement; Community Policing; Prevention, Intervention, and Treatment; and Neighborhood Restoration.** Limited discretionary grant resources are available annually for communities selected as Weed and Seed Communities subject to Congressional funding and level of grantee performance.

A Weed and Seed Community (WSC) must be developed in partnership with a variety of key local organizations and the local United States Attorney's Office (USAO). WSCs must work to reduce crime and improve the quality of life for residents in a community primarily through the redeployment of existing public and private resources, addressing both crime and social related problems that without proper intervention often lead to violent crime, drug abuse, and gang activity. WSC applicants responding to this solicitation must provide all the information requested in the formats indicated or provided, and meet all requirements as set forth herein to be competitively considered.

The legislation, which governs the program and the overseeing administrative office, the Office of Weed and Seed Strategies in conjunction with the Community Capacity Development Office, is Sec. 1121 of Pub. L. 109-162, Violence Against Women and Department of Justice Reauthorization Act of 2005. You may access the legislation (HR 3402) on the Library of Congress' THOMAS reference site at: <http://thomas.loc.gov/>.

Deadline: Registration

Applicants must register with GMS prior to applying. The **GMS registration deadline is 4:00 p.m. Eastern Standard Time on Tuesday, December 1, 2009.**

Deadlines: Application

Draft Application materials must be sent to the applicant's local U.S. Attorney by **Tuesday, November 10, 2009**, via e-mail. (For contact information regarding U.S. Attorney Offices/Districts, please see <http://www.usdoj.gov/usao/offices/index.html>.)

The due date for applying for funding under this solicitation is **Tuesday, December 1, 2009, by 8:00 p.m. Eastern Standard Time.** Applications must be submitted **via electronic submission through GMS at <https://grants.ojp.usdoj.gov/>.**

Important: You are urged to submit your application at least 72 hours prior to the due date of the application to allow sufficient time to address any issues or technical problems.

If you experience unforeseen GMS technical issues beyond your control, you must contact OJP staff **within 24 hours after the due date** and request approval to submit your application. At that time, OJP staff will require you to email the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After OJP reviews all of the information submitted as well as validates the technical issues reported by the applicant to the GMS Help Desk, OJP will contact you to either approve or deny the request.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions outlined in appendix 1 entitled "Using the Grants Management System (GMS)" at http://www.ojp.usdoj.gov/ccdo/funding/appl_kit.html or the step-by-step guide at the GMS website <http://www.ojp.gov/qmscbt/> on how to register and apply; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Eligibility

Eligible entities include state, local or tribal governments or nonprofit organizations in communities **with a persistent high level of serious violent crime (Part I)** pursuant to this guide, which have **not previously** been an approved Weed and Seed site¹.

Faith-Based And Other Community Organizations: Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (i.e., remove religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in

¹ Under certain circumstances, a newly proposed Weed and Seed community may include portions of prior Weed and Seed sites, provided they submit justification that meets the criteria outlined in the appendix entitled "Overlapping Boundaries" at http://www.ojp.usdoj.gov/ccdo/funding/appl_kit.html.

employment. For the circumstances under which this may occur, and the certifications that may be required, please see the section titled, "Funding to Faith-Based Organizations" on the "Other Requirements for OJP Applications" webpage at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

Applicants are also encouraged to review the "Civil Rights Compliance" section on the "[Other Requirements for OJP Applications](#)" webpage, which can be found at the web address shown above.

American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations: Tribal applicants are limited to Indian Tribes (25 U.S.C.S. 450b(e)), for-profit (commercial) organizations, non-profit organizations, faith-based and community organization, institutions of higher learning, and consortiums with demonstrated organization and community based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortiums.

All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

Additionally, in Alaska, applicants are advised that funds awarded through this program to the tribes listed below may not be used for court or law enforcement officers for a tribe or village, pursuant to Public Law 108-199 § 112 (a)(1). The following tribes are subject to the above restriction on use of funds: (1) tribes in which fewer than 25 Native members live in the village year around; and (2) tribes that are located within the boundaries of the Fairbanks North Star Borough, the Mantanuska Susitna Borough, the Municipality of Anchorage, the Kenai Peninsula Borough, the City and Borough of Juneau, the Sitka Borough, or the Ketchikan Borough.

Specific tribal population data is available at the U.S. Census Bureau webpage <http://factfinder.census.gov/home/aian/index.html>.

Rural Communities: Crime and related social problems in rural communities demand strategies that take into account the inherent differences in control mechanisms and service provision structures relative to less densely populated areas. Rural sites may be composed of more than one town or unincorporated township, cover larger geographic expanses (i.e., part or all of a county), and involve more than one law enforcement organization engaged in multi-jurisdictional cooperative efforts for problem-solving to be achieved.

CCDO utilizes the 2000 decennial census data-based rural-urban commuting area (RUCA) system jointly developed by the Office of Rural Health Policy, WWAMI Rural Research Center at the University of Washington, and the U.S. Department of Agriculture's Economic Research Service (ERS) in classifying communities as rural.

For purposes of this solicitation, all communities with RUCA codes of 3–10 are considered "rural." To self-calculate rural classification, applicants may first look up specific census tract information for their site by address/ZIP code via the Web-based Teleatlas Geocoding System located at: <http://app.ffiec.gov/geocode/default.htm>; and then cross-reference it with the RUCA

codes found in the individual ERS state Excel files accessed through the table of state RUCA codes at: <http://www.ers.usda.gov/Data/RuralUrbanCommutingAreaCodes/2000/>.

Weed and Seed Specific Information

How to Get Started

The Weed and Seed strategy aims to prevent, control, and reduce violent crime, criminal drug-related activity, and gang activity. The process for developing the strategy begins with convening a Steering Committee, identifying community partners, notifying the U.S. Attorney, and collaborating on a strategy that is addressing those problems. WSCs must develop a 5-year strategic plan; adopt and achieve performance measures in accordance with the 5-year strategy; and include on the Steering Committee residents from the community, decision-makers responsible for control (i.e., law enforcement, corrections, judiciary, and prosecution), support resources (i.e., social services/mental health, drug treatment, housing, employment readiness, health, remedial education, etc.), and neighborhood service providers (public/private) active in the proposed Weed and Seed area.

A **strong** application incorporates the use of evidence-based programs; utilizes primarily leveraged resources to implement the 5-year strategy (i.e., uses leveraging of public/private resources from other areas to address control and support needs in the proposed designated area, as appropriate); and focuses on pervasive issues such as prisoner reentry, youth violence, and the control of gun violence, gangs, and drugs in the community.

WSCs must be developed in partnership with the local U.S. Attorney's Office and local organizations to reduce crime and improve the quality of life in a community primarily through leveraging public and private resources in the community.

There are four elements that make up the two-pronged Weed and Seed strategy: Law Enforcement; Community Policing; Prevention, Intervention, and Treatment; and Neighborhood Restoration.

The "Weed" portion of the initiative focuses on crime control involving law enforcement (i.e., law enforcement, adjudication, prosecution, probation, parole, and community corrections) and community policing (which is the bridge that links law enforcement to community residents' needs).

The "Seed" portion of the initiative focuses on community revitalization involving prevention, intervention, and treatment services and neighborhood restoration.

WSCs range broadly in size and population density, depending on whether they are rural (which may include multiple small towns and villages) or urban. The size and population density of a designated focus area should be of sufficient magnitude to present a clear and compelling problem that warrants the dedication and concentration of existing community resources. The average population in a WSC is approximately 20,000 residents; CCDO will consider communities with a population **between 7,500 and 50,000. CCDO will consider rural communities or Indian tribes with a population between 3,000 and 50,000.** (See page 5 for guidance.)

Developing the Weed and Seed Strategy

The Weed and Seed strategy is a comprehensive, coordinated, and collaborative response to resolving the neighborhood problems identified during the development of a needs assessment. Communities must use a systematic process; prioritize and focus on those problems identified as the greatest needs; and ensure that all partners involved are working towards the same goals without duplication of efforts in developing the WSC strategy.

WSCs are to draw on the four basic elements of Law Enforcement, Community Policing, Prevention/Intervention/Treatment, and Neighborhood Restoration in resolving a community problem. “Weeding” activities must be directed toward reducing crime while also complementing the “Seeding” activities that provide direct services to residents in the area of Prevention/Intervention/Treatment, as well as Neighborhood Restoration (including community and economic development activities). The elements of the strategy should be interrelated and part of a focused and manageable overall strategy that will over time reduce crime, increase public safety, and strengthen the community.

Beginning with the pre-award phase and continuing throughout the first and second year of the Weed and Seed strategy implementation, applicants must address a **minimum** of two priority problems related to crime or the factors that contribute to crime. The two problems/issues must each be addressed from a Weed perspective (using law enforcement and community policing techniques) and a Seed perspective (using prevention/intervention/treatment and neighborhood restoration related solutions). Using the same formula, grantees must expand their strategies to address **at least two additional** priority problem areas during the third through fifth year of the strategic plan.

Communities are strongly encouraged to have at least one Safe Haven in the designated community. These are multi-purpose human services centers where a variety of youth and adult services are coordinated in a highly visible, accessible facility that is secure against crime and illegal drug activity. The Safe Haven should be a central focus of coordinated, **community-based prevention, intervention, and treatment efforts within the community.**

Collaboration, Coordination, and Community Participation

Collaboration or working together for the common purpose of public safety is critical for the successful implementation of the Weed and Seed strategy. Collaboration must commence with those who are closest to the problem: the residents and those public and private decision-makers who manage the diverse services needed to transform a troubled community into a safe and desirable place to live. Collaboration requires organization and demands a clear and well-defined focus that articulates a specific problem and a corresponding response, and includes resources through which the residents and decision-makers can effect significant change.

Coordination involves organizing and positioning the necessary public and private resources in a complementary and mutually supportive manner into a systemic response. Effective coordination also results in achieving complementary goals (pertaining to types of services and methods of delivery) among community organizations in an efficient manner, and reducing overlapping and duplicative services.

Community participation is essential and required for creating permanent channels of communication and partnerships among residents, decision-makers, and the participating organizations.

Steering Committee

A Steering Committee is required and fulfills a critical role in the success of a Weed and Seed strategy. This governing body is responsible for establishing the goals and objectives for the WSC; working on tasks identified to achieve strategy goals; designing and developing programs; providing guidance on implementation; making future budget decisions; and assessing program achievements and challenges.

The Steering Committee provides the structure for building a commitment to Weed and Seed, prioritizing problem resolution, identifying areas of greatest community needs, and coordinating programs and services for local residents. The selected individuals **must have the authority, responsibility, and control of critical community resources** necessary to transform the community pursuant to its proposed strategy. Every member of the Steering Committee must have a vote. As with any high-profile working group, the Steering Committee member selection is very important to ensure appropriate support and cooperation relative to the strategy and goals of a WSC.

A high-performing Steering Committee should:

- Address problems in a focused, deliberative and open fashion;
- Involve the appropriate residents and decision-makers from the outset;
- Focus on proven and effective practices to create new or revitalized services;
- Institutionalize effective operations, programs, and services quickly within appropriate community organizations; and
- Engage members of the private sector.

Sustainability

Identification and coordination of existing community resources is an essential part of developing an effective strategy and sustaining WSCs for the long term. Sustainability is enhanced with the involvement of the community decision-makers responsible for the management, coordination, redeployment, and leveraging of resources as well as the use of evidence-based/effective programs. Weed and Seed applicants that demonstrate coordination with other funding sources during the developmental stages of this program will be generally more competitive. This is particularly true for partnering with DOJ programs such as Project Safe Neighborhoods, the President's Prisoner Reentry Initiative, and the Attorney General's anti-gang, youth violence, and anti-methamphetamine initiatives. The strategies developed for this comprehensive plan should encompass related community development efforts, federal funding sources such as the U.S. Department of Housing and Urban Development, U.S. Department of Health and Human Services, and U.S. Department of Education, as well as state, local, tribal and private resources.

Designation Process and Program Requirements

To receive a designation as a WSC, an applicant must also accomplish a number of pre-award developmental steps prior to application submission. If an applicant is competitively selected, it will then receive the WSC designation and initial funding. Continued funding will be dependent

on meeting established Weed and Seed performance measures approved by CCDO as part of the award process. Limited discretionary grant funding will be available up to **5** years on an incremental basis. Total funding over this period will not exceed \$1 million. The grant funding is finite in nature and should be considered as “temporary” assistance.

PRE-AWARD DEVELOPMENT STEPS

The Role of the U.S. Attorney in the Pre-Award Development Phase

The U.S. Attorney for the applicant’s jurisdiction plays a central role in developing a Weed and Seed community. **When submitting the “WSC Application,” the U.S. Attorney for the district encompassing the community must certify to the CCDO Director that—**

- The community suffers from consistently high levels of crime or is otherwise appropriate for such designation;
- The Weed and Seed strategy proposed, adopted, or implemented by the Steering Committee has a high probability of improving the criminal justice system within the community and contains all elements required by the application as determined by the CCDO Director; and
- The Steering Committee is capable of implementing the strategy appropriately.

- 1. Organize and Convene a Preliminary Weed and Seed Steering Committee.** Assemble a core group of local officials and community representatives to begin the planning process of Weed and Seed. This group may expand as the process continues; however, to be considered eligible for approval as a federally designated Weed and Seed area, the Steering Committee **must** include at a minimum the following members:
 - U.S. Attorney (or designee)
 - The Drug Enforcement Administration’s Special Agent In-Charge for the jurisdiction encompassing the community (or designee)
 - Community residents of the proposed area
 - Local government
 - Local law enforcement (i.e. Chief of Police)
- 2. Coordinate with the U.S. Attorney’s Office.** Applicants must work hand-in-hand with the local U.S. Attorney’s Office throughout project development and execution.
- 3. Conduct a Crime Analysis of the Community.** Research the specific crime problems (Part 1 and Part II crimes) for the community, city, county, and/or tribe. Identify a profile of crime trends utilizing crime statistics data from 2006, 2007, and 2008. Contrasting crime statistics for the city, county, and/or tribe must also be gathered and provided.
- 4. Select a Proposed Weed and Seed Area.** Applicants must develop a clear description of the boundaries of the proposed area, including the street names, census tracts, U.S. Attorney district, and congressional district.
- 5. Identify the Type of Site (rural, urban and/or tribal).** The population of a proposed Weed and Seed area must be at least **7,500** and may not exceed **50,000** unless it is considered a

rural community and/or Indian tribe. CCDO will consider a rural community and/or Indian tribe with a population between **3,000 and 50,000**. (See page 5 for guidance.)

- 6. Conduct a Needs Assessment.** The applicant needs to complete a **comprehensive** community needs assessment that addresses specific crime problems (Part I and Part II crimes) and the social problems contributing to crime. To complete the needs assessment, the applicant must prioritize and list the top four most serious unmet needs of that community. The residents of the proposed community must have considerable input in prioritizing the needs.
- 7. Finalize Selection of the Designated Area.** Within the parameters set forth in this guideline to take into account information learned by the comprehensive assessment.
- 8. Select Resources** that should be mobilized to address focus area problems/needs, drawing on existing streams of federal, state, and local funding currently available to the community, as well as new resources.
- 9. Develop Strategy to Include Identifying Goals, Objectives, and Implementation Tasks** that effectively address those conditions determined through analysis of the community.
- 10. Develop Quantitative Performance Measures** for the primary areas of focus on which program evaluation and success will be based.
- 11. Identify the Fiscal Agent Type (city, nonprofit, etc.) and Name of the Contact Person Submitting the Application.** Title, organization, address, phone number, and e-mail address must be provided.
- 12. Develop an Implementation Schedule** that is realistic and takes into account programmatic institutionalization and sustainability.
- 13. Commence Program Implementation Activities and Tracking.** Applicants will be evaluated on ability to self-initiate and sustain program element implementation during the pre-award period.
- 14. Execute an Assessment of Early Achievements** during pre-award period program activities. A report of these achievements must be included in the application. Applicants should demonstrate ability to effect successful program implementation.

Funding Information

CCDO disseminates funding to WSCs to support their Weed and Seed strategies. This level of funding cannot possibly cover all of the resources required to transform and revitalize an area experiencing persistent high levels of serious violent crime and social/economic decay. Grant funds must instead be used in concert with a variety of leveraged community resources that are being redeployed to address identified problems/programs in order to enhance overall impact and fill initial programmatic funding gaps. **Applicants must be able to demonstrate an ability to initiate activities without Weed and Seed funds—funds should fill gaps in services.**

Successful WSCs utilize in-kind resources from federal, state, local and tribal agencies, foundations, and other organizations. Because of the fundamental strengths of a collaborative

approach and the participation of key decision-makers, a Weed and Seed Community is well-placed to capitalize on the numerous funding sources in both the public and private sectors.

Amount and Length of Awards: Applicants may apply for up to **\$150,000** in Weed and Seed funding. All Weed and Seed awards will last for 12 months.

FEDERAL FUNDING SUPPORT

CCDO may award up to **\$1 million** in Weed and Seed funding to each community over the 5-year eligibility period.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. In addition, awards will be made pursuant to the achievement of performance measures set by the community and approved by the Office of Justice Programs.

Match Requirement (cash or in-kind): A grant made under this program may not cover more than 75% of the total costs of the project being funded. The applicant must identify the source of 25% of the non-federal portion of the budget and detail how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services. Matching funds are restricted to the same uses of funds as allowed for federal funds. The formula for calculating match is:

$$\frac{\text{Award amount}}{\text{Federal share}} = \text{Adjusted Project Costs} \times \text{Recipient's share} = \text{Required match}$$

Example: 75% / 25% match requirement

For federal award amount of \$150,000, match would be calculated as follows:

$$\frac{\$150,000}{75\%} = \$200,000 \times 25\% = \$50,000 \text{ match}$$

Note: Indian tribes may use Federal funds as match.

Limitations on Weed and Seed Funding: A WSC may not receive grants for a period of more than 5 separate fiscal years or in an aggregate amount of more than \$1,000,000.

Limit on Funding per Jurisdiction: CCDO has a limit on funding equal to 3 federal WSCs per city or county within a given fiscal year. If a city includes counties, the limit applies to the city; if a city has a population of over 5 million, the limit is 4 federal Weed and Seed-funded sites.

Travel and Training Funds: Each WSC can budget up to a **maximum** of \$7,500 in federal plus matching funds for training expenses and travel to CCDO-sponsored conferences and training. Sites must seek approval from their CCDO program manager prior to any other use of these funds.

Weeding/Seeding Split: At least 50 percent of Weed and Seed funds must be directed toward Weed-related activities (law enforcement and community policing) including innovative and

creative community-oriented approaches to problem-solving, partnerships, and deployment strategies and at least 40 percent of Weed and Seed funds must be directed towards Seed-related approaches involving Prevention, Intervention, and Treatment, and Neighborhood Restoration.

Limit on Overtime Payments: The applicant must not allocate more than half of the total weeding portion to law enforcement overtime (including match). In addition, Weed and Seed program policy limits maximum reimbursement for overtime to law enforcement officers employed by state and local agencies at a rate equivalent to \$13,878 (25 percent of a GS-10, Step 1) **per officer**, per year. This limit on reimbursement does not affect the actual pay rate set by the parent agency for its state/local officers: the parent agency should still pay officers at its own rate, whether or not the Federal reimbursement covers the full amount.

Funding Restrictions on Base Pay Support for Law Enforcement: CCDO does not allow use of its funding for law enforcement base pay. However; on a case-by-case basis we will consider allowing Weed and Seed funding to be used for sworn law enforcement patrol officer base pay when the following minimum criteria are demonstrated by applicants:

- 1) Use of federal funds does not supplant existing state, local or tribal law enforcement funding; and,
- 2) Size of the proposed site jurisdiction's sworn law enforcement force is below nationally established norms; or,
- 3) Number of sworn law enforcement officers per square mile is below national norms for rural communities.

Applicants meeting the above must in addition provide a justification to explain why they are below nationally established norms (see appendix entitled "Law Enforcement Base Pay Justification" for guidance).

