



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

# CCDO FY 09 Weed and Seed Communities Competitive Program Guide and Application Kit

## Eligibility

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

## Deadlines

Draft Application materials must be sent to the applicant's local U.S. Attorney by **Tuesday, August 19, 2008**, via e-mail. **Registration with Grants.gov is required prior to application submission.** (See "Registration," page 3.)

All applications are due by **11:59 p.m. Eastern Standard Time on Tuesday, September 9, 2008**, via electronic submission through Grants.gov.

## Contact Information

For assistance with the requirements of this solicitation, contact CCDO at 202-616-1152. This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

**Grants.gov Funding Opportunity No. CCDO-2009-1825**

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# CCDO FY 09 Weed and Seed Communities Competitive Program Guide and Application Kit (CFDA # 16.595)

## Overview

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

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

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

## Deadline: Registration

Registering with Grants.gov is an annual process; however, processing delays may occur and **it can take up to several weeks for first-time registrants to receive confirmations/user passwords.** It is highly recommended that applicants start the registration process as early as possible to prevent delays in submitting an application package to our agency by the application deadline specified. There are three steps that you must complete before you are able to register: (1) Register with the Central Contractor Registry (CCR), (2) register yourself as an Authorized Organization Representative (AOR), and (3) be authorized as an AOR by your organization. For more Information, go to [www.grants.gov](http://www.grants.gov). **Note: Your CCR Registration must be renewed once a year. Failure to renew the CCR registration may prohibit submission of a grant application through Grants.gov.**

## Deadlines: Application

Draft Application materials must be sent to the applicant's local U.S. Attorney by **Tuesday, August 19, 2008**, via e-mail. (For contact information regarding U.S. Attorney Offices/Districts, please see <http://www.usdoj.gov/usao/offices/index.html>.)

The due date for applying for funding under this solicitation is **Tuesday, September 9, 2008, by 11:59 p.m. Eastern Standard Time**. Applications must be submitted **via electronic submission through [www.grants.gov](http://www.grants.gov)**.

## Eligibility

Eligible entities include state, local or tribal governments or nonprofit organizations in communities **with a persistent high level of serious violent crime (Part I)** pursuant to this guide, which have **not previously** been an approved Weed and Seed site<sup>1</sup>.

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

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

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the OCR link referenced at the "OJP Other" pages, included herein.

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

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

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

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

Applicants are encouraged to review the Civil Rights Compliance section under “Additional Requirements” in this announcement.

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

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

For purposes of this solicitation, all communities with RUCA codes of 3–10 are considered “rural.” To self-calculate rural classification, applicants may first look up specific census tract information for their site by address/ZIP code via the Web-based Teleatlas Geocoding System located at: <http://app.ffiec.gov/geocode/default.htm>; and then cross-reference it with the RUCA codes found in the individual ERS state Excel files accessed through the table of state RUCA codes at: <http://www.ers.usda.gov/Data/RuralUrbanCommutingAreaCodes/2000/>.

## **Weed and Seed Specific Information**

### **How to Get Started**

The Weed and Seed strategy aims to prevent, control, and reduce violent crime, criminal drug-related activity, and gang activity. The process for developing the strategy begins with

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

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

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

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

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

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

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

### **Developing the Weed and Seed Strategy**

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

WSCs are to draw on the four basic elements of Law Enforcement, Community Policing, Prevention/Intervention/Treatment, and Neighborhood Restoration in resolving a community problem. "Weeding" activities must be directed toward reducing crime while also complementing the "Seeding" activities that provide direct services to residents in the area of

Prevention/Intervention/Treatment, as well as Neighborhood Restoration (including community and economic development activities). The elements of the strategy should be interrelated and part of a focused and manageable overall strategy that will over time reduce crime, increase public safety, and strengthen the community.

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

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

### **Collaboration, Coordination, and Community Participation**

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

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

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

### **Steering Committee**

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

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

A high-performing Steering Committee should:

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

### **Sustainability**

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

### **Designation Process and Program Requirements**

To receive a designation as a WSC, an applicant must also accomplish a number of pre-award developmental steps prior to application submission. If an applicant is competitively selected, it will then receive the WSC designation and initial funding. Continued funding will be dependent on meeting established Weed and Seed performance measures approved by CCDO as part of the award process. Limited discretionary grant funding will be available up to **5** years on an incremental basis. Total funding over this period will not exceed \$1 million. The grant funding is finite in nature and should be considered as "temporary" assistance.

