



The U.S. Department of Justice, Office of Justice Programs, [Community Capacity Development Office](#) (CCDO) is pleased to announce that it is seeking applications for funding 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 is a community-based, comprehensive multi-agency approach to law enforcement, crime prevention, and neighborhood restoration. It is designed for neighborhoods with persistent high levels of serious violent crime and corresponding social problems. Weed and Seed Communities (WSC) must be developed in partnership with many local organizations—including the United States Attorney's Office (USAO)—to reduce crime and improve the quality of life in a community primarily through the redeployment of existing public and private resources into the community. WSC also helps to address related social problems that without proper intervention often lead to violent crime, drug abuse, and gang activity.

FY 2007 Weed and Seed Communities Competitive Program Guideline and Application Kit

Eligibility

Any urban, rural or Indian Tribe and Tribal community with a persistent high level of serious violent crime (Part I) pursuant to this guideline, and which has not previously received Weed and Seed Official Recognition (OR), is eligible to participate in the program.

Deadlines

A Notice of Intent is due by **Thursday, June 29, 2006 [POSTMARK DATE]**.
Draft WSC applications are due to the local USAO by **Tuesday, January 9, 2007 [POSTMARK DATE]**.
Applications under this solicitation are due **Wednesday, January 31, 2007, by 8:00 PM EST 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*. The funding opportunity number is CCDO-2007-1371. For technical assistance with submitting the application, call *Grants.gov customer support hotline at 1-800-518-4726*.

April 2006

Dear Applicant:

Weed and Seed is the flagship programmatic arm of the Community Capacity Development Office (CCDO), housed in the U.S. Department of Justice's Office of Justice Programs. Its focus is on localities hardest-hit by serious violent crime, and it is implemented in partnership with many local organizations – including United States Attorneys' Offices (USAOs) nationwide. The program features a comprehensive strategy for solving community-based crime problems critical to achieving lasting community revitalization and improving quality of life for residents.

Under its auspices, participating communities develop strategies aimed at preventing, controlling, and reducing persistent violent crime, drug abuse, and gang activity in designated high-crime neighborhoods across the country.

Weed and Seed is a challenging initiative designed only for committed communities willing to execute complex analyses of community problems and limit project focus to manageable/creative solutions in constructing model prototypes that can be locally replicated elsewhere. Communities must execute examination and reallocation of existing Federal/state/local funding streams and achieve substantial sustainability-focused efforts. Finally, they must be held accountable on performance and accomplishment.

Participation in the program is restrictive in terms of stringent pre-designation requirements and required planning activities, cooperation with key Federal law enforcement agencies/personnel, annual review of performance-based results, its highly-competitive nature, and its threshold eligibility criteria for the presence of persistent high crime in a site area.

All applicants must design and implement systems for measuring the effectiveness of their strategies prior to designation and report on developmental activities and achievements as part of their program applications.

The rewards for communities willing to “do the work” are high success rates in developing effective collaboration, crime reduction, and re-establishment of community viability and health.

Please review carefully the attached application materials in considering potential participation. Contact information for USAOs in an applicant's area can be found at: <http://www.usdoj.gov/usao/offices/index.html>

CCDO will provide training, technical assistance and information materials to support a candidate Weed and Seed Community (WSC) – both during a lengthy pre-award development period and the 5-year funding period. It also will provide overall national leadership, management and administration of the program.

To learn more about CCDO and follow updates to the WSC program, or to contact the program manager for your state, visit our Web site at: <http://www.ojp.usdoj.gov/ccdo>

Good Luck!

Sincerely,

Denise Viera
Acting Director
Community Capacity Development Office

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FY 2007 Weed and Seed Communities Competitive Program Guideline and Application Kit (CFDA # 16.595)

OVERVIEW

This competitive guideline is designed to encourage communities to better define their problems and programs' responses, as well as to foster a manageable scope of work by limiting the number of efforts they are required to address. Weed and Seed communities should be the problem-solving prototypes for future intervention efforts in other persistent serious violent crime neighborhoods/sectors within their respective urban and rural areas.

From its inception, the Weed and Seed Program recognized that only through the redeployment of existing community resources could significant and sustainable change be achieved in persistent high crime neighborhoods. Limited discretionary grant resources were -- and continue to be -- designed to expedite initial organizational efforts and temporarily address critical gaps in funding new program initiatives. In this regard, the limited grant resources available should be viewed as a reward for initiating the focused redeployment of existing resources from other parts of the larger community into the designated area to affect the necessary long term changes in the target community.

This Weed and Seed Communities (WSC) program guideline involves:

- An emphasis on using existing public and private resources - available in the community through state service systems and other sources - to initiate and sustain new ventures, rather than focusing on limited discretionary Federal grant funds;
- An emphasis that Steering Committee membership contain both residents from the community as well as decision-makers with the authority, responsibility and control of the existing resources with which a community will need to strategically draw upon in order to implement their restorative program strategies;
- An emphasis on the utilization of "evidence-based" programs proven to be effective based on national or local experimental/quasi-experimental studies;
- An emphasis that programs initially developed by the Steering Committee be operationally transferred and integrated into existing public or private organizations as soon as possible—throughout the life of the project—in order to ensure sustainability and enable the Steering Committee to maintain its design, planning and development functions;
- A requirement that new sites be chosen based on their performance during a pre-award development period;

- A requirement that continuation funding is dependent on communities' success in achieving the performance measures they articulate in their applications, in cooperation with CCDO;
- A modification of the grant funding design that utilizes a "bell curve" configuration with increasing/decreasing incremental funding;
- A requirement that sites develop their 5-year programmatic strategy, by initiating a minimum of one Weed program and one Seed program in the first two years. A minimum of two new ventures (one Weed, one Seed) must be planned by the beginning of the third year of funding for implementation throughout the second part of their tenure as WSCs. **WSCs must therefore implement a minimum of 4 efforts (2 Weed, 2 Seed) over the 5-year funding period.** The level of success and speed with which a site develops and puts into practice further efforts will impact/inform funding decisions;
- A modification in the focus of technical assistance to specifically address a range of selected problem areas considered common among Weed and Seed communities, (i.e., the return of ex-offenders from prison, truancy, drop-out, teen pregnancy, gang violence, drug/substance abuse, employment, remedial education, transportation, infrastructure, housing, etc.) in addition to processing ad hoc community requests for assistance; and
- A promotion of tools and strategies that better enable communities to make a compelling case for redeploying existing resources to address their problems more effectively (e.g., use of Geographic Information Systems (GIS)-based statistical information technologies and resources in problem/asset mapping).

