



Fiscal Year 2004

Weed and Seed Program Guide and Application Kit

Competitive Sites

GMS Registration Deadline:
September 9, 2004, 5:00 PM EST

Application Deadline:
September 9, 2004, 8:00 PM EST

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June 2004

Dear Applicant:

Enclosed is the Community Capacity Development Office's (CCDO's) FY 2004 Weed and Seed Program Guide and Application Kit for Competitive funding.

Please review these guidelines thoroughly, and carefully plan to invest your Weed and Seed funding for maximum impact in your community. The Office of Justice Programs recognizes that the funds you receive under the Weed and Seed program will never provide for all of the public safety- and community development-related needs of your sites. However, we encourage you to use the Weed and Seed application and planning process to work with your Steering Committee and coalition partners to improve collaboration, leverage other available Federal, state, and local resources, and then fill gaps in public safety related needs.

In 2004, CCDO will work closely with sites to help you identify and benefit from funding and training available from other government agencies, as well as the private sector, for many of the "seeding" related needs of your communities. This will allow you to use CCDO and other Department of Justice funding for its intended purpose of supplementing community development and law enforcement initiatives.

Another important focus for 2004 will be helping sites plan for sustainability. CCDO funds are intended to help communities develop sound Weed and Seed strategies, implement an effective, coordinated program, and leverage additional federal, state, and local support to sustain your Weed and Seed program over the long term. I strongly encourage you to begin now to build this long-term capacity into your programs.

Please carefully follow the directions for applying for 2004 Weed and Seed funding. If you have questions regarding the Application Kit or the application process, please call your program manager at (202) 616-1152. **All applications must be submitted online via the Internet-based Grants Management System (GMS).** If you do not have an Internet account established, please contact the GMS Hotline at (888) 549-9901 for assistance in creating an account.

Thank you for your continued involvement in Weed and Seed and for all you are doing to improve the safety and quality of life in your communities.

Sincerely,

Nelson Hernandez
Director
Community Capacity Development Office

Enclosure

cc: U.S. Attorney
Law Enforcement Agency Partner

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The following Training and Supplemental Materials for 2004 Weed and Seed Competitive Funding Applicants are on the web at: www.ojp.usdoj.gov/ccdo/funding.htm

- A. National Directory Update
- B. Sample Letter of Non-Supplanting
- C. Site Development Benchmarks
- D. "Guidelines for the evaluation of information obtained in state and national criminal background checks on employees and volunteers who work with or have responsibilities over children, the elderly, and individuals with disabilities at Weed and Seed Sites"
- E. Government Performance and Results Act (GPRA) Forms

APPLICATION CHECKLIST

PLEASE USE THIS CHECKLIST AS A TOOL TO ENSURE THAT YOU INCLUDE ALL REQUIRED ELEMENTS IN YOUR APPLICATION.

All applications must be submitted electronically through the Grants Management System (GMS). For further information on GMS, see page 15, or go to the Office of Justice Programs web site: www.ojp.usdoj.gov/fundopps.htm. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text Documents (*.txt*).

I Submit the following online through GMS:

- _____ An Application for Federal Assistance (SF-424). All data fields in the electronic form must be populated.
- _____ The name of the authorizing official on the Assurances and Certifications screen. The authorizing official must review the Assurances and Certifications forms in their entirety. The authorizing official does not need to submit signed hard copies of these forms to CCDO. Click to “sign off” on these on the GMS application.
- _____ One “Budget Detail Worksheet and Budget Narrative” file.
- _____ One “Program Narrative” file that contains the following:
 - _____ A. Management Structure
 - _____ B. Nature and Extent of the Problem
 - _____ C. Scope of Work for the Next 12 Months
 - _____ (1) Official Recognition Strategy Implementation Stage
 - _____ (2) Law Enforcement
 - _____ a. Strategy Summary
 - _____ b. Goal(s)
 - _____ c. Objective(s)
 - _____ d. Activity/Task/Project(s)
 - _____ e. Implementation Plan
 - _____ f. Outcome Measure(s)
 - _____ g. Funding Support
 - _____ (3) Community Oriented Policing (replicate a-g)
 - _____ (4) Prevention/Intervention/Treatment (replicate a-g)
 - _____ (5) Neighborhood Restoration (replicate a-g)
 - _____ D. The Federal Role
 - _____ E. Coordination
 - _____ F. Evaluation
 - _____ G. Sustaining Your Weed and Seed Strategy
- _____ One “Other Program Attachments” file that contains the following:
 - _____ A. Site Summary
 - _____ B. National Directory Update