Equipment Purchases: Equipment purchases identified in the budget must be justified in the budget narrative by explaining why the purchase is necessary for the implementation of the Weed and Seed strategy. Specifically:

- 1) identify the applicable goal and/or objective served by the equipment,
- 2) what purpose does the equipment serve (describe the impact the purchase will have on achieving the desired outcome of the goal or objective [OR] describe the task conducted with the equipment in fulfilling the goal and/or objective), and
- 3) explain the gap in service or lack of resources that necessitates the use of grant funds for this purchase.

Note: Not more than 10% of the total federal award may be used per equipment item.

Applicants should refer to the Unallowable Costs Appendix at http://www.ojp.usdoj.gov/ccdo/funding/appl_kit.html for additional funding guidance.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Pub. L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Additionally, applicants must discuss their data collection methods in the application.

Performance measures for this solicitation are as follows:

Objective	Catalog ID	Performance Measures	Data Grantee Provides
Enable communities to reduce violent and drug crime.	0231	Average change in key crime indicators in the Weed and Seed sites.	Number of homicides, robberies, aggravated assaults, burglaries, weapons offenses, and drug arrests in the Weed and Seed site.
	0238	Percent reduction in homicides per site funded under the Weed and Seed Program.	Number of homicides per site.
	0235	Number of homicides per site.	Number of homicides per site.
	0239	Percentage of sites including a multi-jurisdictional task force.	Number of sites including a multi-jurisdictional task force.
	0240	Percentage of sites that have a prosecutor dedicated to trying firearms cases.	Number of sites that have a prosecutor dedicated to trying firearms.
	0241	Percentage of sites using 3 or more community policing activities.	Identification of foot/bike patrols, substations, crime watch, and participation in community meetings.
	0233	Number of drug arrests per site.	Number of drug arrests per site.
Strengthen community capacity to increase the quality of life.	0234	Number of faith-based partnerships.	Number of faith-based grantees, sub-grantees, and representatives on the

			site Steering Committee.
Promote long-term community health and resilience.	0236	Percent of sites that have secured other sources of funding.	Types and amounts of leveraged resources and in-kind contributions.
Promote the assessment and effectiveness of services provided in the site.	0230	Percent of site monitoring visits conducted against plan.	Cooperation in planning and conducting site monitoring visits.

How to Apply

Grants Management System Instructions. Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. Eastern Standard Time Monday to Friday.

Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), Microsoft Excel (*.xlm), PDF files (*.pdf), or Text Documents (*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure the documents you are submitting are saved using "Word 97-2003 Document (*.doc)" format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.595, titled "Community Capacity Development Office."

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, **one-time** activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

Central Contractor Registration (CCR) is required: In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database.

The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

What an Application Must Include

Responding to this solicitation involves a two-step process. The first step involves submitting draft application materials to the local U.S. Attorney's office via email by November 10, 2009, for review and certification. **CCDO will not accept applications without U.S. Attorney Certification.**

Applicants must **register in GMS by 4:00 p.m. Eastern Standard Time, December 1, 2009** and submit the final application by **December 1, 2009, 8:00 p.m. Eastern Standard Time.**

CCDO will consider **complete** applications only in this competition. **Any application that does not contain all of the required attachments (as outlined on the pages that follow) or does not meet the requirements below will be disqualified from the competition.**

- **Site boundaries** – CCDO accepts applications for new areas which have not previously been approved Weed and Seed sites. Under certain circumstances, an applicant may include in proposed Weed and Seed areas portions of prior Weed and Seed sites, provided they submit justification that meets the criteria outlined in the appendix entitled "Policy on Overlapping Boundaries" at http://www.ojp.usdoj.gov/ccdo/funding/appl_kit.html.
- **Population** – The proposed designated community must have a population **between 7,500 and 50,000 unless it is considered a rural community and/or Indian tribe. CCDO will consider rural communities or Indian tribes with a population between 3,000 and 50,000. (See page 5 for guidance.)**
- **Page limit** – The entire application must not exceed 50 pages and must be numbered (including maps and all attachments) in **11-point or 12-point, Times New Roman font with 1-inch margins**. Failure to comply is cause for denial of the application.
- **Match requirement** – Applicant must identify the non-federal 25% match requirement in box 15B of the Request for Federal Assistance (SF-424) **and** itemize the non-federal match in the Budget Detail Worksheet and Budget Narrative. Failure to identify the non-federal 25% match on the SF-424 **and** itemize it in the Budget Detail Worksheet and Budget Narrative is cause for denial of the application. (See sample budget provided in the appendices).
- **U.S. Attorney or designee** – Applicant must provide the U.S. Attorney's representative **name and contact information**. Failure to comply is cause for denial of the application.
- **DEA's Special Agent In-charge or designee** – Applicant must provide the DEA's representative **name and contact information**. Failure to comply is cause for denial of the application.

Standard Form 424: Applicants must ensure that all data fields are filled. The federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form. Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of your agency. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

Program Narrative: Applicants should use the application form provided in appendix 2 at http://www.ojp.usdoj.gov/ccdo/funding/appl_kit.html to complete the program narrative.

The program narrative must describe the proposed Weed and Seed strategy. It should respond to the following Selection Criteria as instructed on the next page: Statement of the Problem, Program/Strategy Design and Implementation, Capabilities/Competencies, and Impact/Outcomes and Evaluation. (Also see Application Outline on page 38)

Budget Detail and Budget Narrative: The Budget Detail worksheet must provide the detailed computation for each budget line item. The worksheet must list the cost of each item and show how the cost was calculated. For example, cost per personnel must show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. **The budget detail worksheet utilizes OMB Form 1121-0188, which may be found at:** www.ojp.usdoj.gov/funding/forms/budget_detail.pdf

Budget Summary: Once the budget has been delineated, create a budget summary listing out line items and totals by each category. Compute the total direct costs and the total project costs. Indicate the amount of federal funds requested and the amount of non-federal funds (match requirement) that will support the Weed and Seed strategy.

The budget narrative must describe each budget item and relate it to the appropriate budget activity. It must follow the content of the budget detail worksheet and provide justification for all proposed costs. In the budget narrative, the applicant must explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead was calculated. The budget narrative must also justify the specific items listed on the budget detail worksheet (particularly supplies, travel and equipment) and demonstrate that all costs are reasonable.

The appendix entitled "**Sample Budget Detail Worksheet and Budget Narrative**" at www.ojp.usdoj.gov/ccdo/funding/appl_kit.html contains CCDO-specific instructions and samples to assist applicants in preparing the Weed and Seed budget details and budget narrative.

Impact/Outcomes and Evaluation/Plan for collecting Data for Performance Measures: Communities must provide clear and concise, quantitative performance measures for their program and activities, which include process and outcome data related to their program efforts. The primary outcome required in all communities is a decrease in crime in the designated area. In addition, a description of the methods to be used for tracking, monitoring, and reporting progress, and evaluating the strategy must be provided.

Indirect Cost Rate Agreement (If Applicable): Applicants that do not have a federally negotiated indirect cost rate and wish to establish one, can submit a proposal to their

“cognizant” federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization’s schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf. Applicants should be aware that this can be a lengthy process. **In order to maximize program dollars, high indirect costs will be considered when ranking applications.**

Other Required Attachments:

- **Signed U.S. Attorney Certification: Letter from U.S. Attorney** confirming that the proposed community suffers from consistently high levels of crime, is appropriate for designation, and that the proposed strategy contains all elements required by this solicitation.
- **Map of Proposed Community**
- **Supporting Statistical Data (GIS formatted and otherwise)**
- **Technical Assistance Assessment.** Complete the form provided in the Appendices at www.ojp.usdoj.gov/ccdo/funding/appl_kit.html.
- **Tribal Resolution, if applicable.** Each tribal applicant **must** submit a tribal resolution. If a tribal consortium is applying for resources, a tribal resolution must be provided by each participating Indian tribe. If a non-tribal applicant partners with an Indian tribe, a tribal resolution must be included with the application to demonstrate tribal government’s participation.
- **Accounting System and Financial Capability Questionnaire (if applicable).** This form is required of all non-profit organization applicants that have no prior grants with any offices/bureaus within the Office of Justice Programs. Download the form from www.ojp.usdoj.gov/funding/forms.htm.
- **Confidential Funds Certification (if applicable).** See the sample language in the OJP Financial Guide, Chapter 8: Confidential Funds, at www.ojp.usdoj.gov/financialguide/part3/part3chap8.htm.

Selection Criteria

This section provides specific guidance to assist applicants in completing the application form provided in Appendix 2.

The following is a list of criteria used by CCDO in evaluating WSC applications:

1. Statement of the Problem/Program Narrative (20%)
2. Project/Program Design and Implementation (40%)
3. Capabilities/Competencies (20%)
4. Budget (5%)
5. Impact/Outcomes and Evaluation/Plan for collecting Data for Performance Measures (15%)

Statement of the Problem/Program Narrative

I. NAME AND LOCATION

The applicant must include the community/neighborhood name, city, state, U.S. Attorney district, congressional district population of the proposed site, and a specific description of the proposed WSC boundaries.

II. EXECUTIVE SUMMARY

Provide a clear and concise overview of the entire scope of the Weed and Seed strategy. It should include:

- Statement of the Problem (a **comprehensive** assessment of community conditions)
- Demographics (description of the proposed community)
- Strategy Plan/Design
- Outcomes and Performance Measures
- Demonstration of collaborative efforts
- Demonstration of ability to leverage resources

III. CRIME AND NEEDS ASSESSMENT

Applicants must address and prioritize the specific, serious and violent crime problems (i.e., Part I and Part II) and social problems to provide a comprehensive assessment of their community needs and the corresponding Weed and Seed strategy, even though they may not be able to address each problem during the potential 5-year funding period.

- **Part I Crime includes: murder, forcible rape, robbery, aggravated assault, burglary, larceny-theft, motor vehicle theft, and arson.**
- **Part II Crime includes: drug-related crime (include specific types of drugs), criminal mischief, prostitution, child abuse, neglect, molestation/sex offenses, vagrancy, public intoxication, and disorderly conduct.**

All sites must include comparative data for the following offenses: murder, forcible rape, aggravated assault, robbery, and drug arrests.

A. Crime

Applicants must provide a detailed crime **description** of the community using both statistical information and mapping technologies necessary to define and clearly present the crime problems within their communities at large, as well as in the proposed Weed and Seed area. This analysis must describe serious and violent crime (i.e., Part I and Part II). **Data from 2006, 2007, and 2008 must be included and the source(s) of the data identified.**

Provide a comprehensive analysis of the juvenile and adult drug and violent crime problems in the designated area **compared** with the city or county at large in which the designated area resides. Include the most serious and/or intractable problems facing local residents. Describe the underlying causes or conditions that contribute to the crime and other social problems. Include data from 2006, 2007, and 2008 for the most serious and/or difficult social problems with which local residents must contend (i.e., high unemployment, low income, school dropout rate, truancy, high incidence of teenage pregnancy, unemployment, transience, housing code violations and abandoned property, access to transportation and other infrastructure issues). For context, **compare and contrast** three or more demographic and/or neighborhood indicators for the designated area with those for the city or county in which the designated area resides.

In addition, the analysis should address the reentry of serious/violent adult and juvenile offenders from correctional facilities back into the community. This part of the crime analysis addresses the number of offenders that have returned over the **past 3 years** (identifying the number among this group that became re-involved in crime) and the number of those anticipated to return (based on the earliest possible release date) during the **coming 5-year period**.

B. Social Problems and Needs

Applicants must provide a corresponding **description** of selected social problems other than crime concurrently focusing on issues such as truancy K–12; school dropout; gang activity, delinquency, teen pregnancy, substance abuse, unemployment, illiteracy, and percentage of people lacking a high school diploma/GED; number and location of welfare clients; housing/code violations; number of owner vs. rental properties; inadequate public transportation and/or adequacy of other infrastructure problems (lighting, water, and sewage systems). Related to the assessment of social problems, the communities should also assess the availability of social services in the proposed community; job readiness/training programs; remedial education; recreation; community support systems, specifically faith- and community-based service organizations; public/private schools, parks/recreation, public housing, and neighborhood associations/organizations. **Data from 2006, 2007, and 2008 must be included.**

C. Assessment Analysis

Applicants must address and prioritize the specific social and crime-related programs noted above to ensure that a **comprehensive** assessment of the community and corresponding WSC is made, even though the community may not be able to address **every** problem over the potential designation and 5-year funding period. Geographic Information Systems (GIS) based mapping technology provides a clear visual tool for demonstrating the dynamics of conditions. This technology is readily available today, and is generally used by city planners and analysts. CCDO strongly encourages applicants to provide statistical information in the GIS format. **To the extent possible, GIS mapping is required for the community's top four serious, unmet**

needs. What this means is that, where possible, geographic data needs to be provided in a GIS format for using either ArcGIS or MapInfo. Where geographic data is not available, a geographic identifier—such as jurisdictional boundaries, addresses, an X and Y coordinate pair, Federal Information Processing Standards (FIPS) code, or other identifier that can link this statistical data to a geographic feature—should be provided.

As part of the crime, social problems, and needs analysis, the following information must be addressed:

1. **Primary focus assessment.** Discuss the criminal activity and social problems that will be a primary focus of the WSC; community perceptions; and research and other information that supports the selection of the Weed and Seed designated area.
2. **Prioritize four needs.** Explain and prioritize the **four** most pressing needs of the community as **identified by the residents**.
3. **Existing public/private resources.** A community must define existing public/private resources that are operational in the designated area. In some instances, the problems are not being addressed by the agencies but are within their scope of work; therefore, through the redeployment of agency resources these problems could be most effectively addressed.
4. **Deploy or dedicate resources.** Based upon the existing public/private resources operational in the designated area, define proposed existing or new resources intended for redeployment or dedicated in an effort to address the most pressing needs of the community. Communities should take into account schools, faith-based organizations, social services, parks and recreational facilities and private sector resources. Understanding the characteristics of the designated area is necessary to provide a picture of the community. Special characteristics of the community include:
 - Population demographics
 - Cultural concerns
 - Geographical factors (i.e., Brownfields, isolated areas, tribal lands)
 - Housing stock and age
 - Percentage of owner-occupied dwellings
 - Housing code violations and locations
 - Transience rate (area's turnover)
 - Present and projected community public and private investment projects
5. **Needs and gaps.** Discuss the needs and gaps in services—and why they exist. Detail why existing resources cannot adequately address the crime and other social problems should be clearly articulated.
6. **Resources.** Explain how the local resources can be better distributed, coordinated, or enhanced through Weed and Seed to address the identified problems.

Project/Program Design and Implementation

IV. PRE-AWARD DEVELOPMENT PHASE

Applicants must follow the Pre-Award Development steps outlined on pages 9 -10 to develop the Weed and Seed strategy. In doing so, applicants must describe the process followed to identify and select the proposed community. List activities undertaken and describe the Pre-Award Development process established for tracking them. Also, address each of the following items:

- Describe the program/project/effort implemented during the pre-award period. Include the name of the program/project/effort; summary of the problem the program/project/effort addressed; program/project/effort goal(s) and objective(s); agency and/or person responsible for managing program/project/effort implementation; implementation timeframe or start/end date of the program/project/effort during pre-award phase; activities; and early achievements and/or preliminary results of the program/project/effort.
- Describe the process or method used to track program/project/effort activities and results during the pre-award period.
- Describe the process used to develop the site's Weed and Seed strategic plan and build commitment among the stakeholders in the community, and define when the process began.
- Discuss existing partnerships that have helped shape the decision to use a Weed and Seed approach.
- Describe activities already undertaken to begin implementation of the Weed and Seed strategic plan.

V. PROPOSED STRATEGIC PLAN

GENERAL INSTRUCTIONS – Your strategy should be inter-related and part of an overall strategy that will over time reduce crime, increase public safety and improve the proposed designated area. The strategy must address a minimum of two defined problems. The Weeding strategy must be about addressing and reducing crime and complement the Seeding strategy that focuses on direct services to residents and neighborhood improvement and economic development activities. Applicants must identify stakeholders; clearly identify their roles and responsibilities in projects; include goals, objectives, and tasks that clearly identify intended percentages in crime reduction; ensure proposed interventions are responsive to the needs assessment data presented; provide timelines and/or milestones for goals, objectives, and tasks; and outline outcomes and performance measures that will be used in evaluating project effectiveness and results.

STRATEGY DEFINITIONS --

Goals: For each element (Law Enforcement, Community Oriented Policing, Prevention/Intervention/Treatment, and Neighborhood Restoration), identify the goals of your strategy. Each goal should be a broad statement of what you intend to achieve in the long-term. Taken together, your goals should describe a “future vision” of the designated neighborhood.

They should specifically address one or more of the neighborhood problems and unmet needs identified. They should clearly establish what you expect to accomplish. *When there is more than one goal, follow the strategy format by submitting another grid listing the goal, objective, implementation plan, task, measurable outcome and funding source.*

Objectives: For each goal, identify the major objectives. Objectives should be precise, *measurable* statements that identify courses of action for achieving the goals. Objectives are action-oriented. In developing objectives, you should consider whether the action will have a high or low impact on the problem it is designed to resolve and whether it is feasible to implement (considering such issues as resource availability and the level of coordination required).

Implementation Plan: The implementation plan should describe the activities and process necessary to achieve the objective. The implementation plan should include the following:

- **Name:** Identify the name of the program or project.
- **Strategy Element:** Identify the strategy element (Law Enforcement, Community Oriented Policing, Prevention/Intervention/Treatment, and Neighborhood Restoration).
- **Tasks/Activities:** For each objective, identify major tasks/activities of your strategy. The tasks/activities should be specific actions and activities undertaken to accomplish the objectives.
- **Persons responsible:** For each task/activity, identify the person or agency responsible for accomplishing the task/activity.
- **Timeframe:** Identify the timeframe for accomplishing each task/activity. Specifically identify when each task/activity is scheduled to begin, and the anticipated completion date of the task/activity.

Measurable Outcomes: For each objective in your strategy, identify the evaluation criteria that will enable you to determine if your objectives have been successful. For each objective, you should identify one or more specific measures or outcomes and the data sources you will use to determine whether you successfully accomplished the intended outcome in the identified timeframe. For each measurable outcome, include the type or amount of change needed to indicate success. *Examples of measurable outcomes include: percent of change in specific crime rates (data source: police records); increase in the percent of high school graduates (data source: high school data); the decrease in the truancy rate (data source: school records); the number of people graduating from job training programs (data source: program records).*

A. Summary of Multi-Year Plan

Provide a succinct overview of the types of interventions being considered to address a minimum of two defined problems over the 5-year funding availability period. The summary should identify the problems in order of priority, the year(s) the problem(s) will be addressed by the strategy and the interventions (programs/projects/efforts) being considered to address that problem during the applicable year(s).

B. Strategic Plan:

Detailed plans for at least two problems must be provided. The Weeding and Seeding strategies must complement each other. CCDO expects that communities will fully describe

and account for the sustainability of at least two priority problems (specifically the programs/projects/efforts implemented to address the two priority problems).

To ensure sustainability, a community should coordinate with appropriate agencies to have particular efforts managed early in its development by the most appropriate public or private agencies/organizations within the community. A community must—

- Identify stakeholders and clearly identify their roles and responsibilities in the program/project/effort. Include goals, objectives, and tasks/activities that **clearly identify intended percentages in crime reduction.**
- Identify the program/project/effort to be implemented and the applicable strategy element. (i.e., Gang Suppression Task Force – Law Enforcement; Neighborhood Watch – Community Oriented Policing; Mentoring and Tutoring for Youth – Prevention/Intervention/Treatment; or Job Readiness Workforce Program – Neighborhood Restoration)
- Ensure that proposed interventions are responsive to the needs assessment data presented (i.e., that law enforcement strategies address the crime issues identified and community-focused activities address intervention/prevention strategies for crimes in particular regions).
- Provide timelines and/or milestones for goals, objectives, and tasks/activities.
- Outline outcomes and performance measures that will be used in evaluating project effectiveness and results.
- Identify the source(s) of funding to support the activities including non-Weed and Seed funds.