This guideline is meant to inform potential participants in the WSC program. The legislation which establishes the program and the overseeing administrative office, the Weed and Seed Strategies Office, is Sec. 211 of the Department of Justice Appropriations Authorization Act which amends Part A of title I of the Omnibus Crime Control and Safe Streets Act of 1968. You may access the legislation (HR 3402) at: <http://thomas.loc.gov/>

Deadline: Notice of Intent

Applicants must submit a Notice of Intent by **Thursday, June 29, 2006 [POSTMARK DATE]**.

Deadline: USAO

Applicants must submit a draft WSC application to their local USAO by **Tuesday, January 9, 2007 [POSTMARK DATE]**.

Deadline: Registration

Applicants must first register on that site in order to apply. The deadline to register in Grants.gov is **Tuesday, January 23, 2007, 8:00 PM EST.**

Deadline: Application

The due date for applying for funding under this announcement is **Wednesday, January 31, 2007, 8:00 PM EST** via Grants.gov.

Eligibility

Any urban, rural or Indian Tribe and Tribal community with a persistent high level of serious violent crime (Part I) pursuant to this guideline, and which has not previously received Weed and Seed Official Recognition (OR), is eligible to participate in the program.

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 (e.g., 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.

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

Weed and Seed Strategy

The Weed and Seed strategy aims to prevent, control, and reduce violent crime, drug abuse, and gang activity. The Weed and Seed initiative is a community-based, comprehensive multi-agency approach to law enforcement, crime prevention, and neighborhood restoration. It is designed for neighborhoods with persistent high levels of serious crime and corresponding social problems. Weed and Seed Communities (WSC) must be developed in partnership with many local organizations—including the United States Attorney’s Office (USAO)—to reduce crime and improve the quality of life in a community primarily through the redeployment of existing public and private resources into the community. WSC also help to address related social problems that without proper intervention often lead to violent crime, drug abuse, and gang activity.

The strategy recognizes the importance of involving community residents intimately familiar with local community conditions and community decision-makers who have the responsibility, authority and control of existing community public and private resources. These groups must work together in identifying and solving the problems in their neighborhoods.

It is particularly important to emphasize the essential role of the faith-based community’s involvement, in all aspects of Weed and Seed strategy formulation at the local level. The President’s Faith-Based and Community Initiative and the Serious and Violent Offender Reentry Initiative, which inform this guideline, recognize the critical role these organizations play in responding to the victims of crime and violence as well as the other problems within these high-risk neighborhoods.

Weed and Seed sites 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 Weed and Seed community is approximately 20,000 residents. CCDO will consider those sites with a population between 10,000 and 50,000. Given the limited funding available, CCDO is focusing on communities that exhibit the highest levels of crime, not necessarily those with a high proportion of crime compared to their population size. ***As an exception, CCDO will consider rural and Indian Tribe and Tribal Communities with a population of 3,000 or more.*** [Please refer to the “Definitions” Appendix].

Four elements make up the two-pronged Weed and Seed approach: law enforcement; community policing; prevention, intervention, and treatment; and neighborhood restoration.

- The “Weed” portion of the initiative focuses on crime control involving traditional law enforcement (e.g., tactics, undercover operation, stings), corrections-related ex-offender supervision activities (including probation and parole) and community policing (which is the bridge that links law enforcement to prevention, intervention, treatment and neighborhood revitalization -- or law enforcement personnel to community residents’ needs); and

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

[See Weed and Seed Example Appendix for more information.]

We strongly suggest that every Weed and Seed community seriously consider, among activities/efforts, addressing the control and support of serious and violent ex-offenders returning to the Weed and Seed designated community. The returning ex-offender population presents a broad range of systemic issues that need to be addressed through enhanced and coordinated supervision. Community corrections, parole, law enforcement—as well as other aspects of the criminal justice system including the judicial (e.g., reentry courts) and victim/witness components—must work with community-based structures such as neighborhood associations. In addition, this population needs enhanced and coordinated support services related to housing, employment, remedial education, health and mental health, substance abuse and other welfare related services.

Reentry programs can satisfy both the "Weeding" and "Seeding" sides of the Weed and Seed strategy. Weed and Seed funding can be used for managing and supervising returning offender populations (through law enforcement, corrections, and judicial systems) as well as for development of “support services” within the context of intervention and treatment – to include those involving health and mental health, employment, substance abuse prevention, housing, welfare, faith-based, and transportation services.

Collaboration, Coordination and Community Participation = Resolution

Collaboration or working together for the common purpose of public safety is critical for the successful implementation of the Weed and Seed strategy. To be successful, however, it requires community participation. 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, including resources through which the residents and decision-makers can affect significant change. Example—truancy program: convene appropriate residents familiar with the problem together with the public and private school systems, faith-based and other community-based organizations, health, mental health, and welfare organizations to assess the extent of the problem and consider an effective response to ameliorate the problem.

Collaboration is closely aligned with coordination. **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 achievement of complementary goals among community organizations pertaining to types of services and methods of delivery (e.g., Safe Havens that focus on after-school programs) and complete services rather than competing, overlapping and duplicative services. Example—truancy program: developing a program focus involving community

education about the problem and its potential consequences, such as school failure and drop-out, and/or meetings with the parents with whom the problem is most acute.

Successful collaboration and effective coordination that involve **community participation** often create permanent channels of communication, good will and continuing partnerships among the residents, decision-makers and the participating organizations. It usually fosters similar strategic efforts in the target area and other parts of the community that are also impacted by crime and corresponding social problems that require effective prevention, intervention, and treatment activities.

A Weed and Seed Steering Committee comprised of decision-makers and residents can affect coordination community-wide both within and among participating public and private organizations. Steering Committees must:

- address their problems one at a time in a deliberative and open fashion;
- involve the appropriate residents and decision-makers from the outset;
- focus on effective practice to create new or revitalized services; and
- institutionalize the services quickly within appropriate existing community organizations.

Identifying and Redeploying Resources

CCDO disseminates funding to local sites to support their Weed and Seed strategies. These Federal funds are limited and inherently temporary in nature. This level of funding cannot possibly provide the entire amount of resources required to transform and revitalize an area experiencing persistent high levels of serious violent crime and social/economic decay, much less a single programmatic effort in its entirety. Grant funds should instead be used in concert with the pool of existing community resources that are being redeployed to address identified problems/programs in order to enhance overall impact and fill initial programmatic funding gaps.

