

## **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
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## **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						
<b>Part II:</b>						

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](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](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:

<b>Source</b>	<b>Program/project/Effort</b>	<b>Funding Dollars</b>
<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](http://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](http://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](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]

<b>I. IN GENERAL</b>
----------------------

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).

<b>II. PURPOSE</b>
--------------------

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.

<b>III. PARTIES</b>
---------------------

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

<b>IV. GENERAL UNDERSTANDINGS, AGREEMENTS, AND REQUIREMENTS</b>
---

- 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 subsides).

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](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.

<b><u>Name/Position</u></b>	<b><u>Computation</u></b>	<b><u>Cost</u></b>
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)
<b>TOTAL:</b>		<b><u>\$ 79,180</u></b>

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
1) Weed and Seed 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%	
<b>TOTAL:</b>		<b><u>\$11,786</u></b>
Total Personnel & Fringe Benefits:		<b><u>\$90,967</u></b>

**C. Travel** –Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied: Applicant or Federal Travel Regulations. **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	
<b>TOTAL:</b>		<b><u>\$7,500</u></b>

**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)
<b>TOTAL:</b>		<b><u>\$25,939</u></b>

**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>
<b>**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.</b>		
	<b>TOTAL:</b>	<b>\$0</b>

**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
<b>TOTAL: <u>\$50,500</u></b>	

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

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
1) Buy Money (Joint Task Force)		\$10,000
<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 <b>Confidential Funds Certification</b> must be signed and submitted at the time of grant application. For an example of the Confidential Funds Certification please see the "OJP Financial Guide, Chapter 8: Confidential Funds" at <a href="http://www.ojp.usdoj.gov/finguide06/part3/part3chap8/part3chap8.htm">http://www.ojp.usdoj.gov/finguide06/part3/part3chap8/part3chap8.htm</a>.</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)
<b>TOTAL:</b>		<b><u>\$54,700</u></b>

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

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

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

<b><u>Budget Category</u></b>	<b><u>SEED</u></b>	<b><u>WEED</u></b>
	<b><u>CCDO Core</u></b>	<b><u>Law Enforcement</u></b>
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>
<b>TOTAL DIRECT COSTS:</b>	<b>\$87,470</b>	<b>\$87,530</b>

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.

<b><u>Budget Category</u></b>	<b><u>Federal Request</u></b>	<b><u>Non-Federal Match</u></b>	<b><u>Total Budget</u></b>
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>
<b>TOTAL DIRECT COSTS:</b>	<b>\$175,000</b>	<b>\$ 58,333</b>	<b>\$ 233,333</b>
I. Indirect Costs	\$ 0	\$ 0	\$ 0
<b>TOTAL PROJECT COSTS:</b>	<b>\$175,000</b>	<b>\$58,333</b>	<b>\$ 233,333</b>
Federal Request	<b>\$175,000</b>		
Non-Federal (Match)	<b>\$ 58,333</b>		

## Sample Budget Narrative

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

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

*Circle all that apply.*

A. Steering Committee Organization (*including Site 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.

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

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

7. Is your site interested in Peer Mentoring? Peer Mentoring is a TA service that CCDO started in 2005 to assist Weed and Seed sites in coordinating with other sites and 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 \_\_\_\_\_