Annual grant award amounts available to WSCs will be based on a bell curve design with increasing and decreasing amounts over a 5-year funding eligibility period. The purpose of this approach is to allow the communities an opportunity to develop appropriate program and management mechanisms for using the funds and replacing them with other community resources as CCDO grant support diminishes.



## PRE-AWARD DEVELOPMENT STEPS

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

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

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

- 1. Organize and Convene a Preliminary Weed and Seed Steering Committee.** Assemble a core group of local officials and community representatives to begin the planning process of Weed and Seed. This group may expand as the process continues; however, to be considered eligible for approval as a federally designated Weed and Seed area, the Steering Committee **must** include at a minimum the following members:
  - U.S. Attorney (or designee)
  - The Drug Enforcement Administration's Special Agent In-Charge for the jurisdiction encompassing the community (or designee)
  - Community residents of the proposed area
  - Local government
  - Local law enforcement (i.e. Chief of Police)
- 2. Coordinate with the U.S. Attorney's Office.** Applicants must work hand-in-hand with the local U.S. Attorney's Office throughout project development and execution.
- 3. Conduct a Crime Analysis of the Community.** Research the specific crime problems (Part 1 and Part II crimes) for the community, city, county, and/or tribe. Identify a profile of crime trends utilizing crime statistics data from 2005, 2006, and 2007. Contrasting crime statistics for the city, county, and/or tribe must also be gathered and provided.
- 4. Select a Proposed Weed and Seed Area.** Applicants must develop a clear description of the boundaries of the proposed area, including the street names, census tracts, U.S. Attorney district, and congressional district.
- 5. Identify the Type of Site (rural, urban and/or tribal).** The population of a proposed Weed and Seed area must be at least **7,500** and may not exceed **50,000** unless it is considered a rural community and/or Indian tribe. CCDO will consider a rural community and/or Indian tribe with a population between **3,000 and 50,000**. (See page 5 for Rural Community definition.)

6. **Conduct a Needs Assessment.** The applicant needs to complete a **comprehensive** community needs assessment that addresses specific crime problems (Part 1 and Part II crimes) and the social problems contributing to crime. To complete the needs assessment, the applicant must prioritize and list the top four most serious unmet needs of that community. The residents of the proposed community must have considerable input in prioritizing the needs.
7. **Finalize Selection of the Designated Area.** Within the parameters set forth in this guideline to take into account information learned by the comprehensive assessment.
8. **Select Resources** that should be mobilized to address focus area problems/needs, drawing on existing streams of federal, state, and local funding currently available to the community, as well as new resources.
9. **Identify Goals, Objectives, and Implementation Tasks** that effectively address those conditions determined through analysis of the community.
10. **Develop Quantitative Performance Measures** for the primary areas of focus on which program evaluation and success will be based.
11. **Identify the Fiscal Agent Type (city, nonprofit, etc.) and Name of the Contact Person Submitting the Application.** Title, organization, address, phone number, and e-mail address must be provided.
12. **Develop an Implementation Schedule** that is realistic and takes into account programmatic institutionalization and sustainability.
13. **Commence Program Implementation Activities and Tracking.** Applicants will be evaluated on ability to self-initiate and sustain program element implementation during the pre-award period.
14. **Execute an Assessment of Early Achievements** during pre-award period program activities. A report of these achievements must be included in the application. Applicants should demonstrate ability to effect successful program implementation.

## **Funding Information**

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

Successful WSCs utilize in-kind resources from federal, state, local and tribal agencies, foundations, and other organizations. Because of the fundamental strengths of a collaborative approach and the participation of key decision-makers, a Weed and Seed Community is well-placed to capitalize on the numerous funding sources in both the public and private sectors.

**Amount and Length of Awards:** All Weed and Seed awards will last for 12 months.

**FEDERAL FUNDING SUPPORT**

CCDO may award up to **\$1 million** in Weed and Seed funding to each community based on a bell curve design with increasing and decreasing amounts over the 5-year eligibility period.