Weed and Seed sites become adept in utilizing in-kind resources from Federal, state, and local 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 site is well-placed to capitalize on the numerous funding sources in both the public and private sectors. (See Appendix 11 *Weed and Seed Example*).

FEDERAL FUNDING SUPPORT

CCDO will award up to **\$1million** in Weed and Seed funding to each site over the 5-year eligibility period. The incremental funding distribution by year is as follows:

Year 1:	\$175,000	
Year 2:	\$250,000	
Year 3:	\$275,000	
Year 4:	\$200,000	
Year 5:	\$100,000	Total: \$1,000,000

Awards will be made pursuant to the achievement of performance measures set by the site and approved by OJP. **The number of WSC sites CCDO expects to award in Fiscal Year 2007 is subject to funding availability.**

DEVELOPING THE WEED AND SEED STRATEGY

Goals, objectives, tasks, implementation plans, and evaluation criteria should be developed for one Weed and one Seed program effort which relate to the component areas, as appropriate, during the pre-award development period. A community should devote roughly equivalent time, resources, and effort to both the Weeding and Seeding parts of the strategy.

The elements of a site's strategy should be inter-related and part of an overall strategy that will reduce crime, increase public safety, and improve the neighborhood. The Weeding strategy must be about addressing and reducing crime and it must complement the Seeding strategy. ***CCDO expects that at minimum two efforts (i.e., one Weed and one Seed) must be fully described and its sustainability accounted for at the end of the first two fiscal years of development by the Weed and Seed site through an existing community or state agency (e.g., reentry services managed by the community correctional center). Weed and Seed Site leadership should initiate a minimum of two new ventures by the beginning of the third year of funding for implementation throughout the second half of their tenure as WSC.*** The speed with which a site develops and institutionalizes further efforts will impact further funding decisions

Sites are strongly encouraged to have at least one Safe Haven (i.e., a multi-purpose human services center) in the designated focus area or indicate why it is outside the area. The Safe Haven is a mechanism to organize and deliver an array of youth and adult oriented human services in a setting such as a school or community center. CCDO believes the Safe Haven should be a central focus of coordinated, community-based prevention, intervention, and treatment efforts. [See Definitions Appendix for further information about Safe Havens.]

COMPETITIVE PROGRAM DESIGNATION AND APPLICATION

To receive a designation as a Weed and Seed Community, a site has approximately one year to prepare and submit an application. While limited technical assistance and training will be available, no financial support will be provided during this organizational pre-award development period. If an applicant is competitively selected it will then receive the Weed and Seed Community designation and initial funding. Continued funding will be dependent on meeting established Weed and Seed performance measures as approved by CCDO as part of the award process. Limited discretionary grant funding will be available for five calendar years on an incremental basis. The grant funding is finite in nature and should be considered as "temporary" assistance.

Annual grant award amounts available to Weed and Seed Community sites will be based on a bell curve design with increasing and decreasing amounts over a 5-year funding eligibility period. [See Appendices for a description of the bell curve funding distribution.] The purpose of this approach is to enable the communities an opportunity to develop appropriate program and management mechanisms to use the funds and replace them with other community resources as CCDO grant support diminishes.

THE ROLE OF THE U.S. ATTORNEY IN SITE PRE-AWARD DEVELOPMENT AND APPLICANT CERTIFICATION

The U. S. Attorney (USA) for the applicant's jurisdiction will help create a core group of local officials to start the planning process, approve selection of the Weed and Seed site and identify potential Steering Committee members. The USA will also provide some support and limited funding for training opportunities. For a community to be designated as a Weed and Seed Community, the USA for the District encompassing the community must certify to CCDO's Director that:

- a) the community suffers from consistently high levels of crime or is otherwise appropriate for such designation;
- b) the Weed and Seed strategy proposed, adopted and 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 CCDO Director;
- c) the Steering Committee is capable of implementing the strategy appropriately; and
- d) the community agrees to formulate a timely and effective plan to independently sustain the strategy (or, at a minimum, a majority of the best practices of the strategy) when CCDO funding is no longer available.

STEPS TO DESIGNATION

The application process to be designated a WSC has 10 steps. Applicants are required to execute a series of activities, and then complete the application to inform CCDO in its designation decision-making process.

PRE-AWARD DEVELOPMENT PERIOD ACTIVITIES INCLUDE:

Step 1: **Submit a Notice of Intent**, notifying CCDO of interest in applying for designation as a competitive site. This notice should indicate USA support, describe the conditions that warrant consideration, and include **proposed** street boundaries encompassing the **proposed focus area** and a map. *(See appendices for a sample Notice of Intent)*

Step 2: **Organize and convene a preliminary Weed and Seed Steering Committee**, the core group of local officials and community representatives assembled to begin the planning process of Weed and Seed. This group will be responsible for the development and implementation of the strategy.

Step 3: **Conduct a problems/needs assessment of the area**, which will be used to create a community's compelling case for designation and assist in finalizing or refining the designated focus area.

Step 4: **Select the designated focus area**, within the parameters set forth in this guideline.

Step 5: **Select the resources that should be mobilized to address focus area problems** drawing on existing streams of Federal, state and local funding currently available to the community as well as new resources.

Step 6: **Identify goals, objectives, and implementation activities**, which effectively address those conditions determined through the above-mentioned analysis of the community.

Step 7: **Develop Performance Measures** for the primary areas of focus upon which program evaluation and success will be based.

Step 8: **Develop an implementation schedule**, which is realistic and that takes into account programmatic “spin-off” and placement in community organizations.

Step 9: **Begin program implementation** and tracking.

Step 10: **Execute assessment** of pre-award development period program activities.

MAINTAINING BEST PRACTICE AND PROVIDING TRAINING

Technical assistance/training/information materials will be provided regularly for the sites during pre- and post-designation activities to guide their development of new programs and enhancement of existing programs that are effective and responsive to the specific crime and social problems identified.

Weed and Seed Communities (WSC) will be provided guidance through focused training, technical assistance and information dissemination in the selection of programs that reflect best practices to improve program impact and enhance coordination in planning and implementing their Weed and Seed strategy. Sites will be encouraged to develop a sustainability strategy which involves the use of other existing local, state, and/or Federal resources to maintain these best practice programs.