Each of the **four strategy elements** (Law Enforcement, Community Policing, Prevention/Intervention/Treatment, and Neighborhood Restoration) must be addressed in **direct correlation** to the problems and needs of the community as described in the “Needs Assessment.” In the implementation plan, be sure to identify the program/project/effort with a strategy element.

WHEN DEVELOPING A WEED-FOCUSED STRATEGY, CONSIDER:

WEED PROGRAM DESCRIPTION (REENTRY EXAMPLE)

WHAT: Explain the program effort’s purpose and proposed impact (i.e., police will assist parole in supervising returning offenders).

WHO: Identify the individuals who will be affected by the program activities (i.e., police, community police officers, and returning offenders).

WHEN: Explain the program’s timeframe for development and implementation (i.e., 2 years from development to implementation).

WHERE: Identify the location of the program’s impact area (i.e., the Weed and Seed designated area in which 200 offenders live).

HOW: Describe the treatment and supervision activities (i.e., the police will use electronic monitoring and inform residents of offenders’ conditions of release).

HOW MUCH: Detail the amount/type of existing and new grant resources to be used (i.e., \$50,000 in law enforcement officer time and \$25,000 in electronic monitoring hardware).

Law Enforcement

The law enforcement element will focus on the removal of chronic and violent street criminals from the designated area. It must consist primarily of crime suppression activities designed to identify, apprehend, and incapacitate violent street criminals. Interagency collaboration among federal, state, local, and tribal law enforcement agencies should be a primary emphasis. There are four program elements involved in crime suppression: (1) law enforcement, (2) adjudication, (3) prosecution, and (4) supervision (probation, parole, and community corrections).

Community Policing

It is important to establish linkages between community policing and the other elements of your strategy. The community policing element serves as a bridge between Weeding and Seeding activities and must be incorporated into each effort undertaken. The idea here is that neighborhood problems require a comprehensive, coordinated approach in which criminal justice agencies work in partnership with human service agencies, the private sector, and the community. Community policing strategies will integrate **four basic** concepts: (1) pro-active problem-solving, (2) partnerships, (3) permanent assignment of police officer(s) to the designated area, and (4) an emphasis on youth crime prevention. Strategies may also include activities that increase citizen participation in crime prevention, such as a Neighborhood Watch program or Citizen Corps.

WHEN DEVELOPING A SEED-FOCUSED STRATEGY, CONSIDER:

SEED PROGRAM DESCRIPTION (TRUANCY EXAMPLE)

WHAT: Explain the program effort's purpose and proposed impact (i.e., to reduce truancy among K–3rd grade students in the Weed and Seed designated area).

WHO: Identify the individuals who will be affected by the program activities (i.e., the parents and teachers of the children who have been truant 30 or more days during the previous school year).

WHEN: Explain the program's timeframe for development and implementation (i.e., the program will operate from 2 weeks prior to the beginning of the school year until the end).

WHERE: Identify the location of the program's impact area (i.e., in 2 elementary schools within the Weed and Seed designated area).

HOW: Describe the prevention, intervention, treatment, or restoration activities (i.e., the parents of the children will explain the importance of school participation; parents or volunteers will walk children to school each morning; and teachers and tutors will be encouraged to become involved with the children who are having difficulty in school).

HOW MUCH: Detail the amount/type of existing and grant resources to be used (the program will dedicate \$50,000 for staff, training, supplies, and tutors and the school will dedicate the overtime for the teachers to participate in all aspects of the program outside of regular classroom activities).

Prevention, Intervention, and Treatment

The prevention/intervention/treatment element helps prevent crime and violence from recurring by concentrating a broad array of human services on the designated area to create an environment where, simply put, crime cannot thrive. Linkages among law enforcement and social service agencies, the private sector, and the community will need to be created, maintained, and strengthened. Communities are strongly encouraged to have at least one Safe Haven in the designated area. The Safe Haven provides a variety of services and supportive programs (i.e., educational, cultural, recreational, health, and justice-related) with an emphasis on coordinated delivery of these services.

Neighborhood Restoration

CCDO requires that communities create a variety of strategies for neighborhood restoration. Community revitalization efforts include enforcement of building codes and **development of the economy**. It is preferable that the strategies address **all** aspects of restoration; however, **at least TWO of the following** should be addressed: (1) job training and employment opportunities for residents, (2) small business development, (3) improved housing conditions and transportation, (4) improvements to the physical environment, (5) systems development and enhancement, or (6) transportation.

Capabilities/Competencies

VI. MANAGEMENT STRUCTURE

The applicant must demonstrate the community's capacity to implement the plan it proposes. The management structure section will address who is involved and how the strategy was developed, how the proposed WSC will be managed, what the plan for day-to-day management is, and how assessment will be addressed. The applicant must describe policy-level decision-making responsibilities, day-to-day operational issues, and monitoring of community activities.

A. Steering Committee

List the membership of your site's Steering Committee and additional neighborhood resources. For each Steering Committee member, use the chart illustration provided in the application form to provide the name, title, organizational affiliation, residential status and type of service and/or resources committed to your Weed and Seed effort.

Provide a description of the organizational structure of the entire Weed and Seed effort. Include an organizational chart and narrative explaining the lines of authority and major responsibility of the Steering Committee, subcommittees, lead agencies, coordinator and other staff (if applicable).

To ensure that no one entity has undue influence within the Steering Committee, it is important to understand that the fiscal agent, Chair of the Steering Committee, and Weed and Seed Site Director (all three) must NOT be from the same organization. Identify the representative and the respective Agency or Organization of Steering Committee Chair, Fiscal Agency, and Site Director.

Describe the process for day-to-day decision-making on management, administration, and budget. As a part of the narrative, describe the plan for how resources will be deployed in an efficient and coordinated manner.

The Steering Committee must reflect the key partners who are committed to or live in the community. Committee members must be willing to work cooperatively to develop the strategy and bring resources (i.e., expertise, funding, ideas, volunteers, office space, supplies, programs, etc.) to implement the strategy in the future. The Steering Committee is critically important to the success of Weed and Seed. It is the governing body responsible for establishing Weed and Seed's goals and objectives; working on tasks identified to achieve strategic goals; designing and developing programs; providing guidance on implementation; making future budget decisions; and assessing program achievements. Remember, this is a coordinated strategy in which working partnerships are vital. A successful strategy must also have input from the community, including faith-based organizations. **It is required that 25% of the Steering Committee composition be residents not serving in an official capacity (i.e., government employee, legislator, service provider, etc).**

The Steering Committee provides the structure for building a commitment to Weed and Seed, identifying areas of greatest community needs, and coordinating programs and services for local residents. The selected individuals **must have the authority, responsibility, and control of critical community resources** necessary to transform the community pursuant to its proposed strategy. Every member of the Steering Committee must have a vote. As with any high-profile working group, the Steering Committee member selection is very important to ensure appropriate support and cooperation with the goals and strategy of a Weed and Seed Community. Please note that the composition of the Steering Committee **MUST** be of a manageable size to work, make decisions, and vote efficiently.

United States Attorney (USA) Leadership:

The U.S. Attorney plays a central role in the organization of the Steering Committee and is integral to the site's law enforcement strategy. The U.S. Attorney's Office provides leadership in joint law enforcement operation planning and implementation, and ongoing involvement in the Steering Committee and other activities. The U.S. Attorney's role includes, but is not limited to, the following:

- 1) Participating and serving as a voting member on the Steering Committee;
- 2) Approving requests to use the U.S. Attorneys' Fund for Weed and Seed activities; and
- 3) Approving final selection of a candidate for Weed and Seed Site Director before he/she is hired.

Individuals from these stakeholder groups **must** be included on the Steering Committee:

- a. U.S. Attorney (or designee)
- b. The Drug Enforcement Administration's Special Agent In-Charge for the jurisdiction encompassing the community (or designee)
- c. Community residents of the designated area (25% of the Steering Committee makeup)
- d. City or County government
- e. Local law enforcement (i.e., chief of police)

Additional committee members may include representatives of organizations such as:

- District Attorney's Office/Prosecutor's Office
- Federal, state, local and/or tribal law enforcement agencies
- Non-profit organizations
- Faith-based institutions
- Social service agencies
- City or County planning organizations
- Community corrections
- Parole/probation
- Judiciary
- School board
- Public and mental health organizations
- Employment agencies
- Housing organizations
- Remedial education
- Businesses and Corporations

Both paid and volunteer staffing descriptions should be provided.

Roles and Responsibilities:

Describe the roles and responsibilities the Steering Committee assumed in developing the Weed and Seed strategy and the role they will continue to assume during strategy implementation. Specifically address the following elements:

- Who was in charge of strategy development and describe how the work to date was accomplished (i.e., who actually put the application together, organized planning meetings, etc.; indicate the names of individuals and any organizational affiliation they may have, as well as how many meetings it took to complete the strategic plan);
- When the Steering Committee was formed and the frequency of meetings to date (and how often you anticipate it will meet in the future);
- Organization of the Steering Committee, including proposed subcommittees, chairpersons, and officers (submit a clear organizational chart with names of individuals designated to fill those roles); and
- Roles and responsibilities of the Steering Committee to be assumed during strategy implementation.

Describe how residents participated in the development of the Weed and Seed strategy:

- Include specific ways in which residents were involved in preparing the Weed and Seed strategic plan. How many community residents were involved in the development of the Weed and Seed strategy? What kind of outreach was used to invite residents to participate? How many meetings/forums were conducted to obtain residents' input?
- Describe how you gained resident input into the community needs assessment. If you held community meetings, focus groups, or consultations with existing community

organizations, state the number and type of meetings and how many residents attended. If you conducted a community survey, discuss the type of survey, date of survey administration (results should be less than two years old), number of responses received, and a brief summary of the results.

B. Subcommittees

Provide the following information about site subcommittees (if applicable): Subcommittee Name, Role, Objectives and Composition.

Most WSCs have found that using subcommittees is an effective means of distributing the workload. Each subcommittee must include community stakeholders, residents, and Steering Committee representatives. The subcommittees are smaller than the Steering Committee; they are less intimidating and encourage discussion among members. Subcommittees help ensure that different voices are heard and various points of view are discussed. As a practical matter, individual subcommittees will be needed to address each of the elements of the strategy: Law Enforcement; Community Policing; Prevention, Intervention and Treatment; and Neighborhood Restoration.

C. Weed and Seed Site Director

Provide a description of how and when the Weed and Seed Site Director position will be advertised, the required background check conducted, expected date for the position to be filled, and a description of the agency (purpose/mission) that will hire/contract the position. **CCDO requires that the person serving in this position must be approved by the United States Attorney and pass a background check.**

CCDO requires that each WSC have an overall Weed and Seed Site Director and strongly recommends that the Site Director be a full-time position, to be funded through reallocation of existing site resources and/or CCDO grant funds. The Weed and Seed Site Director is central to the day-to-day management and operations of the Weed and Seed strategy, which can include facilitating the work of the Steering Committee, ensuring good communication within the community, and keeping track of the implementation of the strategic plan. This position will be responsible for coordinating the activities of organizations and agencies that have committed services, volunteers, and contributions to the operation of the Weed and Seed strategy.

D. Fiscal Agent

Explain how the decision was made to identify a (potential) fiscal agent and what expertise and experience this organization can bring to the Weed and Seed effort. Describe how expenditures will be tracked, accounted for, and reported to the Steering Committee.

A fiscal agent must agree to manage all future Weed and Seed funds as approved by the Weed and Seed Steering Committee and in accordance with the Office of Justice Programs' Financial Guidelines. The fiscal agent works cooperatively with the Steering Committee and the Weed and Seed Site Director to ensure fiscal accountability and that funds are expended as approved by CCDO and the OJP Office of the Comptroller. **The credentials of this agent will be a factor in determining whether a community is selected.**

VII. COORDINATION COMPONENTS

A comprehensive approach is used to reduce and prevent crime and improve residents' overall quality of life. One of the most important objectives in each WSC is coordinating existing and new government and private sector initiatives, criminal justice efforts, and human services and concentrating those resources in the selected area to maximize their impact. The application must demonstrate these collaborative approaches.

A. Partnerships, Collaborations, and Federal, State, Local, Private, and Tribal Coordination

Provide a detailed narrative describing the coordination of proposed programs with other federal, state, and/or local programs. The narrative should detail the coordination among criminal justice agencies (law enforcement, adjudication, corrections, parole and probation, etc.), prevention/intervention/treatment providers, and representatives of the public, including community groups, nonprofit organizations, and local government. Emphasis should be placed on activities that represent collaborative efforts among existing programs and any proposed jointly-funded programs.

Discuss the coordination of specific federal programs with your Weed and Seed effort. These programs can include the Department of Justice's Project Safe Neighborhoods, Drug-Free Communities, Drug Courts, Prisoner Reentry Initiative (PRI), etc., as well as programs from other federal agencies such as the Department of Education or the Department of Health and Human Services' Substance Abuse and Mental Health Services Administration (SAMHSA), etc.

Critical to the success of the Weed and Seed strategy is the establishment of a dynamic relationship among federal, state and local, and—where applicable—tribal governments, together with private stakeholders. Communities must draw upon existing initiatives, programs, and focus areas of concern that have been or are being mounted within the community. The coordination of specific federal programs with the Weed and Seed strategy is highly encouraged. These programs can include DOJ-sponsored programs such as: Project Safe Neighborhoods (PSN), Drug-Free Communities, Drug Courts, the President's Prisoner Reentry Initiative (PRI), High Intensity Drug Trafficking Area (HIDTA) task forces, etc. Programs from other federal agencies such as the U.S. Department of Education, U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA), U.S. Department of the Interior, and Bureau of Indian Affairs, together with state, local and tribal organizations, or private sector projects or organizations should be strategically aligned.

B. Coordination Strategies

The partnerships formed to implement the four elements of the Weed and Seed strategy are **linked** together to accomplish the common goals of chosen primary (and any additional) Weed and Seed problem areas. These partnerships should reflect the commitments as set forth by the agreements reached with public and private partners who will coordinate efforts to implement the Weed and Seed strategy.

Describe how the partnerships formed to implement the four elements of the Weed and Seed strategy are linked together to accomplish common goals. Your response should reflect the commitments as set forth by the agreements you have reached with public and private partners who will coordinate efforts to implement the Weed and Seed strategy.

1. Coordination Within and Between Elements

Discuss how the Weed and Seed effort will establish or improve coordination in the designated area. Discuss your efforts to ensure the various partnering agencies involved in your Weed and Seed strategy will communicate with one another, coordinate their activities, and provide referrals to each other. Indicate if this is already in place or was developed as part of the process in developing the Weed and Seed strategy and represents improved coordination for services in the designated area.

2. Law Enforcement Coordination Within and Among Weed and Seed Elements

Explain how law enforcement strategies will be coordinated with the other elements of the strategy. A Weed and Seed Community should guarantee that the various partnering agencies involved in the Weed strategy will communicate with one another and within and among Weed and Seed elements as appropriate, coordinate their activities, and provide referrals to each other.

3. Community Policing Linkages

Explain how the community policing strategy will be coordinated with the other elements of the strategy (law enforcement, prevention/intervention/treatment, and neighborhood restoration). The community policing strategy will be coordinated with the other elements of the strategy (law enforcement, prevention/intervention/treatment, and neighborhood restoration). These linkages are particularly important because community policing serves as a bridge between the Weeding and Seeding elements of the strategy.

4. Prevention, Intervention and Treatment Linkages

Discuss how you will ensure that prevention, intervention, and treatment programs are coordinated in order to avoid duplication or gaps in services. Specifically:

- Indicate how these linkages will be facilitated through management of your Safe Haven(s).
- Describe Safe Haven Management and Operations.

5. Neighborhood Restoration Linkages

Discuss the methods for coordinating the neighborhood restoration strategy with the economic development plans of the city or county. The discussion must include information pertaining to the planning, implementation, and sustainment activities with the city planning and economic development offices, city council, and community development corporations. Explain how you intend to coordinate the neighborhood restoration strategy with the economic development plans of the city or county. The discussion should include information pertaining to the planning, implementation, and sustainability of activities with the city planning and economic development offices, city council, and community development corporations.

Discuss the signs of any economic revitalization, in the context of economic development needs in your community and how it relates to the designated area. Address the following as it relates to the proposed community:

- Specifically address whether the designated neighborhood is part of the Department of Agriculture and the Housing and Urban Development's (HUD's) Initiative for Renewal Communities (RCs), any State Empowerment Zones (EZs), or if it has a similar state or local designation related to economic development.

- Describe other related economic initiatives impacting your community.
- If there is no revitalization activity, include a discussion of how this need will be addressed in your community.

C. Role of Residents

If Weed and Seed is to be successful, residents **must** be actively involved in the effort. Community residents should be active participants in various subcommittees. Plans and actions must also be shared with the community to obtain its support. Residents will work with community policing officers to resolve neighborhood problems, and participate in the operation of any Safe Haven and in the neighborhood restoration element of the strategy.

Applicants **must** describe specific tasks and/or activities of residents for the following:

- Role of residents in the community policing element of the strategy;
- Role of residents in the prevention/intervention/treatment element of the strategy including Safe Haven(s) operations involvement; and
- Role of residents in the neighborhood restoration element of the strategy.

D. Communication Strategies

This final element of the coordination effort is also critical to generating community participation, interest, and involvement, and to building partnerships in support of the Weed and Seed strategy.

Provide information describing the following:

- How resident leadership will be developed and maintained within the site;
- Communication tools and applications;
- Focused/continued outreach strategies; and
- Other communications and public relations elements.

E. Memorandum of Agreement (MOA)

Provide an itemized list of MOAs that briefly delineates the scope of contributions using the chart illustration in Appendix 2: Application Form, Section VII. B. Coordination Strategies.

CCDO requires that all partnering agencies represented on the Steering Committee sign an MOA, outlining how they will be involved in planning and implementing the Weed and Seed Strategy. *These MOAs must be itemized in the application and made available if approved as a Weed and Seed site.* Applicants are encouraged to also include in the MOAs those agencies that will provide crime and social data. The purpose of an MOA is to identify the type and level of commitments each partnering agency is willing to make toward the implementation of the Weed and Seed Strategy. By identifying specific roles and obligations and requiring signatures of all agency heads, each agency will feel a high level of commitment to the overall partnership and its decisions and actions. MOAs may also be developed for additional neighborhood resource providers that do not yet serve on the Steering Committee or subcommittees. MOAs identify specific commitments that are not dependent upon grant funding (i.e., providing staff to

serve on the Steering Committee or subcommittees, dedicating staff to provide services in the designated area, a change of agency priorities to better serve designated area residents, etc). MOAs should state the type of resource(s) being provided, for what purpose, and length of time.

Examples of MOAs:

The United States Attorney or their designee will serve as Co-Chair of the Weed and Seed Steering Committee and will facilitate bimonthly/monthly meetings of the members.

The Prosecutor's Office will prosecute misdemeanants known to be gang members or drug dealers from the designated neighborhood, vigorously opposing suspended sentencing, home detention, and "OR" releases for these defendants.

The YWCA will assign a staff member to work 5 days a week from the Safe Haven site offering counseling services for victims and families involved in domestic violence.

The Probation Office will assign two probation officers to work with probationers and parolees in the designated neighborhood for one year. The cost of these assignments will be covered by appropriated funds. These assignments will be renewed for one additional year subject to the availability of Weed and Seed grant funding.

The Code Enforcement Office will assign a full-time Code Enforcement Officer to the designated neighborhood for one year. The cost of these assignments will be covered by appropriated funds. Renewal of this position will be dependent upon the availability of Weed and Seed grant funding.

The Community Development Corporation will be responsible for hiring and contracting with the Weed and Seed Site Director and overseeing administration of the Weed and Seed grant.

Please do not submit the MOAs with the application to CCDO. Applicants must submit with their application an itemized list of MOAs that briefly delineates the scope of contributions to the implementation of the Weed and Seed program. You will be asked to provide these agreements if approved as a Weed and Seed Community.