**Pre-Award Phase: \$0**

<b>Year 1:</b>	<b>up to \$175,000</b>
<b>Year 2:</b>	<b>up to \$250,000</b>
<b>Year 3:</b>	<b>up to \$275,000</b>
<b>Year 4:</b>	<b>up to \$200,000</b>
<b>Year 5:</b>	<b>up to \$100,000</b>
<b>Total:</b>	<b>\$1,000,000</b>

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

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

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

**Example:** 75% / 25% match requirement

For federal award amount of \$175,000, match would be calculated as follows:

$$\frac{\$175,000}{75\%} = \$233,333 \times 25\% = \$58,333 \text{ match}$$

**Note:** Indian tribes may use Federal funds as match.

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

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

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

**Weeding/Seeding Split:** At least 50 percent of Weed and Seed funds must be directed toward Weed-related approaches (law enforcement and community policing) and at least 40 percent of Weed and Seed funds must be directed towards Seed-related approaches involving Prevention, Intervention, and Treatment, and Neighborhood Restoration. **The applicant must not allocate more than half of the weeding portion to law enforcement overtime, and instead should provide primarily innovative and creative programs and activities as weeding efforts.**

**Limit on Overtime Payments:** **The applicant must not allocate more than half of the weeding portion to law enforcement overtime.** In addition, Weed and Seed program policy limits maximum reimbursement for overtime to law enforcement officers employed by state and local agencies at a rate equivalent to \$13,245 (25 percent of a GS-10, Step 1) **per officer**, per year. This limit on reimbursement does not affect the actual pay rate set by the parent agency for its state/local officers: the parent agency should still pay officers at its own rate, whether or not the Federal reimbursement covers the full amount.

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

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

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

**Applicants should refer to the Unallowable Costs Appendix at [http://www.ojp.usdoj.gov/ccdo/funding/appl\\_kit.html](http://www.ojp.usdoj.gov/ccdo/funding/appl_kit.html) for additional funding guidance.**

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Pub. L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Required performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Enable WSCs to reduce serious and violent crime.	<p>The average change in key crimes relative to the overall local crime rate by Year Three.</p> <p>Percent reduction in homicides per site funded under the Weed and Seed Program.</p> <p>Number of homicides per site.</p> <p>Percentage of sites including a multi-jurisdictional task force.</p> <p>Percentage of sites that have a prosecutor dedicated to trying firearms cases.</p> <p>Percentage of sites using 3 or more community policing activities.</p> <p>Number of drug arrests per site.</p>	<p>Number of homicides, robberies, aggravated assaults, burglaries, weapons offenses, and drug arrests in the Weed and Seed site.</p> <p>Number of homicides per site.</p> <p>Number of homicides per site.</p> <p>Number of sites including a multi-jurisdictional task force.</p> <p>Number of sites that have a prosecutor dedicated to trying firearms cases.</p> <p>Number of foot/bike patrols, substations, crime watch activities, and level of participation in community meetings.</p> <p>Number of drug arrests per site.</p>
Strengthen community capacity to increase the quality of life.	Number of faith- and community-based partnerships.	Number of faith- and community-based partnerships, grantees, sub-grantees, and representatives on the site Steering Committee.
Promote and sustain long-term community safety and access to essential resources in the site	Number of sources of funding.	Number and types of resources made available to the community through

(i.e., law enforcement, health, education, employment, housing, transportation, etc).	Number of communities that have secured other sources of funding.	participation in Weed and Seed.  Number and amount of additional resources including public and private service and financial and in-kind contributions.
Promote the assessment and effectiveness of services provided in the site.	Number of site monitoring visits conducted.	Cooperation in planning and conducting site monitoring visits.

## How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

**Grants.Gov Instructions:** Complete instructions can be found at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1-800-518-4726.

**Note: Grants.gov does not support the Microsoft Vista Operating system.** The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (\*.doc)" format.

**Please also note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments.** OJP's Grants Management System (GMS) downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: ".com", ".bat", ".exe", ".vbs", ".cfg", ".dat", ".db", ".dbf", ".dll", ".ini", ".log", ".ora", ".sys", and ".zip".

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.595, titled Community Capacity Development Office, and the funding opportunity number is CCDO-2009-1825.