As sites develop and hone their skills they may be encouraged to provide training for other sites in a mutually acceptable manner – through regional networking -- by hosting visits by members of new and developing sites seeking training; identifying personnel who conduct training at regional and/or national Weed and Seed training conferences; or by hosting regional training conferences to which other sites will be invited. Each site may also be asked to give training in the Weed and Seed strategy to other neighborhoods in its local area, upon request, to help those other neighborhoods to replicate the Weed and Seed strategy.

ACHIEVING EFFICIENCY AND SUSTAINABILITY THROUGH COORDINATION OF OTHER RESOURCES

Identification and coordination of existing community resources is an essential part of effectively sustaining Weed and Seed programs for the long term. Weed and Seed applicants that demonstrate coordination from the outset with other Department of Justice programs that may be underway in their locality will generally be more competitive. This is particularly true for DOJ programs such as Project Safe Neighborhoods, the Serious and Violent Offender Reentry Initiative, and the Attorney General's anti-gang and anti-methamphetamine initiatives. The strategic plan should also encompass related community development efforts, Federal funding sources (e.g., Department of Justice, Department of Housing and Urban Development, Department of Health and Human Services, Department of Education); as well as state, local, and private resources. *[See Appendix 15 for more information.]*

Performance Measures

Documenting the efforts and results of the National Weed and Seed Strategy is critical for future Federal policy and budgetary decisions. Much of this data is drawn from the Government Performance and Results Act, P.L. 103-62, (GPRA) reports that are annually submitted by the local sites. Current GPRA forms and instructions are contained in the appendices to this Application Kit available through the CCDO Web site (www.ojp.usdoj.gov/ccdo).

While the local sites are encouraged to collect any community information that will assist their own strategy development and assessment efforts, at a minimum they must be prepared to provide the annual performance information requested by CCDO. Failure to do so can result in the termination of CCDO's funding and the site's designation status.

Because the success of local Weed and Seed sites depends on sound strategic planning and decisions, CCDO expects the local sites to identify performance measures that will guide their own strategy development and implementation activities.

Communities should develop and submit for CCDO approval additional performance measures -- beyond those noted in this guideline -- pursuant to their unique program activities.

The National Weed and Seed Performance Measures chosen to demonstrate the effectiveness of the federal Weed and Seed effort and which are based on information from the local sites are as follows:

Objectives	Performance Measures	Data Provided by Grantees
<p>Enable Weed and Seed Communities (WSC) to reduce serious and violent crime.</p>	<p>Reduction of homicides per WSC site.</p> <p>Number of homicides per WSC site.</p> <p>Percentage of WSC sites including a multi-jurisdictional task force.</p> <p>Percentage of sites that have a prosecutor dedicated to trying firearms cases.</p> <p>Number of sites participating in 3 or more community policing activities.</p> <p>Average change in key crimes</p>	<p>Number of homicides in the WSC site.</p> <p>Number of homicides in the WSC site.</p> <p>Number of agencies involved in multi-jurisdictional task force operations in the WSC site.</p> <p>Number of prosecutors dedicated to trying firearms cases that related to the WSC site.</p> <p>Number of foot/bike patrols, substations, crime watch, and participation in community meetings in the WSC site.</p> <p>Number of homicides, robberies, aggravated assaults, burglaries, weapons offenses, and drug arrests in the WSC site.</p>

		(This information will be used to assess the percent change by the end of year three of their participation as a funded WSC site.)
Strengthen the WSC site's capacity to increase the quality of life in the community.	Number of faith-based and community-based partnerships developed through participation as WSC sites.	Number of faith-based and community-based partnerships, grantees, sub-grantees, and representatives on the Steering Committee in the WSC site.
Promote and sustain long-term community safety and access to essential resources in the WSC site (e.g., law enforcement, health, education, employment, housing, transportation etc).	Number of sources of funding Number of sites that have found other sources of funding	Number and types of resources made available to the community through participation as a WSC. Number and amount of additional resources including public and private service and financial and in-kind contributions.
Promote the assessment of effectiveness of services provided in the WSC.	Number of monitoring visits conducted since participation as WSC sites.	Cooperation in planning and conducting monitoring visits as a WSC site.

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: <http://www.grants.gov/GetStarted> If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

Note: Registering with Grants.gov is a one-time process; however, if the applicant is a first time registrant **it could take 3-5 business days to have the registration validated, confirmed, and user name and password sent**. It is highly recommended applicants start the registration process as early as possible to prevent delays in submitting the application package to CCDO by the deadline specified. In addition, applicants should be concise and focused on “bottom-line” issues; since there are limitations of space in the Grants.gov system, applicants must be able to relay the most critical information succinctly.

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-2007-1371**.

DUNS number requirement: 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.

APPLICATION GUIDELINE FOR WEED AND SEED COMMUNITIES (WSC) COMPETITIVE PROGRAM

The following outline comprises both the recommended sequence of community development activities and the corresponding required application document components. Each site will be required to compete for funding during the initial year of their five years of funding eligibility and demonstrate successful implementation pursuant to the performance measures established by the site and agreed to by CCDO.

During the course of the 5-year funding cycle, grant amounts will increase and decrease during the developmental, operational and transitional periods of program activity. To be competitive for funding, a site must demonstrate that it has a successfully organized Weed and Seed community effort and is implementing a specific plan as suggested above—as well as using redeployed, existing public/private resources to implement its new or enhanced programs for approximately one year.

A. NAME AND LOCATION: The applicant should include the Site/Neighborhood Name, City, State, and USAO District as well as a basic description of the proposed Weed and Seed Site boundaries and population.

B. EXECUTIVE SUMMARY: Provides a concise overview of the entire scope of the project. It is CCDO's intent that this summary should be used as an applicant's primary "marketing/advertising tool" in reaching out to partners, potential funding organizations and the community. It should include:

- Organizational Composition
- City/Demographics
- Description of the proposed Weed and Seed site
- General Description of the Multi-Year Plan (5 Years)
- Detailed plans for the first 2 years
- Performance Measures for the primary Weed and Seed focus efforts.