Budget

VIII. BUDGET AND SUSTAINABILITY

See "Funding Information" (pages 10 -12) for guidance in developing the budget.

A. Budget – The appendix entitled "Sample Budget Detail Worksheet and Budget Narrative" at www.ojp.usdoj.gov/ccdo/funding/appl_kit.html contains CCDO-specific instructions and samples to assist applicants in preparing the Weed and Seed budget details and budget narrative. Applicants must utilize the exact format provided in the budget detail and budget narrative samples. The Budget Detail utilizes OMB Form 1121-0188, which may be found at: http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.
Budget Detail

Communities are responsible for establishing and maintaining an adequate system of fiscal accounting and internal controls.

For example, the system must—

- Provide expense and property controls to ensure appropriate use of funds;
- Track and account for all expenditures;
- Provide financial data for planning, control, measurement, and evaluation of direct costs.

Law enforcement and community-related expenses must be designated within the budget.

- All personnel and contractors to be funded through the project should be listed by title and name, if available;
- All law enforcement personnel detailed to the operation should be listed by title;
- Designate which agencies will receive equipment, use travel funds, supplies, etc.

Budget Summary: Once the budget has been delineated, create a budget summary listing line items and totals by each category. Compute the total direct costs and the total project costs. Indicate the amount of federal funds requested and the amount of non-federal funds (match requirement) that will support the Weed and Seed strategy.

Budget Narrative

Budget detail and budget narrative must address how the deployed resources and the Weed and Seed limited funding will be distributed in the applicant's primary Weed and Seed strategy. Allocation of Weed and Seed limited funds, community resource funds (leveraged, redeployed, and new), and other sources of financing have to be mentioned and evidence provided for each of these strategy components: management and staffing, Weed programs, and Seed programs.

B. Sustainability Plan and Leveraging

Because the Weed and Seed strategy promotes sustainability as a means to maintain programs, applicants must provide a developmental, financial, and program sustainability plan. Minimal Weed and Seed funding can provide only a **transitional** level of support.

Discuss your plan to leverage community resources in support of your Weed and Seed strategy and your sustainability efforts that will allow you to build volunteer, in-kind, financial, and other support that will enable you to continue the strategy on a long-term basis. You must include existing DOJ programs in your community that will be coordinated as part of your Weed and Seed strategy:

In direct correlation to the strategy section "Funding Source for Activity, " summarizes the total funding that will be incorporated into Weed and Seed program/project/effort activities by Federal, State, and local sources.

CCDO expects that communities will fully describe and account for the sustainability of at least two priority problems (specifically the programs/projects/efforts implemented to address the two priority problems).

Please define at what stage each program/project/effort will be fully funded by sources other than Weed and Seed and by what means this will occur. The applicant must show how much of the program/project/effort costs are being bourn by Weed and Seed funds. The information should reflect a plan is established to ensure the sustainment of each program/project/effort.

Include in your discussion, the:

- 1) program/project/effort title;
- 2) agency or organization that will assume management and funding responsibility for the program/project/effort;
- 3) projected program/project/effort costs for each of the 5-years of the strategy;
- 4) percentage of funding for the program/project/effort that is derived from Weed and Seed for each of the 5-years of the strategy (i.e., Yr. 1: 25% Police Department/75% Weed and Seed; Yr. 2: 50% Police Department/50% Weed and Seed; Yr. 3: 75% Police Department/25% Weed and Seed; Yr. 4: 100% Police Department; Yr. 5: 100% Police Department); and
- 5) year in which the program/project/effort will transfer to the managing agency or organization (i.e., the project will be transferred at the end of year 3, and fully funded during year 4 and 5 of the strategy).

Impact/Outcomes and Evaluation/Plan for collecting Data for Performance Measures

IX. OUTCOMES AND EVALUATION

A. Performance Measures

Communities will be expected to provide clear and concise, quantitative performance measures for their programs and activities, which include process and outcome data related to their program efforts throughout the 5-year funding period. The primary outcome required in all communities is a decrease in crime in the designated area.

Provide the following:

- How partners will track, evaluate, and report progress and performance measures on an ongoing basis.
- Identify one or more specific measurable outcome for each objective and the data sources that will be used to determine whether or not the outcome was accomplished.
- Identify the specific indicators used to measure impact/outcome.
- Identify the baseline for each indicator used to measure impact/outcome for the proposed designated area.
- Identify the percentage change sought for each indicator (i.e., 10% reduction in homicides, 30% increase in employment).

Each objective in this strategy must be measurable. For instance, using the objective, “over the next year, the City of Grantsville will reduce the 28 homicides by 10%,” the evaluation criteria will be a 10% reduction in homicides, using 28 homicides as a base for measurement. This measurable outcome will enable you to determine if your goal and objectives have been achieved. Other examples of outputs/outcomes include:

- Decreases in specific crime rates (data source: police records);
- Increase the number of crime prevention training classes taught by community policing officers to one class per quarter each year (data source: program records of attendance sheets);
- Increase the number of community activities in the local part to three activities each week (data source: newly created Weed and Seed database of community classes);

- Develop two job training programs that will be presented to the community once every quarter (data source: program records of attendance sheets).

B. Evaluation

Discuss the plan for evaluating the Weed and Seed strategy. Applicants must conduct a comprehensive local evaluation that measures the strategy's **performance and impact** on crime and social problems. A comprehensive evaluation includes a process evaluation that describes how the program operates and whether it is operating as intended by the Steering Committee, as well as an impact evaluation, which describes how well the program operates and whether it is effective in reaching stated goals.

Working with an academic or research partner is encouraged and may be helpful in developing the measurable outcome(s) that must be included as part of the strategic plan.

The methods to be used for reporting, monitoring, and assessing the initiative must be described. Focus on the results the community intends to achieve and how the achievement of each result will be measured.

Provide the following:

- Name/Organization;
- Experience/Credentials;
- Describe the decision process used to select this person/agency;
- Describe the evaluation methodology that will be used to assess the impact of the strategy;
- Describe the methods to be used by the evaluator for reporting, monitoring, and assessing the initiative, include frequency of reporting;
- Describe the process by which service providers/project partners will report progress on strategy activities; include process or reporting mechanism used to collect data, the frequency of reporting, and monitoring activity; and,
- Describe U.S. Attorney's Office and Steering Committee oversight of the evaluation.

Review Process

OJP is committed to ensuring a standardized process for awarding grants. CCDO reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer Reviewers will be reviewing the applications submitted under this solicitation as well. CCDO may use either internal peer reviewers, external peer reviewers or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the solicitation) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are

advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with CCDO, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

If a WSC application is approved, the community will receive its initial funding during Fiscal Year 2010. Designation will be valid for **5** years starting October 1, 2010. Approved communities will be eligible to apply for further funding throughout the balance of the 5 years—subject to availability of federal funds and meeting performance standards. An approved community will be allowed to use the Weed and Seed emblem/tool kit of promotional materials during this period.

Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#) [hyperlink]
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006

Application Outline

The application is organized in the following nine major sections. **Applicants must follow the outline as set below.** A blank application form is provided in appendix 2 at www.ojp.usdoj.gov/ccdo/funding/appl_kit.html. **This format must be used in preparing draft application materials for submittal to the local U.S. Attorney Office.**

I. NAME AND LOCATION

II. EXECUTIVE SUMMARY

III. CRIME AND NEEDS ASSESSMENT

- A. Crime
- B. Social Problems and Needs
- C. Assessment Analysis

IV. PRE-AWARD DEVELOPMENT PHASE

V. PROPOSED STRATEGIC PLAN

- A. Summary of Multi-Year Plan
- B. Strategic Plan

VI. MANAGEMENT STRUCTURE

- A. Steering Committee
- B. Subcommittees
- C. Weed and Seed Site Director
- D. Fiscal Agent
- E. Additional Neighborhood Resource Providers

VII. COORDINATION COMPONENTS

- A. Partnerships, Collaborations and Federal, State, Local, Private, and Tribal Coordination
- B. Coordination Strategies
- C. Role of Residents
- D. Communication Strategies
- E. Memoranda of Agreement

VIII. BUDGET AND SUSTAINABILITY

- A. Budget
 - Budget Detail/Narrative
 - Budget Summary
- B. Sustainability Plan and Leveraging

IX. OUTCOMES AND EVALUATION

- A. Performance Measures
- B. Evaluation

Appendices

The following appendices contain additional program guidance to assist applicants in completing their FY 2010 Weed and Seed Communities Competitive application. They can be accessed at www.ojp.usdoj.gov/ccdo/funding/appl_kit.html.

- Appendix 1: Using the Grants Management System (GMS)
- Appendix 2: Application Form
- Appendix 3: Policy on Overlapping Boundaries
- Appendix 4: Indian Tribe Information
- Appendix 5: Information Collection Resources
- Appendix 6: Sample Memorandum of Agreement (MOA)
- Appendix 7: Mini-Grants Procedures
- Appendix 8: Steering Committee Policies and Procedures
- Appendix 9: What is a Weed and Seed Safe Haven?
- Appendix 10: Background Screening Requirement for Staff Working with Children
- Appendix 11: Unallowable Costs
- Appendix 12: Law Enforcement Base Pay Justification
- Appendix 13: Sample Budget Detail Worksheet and Budget Narrative Form
- Appendix 14: Measuring Sustainability
- Appendix 15: Local and National Evaluations
- Appendix 16: Technical Assistance Assessment

Appendices for FY 2010 Weed and Seed Competitive Applicants

The appendices contain additional program guidance to assist applicants in completing their FY 2010 Weed and Seed Communities Competitive application.

- Appendix 1: Using the Grants Management System (GMS)
- Appendix 2: Application Form
- Appendix 3: Policy on Overlapping Boundaries
- Appendix 4: Indian Tribe Information
- Appendix 5: Information Collection Resources
- Appendix 6: Sample Memorandum of Agreement (MOA)
- Appendix 7: Mini-Grants Procedures
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- Appendix 13: Sample Budget Detail Worksheet and Budget Narrative Form
- Appendix 14: Measuring Sustainability
- Appendix 15: Local and National Evaluations
- Appendix 16: Technical Assistance Assessment

Appendix 1: Using the Grants Management System (GMS)

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). This information supplements the step-by-step guide available at the GMS website <http://www.ojp.gov/gmscbt/>.

Note: Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), PDF files (*.pdf), or Text Documents (*.txt).

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

Step 1: Signing on to GMS

To sign in to GMS, visit <http://www.ojp.usdoj.gov/funding/>. Click on the GMS button beside the appropriate FY 2010 Weed and Seed Communities Competitive application kit. You also may go directly to the GMS page at <https://grants.ojp.usdoj.gov/>. If you already have a GMS user ID, you may simply sign in. You will not be considered registered for the solicitation until you have signed on to GMS and entered the appropriate solicitation, even if your organization already has a user ID.

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

Step 2: Select and Register for the Program

The GMS registration deadline is 4:00 p.m. Eastern Standard Time on Tuesday, December 1, 2009.

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

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

Find the appropriate FY 2010 Weed and Seed Communities Competitive Program Guide and Application Kit entry and click "Apply Online."

Step 3: Complete the Overview Information

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

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

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

Click "Save and Continue."

Step 4: Complete the Applicant Information

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

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

Click "Save and Continue."

Step 5: Complete the Project Information

Title of your project: Include 1) the title of the program: Weed and Seed; 2) name of the applicant's cognizant Federal agency; e.g., U.S. Department of Justice; and 3) applicant's local fiscal year/ 12-month audit period, e.g., 10/1/2009 - 9/30/2010.

List the geographic areas to be affected by the project: Identify the proposed Weed and Seed designated area by name.

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

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

Enter the grant amount for which your organization is applying for in the "Requested Budget" (no more than \$175,000) on the "Federal" line under the "Estimated Funding." Matching funds should be entered on "Applicant" line.

Click "Save and Continue."

Step 6: Upload Attachments

Please use descriptive titles when naming the attachments for easy identification; i.e., "Washington Site-2010 Budget" or "Uptown Site-2010 Program Narrative" or "Uptown Site-Other Program Attach."

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

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

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

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

NOTE: DEPENDING ON THE SIZE OF THE ATTACHMENT AND THE SPEED OF YOUR COMPUTER'S INTERNET CONNECTION, THIS PROCESS CAN TAKE SEVERAL HOURS. THE SYSTEM WILL SHUT DOWN PROMPTLY AT THE DEADLINE. ANY INCOMPLETE APPLICATION WILL NOT BE ACCEPTED AND NO EXCEPTIONS WILL BE GRANTED. PLEASE PLAN ACCORDINGLY.

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

Click "Save and Continue."

Step 7: Complete the Assurances and Certifications

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

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

Click "Save and Continue."

Step 8: Review the SF-424

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

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

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

Step 9: Submit the Application

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

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

Other Reminders:

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

ELIGIBILITY CONFIRMATION: Only after receiving approval of your GMS user identification can you submit your application.

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

Appendix 2: Application Form

For specific guidance in completing this form refer to pages 18 – 36 of the *FY 10 Weed and Seed Communities Competitive Program Guide and Application Kit*.

FY 2010 WEED AND SEED COMMUNITIES COMPETITIVE APPLICATION

I. NAME AND LOCATION

Site/Neighborhood Name: _____

City: _____

State: _____

USAO District: _____

Congressional District: _____

Contact Person (Include Name, Title, Phone & Email): _____

Proposed Weed and Seed Map:

Provide A map (as an attachment) **clearly** delineating the names of the streets, highways, and/or roads encompassing the proposed site.

Proposed Weed and Seed Site – Basic Description:

Approximate size of site: _____ Square miles _____ Population

Is this an area in a jurisdiction with an existing Weed and Seed site? _____

If yes, provide site name: _____

Identify specific boundaries of the designated focus area:

Provide the specific names of the streets, highways, and/or roads on the North, South, East, and West borders of the Proposed site. **The description MUST form a contiguous boundary encompassing the entire proposed site.**

If street addresses are not available, provide alternative descriptors (e.g., highway number).

West Boundary: _____

East Boundary: _____

South Boundary: _____

Southwest Boundary: _____

Southeast Boundary: _____

North Boundary: _____

Northwest Boundary: _____

Northeast Boundary: _____

Indicate the census tract #'s (CT) included in the site:

Complete CT's _____, _____, _____, _____, _____.

Partial CT's _____, _____, _____, _____.

Rural or Indian Tribe/Tribal community: Yes _____ No _____

II. EXECUTIVE SUMMARY: Please provide a concise statement framing project rationale and scope, together with the focal elements of the primary Weed and Seed efforts. (Limit 1-2 pages.)

The following should be discussed:

Statement of the Problem (a brief but comprehensive assessment of key community conditions):

Demographics (a description of the proposed Weed and Seed community relative to the problems and corrective measures planned):

Strategy Plan/Design (key points and elements):

Outcomes and Performance Measures (may use a "bullet point" structure):

Demonstration of collaborative efforts (i.e., specific information about outreach efforts and secured working relationships with local, state and Federal partners/programs):

Demonstration of ability to leverage resources (i.e., specific information detailing realignment and reallocation of local resources/funding, as well as on secured additional program funding/support):

III. PROBLEMS AND NEEDS ASSESSMENT/ANALYSIS

III. A. Provide a map of the proposed site delineating its perimeter, and showing its relation to the city or county, as appropriate.

III. B. Adult/Juvenile Crime Indicators & Narrative

Description -- Part I Crimes [Data from 2006, 2007, and 2008]: Provide data for all five of the specified areas. Also, provide data related to significant crime indicators (Part II Crimes) for your proposed area. Use actual numbers, not percentages.

Crime Indicators	Proposed Designated Area			Data for County or City		
	2006	2007	2008	2006	2007	2008
Year						
Murder						
Forcible Rape						
Aggravated Assault						
Robbery						
Actual Drug Arrests						
Part II:						

Source(s) of data:

Provide a comprehensive analysis of the drug and violent crime problem in the designated area compared to the city, county at large or tribal land in which the designated area resides. Include the most serious and/or intractable problems facing local residents (e.g., murder, drug-related crime, gang-related violence, high number of residents under correctional supervision, etc.). Incorporate statistical data to substantiate analysis.

Provide a comprehensive analysis of the juvenile crime problems in the designated area compared to the city or county-at-large. The discussion must incorporate

- the number of crimes committed by juveniles in the proposed designated area as compared to the jurisdiction **based upon the crime statistics presented in the data charts**;
- incarceration rates;
- recidivism; and
- re-entry of serious/violent Juvenile offenders back into the community over the past 3 years and anticipated to return in the coming 5-year period.

Discuss Adult recidivism rates and the reentry of serious/violent adults offenders from correctional facilities back into the community over the past 3 years and anticipated to return in the coming 5-year period.

III. C. Social Problems and Needs

Additional Neighborhood Data: Provide data for at least three of the specified areas (not including Other) relative to each Problem Area of your strategy, together with applicable Other areas relative to your strategic plan.

	2006		2007		2008	
	Proposed Site	Comparison Site	Proposed Site	Comparison Site	Proposed Site	Comparison Site
% w/o high school degree						
% below poverty						
# of teen pregnancies						
Unemployment rate						
% single parent household						
% owner occupied housing						
Graduation Rate						
Housing Code Violations						
Population Age Groups						
Under 20						
20-64						
65 and over						

Source(s) of data:

Additional Social Problems & Needs: Examples of additional social problems and needs include, but are not limited to, truancy, number of gangs, low income, number of welfare recipients, housing violations, juvenile delinquency rates, etc.

Indicator (ex. Truancy Rate)	2006		2007		2008	
	Proposed Site	Comparison Site	Proposed Site	Comparison Site	Proposed Site	Comparison site

Source(s) of data:

Describe the underlying causes or conditions that contribute to the crime and other problems. Include data for the most serious and/or difficult problems that you see contributing to crime facing local residents (e.g., high unemployment, low income, high dropout rate, high teenage pregnancy rate, high number of absentee landlords and abandoned property, etc.). For context, compare and contrast three or more demographic and/or neighborhood indicators relative to the problems for the designated area with those for the city, county or tribal land in which the designated neighborhood resides. Incorporate statistical data to substantiate analysis.

Delineate any special characteristics of the community. [i.e. population demographics, cultural concerns, geographical factors (i.e., Brownfields, isolated areas, jurisdictional nature of tribal lands), housing stock and age, percentage of owner-occupied dwellings, housing code violations and locations, transience rate (area's turnover), present and projected community public and private investment projects.)

III. D. Assessment Analysis

Identify the criminal activity and social problems that will be a primary focus of the Weed and Seed site efforts:

Describe and prioritize the top 4 most pressing community needs, and discuss the methods or process used to gain community input in identifying and prioritizing these needs:

Provide a comprehensive description of existing public/private resources that are operational in the designated area.

Define existing or new resources that will be (re)-deployed and/or dedicated through partnerships in support of the community.

Provide a comprehensive description of resource needs and gaps in services. (i.e., training, job readiness programs, remedial education, community support systems drug treatment centers, schools, parks and recreation, neighborhood organizations.)

Explain why existing public resources do not adequately address the crime or social problems.

IV. PRE-AWARD DEVELOPMENT

Describe the program(s)/project(s)/effort(s) implemented during the pre-award period. For each program/project/effort implemented, the description must include:

- Name of the Program/Project/Effort
- Summary of the problem the Program/Project/Effort addressed
- Program/Project/Effort's goal(s) and objective(s)
- Implementation timeframe or start/end date of the project during pre-award phase
- Implementing/Managing agency
- Activities
- Achievements and/or Preliminary results

Describe the Pre-Award Development process used for tracking the Program/Project/ Effort's activities and results.

Describe the process used to develop the site's Weed and Seed strategic plan and build commitment among the stakeholders in your community, and define when the process began.

Discuss existing partnerships that have helped shape the decision to use a Weed and Seed approach.

Describe activities already undertaken to begin implementation of the **strategic plan**.

