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.*