C. PROBLEMS AND NEEDS ASSESSMENT / SITE SELECTION: Applicants should address and prioritize the specific crime problems (i.e., Part I and Part II) and social problems noted below to provide a comprehensive assessment of their community and the corresponding Weed and Seed site even though they may not be able to address each problem over the potential 5-year funding period. This assessment process would, at the very least, inform and encourage other local and state public as well as private agencies to consider what they may be able to contribute to ameliorate one or more of the issues that the Weed and Seed site is, or is not, able to address. Please, be aware that **current and 2 years of prior data must be included.**

C1. Adult/Juvenile Crime and Reentry: Applicants should provide a detailed crime **description** of the community using both statistical information and mapping technologies as necessary in order to define and clearly present the crime problems within their communities at large as well as in the proposed Weed and Seed area. In this analysis they should describe serious and violent crime, i.e., Part I: aggravated assault, arson, business/residential burglary, homicide, rape, robbery, drug related crime, (include specific types of drugs) vehicle theft. **Current and 2 years of prior data must be included.** The applicant must also describe Part II crime that is less violent, i.e., criminal mischief, prostitution, child abuse, neglect, molestation/sex offences, vagrancy, public intoxication, and disorderly conduct that is nevertheless damaging to the community. **Current and 2 years of prior data must be included.**

In addition, this analysis should address the reentry of serious/violent adult and juvenile offenders from correctional facilities back into the community, recognizing the populations' high incidence (67%) of recidivism. It is advised that this part of the crime analysis address the number of offenders that have returned over the **past three 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.**

C2. Social Problems and Needs: A corresponding **description** of selected social problems other than crime should be articulated concurrently focusing on truancy K-12; school dropout; gang activity, delinquency, teen pregnancy, substance abuse, unemployment, illiteracy, percent of people with no high school diploma/GED; number and location of welfare clients; housing/code violations; owner vs. rental properties; inadequate public transportation; adequacy of other infra-structure problems (lighting, water and sewage systems). Related to the assessment of social problems the communities may wish to also assess the availability of social services in the proposed Weed and Seed site; 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. **Current and 2 years of prior data must be included.**

C3. Crime, social problems and needs analysis: Applicants should address and prioritize the specific crime-related and social programs noted above to ensure that a comprehensive assessment of the community and corresponding Weed and Seed site is made, even though the site 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 ALL statistical information available in the GIS format. What this means is that where possible geographic data needs to be provided in a GIS format for either ArcGIS or MapInfo. Where geographic data is not available a geographic identifier -- such as an address, an X and Y coordinate pair, FIPS code or other identifier that can link this statistical data to a geographic feature -- should be provided.**

CCDO also encourages WSC applicants to place on their Steering Committees representatives from city and county planning departments -- most of whom have immediate access to GIS expertise, equipment and existing mapping products.

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

- a. Criminal activity and social problems that will be a primary focus of the Weed and Seed site efforts; criminal and social problem activities; community perceptions; and research and other information that supports the selection of the Weed and Seed target location.
- b. A comprehensive analysis of the juvenile and adult drug and violent crime problems in the designated area compared to 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 for the most serious and/or difficult social problems with which local residents must contend; (e.g., 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 neighborhood resides.
- c. Describe and prioritize the most pressing needs of the community as identified by the residents. A site must annually define existing public/private resources that are operational in the target 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 existing resources a site also must define the proposed existing resources it intends to transfer through its partnerships and to dedicate to the site. Sites should take into account schools, faith-based organizations, social services, parks and recreational facilities. Understanding the characteristics of the selected site is necessary to provide a picture of the community. Special characteristics of the community should be included, such as :
 - Population demographics
 - Cultural concerns
 - Geographical factors (e.g., brownfields, isolated areas)
 - Housing stock and age
 - Percent 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 - should be expressed. Why existing resources cannot adequately address the crime and other social problems should be clearly articulated.

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

D. MANAGEMENT STRUCTURE: Applicant must demonstrate the site's capacity to implement the plan it proposes. The Management Structure section should address who

is involved and how the strategy was developed, how the proposed Weed and Seed site will be managed, what the plan for day-to-day management is, and how assessment will be addressed. Applicant must describe policy level decision-making responsibilities, day-to-day operational issues and monitoring of site activities.

The following are important key elements:

D1. United States Attorney (USA) Leadership: The U.S. Attorney plays a central role in the organization of the Steering Committee. 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) convening/co-chairing the Steering Committee and overseeing the law enforcement strategy; 2) approving requests to use the U.S. Attorneys' Fund for Weed and Seed activities; and 3) approving final selection of a Site Director candidate before he/she is hired.

D2. Steering Committee: The Steering Committee should reflect the key partners who are committed to or live in the community, 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 responsible for establishing Weed and Seed's goals and objectives; working on tasks identified to achieve strategy goals; designing and developing programs; providing guidance on implementation; and, if funded, making future budget decisions and assessing program achievements. Remember, this is a coordinated strategy where working partnerships are vital. It is not an agreement for funding. 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 site pursuant to its proposed strategy. Every member of the Steering Committee should 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 WSC.

Individuals from these stakeholder groups must be included:

- a. City Government
- b. Community Residents
- c. U.S. Attorney's Office
- d. Local Law Enforcement (i.e., Chief of Police)
- e. Prosecutor (i.e., State's Attorney/District Attorney's Office)
- f. Drug Enforcement Administration (D.E.A.) representative

Additional committee members may include representatives of organizations such as:

- Non-profit organizations
- Foundations/Corporations
- Faith-Based organizations
- Social Services Agencies
- Planning Commission
- Community Corrections
- Parole/Probation
- Judiciary
- School Board
- Mental Health organizations
- Employment agencies
- Housing organizations
- Remedial Education

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 roles and responsibilities have to be focused on:

- Selected programs/ problems
- Resource development in the community
- Grant management

D3. Weed and Seed Subcommittees: Most Weed and Seed sites have found that using subcommittees is an effective means of distributing the workload. Each subcommittee should 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.

D4. Weed and Seed Site Director: The “Site Director” is central to the day-to-day management of the Weed and Seed strategy which can include facilitating the work of your Steering Committee, ensuring good communication within the community and keeping track of the implementation of your strategic plan. This position will be responsible for coordinating the activities of organizations and agencies that have committed to services, volunteers, and contributions to the operation of Weed and Seed strategy. CCDO requires that this individual be full-time.

D5. 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 (OJP) 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 Site Director (all three) must not be from the same organization. The fiscal agent works

cooperatively with the Steering Committee and 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 site is selected.

D6. Additional Neighborhood Resource Providers: There may be a number of organizations in the community that may 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. 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 (local, state and Federal). 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.