V. PROPOSED STRATEGIC PLAN

V. A. Overview of Multi-year Plan

Provide a succinct overview of the types of interventions being considered to address a minimum of two defined problems over the 5-year funding availability period. The summary should identify the: 1) problems in order of priority; 2) year(s) the problem(s) will be addressed by the strategy; and, 3) interventions (programs/projects/efforts) being considered to address that problem during the applicable year(s).

V. B. Strategic Plan

Strategy Format: Provide detailed implementation plans for a minimum of two problems using the following format. **A separate outline is required for each problem.** Add additional strategies as necessary for each goal.

Problem 1 (describe briefly)

Briefly describe Weed Strategy

Law Enforcement

Community Oriented Policing

Strategy

Goal:

Objective:

Status:

Implementation Plan:

- Name (Program/Project/Effort)
- Strategy Element (Law Enforcement and/or Community Oriented Policing)
- Tasks/Activities
- Persons/Agencies Responsible
- Timeframe

Outcome:

- Funding Source for Tasks/Activities

Goal:

Objective:

Status:

Implementation Plan:

- Name (Program/Project/Effort)
- Strategy Element (Law Enforcement and/or Community Oriented Policing)
- Tasks/Activities
- Persons/Agencies Responsible
- Timeframe

Outcome:

- Funding Source for Tasks/Activities

Briefly describe Seed Strategy (Problem 1)

Prevention, Intervention, Treatment

Neighborhood Restoration

Strategy

Goal:

Objective:

Status:

Implementation Plan:

- Name (Program/Project/Effort)
- Strategy Element (Law Enforcement and/or Community Oriented Policing)
- Tasks/Activities
- Persons/Agencies Responsible
- Timeframe

Outcome:

- Funding Source for Tasks/Activities

Goal:

Objective:

Status:

Implementation Plan:

- Name (Program/Project/Effort)
- Strategy Element (Law Enforcement and/or Community Oriented Policing)
- Tasks/Activities
- Persons/Agencies Responsible
- Timeframe

Outcome:

- Funding Source for Tasks/Activities

Problem 2 (describe briefly)

Briefly describe Weed Strategy

Law Enforcement

Community Oriented Policing

Goal:

Objective:

Status:

Implementation Plan:

- Name (Program/Project/Effort)
- Strategy Element (Law Enforcement and/or Community Oriented Policing)
- Tasks/Activities
- Persons/Agencies Responsible
- Timeframe

Outcome:

- Funding Source for Tasks/Activities

Goal:

Objective:

Status:

Implementation Plan:

- Name (Program/Project/Effort)
- Strategy Element (Law Enforcement and/or Community Oriented Policing)
- Tasks/Activities
- Persons/Agencies Responsible
- Timeframe

Outcome:

- Funding Source for Tasks/Activities

Briefly describe Seed Strategy (Problem 2)

Prevention, Intervention, Treatment

Neighborhood Restoration

Strategy

Goal:

Objective:

Status:

Implementation Plan:

- Name (Program/Project/Effort)
- Strategy Element (Law Enforcement and/or Community Oriented Policing)
- Tasks/Activities
- Persons/Agencies Responsible
- Timeframe

Outcome:

- Funding Source for Tasks/Activities

Goal:

Objective:

Status:

Implementation Plan:

- Name (Program/Project/Effort)
- Strategy Element (Law Enforcement and/or Community Oriented Policing)
- Tasks/Activities
- Persons/Agencies Responsible
- Timeframe

Outcome:

- Funding Source for Tasks/Activities

VI. MANAGEMENT STRUCTURE

Organizational Structure. Provide a description of the Organizational structure of the entire Weed and Seed effort. Include an organizational chart and narrative explaining the lines of authority and major responsibilities of the Steering Committee, subcommittees, lead agencies, Site Director and other staff (if applicable).

To ensure that no one entity has undue influence within the Steering Committee, the fiscal agent, chair of the Steering Committee and site director must not be from the same organization. Identify the representative and respective Agency or Organization of:

Steering Committee Chair: Agency:

Fiscal Agent Representative: Agency:

Site Director: Agency:

Describe the process for day-to-day decision-making on management, administration, and budget. As a part of the narrative, address the plan for how resources will be deployed in an efficient and coordinated manner.

VI. A. Steering Committee Membership

It must be evident that there are members on the Steering Committee that **have the authority, responsibility, and control of critical community resources** necessary to transform the community pursuant to its proposed strategy.

It is required that 25% of the Steering Committee composition be residents not serving in an official capacity (i.e., government employee, legislator, service provider, etc).

List Steering Committee Membership (add lines if needed).

Name & Title	Organization	Resident Y/N	Type of Service or Commitment

Describe the roles and responsibilities the Steering Committee assumed in developing the Weed and Seed strategy and the role they will continue to assume during strategy implementation.

- Who was in charge of strategy development and describe how the work to date was accomplished (i.e., who actually put the application together, organized planning meetings, etc.; indicate the names of individuals and any organizational affiliation they may have, as well as how many meetings it took to complete the strategic plan);
- When the Steering Committee was formed and the frequency of meetings to date (and how often you anticipate it will meet in the future);
- Organization of the Steering Committee, including proposed subcommittees, chairpersons, and officers (submit a clear organizational chart with names of individuals designated to fill those roles); and
- Roles and responsibilities of the Steering Committee to be assumed during strategy implementation.

Describe how residents participated in the development of the Weed and Seed strategy:

- Include specific ways in which residents were involved in preparing the Weed and Seed strategic plan. How many community residents were involved in the development of the Weed and Seed strategy? What kind of outreach was used to invite residents to participate? How many meetings/forums were conducted to obtain residents' input?
- Describe how you gained resident input into the community needs assessment. If you held community meetings, focus groups, or consultations with existing community organizations, state the number and type of meetings and how many residents attended. If you conducted a community survey, discuss the type of survey, date of survey administration (results should be less than two years old), number of responses received, and a brief summary of the results.

VI. B. Weed and Seed Subcommittees

Provide the following information about each subcommittee (if applicable):

- Subcommittee Name
- Role
- Objective
- Composition (*i.e., steering committee members, community stakeholders, residents, etc.*)
- Special Expertise References of members [if any]

VI. C. Weed and Seed Site Director

Provide the following information regarding your Site Director:

- Name [if available];
- Name and description of the agency (purpose/mission) that will hire/contract and provide oversight of the position;
- Position description;
- Required Qualifications for the position;
- When and how position was/will be advertised;
- Process identified for the required background check;
- Expected date to fill position; and,
- How the position is financed throughout the life of the strategy.

VI. D. Fiscal Agent

Provide the following information regarding your Fiscal Agent:

- Organization
- Principal Point of Contact Name & Title
- Address
- Telephone
- Fax
- E-Mail

Explain how the decision was made to identify a [potential] fiscal agent and what expertise and experience this organization can bring to the Weed and Seed effort. Include in the discussion the fiscal agency's experience with other federal, state, or local **grant programs** and the ability to leverage public/private resources:

Describe how expenditures will be tracked, accounted for, and reported to the steering committee:

VII. COORINATION COMPONENTS

VII. A. Partnerships, Collaborations And Federal, State, Local, Private and Tribal Program Coordination:

Please provide a detailed narrative describing the partnerships, collaboration, and coordination of proposed programs with other federal, state, and/or local programs. The narrative should detail the partnerships, collaborations, and coordination among criminal justice agencies, prevention/intervention/treatment providers, and representatives of the public, including community groups, nonprofit organizations, and local government. emphasis should be placed on activities that represent collaborative efforts among existing programs and any proposed jointly-funded programs. Provide this information as applicable for each below:

- Federal partnerships, collaborations, and coordination
- State partnerships, collaborations, and coordination
- Local partnerships, collaborations, and coordination
- Private partnerships, collaborations, and coordination [If any]
- Tribal partnerships, collaborations, and coordination [If any]
- Crosscutting partnerships, collaborations, and coordination [If Any]

VII. B. Coordination Strategies

Describe how the partnerships formed to implement the four elements of the Weed and Seed strategy are linked together to accomplish common goals.

- 1) Coordination Within and Between Elements. Discuss your efforts to ensure the various partnering agencies involved in your Weed and Seed strategy will communicate with one another, coordinate their activities, and provide referrals to each other.

- 2) Law Enforcement Coordination Within and Among W & S Elements. Explain how law enforcement strategies will be coordinated with the other elements of the strategy.

- 3) Community Policing Linkages. Explain how the community policing strategy will be coordinated with the other elements of the strategy (law enforcement, prevention/intervention/treatment, and neighborhood restoration).

- 4) Prevention, Intervention, and Treatment Linkages. Discuss how you will ensure that prevention, intervention, and treatment programs are coordinated in order to avoid duplication or gaps in services.

- 5) Neighborhood Restoration Linkages. Discuss how you intend to coordinate the neighborhood restoration strategy with the economic development plans of the city or county.

Discuss the signs of any economic revitalization, in the context of economic development needs in your community and how it relates to the designated area. Address the following as it relates to the proposed community:

- Specifically address whether the designated neighborhood is part of the Department of Agriculture and the Housing and Urban Development's (HUD's) Initiative for Renewal Communities (RCs), any State Empowerment Zones (EZs), or if it has a similar state or local designation related to economic development.
- Describe other related economic initiatives impacting your community.
- If there is no revitalization activity, include a discussion of how this need will be addressed in your community.

Describe Safe Haven(s) operations involvement of residents:

Describe the role (specific tasks or activities) of residents in the Implementation of the neighborhood restoration element of the strategy:

VII. D. Communication Plan

Provide information describing the following:

- How resident leadership will be developed and maintained within the site;
- Communication tools and applications;
- Focused/Continued outreach strategies; and
- Other communications and Public Relations Elements.

VIII. BUDGET, SUSTAINABILITY AND LEVERAGING:

VIII. A. BUDGET DETAIL AND BUDGET NARRATIVE

The budget documents are to be submitted as a separate file attachment following the format provided in **Appendix 12: Sample Budget Detail Worksheet and Budget Narrative** located at http://www.ojp.usdoj.gov/ccdo/funding/appl_kit.html. Applicants must utilize the exact format provided in the budget detail and budget narrative samples. Budget detail utilizes OMB Form 1121-0188, which may be found at: http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

VIII. B. SUSTAINABILITY AND LEVERAGING:

Discuss your plan to leverage community resources in support of your Weed and Seed strategy and your sustainability efforts that will allow you to build volunteer, in-kind, financial, and other support thereby enabling you to continue the strategy on a long-term basis. You must include existing Department of Justice programs in your community that will be coordinated as part of your Weed and Seed strategy:

In direct correlation to the strategy section “Funding Source for Activity,” summarizes the total funding that will be incorporated into Weed and Seed program/project/effort activities by Federal, State, and local sources:

Source	Program/project/Effort	Funding Dollars
<i>i.e., Federal</i>	<i>Gang Suppression task Force</i>	<i>\$500,000</i>
<i>i.e., State</i>	<i>Workforce Dev. Program</i>	<i>\$275,000</i>
<i>i.e., Local</i>	<i>Home Buyer’s Education</i>	<i>\$52,000</i>

- Define at what stage each Program/project/Effort will be fully funded by sources other than Weed and Seed and by what means this will occur. Include in your discussion for each Program/project/Effort:
 1. The Program/Project/Effort title;
 2. the agency or organization that will assume management and funding responsibility for the program/project/effort;
 3. program/project/effort cost for each of the 5-years of the strategy;
 4. the percentage of funding for the program/project/effort that is derived from Weed and Seed for each of the 5-years of the strategy (i.e., Yr. 1: 25% Police Department/75% Weed and Seed; Yr. 2: 50% Police Department/50% Weed and Seed; Yr. 3: 75% Police Department/25% Weed and Seed; Yr. 4: 100% Police Department; Yr. 5: 100% Police Department); and,
 5. the year in which the program/project/effort will transfer to the managing agency or organization (i.e., the project will be transferred at the end of year 3 to the Police Department, and fully funded during year 4 and 5 of the strategy).

IX. OUTCOMES AND EVALUATION

A. Performance Measures

Describe:

- How partners will track, evaluate, and report progress and performance measures on an ongoing basis.

B. Evaluation

Discuss the plan for evaluating the Weed and Seed strategy. Applicants must conduct a comprehensive local evaluation that measures the strategy's **performance and impact** on crime and social problems. A comprehensive evaluation includes a process evaluation that describes how the program operates and whether it is operating as intended by the Steering Committee, as well as an impact evaluation, which describes how well the program operates and whether it is effective in reaching stated goals.

- Provide the following about your chosen evaluator:
 1. Name/Organization
 2. Experience/Credentials
 3. Describe the decision process used to select this person/agency

- Describe the evaluation methodology that will be used to assess the impact of the strategy.

- Describe the methods to be used by the evaluator for reporting, monitoring, and assessing the initiative, include frequency of reporting.

- Describe the process by which Service Providers/project partners will report progress on strategy activities; include process or reporting mechanism used to collect data, frequency of reporting, and monitoring activity.

- Describe U.S. Attorney Office and Steering Committee oversight of the Evaluation.

FY 2010 WSC CONTACT INFORMATION: (Indicate by asterisk the contact person(s) with whom CCDO should communicate for follow-up on the application.)

NAME OF COMMUNITY:

CITY/STATE:

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	WEED & SEED SITE DIRECTOR
Name: Title: District: Address: Phone: Fax: E-Mail:	Name: Title: Agency: Address: Phone: Fax: E-Mail:
DEA CONTACT	LAW ENFORCEMENT 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) *DEA Contact* – Drug Enforcement Administration representative serving on the Weed and Seed Steering Committee who provides support to the Weed and Seed Community.
- 4) *Grantee Official Point of Contact* – head of the Fiscal Agency who is to be contacted on official matters involving this application and future Weed and Seed funds, and who is authorized to enter into contracts for the agency (e.g. person who signed application).
- 5) *Weed and Seed Site Director* - 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) *Law Enforcement Contact* - person administering the law enforcement strategy in the designated area (e.g. Weeding coordinator).

Appendix 3. Policy on Overlapping Boundaries

In FY 2009, the Community Capacity Development Office revised the policy regarding shared and overlapping boundaries for proposed and previous Weed and Seed sites which states that the site boundaries of the proposed Weed and Seed areas cannot include an existing, former, or portion of an existing/former Weed and Seed site.

Weed and Seed Communities competitive applicants may include in proposed Weed and Seed areas portions of prior Weed and Seed sites, provided --

- a. When applying, applicants must include a justification of why they are including the overlapping area and must meet the following criteria:
 - (1) The proposed Weed and Seed overlapping area must be the area of highest crime in the prior site;
 - (2) The prior Weed and Seed site must have concluded its designation period three (3) years before the application due date;
 - (3) Overlapping portions (land area) must:
 - A. be comprised of less than 50% of the prior site area and
 - B. be comprised of less than 50% of the new area;
 - (4) The majority of the population of the proposed Weed and Seed area must reside in the new area;
 - (5) A Geographic Information System (GIS) map evidencing the level of Part I Violent Crimes must be submitted, showing both the proposed and prior Weed and Seed areas and prior Weed and Seed site; and,
 - (6) The application justification for overlapping areas should include documentary evidence of sustained relationships with all levels of government, law enforcement and social services agencies.
 - (7) Additionally, in Tribal settings,
 - A. the grant application must be accompanied by a current authorizing resolution of the governing body of the tribal entity. If the grant will benefit more than one tribal entity, a current authorizing resolution from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.
 - B. For tribal applicants, if GIS is not available, the justification must include:
 - (i) the current jurisdictional setting (i.e. Public Law 280, law enforcement services),
 - (ii) statistical information on Part I and II Crimes, and
 - (iii) the declination of violent crime cases from prosecution.

- b. Additionally, in tribal settings where the proposed Weed and Seed area is more than 50% of the prior Weed and Seed site, a tribal applicant may apply and compete for resources, if it did not:
 - (1) formerly pass an authorizing resolution to participate,
 - (2) participate on the Steering Committee as a Member, and
 - (3) contract for services through the Weed and Seed site grant.

Appendix 4. Indian Tribe Information

Indian Country and Working with Indian Tribes

Eligibility

In H.R. 3402, “Chapter 2 – Building Community Capacity to Prevent, Reduce, and Control Crime”, it reads:

“Section 105. Inclusion of Indian Tribes.
For purposes of Section 103 and 104, the term “State” includes an Indian tribal government.”

The Congress has directed the Office of Justice Programs that “Indian tribe and tribal” is defined as: “An Indian tribe is any Indian tribe, band, nation or organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat.688)[43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. 25 U.S.C.S. 450b(e).”

Additionally, in Alaska, applicants are advised that funds awarded through this program to the tribes listed below may not be used for court or law enforcement officers for a tribe or village, pursuant to Public Law 108-199 § 112 (a)(1). The following tribes are subject to the above restriction on use of funds: (1) tribes in which fewer than 25 Native members live in the village year around; and (2) tribes that are located within the boundaries of the Fairbanks North Star Borough, the Mantanuska Susitna Borough, the Municipality of Anchorage, the Kenai Peninsula Borough, the City and Borough of Juneau, the Sitka Borough, or the Ketchikan Borough.

Tribal Resolution

Each Indian tribe who applies must submit a Tribal Resolution. If a tribal consortium is applying for resources, a Tribal Resolution must be provided by each participating Indian tribe. These formal documents will be filed as part of the official grant file.

If a non-Indian applicant partners with an Indian tribe, a Tribal Resolution must be provided with the application. To obtain a Tribal Resolution, please work with your tribal contact (i.e. chief of police). It will require education of the community and a presentation before the Tribal Council or governing body, as appropriate. A Tribal Resolution is a formal document issued by an Indian tribal government.

Coordination between State, Country, Local and Tribal Agencies

The Weed and Seed Community application is focused on a place-based strategy and includes coordination among law enforcement, human services, and community development agencies of the applicable levels of government—federal, state, county, local and tribal—and other organizations. Add the various federal policies of Indian Country such as Public Law 83-280, which confers criminal jurisdiction from federal to state authority, to Weed and Seed strategy planning and implementation and coordination will become either very streamlined or very difficult. Applicants are highly encouraged to work with the U.S. Attorney’s Office to assist in bringing appropriate agencies to the table. If an entity (tribal or non-tribal) does not positively respond to requests for information (i.e., crime data) or meeting invitations (i.e., Weed and Seed Steering Committee), please document and file. On the application, please reference the

number of outreach efforts and response by (tribal or non-tribal) agencies. This information will assist you in application competition. Follow directions and complete all sections in the application.

Given the number of potential agencies involved on tribal lands, it is recommended that a tribe and its partners provide an initial training on the tribe and its criminal justice system and community development efforts. Likewise, any partners should also provide the same training to assist in building trusting relationships. This education process should continue every year through the life of a project and include more agencies.

Data Collection

Part I, Violent Crime, and Part II, Other Index Crimes, are required to compete. CCDO and its peer reviewers are aware that crime data and victimization information are problematic for some Indian tribes, especially those located in Public Law 83-280 and similar jurisdictions. If this information is not available, providing a short, concise narrative describing the crime in your designated area is recommended. In lieu of any crime data, CCDO will work with the Office of Justice Services, Bureau of Indian Affairs, U.S. Department of Interior, and other U.S. Department of Justice components on violent crime in the respective jurisdiction, when appropriate.

Additionally, it is recommended that prospective applicants invest in a local victimization survey, which is a local community survey conducted by the community that gauges the crime and victimization in a community. To date, three Indian tribes have developed their survey instrument, educated their own community residents on how to conduct the survey, and analyzed the data. A summary of the information can be found on [American Indians and Crime, A BJS Statistical Profile, 1992-2002](#) (<http://www.ojp.usdoj.gov/bjs/abstract/aic02.htm>). Information on the local victimization surveys, see www.ojp.usdoj.gov/bjs/cvict.htm.

Specific tribal population data is available at the U.S. Census Bureau webpage <http://factfinder.census.gov/home/aian/index.html>.

Resources

Many requests are made to CCDO to learn more about Indian tribes—the history of Indian Nations is varied and fascinating. Reference material, reading written history, and listening to oral history are encouraged. The best source is your contact or the cultural office in the tribal government. For immediate questions, please see:

American Indians, Answer to Today's Questions, by Jack Utter.