Please refer to corresponding sections in the application kit, which includes detailed instructions and program narrative example sections, to determine the contents of each attachment. **Applicants must follow the outline provided. Please note that you must upload one file per attachment. Only the most**

current file uploaded to the appropriate attachment will be saved as a part of the application. Thus, if you do not assemble and attach all sections of the Program Narrative as one file, we will only receive the last file that you attached. For example, if an applicant initially attaches responses to the Management Structure, Nature and Extent of the Problem, and Scope of Work as one file, and subsequently attaches the Special Emphasis Narrative as a separate file, we will only receive the Special Emphasis Narrative.

II Fax the following documents to the GMS RightFax line at (202) 354-4147. You must include your GMS-assigned application number (e.g., 2004-W0001-MD-WS) on the fax cover sheet and each subsequent page of the fax for identification purposes! If you have any of these documents electronically, please submit them online as a part of your "Other Program Attachments" file.

- _____ Signed U.S. Attorney Letter of Commitment. This letter should also specify the Federal law enforcement agencies that participated in developing the site's law enforcement strategy.
- _____ Signed Letter of Non-Supplanting.
- _____ Government Performance and Results Act (GPRA) Forms.
- _____ A map depicting the street boundaries of the designated area(s) (no larger than 8 ½ inch x 11 inch paper size); a description in words of the street boundaries of the site; and a list of the Census Tract(s) of the designated Weed and Seed area(s).
- _____ Signed Confidential Funds Certification, if applicable (see sample in the OJP Financial Guide, Chapter 8: Confidential Funds, at www.ojp.usdoj.gov/FinGuide/part3-ch8.htm#confundscert).
- _____ Completed/signed Accounting System and Financial Capability Questionnaire, if applicable. **This form is required for all new non-profit organization applicants that have no prior grants with any offices/bureaus within the Office of Justice Programs.** (download form from www.ojp.usdoj.gov/forms.htm)

No paper submissions of the FY 2004 funding application are required; however, all applicants need to retain at least one hard copy of the completed application in the event that portions need to be resubmitted as well as for future reference.

The deadline for the on-line GMS application (along with GMS RightFax submissions) is **September 9, 2004, 8:00 PM EST.**

Applicants need to register in GMS no later than 5:00 PM EST on September 9, 2004, as you must receive confirmation that you are eligible to submit an application prior to submitting one. **Although the GMS registration deadline is the same day as the application deadline, we recommend that applicants register in GMS at least 2 weeks prior to the deadline.** Please refer to the "Using the Grants Management System (GMS)" section, on page 15 of this solicitation, for further instructions.

III Need Help?

- For GMS technical assistance, call the OJP/GMS helpline at (888) 549-9901
- Consult the OJP website at <http://www.ojp.usdoj.gov/fundopps.htm>.
- Call the CCDO program manager for your site at (202) 616-1152.
- For financial management assistance, contact the Office of the Comptroller (OC) Customer Service Center at (800) 458-0786 or via e-mail at askoc@ojp.usdoj.gov.

OPERATION WEED AND SEED

Introduction

This document describes the program requirements and provides the information needed to apply for FY 2004 funding under Operation Weed and Seed. Administered by the Community Capacity Development Office (CCDO), Office of Justice Programs (OJP), U.S. Department of Justice, Operation Weed and Seed is a community-based initiative that encompasses an innovative and comprehensive multi-agency approach to law enforcement, crime prevention, and community revitalization.