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 implementing the Weed and Seed strategy. Applicants are encouraged to also include in the MOAs those agencies that will provide crime and social data. **Please do not submit the MOAs with the application to CCDO;** you will be asked to provide these agreements during a site verification visit if approved in 2007 as a WSC. **However, applicants must submit with their application an itemized list of MOAs which briefly delineates the scope of contributions.** 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 should 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 neighborhood, a change of agency priorities to better serve designated neighborhood residents, etc. MOAs should state the type of resource(s) being provided, for what purpose, and length of time. [See Appendices for a template MOA.]

E. 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 at each Weed and Seed site is to coordinate existing and new government and private sector initiatives, criminal justice efforts, and human services and to concentrate those resources in the selected neighborhood in order to maximize their impact. The application must demonstrate these collaboration approaches.

E1. PARTNERSHIPS, COLLABORATIONS AND FEDERAL, STATE, LOCAL, PRIVATE AND TRIBAL COORDINATION: Critical to the success of the Weed and Seed collaborative approach is the establishment of a dynamic relationship among Federal, state and local and -- where applicable -- Tribal Governments together with private stakeholders. Communities should draw upon existing initiatives, programs and focus areas of concern that have 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 effort is highly encouraged. These programs can include Department of Justice-sponsored programs such as: Project Safe Neighborhoods (PSN), Drug-Free Communities, Drug Courts, the Serious and Violent Offender Reentry Initiative (SVORI), High Intensity Drug Trafficking Area (HIDTA) task forces, etc. Programs from other Federal agencies such as the Department of Education, Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA), together with state, local or private sector projects or organizations should be strategically aligned.

E2. 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 focus 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.

a. 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.

b. 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 should serve as a bridge between the Weeding and Seeding elements of the strategy.

c. Prevention, Intervention and Treatment Linkages. Methods to ensure that prevention, intervention, and treatment programs are coordinated in order to avoid duplication or gaps in services should be discussed.

d. Neighborhood Restoration Linkages. Methods to coordinate the neighborhood restoration strategy with the economic development plans of the city or county should be in place. The discussion should include information pertaining to the planning, implementation, and sustainment activities with the city planning and economic development offices, city council, and community development corporations.

E3. ROLE OF RESIDENTS IN STRATEGY IMPLEMENTATION: If Weed and Seed is to be successful, residents must be involved in the effort. Neighborhood residents should be invited to participate in various subcommittees. Plans and actions should also be shared with the community to obtain its support. Residents should work with

community policing officers to resolve neighborhood problems; participate in the operation of any Safe Haven; and in the neighborhood restoration element of the strategy.

E4. COMMUNICATION PLAN: This final element of the coordination effort is also critical to generating community participation, interest and involvement and to continue to build partnerships in support of the Weed and Seed strategy.

F. WEED AND SEED PLANS:

F1. MULTI-YEAR PLAN: A site will provide a succinct overview of the types of interventions being considered to address the aforementioned problems over the 5-year funding availability period. Sites will have to be very selective as to which problems it will address, to what degree, and in what order of priority.

F2. DETAILED PLANS FOR INITIAL 2 YEARS OF SITE DEVELOPMENT:

The Weeding and Seeding strategies must complement each other. CCDO expects that sites will fully describe and account for the sustainability of at least two efforts (i.e., one Weed and one Seed).

CCDO expects sites to turn over day-to-day management functions of the initial ventures to other organizations before it begins to implement the ventures of the second half of its tenure as a WSC. Sites should coordinate with appropriate agencies to have particular efforts managed early in their development by the most appropriate public or private agencies/organizations within the community to ensure sustainability. The speed with which a site develops and institutionalizes further efforts will impact further funding decisions. A site 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 process measures which 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 “Community Problems/Needs Assessment.”

When developing Weed-focused efforts, consider:

WEED PROGRAM DESCRIPTION (REENTRY EXAMPLE)

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

WHO: Explain the individuals who will be impacted by the program activities (e.g., police, community police officers and returning offenders);

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

WHERE: Explain the location of the program's impact area (e.g., the Weed and Seed target area in which 200 offenders live);

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

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

LAW ENFORCEMENT: The law enforcement element should focus on the removal of chronic and violent street criminals from the designated neighborhood. It should consist primarily of crime suppression activities designed to identify, apprehend, and incapacitate violent street crime. Interagency collaboration among Federal, state and local 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 should serve as a bridge between Weeding and Seeding activities AND BE INCORPORATED INTO EACH EFFORT UNDERTAKEN. The idea here is that neighborhood problems require a comprehensive, coordinated approach where criminal justice agencies work in partnership with human service agencies, the private sector, and the community. Community policing strategies should integrate four basic concepts: 1) pro-active problem solving; 2) partnerships; 3) permanent assignment of police officers to the designated focus area; and 4) an emphasis on youth crime prevention. It can also include activities that increase citizen participation in crime prevention, such as a Neighborhood Watch program or Citizen Corps.

When developing Seed-focused efforts, consider:

SEED PROGRAM DESCRIPTION (TRUANCY EXAMPLE)

WHAT: Explain the program effort's purpose and proposed impact (e.g., to reduce truancy among K-3rd grade students in the target area);

WHO: Explain the individuals who will be impacted by the program activities (e.g., 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 (e.g., the program will operate from two weeks prior to the beginning of the school year until the end.);

WHERE: Explain the location of the program's impact area (e.g., in two elementary schools within the Weed and Seed area);

HOW: Explain the prevention, intervention, treatment and supervision activities (e.g., 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 that are having difficulty in school).

HOW MUCH: Explain 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/TREATMENT: The prevention/intervention/treatment element should help 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. Sites should have at least one Safe Haven in the designated neighborhood. The Safe Haven should provide a variety of services and supportive programs, e.g., educational, cultural, recreational, health, and justice-related -- with an emphasis on coordinated delivery of these services.

NEIGHBORHOOD RESTORATION: CCDO requires that sites create a variety of strategies for neighborhood restoration. Community revitalization efforts should include enforcement of building codes and development of the economy. It is preferable that the strategies address all aspects of restoration, but in addition to building code enforcement and economic development, 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, and 4) physical environment clean-ups.

What is a Safe Haven and why should a site have one?

A Safe Haven is a multi-service center that coordinates youth and adult services in a highly visible, secure and accessible facility. In a Safe Haven, residents should learn to resist drugs and crime and avoid other neighborhood problems. CCDO believes the Safe Haven should be a central focus of coordinated, community-based prevention, intervention, and treatment efforts. [See *Definitions Appendix for further information about Safe Havens*].