Tiller's Guide to Indian Country, Economic Profiles of American Indian Reservations, by Veronica E. Velarde Tiller.

American Indian Law: Native Nations and the Federal System, Revised Edition, 2005 by Clinton, Goldberg, and Tsosie.

Appendix 5. Information Collection Resources

The Weed and Seed Strategy is a geographically based effort. As a result, applicants and grantees in their annual Government Performance and Results Act (GPRA) reports must provide the boundaries for their designated areas along with crime and other program information specific to the community where their strategy is being implemented. The boundary information is used to create computer-based maps for each local community's designated area, which are displayed on the CCDO Weed and Seed Data Center Web site (www.weedandseed.info). Since many of the local sites do not conform to Census or other administrative boundaries, a software utility has been employed that produces detailed demographic data tables for each designated area using the computer-based maps and U.S. Census data files, along with commercially generated current-year population estimates.

Along with the local sites' designated area maps, the CCDO Weed and Seed Data Center Web site contains the custom demographic data tables and the most recent GPRA reports. The maps can be accessed interactively with user-selectable data layers showing Safe Haven locations, HUD-funded public housing, USGS aerial photos, and other administrative features such as state and local government boundaries, Census tracts, ZIP codes, and congressional districts. In addition to accessing information by local Weed and Seed Communities, users can obtain lists of sites by various characteristics. These capabilities require the use of computer mapping and spatial database software, national street- and base-related map files, and national demographic files.

For application review purposes, Data Profiles have been produced that compare the proposed designated areas for selected crime and demographic characteristics with their surrounding jurisdiction, region, and the entire United States. Applicants must provide their designated area boundaries and 3 years of crime data. Using the computer-based tools mentioned previously and national Census and crime data files, the Data Profiles are generated. This information provides some context for understanding the relative severity of the community conditions in locations being proposed for new Weed and Seed Communities. The distribution of these Data Profiles is limited to the applicants and CCDO staff and consultants.

Selected Resources for Crime Data

The U.S. Department of Justice/Bureau of Justice Statistics (BJS) is an important resource for crime data. Crime reports traditionally consist of monthly counts of offenses and arrests for certain offense categories. State and local agencies report these summary data to the FBI's Uniform Crime Reporting (UCR) Program. The top three crime problems indicated by UCR data are 1) homicide, 2) aggravated assault, and 3) robbery. The BJS Web site is an excellent resource about crime data <http://www.ojp.usdoj.gov/bjs/>. The site also provides information that the FBI has been collecting on homicides through the Supplementary Homicide Reports for many years and has launched the National Incident-Based Reporting System (NIBRS) to provide additional information about crime that was comparable across jurisdictions and included more types of crime. BJS also has online crime-reported summary data as part of its *Law Enforcement Management and Administrative Statistics* and crime data from about 3,900 reporting local law enforcement agencies with population coverage of more than 10,000.

The National Archives of Criminal Justice Data (NACJD) is an important resource for crime data used in research-based projects across the United States. The mission of the NACJD is to facilitate research in criminal justice and criminology, through the preservation, enhancement, and sharing of computerized data resources; through the production of original research based on archived data; and through specialized training workshops in quantitative analysis of crime

and justice data. All of the research projects from the National Institute of Justice (NIJ) and many studies from the Bureau of Justice Statistics are archived here. NACJD has Resource Guides and Data available to cover a wide range of topics. The Web site is <http://www.icpsr.umich.edu/NACJD>.

The Uniform Crime Reporting (UCR) Program was conceived in 1929 by the International Association of Chiefs of Police to meet a need for reliable, uniform crime statistics for the nation. In 1930, the FBI was tasked with collecting, publishing, and archiving those statistics. Today, several annual statistical publications, such as the comprehensive *Crime in the United States*, are produced from data provided by nearly 17,000 law enforcement agencies across the United States. For more information, see <http://www.fbi.gov/ucr/ucr.htm#cius>.

The Mapping and Analysis for Public Safety Program (MAPS), of the National Institute of Justice has on its Web site a listing of all law enforcement agencies across the United States that have online crime analysis mapping. Many of these sites contain data that is downloadable or can be requested. The URL is: <http://www.ojp.usdoj.gov/nij/maps/links.htm>.

The Justice Research and Statistics Association (JRSA) is a national nonprofit organization of state Statistical Analysis Center (SAC) directors, researchers, and practitioners throughout government, academia, and criminal justice organizations (<http://www.jrsa.org/>). Many of the individual SACs contain data from in state research projects on crime and criminal justice. A listing of Web sites for each SAC is available on the JRSA Web site. JRSA also maintains the online *Weed and Seed Data Center*: <http://www.weedandseeddatacenter.org/>.

Formula Grant State Administering Agencies

Many states have developed information and local data about crime as part of their use of formula funds received from the U.S. Department of Justice (DOJ). To learn more about what local data systems may already be available to help your community plan crime prevention and neighborhood improvement strategies, contact your OJP state administering agency listed at: <http://www.ojp.usdoj.gov/saa/index.htm>.

Demographic/Economic and Social Neighborhood Indicators

HUD USER (HUD's online system for downloading data for analysis about housing and economics) provides interested researchers with access to the original electronic data sets generated by PD&R sponsored data collection efforts, including the American Housing Survey, HUD median family income limits, as well as micro data from research initiatives on topics such as housing discrimination, the HUD-insured multifamily housing stock, and the public housing population. The URL is: <http://www.huduser.org/datasets/pdrdatas.html>.

The U.S. Department of Housing and Urban Development (HUD) also has a program called the Neighborhood Networks. HUD created Neighborhood Networks in 1995 to encourage property owners to establish multi-service community learning centers in HUD insured and assisted properties. Neighborhood Networks was one of the first federal initiatives to promote self-sufficiency and help provide computer access to low-income housing communities. Neighborhood Networks centers help to improve computer access, advance literacy, prepare residents to take advantage of employment opportunities, and provide access to healthcare information and other social services. Information can be found at: <http://www.hud.gov/offices/hsg/mfh/nnw/nnwindex.cfm>.

U.S. Bureau of the Census provides the census data that is the most concise source for demographic data to describe your neighborhood. This Web site gives you many options for looking up local data: <http://www.census.gov/main/www/cen2000.html>.

One relatively easy way to obtain 2000 census data from this homepage is to use the box titled “*Enter a Street Address to Find Census 2000 Data.*” Once the address, city, state and ZIP code have been entered, you will be given the option to view data for the ZIP code, as well as the entire state, county, county subdivision, block/block group, and the census tract or the congressional district. The range of data that can be viewed includes population, housing, and selected economic data. Maps can also be generated. In addition, one can select “*State and Local Quick Facts*” to compare county and state population and housing data in which the Weed and Seed designated area is located.

Unemployment

For updated unemployment statistics, please visit the U.S. Department of Labor Web site at <http://data.bls.gov/cgi-bin/surveymost?la>.

Additional Neighborhood Data Resources

Many local communities have already developed online information systems containing housing or crimes data to facilitate neighborhood analysis and planning. Check with your local police department, county or city community/housing development or planning office, or local United Way to see if this is available in your community.

As a key partner in developing your Weed and Seed Strategy, *the local police department or local prosecutor should be approached to obtain local crime data for the designated area.* Today, police departments frequently use computer-mapped crime locations to delineate hot spots, or areas with high concentrations of crime. Highlighting such areas helps police direct patrols where they are most needed, thereby optimizing the deterrent effect of police presence. To learn more about crime mapping, visit the National Institute of Justice’s Mapping and Analysis for Public Safety program Web site at: <http://www.ojp.usdoj.gov/nij/maps/about.htm>.

Selected Online Publications

Gathering and Presenting Information About Your Neighborhood, LISC Center for Home Ownership:
http://www.liscnet.org/resources/2001/09/neighborhood_541.shtml?Affordable+Housing

Community Based Neighborhood Planning: A Step-by-Step, How-to Guide, Enterprise Foundation: <http://www.enterprisefoundation.org/resources/ERD/browse.asp?c=31>

Where to Get Neighborhood Data for Planning: <http://www.nhi.org/resource/data.html>

Appendix 6. Sample Memorandum of Agreement (MOA)

MEMORANDUM OF AGREEMENT
[Neighborhood's Name] Weed and Seed Community
[Name of USAO District]
[City, State]

I. IN GENERAL

Weed and Seed is a program under the administration of the Community Capacity Development Office (CCDO) in the Office of Justice Programs (OJP), United States Department of Justice. CCDO assists states, units of local governments, neighborhoods, and community-based organizations in developing Weed and Seed Strategies under the authority of the Omnibus Crime and Control Safe Streets Act of 1968 (42 U.S.C. 3712 § 103 to 105).

II. PURPOSE

This initiative aims to prevent, control, and reduce violent crime, drug abuse, and gang activity. Its operative strategy incorporates a community-based, comprehensive multi-agency approach to law enforcement, crime prevention, and neighborhood restoration. It is designed for neighborhoods with persistent high levels of serious violent crime and corresponding social problems. Weed and Seed Communities are developed in partnership with many local organizations including the United States Attorney's Office (USAO) to reduce crime and improve the quality of life in a community. Partnering entities are required to primarily draw on and redeploy existing public and private resources in crafting problem resolution rather than focusing on limited discretionary federal grant funds.

The strategy recognizes the importance of involving community residents who are intimately familiar with local community conditions and community decisionmakers who have the responsibility, authority, and control of existing community public and private resources. These groups must work together in identifying and solving the problems in their neighborhoods. Actions pursuant also help to address related social problems that without proper intervention often lead to violent crime, drug abuse, and gang activity.

Recognizing that only with the redeployment of existing community resources can significant and sustainable change be achieved in consistently high-crime neighborhoods, the undersigned governmental and non-governmental agencies have embraced the common goal of significantly reducing violent crime and narcotics activity in the following community:

- [Name of target area – This section must state the geographical-jurisdictional boundaries of the program]

This initiative will consist of law enforcement operations and strong community engagement to suppress criminal activities, empower residents to build safer neighborhoods, and facilitate in the implementation of highly effective, sustainable restorative strategies.

III. PARTIES

A. A Steering Committee will be established to plan and implement intervention measures in the targeted community. The United States Attorney must serve as a voting member of the Steering Committee. Members of the committee will include at least one (1)

representative from the following agencies, faith-based organizations, community-based organizations, corporations, and residents:

- [USAO District]
Representative's Name
Position at the Weed and Seed Steering Committee or Sub Committee
- [Applicant's agency name]
Representative's Name
Position at the Weed and Seed Steering Committee or Sub Committee
- Chair of the Steering Committee
- All others

IV. GENERAL UNDERSTANDINGS, AGREEMENTS, AND REQUIREMENTS

- A. All members of the Steering Committee will meet at a set date and time to be established at the convenience of its members, at least bi-monthly.
- B. Employees, volunteers and/or agents of non-governmental organizations may be required to submit to a criminal background check in accordance with the policy of the Office of Justice Programs, U.S. Department of Justice.
- C. The parties will be responsible for the creation and execution of their operations in the target areas.
- D. All parties will work to ensure that programs initially developed by the Steering Committee will be operationally transferred and integrated into existing public or private organizations as soon as possible—throughout the life of the project—to achieve sustainability and enable the Steering Committee to maintain its design, planning, and development functions.
- E. Due to investigative sensitivities, specific and detailed information relative to law enforcement operations, including individual suspects and targets, will generally not be shared outside of the law enforcement partnership. However, the Subcommittee will create and execute plans that seek to address problems identified by the inclusive Steering Committee.
- F. Neither Party to this MOA shall release information derived from the other Party to a non-participating third party without prior approval of the contributing MOA Party.
- G. All participating agencies will be required to submit progress reports to the Chairperson of the Steering Committee on a quarterly basis. This information is needed to comply with the initiative's overall reporting requirements as well as to capture information for evaluation purposes.

V. SPECIFIC UNDERSTANDINGS, AGREEMENTS AND REQUIREMENTS

Weed Efforts

Law Enforcement

- A. The [Agency, non-profit, faith-based, neighborhood or private organization] agrees to provide the following: [List in bullet-style the specific resources, activities, collaboration, or contributions – including monetary, in-kind or other financial -- that the organization will be responsible for providing].

[Repeat the same clause for each Steering Committee member and partners, including residents, who will commit or provide resources for the Weed -- Law Enforcement effort as part of the Weed and Seed Strategy.]

Community Policing

- B. The [Agency, non-profit, faith-based, neighborhood or private organization] agrees to provide the following: [List in bullet-style the specific resources, activities, collaboration, or contributions – including monetary, in-kind or other financial -- that the organization will be responsible for providing].

[Repeat the same clause for each Steering Committee member and partners, including residents, who will commit or provide resources for the Weed -- Community Policing effort as part of the Weed and Seed Strategy.]

Seed Efforts

Prevention, Intervention and Treatment

- C. The [Agency, non-profit, faith-based, neighborhood or private organization] agrees to provide the following: [List in bullet-style the specific resources, activities, collaboration, or contributions – including monetary, in-kind or other financial -- that the organization will be responsible for providing].

[Repeat the same clause for each Steering Committee member and partners, including residents, who will commit or provide resources for the Seed -- Prevention/Intervention/Treatment effort as part of the Weed and Seed Strategy.]

Neighborhood Restoration

- D. The [Agency, non-profit, faith-based, neighborhood or private organization] agrees to provide: [List in bullet-style the specific resources, activities, collaboration, or contributions – including monetary, in-kind or other financial -- that the organization will be responsible for providing].

[Repeat the same clause for each Steering Committee member and partners, including residents, who will commit or provide resources for the Seed -- Neighborhood Restoration effort as part of the Weed and Seed Strategy.]

VI. MODIFICATIONS

This MOA may be modified at any time by written consent of all parties involved.

VII. EFFECTIVE DATE

This MOA is effective on [date of effectiveness] and is in effect until the project end date of [end date of the last projected activity in the implementation plan], or until otherwise modified.

VIII. SIGNATORIES

The undersigned have read and signed the Weed and Seed strategic plan [Attached as Attachment 1] for the District of [district]; and agreed to execute the objectives outlined in the plan that pertain to their agency.

The undersigned hereby execute this Memorandum of Agreement on behalf of their agencies, instrumentalities, organizations, corporations or groups.

[Name of Authorized Official]
[Position of Authorized Official]
[Agency]

[Name of Authorized Official]
[Position of Authorized Official]
[Agency]

[Name of Authorized Official]
[Position of Authorized Official]
[Agency]

[Name of Authorized Official]
[Position of Authorized Official]
[Agency]

[Name of Authorized Official]
[Position of Authorized Official]
[Agency]

[Name of Authorized Official]
[Position of Authorized Official]
[Agency]

Appendix 7. Mini-Grants Procedures

Applicants that are selected for funding and intend to issue mini-grants are required to submit their mini-grant procedures to CCDO for approval within 90 days of acceptance of the FY 2010 Weed and Seed Communities Competitive award.

Mini-grants (Sub-grants) Procedures: Sites intending to award mini-grants (sub-grants) must ensure that those mini-grant awards will be made for criminal justice purposes. Mini-grants made for anything other than criminal justice purposes will be deemed unallowable expenses. "Criminal justice" is defined as "activities pertaining to crime prevention, control, or reduction, or the enforcement of the criminal law, including, but not limited to, police efforts to prevent, control, or reduce crime or to apprehend criminals, including juveniles, activities of courts having criminal jurisdiction, and related agencies (including but not limited to prosecutorial and defender services, juvenile delinquency agencies and pretrial service or release agencies), activities of corrections, probation, or parole authorities and related agencies assisting in the rehabilitation, supervision, and care of criminal offenders, and programs relating to the prevention, control, or reduction of narcotic addiction and juvenile delinquency."

The mini-grant procedures must include a clear description of the award process, the areas (not necessarily the recipients) included, and the specific activities that the awards will fund. Primary recipients must comply with the requirements of the OJP Financial Guide. Sub-recipients must comply with state laws and procedures (if applicable), OMB Circulars, and Government-wide common rules specific to the organization type.

Allowable mini-grant programs are those that prevent or deter criminal behavior or activity. Such programs involve law enforcement, the judiciary, corrections, and probation directly involved in the apprehension, prosecution, defense, sentencing, incarceration, supervision, and treatment of those suspected of or charged with criminal offenses.

Allowable Mini-grant Programs

- Law Enforcement Initiatives
 - ▶ Anti-gang/anti-drug law enforcement task forces
 - ▶ Projects that investigate and convict Part I crimes
 - ▶ Anti-gun initiatives
- Community Oriented Policing Projects
 - ▶ Interactive projects involving both the community and the police
 - ▶ Code Enforcement
- Suppression activities geared toward eradicating communities of prevalent street crime (i.e., prostitution, armed robbery, car-jacking)
- Adjudication and/or Court-based Projects
- Substance Abuse Treatment Programs for individuals under the supervision of the court

Unallowable Mini-grant Programs

- To determine the application of the mini-grant policy, consider the intended population served by the program. For example, safe haven and neighborhood restoration programs that are not designed for the purpose of serving formerly incarcerated adults or detained (juvenile detention) youth are unallowable programs.

Appendix 8. Steering Committee Policies and Procedures

Steering Committee Policies and Procedures: Applicants that are selected for funding are required to adopt operational Steering Committee policies and procedures and submit to CCDO within 90 days of acceptance of the FY 2010 Weed and Seed Communities Competitive award. Any changes to these policies and procedures must be submitted throughout the grant term as those changes are adopted and must be approved by the CCDO program manager.

SAMPLE WEED AND SEED STEERING COMMITTEE POLICIES AND PROCEDURES

Article I - Name

The name of this program shall be The Model Weed and Seed Program. The area that will be targeted for this program is located within the Model Community and is bounded by Chap, Band, Stick, Sprint, Neal and Deal Streets.

Article II - Mission and Purpose

The purpose of Model Weed and Seed is to unite its residents, law enforcement organizations, civic, community and other organizations and to promote the strategic plan, programs, goals, objectives and milestones of our Weed and Seed strategy; to encourage members to render services that are beneficial to the said purpose of our community, and to cooperate with other organizations performing similar services of benefit within our community.

Article III - Governing Body

Section 1: Governing Body. The Model Weed and Seed program shall be overseen by a Steering Committee. This group will plan, coordinate, implement and finalize the overall direction of the program. It will include key representatives from public and private organizations as well as representatives from the neighborhood that offer commitments to the goals and objectives stated in the current grant. A Memorandum of Agreement will represent all organizations involved. This group will also oversee strategy-related activities of the Site Director, who will serve as staff to the Committee. Matters of policy and decision-making concerning the direction of the program will always include the full Steering Committee. The Steering Committee will also assess the achievements and evaluate the effects of program implementation as required by the Department of Justice's Community Capacity Development Office.

Sub-section 1(a). Steering Committee Member Responsibilities. All public and private organizations affiliated with Model Weed and Seed will advocate for the project goals and objectives, as well as abide by the purpose and policies of this Steering Committee. Each individual Steering Committee Member will commit to: actively participate in and promote Weed and Seed activities in the target area; assist the Weed and Seed Site Director with raising funds; represent the needs and resources of the community and bring forth issues, concerns, feedback and recommendations for programs, policy and overall direction consistent with the Mission Statement and current grant proposal of the Model Weed and Seed; and, meet as required with the complete steering committee.

Section 2: Membership. Model Weed and Seed Steering Committee shall be composed of representatives committed to implementing its Weed and Seed strategy within its community. The membership of the Steering Committee shall not exceed forty (40) members. Members

shall not receive nor be paid any compensation for serving as members of the Weed and Seed Steering Committee.

Sub-section 2(a). Addition of Members. Persons recommended to the Steering Committee shall be selected by the entity or organization being represented. The recommendation must be made in writing. Additional members may be accepted as follows: Organizations may petition the Steering Committee for membership in writing. After proper notification to active Steering Committee members (minimum 30 days) the petitioning member may be voted in at the next regular Steering Committee meeting. Additional members must receive a minimum of 2/3 affirmative votes from the quorum present.