**A DUNS number is required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, **one-time** activity. Obtain one by calling 1-866-705-5711 or

by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

## What an Application Must Include

Responding to this solicitation involves a two-step process. The first step involves submitting draft application materials to the local U.S. Attorney's office via email by August 19, 2008, for review and certification. **CCDO will not accept applications without U.S. Attorney Certification.**

Applicants must submit the final application by **September 9, 2008, 11:59 p.m. Eastern Standard Time**. CCDO will consider **complete** applications only in this competition. **Any application that does not contain all of the required attachments (as outlined on the pages that follow) or does not meet the requirements below will be disqualified from the competition.**

- **Site boundaries** – CCDO accepts applications for new areas which have not previously been approved Weed and Seed sites. Under certain circumstances, an applicant may include in proposed Weed and Seed areas portions of prior Weed and Seed sites, provided they submit justification that meets the criteria outlined in the appendix entitled “Policy on Overlapping Boundaries” at [http://www.ojp.usdoj.gov/ccdo/funding/appl\\_kit.html](http://www.ojp.usdoj.gov/ccdo/funding/appl_kit.html).
- **Page limit** – The entire application must not exceed 50 pages (including maps and all attachments) in **11-point or 12-point, Times New Roman font with 1-inch margins**. Failure to comply is cause for denial of the application.
- **Match requirement** – Applicant must identify the non-federal 25% match requirement in box 15B of the Request for Federal Assistance (SF-424) **and** itemize the non-federal match in the Budget Detail Worksheet and Budget Narrative. Failure to identify the non-federal 25% match on the SF-424 **and** itemize it in the Budget Detail Worksheet and Budget Narrative is cause for denial of the application. (See sample budget provided in the appendices).
- **U.S. Attorney or designee** – Applicant must provide the U.S. Attorney's representative **name and contact information**. Failure to comply is cause for denial of the application.

- **DEA's Special Agent In-charge or designee** – Applicant must provide the DEA's representative **name and contact information**. Failure to comply is cause for denial of the application.

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

**Program Narrative:** Applicants should use the application form provided as Appendix 1 at [http://www.ojp.usdoj.gov/ccdo/funding/appl\\_kit.html](http://www.ojp.usdoj.gov/ccdo/funding/appl_kit.html) to complete the program narrative. The program narrative must describe the proposed Weed and Seed strategy. It should respond to the following Selection Criteria as instructed on the next page: Statement of the Problem, Program/Strategy Design and Implementation, Capabilities/Competencies, and Impact/Outcomes and Evaluation. (Also see Application Outline on page 38.)

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

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

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

The appendix entitled “**Sample Budget Detail Worksheet and Budget Narrative**” at [www.ojp.usdoj.gov/ccdo/funding/appl\\_kit.html](http://www.ojp.usdoj.gov/ccdo/funding/appl_kit.html) contains CCDO-specific instructions and samples to assist applicants in preparing the Weed and Seed budget details and budget narrative.

**Indirect Cost Rate Agreement (If Applicable):** Applicants that do not have a federally negotiated indirect cost rate and wish to establish one, can submit a proposal to their “cognizant” federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at



[http://www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf). Applicants should be aware that this can be a lengthy process. **Indirect cost and/or administrative expenses may not account for more than 10 percent of the Weed and Seed grant.**

#### **Other Required Attachments:**

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

## **Selection Criteria**

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

1. Statement of the Problem (A **summary** assessment of community conditions)
2. Program/Strategy Design and Implementation
3. Capabilities/Competencies
4. Budget
5. Impact/Outcomes and Evaluation

## ***Statement of the Problem***

### **I. NAME AND LOCATION**

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

### **II. EXECUTIVE SUMMARY**

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

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

### III. CRIME AND NEEDS ASSESSMENT

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

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

**All sites must include comparative data for the following offenses: homicide, robbery, aggravated assault, burglary, weapons, and drug arrests.**

#### A. Crime

Applicants must provide a detailed crime **description** of the community using both statistical information and mapping technologies necessary to define and clearly present the crime problems within their communities at large, as well as in the proposed Weed and Seed area. This analysis must describe serious and violent crime (i.e., Part I and Part II). **Data from 2005, 2006, and 2007 must be included.**

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

#### B. Social Problems and Needs

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

based service organizations; public/private schools, parks/recreation, public housing, and neighborhood associations/organizations. **Data from 2005, 2006, and 2007 must be included.**

### C. Assessment Analysis

Applicants must address and prioritize the specific social and crime-related programs noted above to ensure that a **comprehensive** assessment of the community and corresponding WSC is made, even though the community may not be able to address **every** problem over the potential designation and 5-year funding period. Geographic Information Systems (GIS) based mapping technology provides a clear visual tool for demonstrating the dynamics of conditions. This technology is readily available today, and is generally used by city planners and analysts. CCDO strongly encourages applicants to provide statistical information in the GIS format. **To the extent possible, GIS mapping is required for the community's top four serious, unmet needs.** What this means is that, where possible, geographic data needs to be provided in a GIS format for using either ArcGIS or MapInfo. Where geographic data is not available, a geographic identifier—such as jurisdictional boundaries, addresses, an X and Y coordinate pair, Federal Information Processing Standards (FIPS) code, or other identifier that can link this statistical data to a geographic feature—should be provided.