G. PERFORMANCE MEASURES: Sites will be expected to provide clear and concise performance measures for their programs and activities, which should include process and outcome data related to their program efforts throughout the 5-year funding period. The primary outcome required in all sites is a decrease in crime in the designated focus 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.) can be measured.
- How impacts/outcomes are measured and specific indicators are stated.
- 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.

Discuss the plan for evaluating the Weed and Seed strategy. Applicants must have an assessment plan and conduct an objective evaluation of the implementation of the strategy in order to measure its progress and success. Working with an academic or research partner is required 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 should be addressed:

- Who will be responsible for conducting the assessment and their qualifications;
- The decision process used to select this person/agency;
- How the assessment will be carried out;
- The frequency by which reports will be generated; and
- How measurable outcomes listed in the strategy will be monitored.

The methods to be used for reporting, monitoring, and assessing the initiative should be described. Focus on the results the site 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.

The U.S. Attorney's office and the advisory committee will monitor this progress.

H. BUDGET, SUSTAINABILITY and LEVERAGING: Sites are responsible for establishing and maintaining an adequate system of 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 (or two separate budgets can be submitted).

- All personnel and contractors to be funded through the project must be named, unless they are new hires, in which case they should be listed as “TBD”
- All law enforcement personnel detailed to the operation must be named, unless they are new hires, in which case they should be listed as “TBD”
- Designate which agencies will receive equipment, use travel funds, supplies, etc.

Match Requirement

The WSC funds may not exceed 75 percent of the total cost of the projects described in the WSC strategy. A minimum of 25 percent of the total project cost is a required match and **must come from state, local or private sources (non-Federal)**. For example, if the request for Federal support is \$175,000, the minimum local match requirement would be \$58,333 making the total project budget \$233,333. The following formula can be used to calculate local match:

(Federal Request ÷ .75) x .25 = Local match

\$175,000 ÷ .75 = \$233,333

\$233,333 x .25 = \$58,333

Matching Funds are restricted to the same uses of funds as allowed for Federal Funds. The match requirement can be satisfied with either cash or in-kind services. An in-kind match must be documented in the same manner as grant-funded activities. The cost of activities counted as match must be directly related to the project goals and objectives, and should be included as part of any evaluation or assessment. The budget and budget narrative must identify the source of the 25 percent **non- Federal** portion of budget, and provide details about how the matching funds will be used.

Grant Limits

A Weed and Seed community may not receive grants for a period of more than 5 separate fiscal years or in an aggregated amount of more than one million dollars (\$1,000,000).

CCDO has a limit on funding equal to 3 Federal Weed and Seed Communities 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 Communities.

H1. BUDGET DETAIL AND BUDGET NARRATIVE: Budget detail and budget narrative have to address how the deployed resources and the Weed and Seed limited funding will be distributed in your primary Weed and Seed focused programs. Allocation of Weed and Seed limited funds, community resource funds (existing, 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.

H2. SUSTAINABILITY PLAN AND LEVERAGING: Because the Weed and Seed Strategy promotes sustainability as a means to maintain programs, applicants must provide a developmental, organizational, financial and program sustainability plan. Describe how the initial Weed and Seed focused programs will be funded after the first two years. Minimal Weed and Seed funding can only provide 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.

APPLICATION SCHEDULE

Notice of Intent: By **Thursday, June 29, 2006** (POSTMARK DATE) all applicants for designation as a WSC (any non-grant, community supported site as referred to in the guideline) must submit a notice of intent, co-signed by the local U.S. Attorney (USA) with geographic oversight for the location, indicating that the municipality, nonprofit organization and/or neighborhood association will apply as a WSC candidate. Contact information for the USAO in your area can be found at: <http://www.usdoj.gov/usao/offices/index.html> The notice must also include the following for the proposed area: Congressional District, U.S. Census Tract numbers, proposed street boundaries, population, Part I crime indicators related to the overall city, and a map. It must also include which partners are and which will be involved in developing the proposed strategy and contact information for the person/official submitting the notice. The notice of intent must be mailed **via Fed Ex** to:
Community Capacity Development Office 810 7th Street, NW Washington D.C. 20001.
[See Appendices: Notice of Intent]

WSC Draft Application Review: By **Tuesday, January 9, 2007** (POSTMARK DATE), the applicant must submit draft WSC application components to their local USAO. This will give the local USAO enough time to review the application, discuss any matters related to the application with the applicant, and develop the cover letter that must be sent concurrent with final application filing. To ensure that this deadline is not missed, the applicant should contact the USAO and note any special considerations their office may have for dropping off mail or packages.

Applicants must register in **grants.gov** no later than 8:00PM EST on **Tuesday, January 23, 2007**. *[See "How to Apply" for information on registering in grants.gov.]*

WSC Application Filing: By 8:00 PM EST, **Wednesday, January 31, 2007**, the final WSC application must be submitted.

Applications should be submitted only once. An e-mail notification of receipt will be sent as confirmation. E-mail notification of submission/filing must be made to the USAO as a certification that it was submitted on time.

Cover Letter: By **Wednesday, January 31, 2007** (POSTMARK DATE), the local U.S. Attorney must submit a cover letter endorsing the application and certifying that the community suffers from consistently high levels of crime or is otherwise appropriate for such designation; that the Weed and Seed strategy proposed, adopted and 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 CCDO Director; that the Steering Committee is capable of implementing the strategy appropriately; and that the community agrees to formulate a timely and effective plan to independently sustain the strategy (or, at a minimum, a majority of the best practices of the strategy) when CCDO funding is no longer available. This letter is essential for an application for WSC to be complete. The cover letter must be mailed **via Fed Ex** to:
Community Capacity Development Office, 810 7th Street, NW, Washington, DC, 20001

What Applications Must Include

Standard Form 424: The SF-424 is an Application for Federal Assistance. 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. http://www.ojp.usdoj.gov/Forms/sf424_fillable.pdf

Program Narrative and Budget Narrative: The program narrative and budget narrative must describe the proposed Weed and Seed strategy and budget related information. Applicants must use the [template and structure provided](#):

Budget Detail Worksheet- The worksheet should 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 should 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. **Budget detail utilizes OMB Form 1121-0188, which may be found at:** http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf

Budget Narrative: The narrative should describe each budget item and relate it to the appropriate budget activity. It should closely follow the content of the budget detail worksheet and provide justification for all proposed costs. In the budget narrative the applicant should explain 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 should justify the specific items listed on the budget detail worksheet (particularly supplies, travel and equipment) and demonstrate that all costs are reasonable.