Sub-Section 2(b). Membership Commitment. All agency, group, and organization memberships are contingent upon entering into a signed Memorandum of Agreement from an authorized body or board of the organization to be a member of the collaboration.

Section 3: Composition. The Steering Committee shall consist of representatives from the following agencies, civic, governmental and business organizations (Mandatory members are identified in bold font).

U.S. Attorney (USA)
Mayor (City Government Official)
Law Enforcement (Police/Sheriff)
Community Residents
Drug Enforcement Administration (DEA)
Housing Authority
Model Public Schools
Local Businesses
Parks & Recreation Commission
Civic Organizations
Chamber of Commerce
Federal Bureau of Investigation
City Council Representative(s)
Not for Profit Organizations
City Department of Juvenile Justice
County Commission Representative(s)
U.S. Customs and Border Protection
Alcohol, Tobacco, Firearms and Explosives
State Bureau of Investigation
City Planning Commission
State Planning Office
District Attorney
Public Defender
Department of Social Services
Private Social Service Agencies
Boys & Girls Clubs
United Way

Sub-section 3(b). Community Resident Representation. In order for the program to maintain its resident driven focus, at least twenty-five percent (25%) of the Steering Committee members will be residents of the Model community. Residents serving on

the Steering Committee will be grassroots representatives and not individuals serving in official capacities (e.g., government employees, legislator). If a resident is serving in an official capacity on the Steering Committee, the individual will be identified as a representative of the organization for which he or she works rather than as a resident representative on the Steering Committee.

Section 4: Election of Officers. The Steering Committee will hold an election to select its Chairman. The Chairman will serve a two (2) year term. Nominations for the office of First Vice-Chair, Second Vice-Chair, Secretary, and Treasurer shall be submitted by a nominating committee and nominations may also be made from the floor, by any member at the December annual meeting of the Steering Committee. Elections will take place at the December annual meeting.

Sub-section 4(a): Duties of Officers. The duties of each Officer are as follows:

Chair. He/She will be responsible for the general and active management of the business affairs of the Weed and Seed Steering Committee. The Chair shall have the power to perform any necessary duties relevant to this position and shall preside at all meetings of the members.

First Vice Chair. He/She shall perform the duties the Chair prescribes. If however, the Chair is absent or unable to fulfill her/his duties, the First Vice Chair shall perform the duties.

Second Vice Chair. She/He shall perform the duties the Chair prescribes. If however, the First Vice Chair is absent or unable to fulfill her/his duties, the Second Vice Chair shall perform the duties.

Secretary. She/He shall review, sign, and present the minutes from each meeting to the Weed and Seed Steering Committee.

Treasurer. She/He shall review, sign and present program fiscal reports to the Weed and Seed Steering Committee.

Section 5: Suspension or Withdrawal of Membership. Any member may be removed from the Steering Committee for willful misconduct or by a two-thirds (2/3) vote from the quorum present.

Section 6: Vacancies and Absences. Should a vacancy occur, the respective agency shall nominate, in writing, a replacement to the Steering Committee. Written nominations will also be accepted from current members and program partners. A Steering Committee member who misses three (3) consecutive meetings without notifying the Weed and Seed Site Director will be automatically removed from the committee and not permitted to attend meetings unless a formal request is presented in writing.

Section 7: Voting. Each active Steering Committee member shall have one vote on the Steering Committee including the U.S. Attorney and the DEA representatives. Voting privileges will be balanced between local government, law enforcement, residents, and community based organizations to the best of the Committee's ability, to ensure that no one entity dominates the program. The majority vote shall govern the implementation of policies, programs and changes of the Steering Committee, except as otherwise provided by the policies and procedures.

Section 8: Quorum. A Quorum shall exist when a majority (50% + 1) of the Steering Committee is present. Written proxies may be counted to establish a quorum. A simple majority vote of those present shall validate Steering Committee action.

Sub-section 8(a). The Steering Committee may propose, study, adopt or approve policy and procedure changes through a two-thirds (2/3) vote. A policies and procedures change or amendment will be made as long as it is announced and recorded at the previous meeting, noted in the agenda, and distributed at least one week in advance of the next scheduled meeting of the Steering Committee. Amendments become effective immediately upon the approval of the Steering Committee.

Section 9: Meetings. A written notice of the time and place of the meetings of all steering committee and sub-committees shall be provided to all members in good standing. It is the responsibility of all chairpersons to notify the Weed and Seed Site Director at least ten (10) calendar days prior to a scheduled meeting to give ample time to send reminders. Copies of all minutes need to be forwarded to the Weed and Seed Site Director within two (2) weeks after a scheduled meeting so they can be sent out. All respective committees shall follow these procedures.

Section 10: Conflict of Interest. The Conflict of Interest Policy and Disclosure Statement of Model Development Corporation shall be incorporated, except for the following exceptions.

Sub-section 10(a). Individuals that serve on the Steering Committee as an agency representative of a non-profit or government agency cannot receive individual funding from Weed and Seed funds, but may receive funding for the agency to promote their contribution towards the Weed and Seed goals and objectives.

Sub-section 10(b). If a question arises regarding someone's possible conflict of interest, the Model Weed and Seed Conflict of Interest Sub-Committee will make a decision. This committee shall have charge of determining the existence or non-existence of conflicts of interest with individuals and entities that are affiliated with Model Weed and Seed Project.

Section 11: Roberts Rules of Order. The rules contained in Roberts Rules of Order shall govern all proceedings of the Steering Committee and all sub-committees, except as provided by the regulations herein or Model Development Corporations Code of Regulations.

Article IV - Administration

These policies define the responsibilities of the Weed and Seed Site Director, the Steering Committee and all the sub-committees.

Section 1: Grantee/Fiscal Agent. The Model Development Corporation agrees to serve as the fiscal agency for the Model Weed and Seed program. In this role the fiscal agent shall:

1. Be the recipient of all Federal, state, and other grant monies generated by and directed to the Weed and Seed strategy unless otherwise agreed upon by the Steering Committee.
2. Provide fiscal management and oversight as required by the Department of Justice.
3. Provide staff to fill the position of Weed and Seed Site Director according to the levels and qualifications established by the Department of Justice, Community Capacity Development Office and the Weed and Steering Committee.

4. Provide office space and supplies for the Weed and Seed Site Director as well as supervisory and administrative support.
5. Provide staff time for community organizing, community development and housing rehabilitation and development.

Section 2: The Weed and Seed Site Director. The Model Weed and Seed Program will be administered by a Weed and Seed Site Director hired by the Personnel Sub-Committee of the Weed and Seed Steering Committee. The Director will:

1. Report to the Steering Committee, but will be supervised by the Executive Director of Model Development Corporation and the Chair of the Weed and Seed Steering Committee.
2. Be hired by the Personnel Sub-Committee of the Weed and Seed Steering Committee, with input from the Model Development Corporation. All Model Development Corporation personnel policies will be followed in regard to hiring and termination.
3. The salary of the Director will be based upon a comparable rate as determined by the fiscal agency's human resource policies and through regular evaluation performances.

Sub-section 2(a). Site Director Responsibilities. The Weed and Seed Site Director's primary responsibilities shall include:

1. Coordinates committee meetings and projects.
2. Notify all committee members in writing of upcoming meetings.
3. Assists with the identification and application for alternative sources of funding.
4. Serves as liaison with participating organizations.
5. Reports to the Steering Committee and all Sub-Committees.
6. Submits required reports and budget forms to the Community Capacity Development Office.
7. Attends Weed and Seed conferences and other related conferences.
8. Serves as liaison with other Weed and Seed sites.
9. Coordinates training programs as needed.
10. Oversees all steering committee projects as assigned.
11. Oversees process evaluation of all programs.
12. Oversees public relations/outreach campaign developed by the Marketing Sub-Committee.
13. Other duties as determined by the Steering Committee.
14. Supervises other program staff.

Sub-section 2(b). Model Development Corporation and the Model Steering Committee will regularly review the Director's job performance and duties to determine if additional staff assistance is necessary to successfully fulfill said duties.

Section 3: Sub-committees. Sub-committees of the Steering Committee are to meet when necessary or as directed by the Steering Committee. All sub-committee members, which may include representatives from agencies and organizations not represented on the Steering Committee, will have a specific interest in carrying out program goals and objectives as stated in the site's current grant proposal. Each sub-committee will provide a regular report of its activities at each meeting of the Steering Committee.

Sub-section 3(a). Standing Sub-committees. The standing committees of the Model Weed and Seed Steering Committee shall include:

Membership, Nominating and Policies/Procedures. These sub-committees are chaired by the First Vice Chair and each sub-committee is to be limited to five (5) members.

Operations. This sub-committee monitors strategy implementation in effort to track goal achievement, reviews available resources to achieve strategy, assists in general program planning efforts. This sub-committee provides regular assistance and support to the Weed and Seed Site Director in the preparation of program reports and grant applications. This committee will be chaired by the Steering Committee Chair.

Marketing. This sub-committee is responsible for developing the program public relations plan in efforts to ensure that the community hears about the program regularly and creates informational pamphlets and handouts for distribution.

Community and Economic Development. This sub-committee is responsible for reviewing local planning initiatives and economic development proposals to coordinate efforts (when possible) with the Weed and Seed program and address business retention strategies within the Model community.

Finance/Budget. This sub-committee will develop and monitor the financial policies, procedures and controls for financial reporting and compliance with Federal, state and local tax laws and regulations; budgeting; program spending; and, the coordination of financial audits. This sub-committee shall present its budget findings and recommendations to the Steering Committee for approval. The Steering Committee Treasurer will Chair this sub-committee.

Personnel. This sub-committee will be responsible for the recruitment, assessment and recommendation of candidates to the Steering Committee for any paid and/or non-paid positions within the Weed and Seed program. The Second Vice Chair will serve as Chair of this sub-committee.

Neighborhood Restoration. This sub-committee will work towards revitalizing and improving the physical appearance of the target neighborhood. This includes the development, recommendation, and implementation of strategies to address code enforcement, trash reduction, infrastructure improvements, improved housing conditions and general neighborhood clean up efforts.

Weed Committee. The Weed Sub-Committee will develop and seek to implement law enforcement strategies to remove criminal elements and negative influences from the target neighborhood. The sub-committee will facilitate a relationship between community residents and law enforcement to develop solutions to community problems and foster a sense of civic responsibility within the community to serve as a stimulus for community mobilization. Either the USA, the Police Chief, or their designee shall serve as Chair of the Weed Committee.

Seed Committee. This sub-committee will develop and recommend strategies that bring positive influences to the target neighborhood. Strategies will include prevention, intervention and treatment, community policing and neighborhood restoration activities. Special consideration will be given to the coordination of human service programs and school programs designed to develop a positive community attitude towards combating drug use, crime and poverty.

Sustainment Committee. This committee will be dedicated to finding additional resources to sustain program efforts to ensure that the program is not dependent entirely upon Weed and Seed grant funding and that priority programs and/or services are

maintained. Activities performed by this sub-committee will include fund-raising, soliciting donations, securing inter-agency agreements for resources, and identifying potential sources of funds (including other grant programs).

Sub-section 3(b). Other committees. The Steering Committee may establish or dissolve subcommittees as it deems necessary.

Article V - Amendments

These policies and procedures may be repealed, amended, modified, altered and any additions adopted by a two-thirds (2/3) vote of the Weed and Seed Steering Committee.

I hereby certify that the foregoing is a true, correct, and complete copy of the Policies and Procedures of the Weed and Seed Steering Committee as in effect on this _____ day of _____, 20_____.

Steering Committee Chair _____

Steering Committee First Vice Chair _____

Steering Committee Second Vice Chair _____

Appendix 9. What is a Weed and Seed Safe Haven?

A Safe Haven is a multi-service center where a variety of youth and adult services are coordinated in a highly visible, accessible facility that is secure against crime and illegal drug activity. It is a place where youth and other residents can access needed services, develop relationships, and find opportunities to be productive and successful, and enhance skills. Through its visibility, proximity, and program diversity for residents of all ages, it fosters resistance to drugs, crime, and other neighborhood problems. A Safe Haven provides an environment for residents and service providers to revitalize their neighborhood. It encourages them to identify existing core problems as well as to develop programs and services to ameliorate these problems through prevention, intervention, and treatment activities.

The Safe Haven should provide a variety of services and supportive programs, e.g., educational, cultural, recreational, health, and justice-related, with emphasis on coordinated delivery of these services. Using the risk and protective factor assessment, local communities decide on the priority risks to be addressed as well as fill existing gaps in the service delivery systems. Case management should be closely coordinated for all family members based on their unique assessment and needs.

A Safe Haven should be a safe and secure facility. A neighborhood school is one example of an ideal place to locate a Safe Haven and maximize the coordination of services. The school is usually a well-known and well-respected facility with ample room for a broad variety of activities. It is usually very defensible against crime and often protected by the drug-free school zone laws.

A Safe Haven should be accessible to a wide range of individuals from the designated neighborhood. The Safe Haven will provide youth, parents, and other residents with a safe place to go, and offer productive activities. For example, parenting classes will teach how to strengthen family bonds; teachers will be able to enhance their skills in proactive classroom management; and neighborhood groups can learn how to advocate for their community.

A Safe Haven should have trained paid and volunteer staff available. Training provided to Safe Haven staff should emphasize principles of collaboration, enhanced adult and youth case management skills, drug and alcohol abuse prevention and education, volunteer training, and planning. A Safe Haven should be open outside of normal school and work hours. It should also be open on weekends and during summer vacations.

Program selection and implementation in a Safe Haven are guided by a "risk and protective factor" approach. Risk factors are identified and prioritized, then addressed with a comprehensive strategy that reduces risks while enhancing protective factors that can lessen the impact of being exposed to these risks.

Communities can utilize a similar comprehensive risk and protective factor-focused prevention approach to solve other health and behavior problems an approach that can maximize a Safe Haven's chances for success. For additional information regarding this approach, see the *Weed and Seed Implementation Manual*.

Appendix 10. Background Screening Requirement for Staff Working with Children (including Site Directors)

A background check is required for all Weed and Seed Site Directors. In addition, the U.S. Attorney must give approval of a candidate for the site director position before he/she may be hired. A list of final candidates for the Director position must be delivered to the U.S. Attorney 15 days before the hiring decision is made.

Screening of people working with children is an important element of managing a Safe Haven and other youth-focused activities and is required by a special condition of the Weed and Seed grant. Weed and Seed Communities must develop written protocols to screen all staff that work with children, including the Site Director.

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 Communities

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. 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 vulnerable individuals.

The Community Capacity Development Office 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. 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 that 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 5 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.

Appendix 11. Unallowable Costs

Unallowable Costs: Items for which grant funds will not be approved include, but are not limited to:

- Purchase of police patrol cars or community policing vans.
- Privately- or department-owned vehicle maintenance (gas, oil, tires, and general repairs).
- Safe Haven van maintenance.
- Guns (including gun buy-backs), ammunition, or tasers.
- Canines and any canine-related expenses.
- Construction, renovations, demolitions, repairs of any kind, or any related materials.
- Playground equipment.
- Mini-grants (sub-grants) that are not for criminal justice.
- Entertainment, gifts, giveaways, incentives, or stipends.
- Monetary awards or scholarships.
- Staff and/or Steering Committee member bus passes.
- Staff parking or staff mileage/transportation between home and the workplace.
- Promotion/Marketing costs (including match) in excess of \$3,000 per year.
- Field trips for entertainment purposes and those that are not in direct support of a specific program or project.
- Salary for an Administrative Assistant, except when assisting a Site Director who manages more than one site.
- Segway Human Transporters.
- Base salaries for police officers, except under certain justifiable circumstances as described in the funding section of this solicitation. Typically, only overtime payments are allowed within the limits defined by this solicitation.
- DEFY Program Phase I and II combined costs in excess of \$10,000 in federal funding per fiscal year (not including match).
- Police overtime and camp counselor/coordinator pay for DEFY Program participation, as DEFY is a volunteer initiative.
- National Night Out and/or community day expenditures (including match) in excess of \$2,500 per year.

Joint Operations Requirements (Weed and Seed) — Law Enforcement activities eligible for funding under the Weed and Seed program extend to:

- 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 designated area, or involving a conspiracy to sell or possess drugs or firearms, or;
- 2) The commission of any other felony offenses within the Weed and Seed designated area which directly impact the area or have a significant nexus thereto.

Revision of Grant Budgets: Once awarded, any proposed revision to a grant award must be accompanied by relevant excerpts from the Steering Committee minutes and the Steering Committee Chairperson's signature before CCDO will approve the proposed revision.

Appendix 12. Law Enforcement Base Pay Justification

CCDO is clarifying its existing policy for non-allowance of funds for base pay for sworn law enforcement patrol officers. CCDO does not allow use of its funding for law enforcement base pay. However; on a case-by-case basis we will consider allowing Weed and Seed funding to be used for sworn law enforcement patrol officer base pay when the following minimum criteria are demonstrated by applicants:

- 1) Use of federal funds does not supplant existing state, local or tribal law enforcement funding; and
- 2) Size of the proposed site jurisdiction's sworn law enforcement force is below nationally established norms; or,
- 3) Number of sworn law enforcement officers per square mile is below national norms for rural communities.

Applicants meeting the above must in addition provide a justification which covers why they are below nationally established norms (see justification guidance below).

Required Justification

The following information must be provided in a justification for use of Weed and Seed funding for servicing sworn law enforcement patrol officer base pay requests:

- Clear evidence that such use of funds is critical to the success of goals,
- Evidence that the request supports a major component of the applicant's Weed and Seed Community Strategy.
- An Authorized vs. Actual Sworn Officer/Deputy Staffing Chart.

In providing the justification, the applicant should consider describing and providing information related to:

Law Enforcement Capacity:

- Law enforcement force staffing configuration
- Full vs. part-time sworn law enforcement officer staffing in the proposed site
- Strength of the servicing sworn law enforcement officer patrol component answering calls for service and/or interacting with the citizenry (Detective force may be included only if they are utilized)
- Servicing sworn law enforcement officer patrol staffing vs. geographic area
- Servicing sworn law enforcement officer patrol staffing vs. site population
- Law enforcement response times
- Current arrest powers or other arrangements in place/available (i.e. security contracts or citizen/cadet units)
- Law enforcement officer safety
- Citizen satisfaction survey information related to response rates and crime resolutions

Current Activities to Fill Gaps in Service:

- What is being done?
- Why this is insufficient?

Sustainability Plan

- What is the proposed sustainability plan after Weed and Seed funding?
(NOTE: Continuing applicants in years 3 through 5 must identify in justifications what their plans are for sustaining and funding requested law enforcement officer base pay after Weed and Seed funding subsidies).

Reference for Law Enforcement Officer to Population Ratios:

“Local Police Departments, 2003”, Matthew J. Hickman, Ph.D. and Brian Reaves, Ph.D., Bureau of Justice Statistics, U.S. Department of Justice. *Presents data collected from a representative sample of local police department nationwide on a variety of agency characteristics based on the 2003 Law Enforcement Management and Administrative Statistics (LEMAS) survey.*

<http://www.ojp.usdoj.gov/bjs/pub/pdf/lpd03.pdf>

Appendix 13. Budget Detail Worksheet and Budget Narrative Form

Budget detail utilizes OMB Form 1121-0188, which may be found at:
http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

Sample Budget Detail Worksheet

OMB Approval No. 1121-0188
 Expires 5-98 (Rev. 12/97)

Please bear in mind that this sample budget is designed under the assumption that all items listed will be paid directly by the grantee organization; i.e., a municipality. Non-profit organizations, etc., that serve as fiscal agents need to ensure that all items that are not direct expenditures of the organization are detailed under the Contractual category (section G). For example, the police overtime costs would not be direct expenditures of a non-profit organization. Applicants should refer to the OJP Financial Guide at <http://www.ojp.usdoj.gov/finguide06/index.htm> for assistance in the financial management of Weed and Seed grant funds.