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

1. **Detailed map showing the boundaries of the proposed designated area.**
2. **Primary focus assessment.** Criminal activity and social problems that will be a primary focus of the WSC; community perceptions; and research and other information that supports the selection of the Weed and Seed designated area.
3. **Comparisons with city or county.** A comprehensive analysis of the juvenile and adult drug and violent crime problems in the designated area **compared** with the city or county at large in which the designated area resides. Include the most serious and/or intractable problems facing local residents. Describe the underlying causes or conditions that contribute to the crime and other social problems. Include data from 2005, 2006, and 2007 for the most serious and/or difficult social problems with which local residents must contend (i.e., high unemployment, low income, school dropout rate, truancy, high incidence of teenage pregnancy, unemployment, transience, housing code violations and abandoned property, access to transportation and other infrastructure issues). For context, **compare and contrast** three or more demographic and/or neighborhood indicators for the designated area with those for the city or county in which the designated area resides.
4. **Describe needs and gaps.** Explain and prioritize the **four** most pressing needs of the community as **identified by the residents.** A community must annually define existing public/private resources that are operational in the designated area. In some instances, the problems are not being addressed by the agencies but are within their scope of work; therefore, through the redeployment of agency resources these problems could be most effectively addressed. Beyond the current leveraged resources, a community also must define the proposed existing or new resources it intends to transfer through its partnerships and to dedicate to the community. Communities should take into account schools, faith-based organizations, social services, parks and recreational facilities and

private sector resources. Understanding the characteristics of the designated area is necessary to provide a picture of the community. Special characteristics of the community include:

- Population demographics
- Cultural concerns
- Geographical factors (i.e., Brownfields, isolated areas, tribal lands)
- Housing stock and age
- Percentage of owner-occupied dwellings
- Housing code violations and locations
- Transience rate (area's turnover)
- Present and projected community public and private investment projects

Needs and gaps in services—and why they exist—must be expressed. Why existing resources cannot adequately address the crime and other social problems should be clearly articulated.

5. **Resources.** Explain how the local resources can be better distributed, coordinated, or enhanced through Weed and Seed to address the identified problems.

## ***Program/Strategy Design and Implementation***

### **IV. PRE-AWARD DEVELOPMENT PHASE**

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

- Describe the strategic planning process used to identify your strategic plan and build commitment among the stakeholders in your community, focus on areas of greatest need and priority, and ensure that everyone involved is working toward the same goals.
- Describe how this was accomplished in your community and over what period of time.
- Include discussion of existing partnerships that have helped shape the decision to use a Weed and Seed approach.
- Describe how the strategic plan relates to the crime problems and needs in the community.
- Identify the time frame for the Weed and Seed strategy. Once approved, site designation is valid for 5 years. Your Weed and Seed strategy should include a timeline that covers up to 5 years.
- Indicate a plan for how the strategy will be periodically reviewed, progress measured, and updated if necessary.

## V. PROPOSED STRATEGIC PLAN

**GENERAL INSTRUCTIONS** -- Multi-year and initial 2 year plans, together with Weeding and Seeding strategies, must complement each other. In yearly plans, applicants must identify stakeholders; clearly identify their roles and responsibilities in projects; include goals, objectives, and tasks that clearly identify intended percentages in crime reduction; ensure proposed interventions are responsive to the needs assessment data presented; provide timelines and/or milestones for goals, objectives, and tasks; and outline outcomes and performance measures that will be used in evaluating project effectiveness and results.

### STRATEGY DEFINITIONS --

**Goals:** For each element area, identify the goals of your strategy. Each goal should be a broad statement of what you intend to achieve in the long-term. Taken together, your goals should describe a “future vision” of the designated neighborhood. They should specifically address one or more of the neighborhood problems and unmet needs identified. They should clearly establish what you expect to accomplish. *When there is more than one goal, follow the strategy format by submitting another grid listing the goal, objective, implementation plan, task, measurable outcome and funding source.*

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

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

- **Tasks:** For each objective, identify major tasks of your strategy. The tasks should be specific actions and activities undertaken to accomplish the objectives.
- **Persons responsible:** For each task, identify the person or agency responsible for accomplishing the tasks.
- **Timeframe:** Identify the timeframe for accomplishing each task. Specifically identify when each task is scheduled to begin, and the anticipated completion date of the task.