Other Attachments

- **Geographic Information Systems (GIS) Maps:** All applicants are expected to submit the problems and needs assessment data which support the proposed Weed and Seed strategy. Where information can not be provided - or is unavailable- in GIS format, other formats which demonstrate a site's problems/statistical picture are acceptable.
- **GPRA:** All applicants must complete the Government Performance and Results Act (GPRA) forms (**Rev. 2.6, dated January 11, 2006**), which can be downloaded from the Weed and Seed Data Center at <http://www.jrsa.org/weedandseedinfo/gpra.htm>. *[See Appendices for further information on GPRA filing.]*

Other Required Documentation

Successful applicants must agree to comply with the following additional requirements prior to receiving grant funding. Detailed information for each can be found at www.ojp.usdoj.gov/otherrequirements.htm. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application.

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations (if applicable)
- 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
- Suspension or Termination of Funding
- Certification Regarding Lobbying; Debarment; Suspension, and other Responsibility Matters; and Drug Free Workplace Requirements
- Accounting System and Financial Capability Questionnaire

(Note: Standard forms for many of the above requirements as well as forms for first-time grantees can be found at: www.ojp.usdoj.gov/forms.htm)

Selection Criteria

WHAT WE LOOK FOR IN AN APPLICATION

Following is a list of the things CCDO considers most important in analyzing whether a community is competitive for Weed and Seed Community designation:

- ✓ ***Evidence of persistent serious violent crime (Part I)***
- ✓ ***Demonstration of collaborative existing efforts***
- ✓ ***Demonstration of ability to leverage resources***
- ✓ ***A high-quality management plan and structure***
- ✓ ***A comprehensive assessment of community conditions***
- ✓ ***Focus on a limited number of initiatives, particularly at program commencement***
- ✓ ***Clear articulation of the problems in a clear, concise and compelling manner, strongly supported through the use of maps and statistics***
- ✓ ***Evidence of a plan -- from the outset -- to sustain the effort***
- ✓ ***Appropriate partners who have engaged all sectors of the community, including residents.***

Review Process

The Weed and Seed Communities (WSC) Program guideline application process is highly rigorous. Applications are reviewed and assessed based on the strength and completeness of responses to each of the sections.

Notifications about the status of these applications will be sent to local applicant's corresponding United States Attorneys' Offices (USAOs). If a WSC application is approved at the review stage, CCDO will schedule a site "verification" visit to meet with members of the applicant community to review the strategy, verify crime data, examine copies of signed Memoranda of Agreement (MOAs), meet with the Steering Committee and tour the designated focus area.

Approval under the WSC guideline is valid for five calendar years starting October 1, 2007. If a site application is approved, the site will receive its initial funding during 2007. Approved sites will be eligible to apply for further funding throughout the balance of the five years -- subject to availability of Federal funds. An approved site will be allowed to use the Weed and Seed logo/tool kit of promotional materials during this period. WSC certification may also give sites priority in obtaining other discretionary Federal funding related to comprehensive community-based crime prevention strategies, as well as participating in various CCDO-sponsored trainings and receiving technical assistance.

If an applicant community does not receive WSC designation, but has an application that demonstrated strong local capacity and persistent high serious violent crime problems, the site may still be eligible, in consultation with the local USAO for its jurisdiction, for limited technical assistance from CCDO.

POINTS DISTRIBUTION STRUCTURE

Parts	Description	100 Points	100 %	Completed
I	Name and Location	0	0%	
II	Executive Summary	1	1%	
III	Problems and Needs Assessment (15 total points)			
III A	Crime and Reentry Description	3	3%	
III B	Social Problems and Needs Description	2	2%	
III C	Assessment Analysis			
III C 1	Primary Focus Assessment Analysis	2	2%	
III C 2	Comparisons with city or county	2	2%	
III C 3	Describe and prioritize needs and gaps	4	4%	
III C 4	Description how resources will be redeployed and coordinated	2	2%	
IV	Management Structure (15 total points)			
IV A	Steering Committee	7	7%	
IV B	Sub Committees	1	1%	
IV C	Site Director	3	3%	
IV D	Fiscal Agent	2	2%	
IV E	Additional Neighborhood Resources	2	2%	
V	Coordination Components (15 total points)			
V A	Partnerships	2	2%	
V B	Coordination Strategies	10	10%	
V C	Role of Residents	2	2%	
V D	Communication Strategies	1	1%	
VI	Pre-award Development Period (12 total points)	12	12%	
VII	Proposed Development Plan (26 total points)			
VII A	Multi-year Plan	3	3%	
VII B	Initial 2 years plan	16	16%	
VII C	Performance Measures	7	7%	
VIII	Budget, Sustainability and Leveraging (16 total points)			
VIII A	Budget and budget narrative	10	10%	
VIII B	Sustainability and Leveraging	6	6%	
	TOTAL	100	100%	

Applicants may use the last column as a checklist.

APPENDICES

Additional References

The following can be found on the Community Capacity Development Office Web site, under the “Weed and Seed” and “CCDO Funding” sections:

<http://www.ojp.usdoj.gov/ccdo/>

1. [Department of Justice Appropriations Authorization Act, Sec. 211](#)
2. [Template Guidance \(Program Narrative and Budget Narrative\)](#)
3. [Definitions](#)
4. [Site Implementation Benchmarks](#)
5. [Notice of Intent Template](#)
6. [Steering Committee Composition Chart](#)
7. [Evidence-based programs \(Best Practices\) Information](#)
8. [Information Collection Guidance](#)
9. [Template Memorandum of Agreement \(MOA\)](#)
10. [Accessing Training and Technical Assistance](#)
11. [Weed and Seed Program Example](#)
12. [GPRA Forms](#)
13. [Local and National Evaluations](#)
14. [Measuring Sustainability](#)
15. [Coordination of Federal Resources/ VISTA Reentry Initiative](#)
16. [Background Screening Requirement for Staff Working with Children](#)
17. [Allowable Costs and Unallowable Costs](#)
18. [Narrative and Budget Detail Worksheet Samples](#)
19. [Weeding Funds and Joint Operations \(Weed and Seed\)](#)
20. [Mini Grants Procedures](#)
21. [Revision of Grant Budgets](#)
22. [Bell Curve Funding Structure](#)