Match Requirement (cash or in-kind): A grant made under this program may not cover more than 75% of the total costs of the project being funded. The applicant must identify the source of 25% non-federal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services. Matching funds are restricted to the same uses of funds as allowed for Federal funds.

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

Sample Budget Detail Worksheet

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
1) Weed and Seed Director	\$35,000/year @ 100%	\$35,000
2) Police Overtime (Joint Task Force)	\$40/hour @ 45 hours x 3 officers	5,400
3) Parole/Probation Overtime	\$40/hour @ 65 hours	2,600
4) Community Police Officers (2) Overtime	3 hrs per day x 5 days per mo. x 2 officers x 12 mos. @ \$35.00 Overtime hourly rate	12,600
5) Community Outreach (civilian)	4 hrs per day x 5 days per week x 52 wks @ \$6.87 per hour	7,140
6) Code Enforcement Officer	\$36,000/year @ 35%	12,600 (match)
7) Administrative Support–Financial	\$16/hr X 20 hrs/mo. X 12 mos.	3,840 (match)
TOTAL:		<u>\$ 79,180</u>

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
1) Weed and Seed Director	\$35,000 x 17.05%	\$5,968
FICA	@ 6.2%	
Health/Life insurance	@ 7.4%	
Worker's comp	@ 2.0%	
Medical Tax	@ 1.45%	
2) Law Enforcement Overtime	\$20,600 X 8.73%	1,798 (match)
FICA	@ 6.2%	
Worker's comp	@ 2.0%	
Unemployment	@ 0.53%	
3) Community Outreach (civilian)	\$7,140 X 17.05%	594
FICA	@ 6.2%	+ 693 (match)
Health/Life insurance	@ 7.4%	1,217
Worker's comp	@ 2.0%	
Medical Tax	@ 1.45%	
4) Code Enforcement Officer	\$12,600 X 17.05%	2,148 (match)
FICA	@ 6.2%	
Health/Life insurance	@ 7.4%	
Worker's comp	@ 2.0%	
Medical Tax	@ 1.45%	
5) Administrative Support – Financial	\$3,840 X 17.05%	655 (match)
FICA	@ 6.2%	
Health/Life insurance	@ 7.4%	
Worker's comp	@ 2.0%	
Medical Tax	@ 1.45%	
TOTAL:		<u>\$11,786</u>
Total Personnel & Fringe Benefits:		<u>\$90,967</u>

C. Travel –Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied: Applicant or Federal Travel Regulations. **Each Weed and Seed Community can budget up to a maximum of \$7,500 in grant funds (including match) for travel to CCDO-sponsored conferences and training. Prior approval from the program manager is required to any other use of these funds.**

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

Incidentals (taxi cabs, etc.)	\$40/trip	
Total	\$1,000	
2) Regional/Statewide Meeting: 3 people @ \$500/ trip x 1 trip		1,500
Mileage/airfare not to exceed 300 miles x \$0.325/mi. x 2 ways = \$195		
Hotel	\$92.50/night x 2 nights = \$185	
Per Diem	\$40/day x 3 days = \$120	
Total	\$500	
TOTAL:		<u>\$7,500</u>

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

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
1) Computer for Site Director		\$ 1,000
2) Printer		300
3) Laptop Computers for Police Officers (Joint Task Force)	(2 @ \$2000 ea.)	4,000
4) Printer for Police Computer (Joint Task Force)		500
5) Video Camera for Police Officers (Joint Task Force)		1,400
6) Bicycles for Community Policing unit (Joint Task Force)	(5 x \$2000 ea.)	10,000
7) Digital/Cellular Telephones for Citizen Police Academy (10 x \$50 ea.) (Joint Task Force)		500
8) Crime Mapping Software (Joint Task Force)		3,140
9) Tables for Computer Lab at Safe Haven	(10 tables @ \$160/ea.)	1,600 (match)
10) Chairs for Computer Lab	(10 @ @\$60/ea.)	600 (match)
11) Storage units for Computer Lab	(2 @ \$618/ea.)	1,236 (match)
12) Desks for Safe Haven Offices	(4 @ \$415.75/ea.)	1,663 (match)
TOTAL:		<u>\$25,939</u>

NOTE: The purchase must adhere to the equipment funding policy in the solicitation and reiterated in the budget narrative sample.

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

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
1) Weed and Seed Office Supplies	\$134.00/month @ 12 months	\$1,608
File folders and accessories @ \$15 each		
Rollerball Pens @ \$10 per pack		
Microcassette tapes @ \$20 each		
Printer cartridges @ \$40 each		
Multipurpose copy paper @ \$30		
Misc. items @ \$19.00		
(e.g., scissors, staples, correction fluid, paper clips, glue, tape, markers)		

2) Video Surveillance Supplies (Joint Task Force) \$ 50
Video Camera Film

NOTE: Items purchased should be reasonable and support the Weed and Seed strategy.

3) Public Relations Publications: \$2,000
 a. Flyers to inform community of services available at Safe Haven 2,000 @ .50 each \$1,000
 b. Project Safe Neighborhood flyers, booklets to inform Community about Cease Fire, Exile, Crime Stoppers. 2,000 @ \$.50 each \$1,000
TOTAL: \$3,658

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

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
**Please note that construction costs are not allowable with Weed and Seed funds. Minor renovation (i.e., to restore to original state) may be allowable if justified and approved in advance by the Community Capacity Development Office.		
	TOTAL:	\$0

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

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

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

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

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
1) Safe Haven	\$15,000 Computer Instructor	(\$11.10/hour x 26 hours/wk x 52 weeks)	
	\$14,000 Community Outreach Training	(\$14/hour x 20 hours/wk x 50 wks)	
	\$ 7,000 Tutors	(\$14/hour x 10 hours/wk x 25 weeks x 2 tutors)	
			\$36,000
2) Copying Service for Newsletter	4 pages x 1000 copies	5 times per year @ .05 per copy	\$ 1,000
3) Internet Service Provider (annual fee)	Additional Internet site--annual fee (Joint Task Force)		\$ 1,000 \$ 100
4) Crime Analysis and Mapping (Joint Task Force)	\$5,200 Data Entry Personnel	(\$20/hour x 5 hours/wk x 52 weeks)	\$ 5,200

5) Automobile lease for undercover vehicle (Joint Task Force) (\$600/month x 12 months) (Undercover police cars are leased)	\$ 7,200
TOTAL: <u>\$50,500</u>	

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

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
1) Buy Money (Joint Task Force)		\$10,000
<p>Buy Money falls under the category of Confidential Funds, Purchase of Evidence. This category is for the purchase of evidence and /or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime. The Confidential Funds Certification must be signed and submitted at the time of grant application. For an example of the Confidential Funds Certification please see the "OJP Financial Guide, Chapter 8: Confidential Funds" at http://www.ojp.usdoj.gov/finguide06/part3/part3chap8/part3chap8.htm.</p>		
2) Office Space Rental (Joint Task Force)	\$1.50/sq. foot x 400 sq. feet: \$600/month @ 12 months	7,200
3) Monthly Service for Citizen Police Academy Cellular Phones	\$50/mo. x 12 mos. x 10 phones	6,000
4) Space for Computer Lab at Safe Haven	\$2.50/sq. foot X 650: \$1,625/month @ 12 months	19,500 (match)
5) Utilities for Safe Haven	\$2,000/month @ 12 months	12,000 (match)
TOTAL:		<u>\$54,700</u>

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

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Note: In order to maximize program dollars, high indirect costs will be considered when ranking applications.		
TOTAL:		<u>\$ 0</u>

Weeding/Seeding Budget Summary (Federal Request Only)

<u>Budget Category</u>	<u>SEED</u>	<u>WEED</u>
	<u>CCDO Core</u>	<u>Law Enforcement</u>
A. Personnel	\$35,000	\$27,740
B. Fringe	\$ 6,562	\$0
C. Travel	\$ 4,000	\$ 3,500
D. Equipment	\$ 1,300	\$19,540
E. Supplies	\$ 2,608	\$ 1,050
F. Construction	\$0	\$0
G. Consultants/Contracts	\$ 38,000	\$12,500
H. Other	<u>\$0</u>	<u>\$23,200</u>
TOTAL DIRECT COSTS:	\$87,470	\$87,530

At least 50% of Weed and Seed funds must be directed toward Weed-related approaches involving Law Enforcement and Community Policing and at least 40% of Weed and Seed funds must be directed towards Seed-related approaches involving Prevention, Intervention, Treatment, and Neighborhood Restoration.

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

<u>Budget Category</u>	<u>Federal Request</u>	<u>Non-Federal Match</u>	<u>Total Budget</u>
A. Personnel	\$ 62,740	\$16,440	\$ 79,180
B. Fringe	\$ 6,562	\$ 5,294	\$ 11,856
C. Travel	\$ 7,500	\$ 0	\$ 7,500
D. Equipment	\$ 20,840	\$ 5,099	\$ 25,939
E. Supplies	\$ 3,658	\$ 0	\$ 3,658
F. Construction	\$ 0	\$ 0	\$ 0
G. Consultants/Contracts	\$ 50,500	\$ 0	\$ 50,500
H. Other	<u>\$ 23,200</u>	<u>\$ 31,500</u>	<u>\$ 54,700</u>
TOTAL DIRECT COSTS:	\$175,000	\$ 58,333	\$ 233,333
I. Indirect Costs	\$ 0	\$ 0	\$ 0
TOTAL PROJECT COSTS:	\$175,000	\$58,333	\$ 233,333
Federal Request	\$175,000		
Non-Federal (Match)	\$ 58,333		

Sample Budget Narrative

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

The Budget Narrative should explain costs in terms of why the costs are attributed to the grant. Pursuant to the Program Narrative, the applicant should define the activity or task the costs support, identify the resource need or gap in service the costs will fulfill, i.e., personnel costs such as overtime - - what goal/objective/activity are overtime dollars supporting? Do not simply restate the cost for that is evident in the budget detail, but justify the cost.

Personnel (\$79,180)

- 1) A request of \$35,000 will cover personnel costs for the full-time Weed and Seed Director.
- 2) A request of \$5,400 will cover the cost of overtime for 3 officers involved in a Joint Law Enforcement Operation within the designated area for the purpose of apprehending individuals involved in illegal drug trafficking and violent crime.
- 3) A request of \$2,600 will assist in the cost incurred to increase supervision of youth on parole/probation.
- 4) A request of \$12,600 will cover the cost of overtime for 2 Community Police Officers who will be assigned to Safe Havens and once a month make educational presentations at local schools in the designated area.
- 5) A request of \$7,140 will cover the cost of 4 hours per day, five days a week (20 hours) x 52 weeks for a community outreach worker to interact and determine the needs of the community and to design programming efforts in response to those needs.
- 6) A match amount of \$12,600 will cover the personnel cost for one Code Enforcement Officer who will dedicate 35% of their time on code enforcement efforts within the designated area.
- 7) A match amount of \$3,840 will cover the personnel cost for one Financial Analyst who will spend 20 hours a month for 12 months completing financial reports and overseeing accounts payable/receivable for the Weed and Seed grant.

Fringe (\$11,787)

- 1) A request of \$6,493 will cover the fringe benefits for the Weed and Seed Director at a rate of 18.55%. A breakdown of the rate is included in the Budget Detail Worksheet.
- 2) A match amount of \$2,245 will cover the fringe benefits for the law enforcement overtime (Joint Task Force, Gun/Drug Detail, Lt. Supervisor) at a rate of 8.7%. A breakdown of the rate is included in the Budget Detail Worksheet.
- 3) A match amount of \$2,337 will cover the fringe benefits for the Code Enforcement Officer at a rate of 18.55%. A breakdown of the rate is included in the Budget Detail Worksheet.
- 4) A match amount of \$3,840 will cover the fringe benefits for the Financial Analyst at a rate of 18.55%. A breakdown of the rate is included in the Budget Detail Worksheet.

Travel (\$7,500)

A request of \$7,500 will cover the costs to travel to Weed and Seed conferences and meetings. We estimated the cost of CCDO-sponsored conference travel to be approximately \$1,000 per trip, with two people in attendance of a total of three trips (\$1,000 x 2 people x 3 trips). For one regional/statewide

meeting, we estimate \$500 per person, with three people traveling (\$500 x 3 people x 1 trip). We realize that prior to any travel, the site needs pre-approval by CCDO. These estimated trips include representation by one law enforcement officer per trip.

Equipment (\$25,939)

NOTE: Not more than 10% of the total federal award may be used per equipment item. Equipment purchases identified in the budget must be justified by explaining why the purchase is necessary for the implementation of the Weed and Seed strategy. Specifically:

- 1) identify the applicable goal and/or objective served by the equipment,
- 2) what purpose does the equipment serve (describe the impact the purchase will have on achieving the desired outcome of the goal or objective [OR] describe the task conducted with the equipment in fulfilling the goal and/or objective), and
- 3) explain the gap in service or lack of resources that necessitates the use of grant funds for this purchase.

1) A request of \$2,000 for a computer (\$1,000) and printer (\$300) for the Weed and Seed Director to conduct Weed and Seed business via e-mail, Internet, etc, to help prepare required reports to the Office of Justice Programs, and to prepare newsletters for residents in the designated area. The support services are necessitated by the implementation of the Weed and Seed initiative and therefore, local funds were not budgeted for the services.

2) A request of \$4,500 for 2 laptops (\$2,000 ea.) and printer (\$500) for the Officers involved in the Joint Law Enforcement Task Force to document illegal drug activity and file field reports. The task force is established for the purpose of the Weed and Seed initiative and therefore, local funds were not budgeted for the initiative.

3) A request of \$1,400 for a Digital Video Camera for the operation and implementation of the Joint Law Enforcement Task Force during surveillance operations of suspected illegal drug activity. The task force is established for the purpose of the Weed and Seed initiative and therefore, local funds were not budgeted for the initiative.

4) A request of \$10,000 for the purchase of 10 police equipped bicycles for the Community Policing Bicycle patrol unit. The increased visual presence will aid in building relationships with community residents. The patrol unit is established for the purpose of the Weed and Seed initiative and therefore, local funds were not budgeted for the initiative.

5) A request for \$500 for the purchase of 10 digital/cellular telephones to be used by members of the Citizen Police Academy. The Participants will use the telephones to report crimes to Community Policing Officers assigned to the designated area. The telephones will provide the community with a direct link to the Police Department in an effort to dispel the myth that Police Officers are not easily accessible. The Citizen Police Academy was expanded to include target area residents for the purpose of the Weed and Seed initiative and therefore, local funds were not budgeted for the initiative.

6) A request for \$3,140 for implementation and operation of a crime mapping program to identify and target hot spots in the target area. The crime mapping program is established for the purpose of the Weed and Seed initiative and therefore, local funds were not budgeted for the initiative.

7) A match amount of \$1,600 will cover the cost of 10 workstations for the Safe Haven computer lab.

8) A match amount of \$600 will cover the cost for 10 chairs for the computer lab in the Safe Haven.

9) A match amount of \$1,236 will cover the cost for 2 storage units that will be housed at the Safe Haven computer lab.

10) A match amount of \$1,663 will cover the cost for 4 desks that will be used in the Safe Haven offices.

Supplies (\$3,658)

1) A request of \$1,608 will be to cover supply costs for the Director and the Weed and Seed office.

2) A total of \$50 will be for the Joint Law Enforcement Task Force - Video Surveillance materials.

3) Public Relations Publications in the amount of \$2,000 will be used to inform the community of Safe Haven services, Cease Fire, Exile, and Crime Stoppers.

Contractual (\$50,500)

A request of \$36,000 for Safe Haven activities is requested. The Computer Instructor will conduct computer training in the computer lab. The Community Outreach Trainer will develop a curriculum for Community Outreach and train neighborhood associations on the curriculum. The Tutors (2.5) will tutor children at the Safe Haven after school daily. Internet service will be provided to the 11 computers in the amount of \$1,000. Copying service for Weed and Seed newsletter is budgeted at \$1,000.

Internet service will be provided for the Joint Law Enforcement Task Force to run an individual secure server in the amount of \$100. A contract between the local University for Data Entry of Crime Statistics will be in the amount of \$5,200. The data entry personnel will free officers of daily tasks of data entry. The increase in patrol time will help to create the increased presence of police officers in the designated area.

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

Other (\$54,700)

1) Buy Money will be used by the Joint Law Enforcement Task Force to implement and operate the undercover Drug task force (\$10,000). Buy Money falls under the category of Confidential Funds, Purchase of Evidence. This category is for the purchase of evidence and /or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime. **The Confidential Funds Certification must be signed and submitted at the time of grant application. For an example of the Confidential Funds Certification please see the "OJP Financial Guide, chapter 8: Confidential Funds" at <http://www.ojp.usdoj.gov/financialguide/part3/part3chap8.htm>.**

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

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

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

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

Appendix 14. Measuring Sustainability

- In order for CCDO to assess Weed and Seed Communities' leveraging and sustainability efforts during their 5-year strategy implementation, Weed and Seed funding applicants are required to identify other funding sources at a level five times the CCDO core funding contribution. "Other funding" is defined as coordinated and leveraged public or private funds coming into the jurisdiction—not limited to the Weed and Seed fiscal agent—that are directed, in whole or in part, towards the Weed and Seed designated area(s). By the end of the 5-year funding eligibility period, leveraged funding should equal or exceed \$875,000 (\$175,000 x 5). The other funding sources and amounts need to be clearly listed and discussed in the Sustainability section of the program narrative. (See *Developing a Sustainability Plan for Weed and Seed Sites* at <http://www.ojp.usdoj.gov/ccdo/pub/welcome.html>).
- U.S. Attorneys are requested to coordinate Project Safe Neighborhoods (PSN) and Weed and Seed initiatives to the fullest extent possible. For example, the crime analysis done for PSN should inform the law enforcement strategy for Weed and Seed Communities; and the coordination and community outreach structures for Weed and Seed should be used as a platform to advance PSN.

CCDO requires that each site have an overall Weed and Seed Site Director and strongly recommends that the Director be a full-time position, to be funded through reallocation of existing site resources and/or CCDO grant funds. For sustainability purposes, it will be necessary that prior to the conclusion of the grant period, this position be supported via resources other than the Weed and Seed grant.

Appendix 15. Local and National Evaluations

Local Evaluation. Sites are expected to perform a local impact and performance evaluation. All sites are required to develop an arrangement with an academic or analytic partner to analyze their crime problems and evaluate the site's strategy and programs. At a minimum, each site must have in place a plan to measure the success of its strategy and programs. Weed and Seed Communities may call upon their state's Statistical Analysis Center (SAC) for assistance. The Justice Research and Statistics Association (202-842-9330) can help connect sites with their SAC.

Weed and Seed Communities are encouraged to review *Evaluating a Weed and Seed Strategy* (NCJ 191723), a step-by-step approach to a comprehensive local Weed and Seed evaluation. The publication is available in PDF and text formats on the CCDO website at www.ojp.usdoj.gov/ccdo/pub/welcome.html. Guidance on local evaluation also can be obtained from the OJP Bureau of Justice Assistance's Center for Program Evaluation: www.ojp.usdoj.gov/BJA/evaluation/.

National Evaluation. Sites must agree to cooperate with any local or national evaluation under the auspices of the U.S. Department of Justice during the course of the grant period.

Appendix 16. FY 2010 Technical Assistance (TA) Assessment

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

1. Site Name _____ City/State _____ Site ID _____

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

Yes___ No___

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

Yes ___ No ___

If no, please provide a brief explanation:

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

Circle all that apply.

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

B. Prevention, Intervention and Treatment Strategies

C. Coordination of Resources

D. Law Enforcement

E. Community Policing

F. Sustainability

G. Economic Development

H. Neighborhood Restoration

I. Financial Management

J. Youth

K. Other (specify) _____

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

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

N/A _____

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

Yes ___ No ___

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

If yes, circle the relevant topic(s).

- A. Community Sustainability Institute
- B. Coalition Building
- C. Economic Development
- D. GIS Training and Crime Mapping
- E. Place-Based Training
- F. Site Director's Training
- G. Youth Development
- H. Working Effectively in and/or with Indian Tribes
- I. Other _____