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

## A. Multi-Year Plan

A community will provide a succinct overview of the types of interventions being considered to address the aforementioned problems over the 5-year funding availability period. A community will have to be very selective as to which problems it will address, to what degree, and in what order of priority.

## B. Initial 2-Year Plan:

Detailed plans for years 1 and 2 of program implementation must be provided. The Weeding and Seeding strategies must complement each other. CCDO expects that communities will fully describe and account for the sustainability of at least two priority problems.

CCDO expects each community to turn over day-to-day management functions of the initial strategies to other organizations before it begins to implement the strategies of the second half of its tenure as a WSC. To ensure sustainability, a community must coordinate with appropriate agencies to have particular efforts managed early in its development by the most appropriate public or private agencies/organizations within the community. The speed with which a community develops and institutionalizes further strategies will affect further funding decisions. A community must—

- Identify stakeholders and clearly identify their roles and responsibilities in the project. Include goals, objectives, and tasks that **clearly identify intended percentages in crime reduction.**
- Ensure that proposed interventions are responsive to the needs assessment data presented (i.e., that law enforcement strategies address the crime issues identified and community-focused activities address intervention/prevention strategies for crimes in particular regions).
- Provide timelines and/or milestones for goals, objectives, and tasks.
- Outline outcomes and performance measures that will be used in evaluating project effectiveness and results.

Each of the **four strategy elements** (Law Enforcement, Community Policing, Prevention/Intervention/Treatment, and Neighborhood Restoration) must be addressed in **direct correlation** to the problems and needs of the community as described in the “Needs Assessment.”

## WHEN DEVELOPING A WEED-FOCUSED STRATEGY, CONSIDER:

### WEED PROGRAM DESCRIPTION (REENTRY EXAMPLE)

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

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

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

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

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

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

### Law Enforcement

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

### Community Policing

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

## WHEN DEVELOPING A SEED-FOCUSED STRATEGY, CONSIDER:

### SEED PROGRAM DESCRIPTION (TRUANCY EXAMPLE)

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

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

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

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

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

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

## Prevention, Intervention, and Treatment

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

## Neighborhood Restoration

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



## **Capabilities/Competencies**

### **VI. MANAGEMENT STRUCTURE**

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

#### **A. Steering Committee**

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

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

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

#### **United States Attorney (USA) Leadership:**

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

- 1) Participating and serving as a voting member on the Steering Committee;
- 2) Approving requests to use the U.S. Attorneys' Fund for Weed and Seed activities; and

3) Approving final selection of a candidate for Weed and Seed Director before he/she is hired.

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

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

Additional committee members may include representatives of organizations such as:

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

Both paid and volunteer staffing descriptions should be provided.

**Roles and Responsibilities:** Information conveying what each Steering Committee member will contribute to the Weed and Seed effort must be described. The commitments have to be focused on the selected programs/problems, resource development in the community, and grant management.

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

- Who was in charge of strategy development and describe how the work to date was accomplished (i.e., who actually put the application together, organized planning meetings, etc.; indicate the names of individuals and any organizational affiliation they may have, as well as how many meetings it took to complete the strategic plan);
- When the Steering Committee was formed and the frequency of meetings to date (and how often you anticipate it will meet in the future);

- Organization of the Steering Committee, including proposed subcommittees, chairpersons, and officers (submit a clear organizational chart with names of individuals designated to fill those roles); and
- Roles and responsibilities of the Steering Committee to be assumed during strategy implementation.

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

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

## **B. Subcommittees**

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

## **C. Weed and Seed Site Director**

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

## **D. Fiscal Agent**

A fiscal agent must agree to manage all future Weed and Seed funds as approved by the Weed and Seed Steering Committee and in accordance with the Office of Justice Programs' Financial Guidelines. **To ensure that no one entity has undue influence within the Steering**

**Committee, it is important to understand that the fiscal agent, Chair of the Steering Committee, and Weed and Seed Site Director (all three) must NOT be from the same organization.** The fiscal agent works cooperatively with the Steering Committee and the Weed and Seed Site Director to ensure fiscal accountability and that funds are expended as approved by CCDO and the OJP Office of the Comptroller. **The credentials of this agent will be a factor in determining whether a community is selected.**

#### **E. Additional Neighborhood Resource Providers**

A number of organizations in the community may be willing to participate as a resource or coordinating partner in the Weed and Seed strategy, although they do not yet serve on the Steering Committee or the Subcommittees. The list of providers may include schools, hospitals or health clinics, libraries, parks, recreation centers, police stations, human services, and other social service agencies, treatment facilities or programs, shelters, faith-based groups, businesses, transportation, community organizations, neighborhood associations, private sector programs, and government programs (federal, state, local, and tribal). The type of resource may be related to the provider's core mission (i.e., a health clinic may coordinate a nursing home visitation program in a designated area) or a general resource (i.e., a local library will provide space for Weed and Seed meetings in future).

List any additional neighborhood resource providers that will be a resource or coordinating partner in the Weed and Seed effort that do not yet serve on the Steering Committee or the subcommittees, but are willing to participate as a partner in support of the strategy. Use the below chart, along with their contributions/commitments as directly related to the strategic plan. These may include:

- Human services and other social service agencies
- Hospitals or health clinics
- Treatment facilities or programs
- Shelters
- Faith-Based groups
- Government programs (local, state and federal)
- Private sector programs
- Libraries
- Parks and recreation centers or organizations
- School and remedial education organizations
- Transportation providers
- Community organizations
- Neighborhood organizations
- Small businesses

#### **VII. COORDINATION COMPONENTS**

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

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

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

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

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

## **B. Coordination Strategies**

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

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

### **1. Coordination Within and Between Elements**

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

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

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

## **3. Community Policing Linkages**

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

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

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

## **5. Neighborhood Restoration Linkages**

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

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

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

### **C. Role of Residents**

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

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

### **D. Communication Strategies**

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

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

### **E. Memorandum of Agreement (MOA)**

CCDO requires that all partnering agencies represented on the Steering Committee sign an MOA, outlining how they will be involved in planning and implementing the Weed and Seed Strategy. Applicants are encouraged to also include in the MOAs those agencies that will provide crime and social data. The purpose of an MOA is to identify the type and level of commitments each partnering agency is willing to make toward the implementation of the Weed and Seed Strategy. By identifying specific roles and obligations and requiring signatures of all agency heads, each agency will feel a high level of commitment to the overall partnership and its decisions and actions. MOAs may also be developed for additional neighborhood resource providers that do not yet serve on the Steering Committee or subcommittees. MOAs identify specific commitments that are not dependent upon grant funding (i.e., providing staff to serve on the Steering Committee or subcommittees, dedicating staff to provide services in the designated area, a change of agency priorities to better serve designated area residents, etc). MOAs should state the type of resource(s) being provided, for what purpose, and length of time.

*Examples of MOAs:*

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

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

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

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

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

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

**Please do not submit the MOAs with the application to CCDO. Applicants must submit with their application an itemized list of MOAs that briefly delineates the scope of contributions.** You will be asked to provide these agreements during onsite monitoring visits if approved in 2009 as a Weed and Seed Community.

## ***Budget***

### **VIII. BUDGET AND SUSTAINABILITY**

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

#### **Budget Detail**

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

For example, the system must—

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

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

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



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

### **Budget Narrative**

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

### **B. Sustainability Plan and Leveraging**

Because the Weed and Seed strategy promotes sustainability as a means to maintain programs, applicants must provide a developmental, financial, and program sustainability plan. Describe how the initial Weed and Seed focused programs will be funded after the first 2 years. Minimal Weed and Seed funding can provide only a transitional level of support. Please define at what stage the project will be fully funded by sources other than Weed and Seed and by what means this will occur.

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

Summarize funding that will be incorporated into programs/activities by:

- Total Federal grant/funding dollars which will be incorporated into the project
- Total state/local grant/funding dollars which will be incorporated into the project
- Total other funds leveraged which will be incorporated into the project

Define at what stage programs/activities will be fully funded by sources other than Weed and Seed and by what means this will occur.

## ***Impact/Outcomes and Evaluation***

### **IX. OUTCOMES AND EVALUATION**

#### **A. Performance Measures**

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

- How partners will track, evaluate, and report progress and performance measures on an ongoing basis.
- How process changes (workload, activities, etc.) will be measured.
- How impacts/outcomes will be measured?
- What specific indicators will be tracked?
- Baseline data should be included both for the areas targeted and also the city as a whole for comparison.
- Use specific indices by which target crime(s) will be reduced through the initiative.

#### **B. Evaluation**

Discuss the plan for evaluating the Weed and Seed strategy. Applicants must have an evaluation plan and conduct an objective evaluation of the strategy's implementation to measure its progress and success. **Working with an academic or research partner is encouraged** and may be helpful in developing the measurable outcome(s) that must be included as part of the strategic plan. In this section of the application, the following elements must be addressed:

- Who will be responsible for conducting the evaluation and their qualifications;
- The decision process used to select this person/agency;
- How the evaluation will be carried out;
- The frequency by which reports will be generated;
- How measurable outcomes listed in the strategy will be monitored; and
- A description of U.S. Attorney Office and Steering Committee oversight.

The methods to be used for reporting, monitoring, and assessing the initiative must be described. Focus on the results the community intends to achieve and how the achievement of each result will be measured. Include the process by which project partners will report progress on activities. Provide the following about your chosen evaluator:

- Name/Organization;
- Experience/Credentials;
- Describe the decision process used to select this person/agency;
- Describe the evaluation methodology that will be used to assess the impact of the strategy; and
- Indicate progress reporting requirements for partners and the evaluator.

## Evaluation Criteria

Each objective in this strategy must be measurable. For instance, using the objective, “over the next year, the City of Grantsville will reduce the 28 homicides by 10%,” the evaluation criteria will be a 10% reduction in homicides, using 28 homicides as a base for measurement. This measurable outcome will enable you to determine if your goal and objectives have been achieved. For each objective, identify one or more specific measurable outcomes and the data sources you will use to determine whether or not you accomplished the outcome within the identified time period. Other examples of outputs/outcomes include:

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

Working with an academic or research partner would be helpful when developing measures that are appropriate to your strategy.

## Review Process

OJP is committed to ensuring a standardized process for awarding grants. In accordance with OJP policy, CCDO reviews all applications to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation. Applications are reviewed and assessed based on the strength and completeness of responses to each of the sections.

The review process includes internal review as well as use of peer reviewers. CCDO may use either internal peer reviewers, external peer reviewers or a combination of both to review the applications under this solicitation and inform management decisions. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current DOJ employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by peer review. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

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

All final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, and past performance, and available funding when making awards.

If a WSC application is approved, the community will receive its initial funding during Fiscal Year 2009. Designation will be valid for **5** years starting October 1, 2009. Approved communities will be eligible to apply for further funding throughout the balance of the 5 years—subject to availability of federal funds and meeting performance standards. An approved community will be allowed to use the Weed and Seed emblem/tool kit of promotional materials during this period.

## Additional Requirements

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

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

## Application Outline

The application is organized in the following nine major sections. **Applicants must follow the outline as set below.** A blank application form is provided as Appendix 1 at [www.ojp.usdoj.gov/ccdo/funding/appl\\_kit.html](http://www.ojp.usdoj.gov/ccdo/funding/appl_kit.html). **This format must be used in preparing draft application materials for submittal to the local U.S. Attorney Office.**

### I. NAME AND LOCATION

### II. EXECUTIVE SUMMARY

### III. NEEDS ASSESSMENT

- A. Crime and Reentry
- B. Social Problems and Needs
- C. Assessment Analysis
  - Primary Focus Assessment
  - Comparisons with city or county
  - Describe needs and gaps
  - Resources

### IV. PRE-AWARD DEVELOPMENT PHASE

### V. PROPOSED STRATEGIC PLAN

- A. Multi-Year Plan
- B. Initial 2-Year Plan

### VI. MANAGEMENT STRUCTURE

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

### VII. COORDINATION COMPONENTS

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

### VIII. BUDGET AND SUSTAINABILITY

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

### IX. OUTCOMES AND EVALUATION

- A. Performance Measures
- B. Evaluation

## Appendices

The following appendices contain additional program guidance to assist applicants in completing their FY 2009 Weed and Seed Communities Competitive application. They can be accessed at [www.ojp.usdoj.gov/ccdo/funding/appl\\_kit.html](http://www.ojp.usdoj.gov/ccdo/funding/appl_kit.html).

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