The Weed and Seed Strategy

Operation Weed and Seed is foremost a strategy--rather than a grant program--that aims to prevent, control, and reduce violent crime, drug abuse, and gang activity in designated high-crime neighborhoods across the country. Weed and Seed sites range in size from several neighborhood blocks to a few square miles.

The strategy involves a two-pronged approach: law enforcement agencies and prosecutors cooperate in "weeding out" violent crime and drug abuse; and "seeding" brings human services to the area, encompassing prevention, intervention, treatment, and neighborhood revitalization. A community-oriented policing component bridges the weeding and seeding strategies. Officers obtain helpful information from area residents for weeding efforts while they aid residents in obtaining information about community revitalization and seeding resources.

The Role of the U.S. Attorney

The U.S. Attorney plays a central role in organizing the Steering Committee and bringing together communities with other Weed and Seed participants. 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) deciding whether to execute a letter of recommendation in furtherance of an application for Official Recognition of a site; 3) approving requests to use the U.S. Attorneys' Fund for Weed and Seed activities; and 4) approving a site coordinator candidate before he/she is hired.

Official Recognition

Official Recognition designation is the first step in the Federal Weed and Seed process. A community that is interested in becoming a Weed and Seed site must notify the U.S. Attorney's Office in its district of the intent to develop a Weed and Seed Strategy, in the form of a strategic plan for crime reduction and neighborhood revitalization, and then obtain an *Executive Office for Weed and Seed Implementation Manual* and the current Official Recognition Guidelines and Application. These documents can be downloaded from the OJP web site at www.ojp.usdoj.gov/ccdo/publications.htm. The U.S. Attorney, or his/her designee, can assist the prospective site with organizing a Steering Committee and planning and developing a strategic plan. The prospective site applies for Official Recognition of its Weed and Seed strategy by submitting its strategic plan - through the local U.S. Attorney's Office - to CCDO for review and approval. The strategy must be locally driven and developed in accordance with CCDO guidelines. Benefits of Official Recognition include preference in receiving discretionary resources from participating Federal agencies; priority for participating in federally sponsored training and technical assistance; use of the official Weed and Seed logo; and eligibility to compete for Department of Justice Weed and Seed funds.

Maintaining Best Programs and Providing Training

Weed and Seed Competitive Sites are offered funding to maintain their best programs so that they can improve coordination in planning and implementing their own Weed and Seed strategy and serve as examples for other sites, including those developing their strategies. However, sites are expected to develop a sustainability strategy which involves the use of other existing local, state, and/or Federal resources to maintain these best programs after the life of the grant.

Sites are 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; providing personnel who provide training at regional and/or national Weed and Seed training conferences; or by hosting training conferences to which other sites will be invited. Each site also will be expected to provide 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 Sustainment Through Coordination With Other Resources

Coordination of resources is an essential part of using funds efficiently and in a manner that will sustain the project for the long term, after initial, start-up funding from CCDO expires. Weed and Seed sites are encouraged to coordinate with other Department of Justice programs that may be underway in your locality, especially Project Safe Neighborhoods (www.psn.gov/) and the Serious and Violent Offender Reentry Initiative (www.ojp.usdoj.gov/reentry) from the outset, and include that coordination in their Weed and Seed strategic plan. The strategic plan should also encompass related community development efforts, and Federal funding sources (e.g., Department of Justice funds, Department of Housing and Urban Development funds, Department of Health and Human Services funds, Department of Education Funds); as well as state, local, and private resources. In addition, U.S. Attorneys' offices can assist communities through "Weed and Seed" real property transfers. Coordination among Federal agencies can be facilitated through the Federal Executive Boards (web site: www.feb.gov/). Further information on Federal agencies and their programs that may be of interest to Weed and Seed sites can be accessed at www.whitehouse.gov/government/fbcj/grants-catalog-index.html and in *The Guide to Federal Resources for Weed and Seed Communities*, available on the OJP web site at www.ojp.usdoj.gov/ccdo/whatsnew.htm. Further, sites are encouraged to explore other Federal resources supportive of their strategic plans through www.grants.gov. Through this web site, organizations can electronically find and apply for competitive grant opportunities from all Federal grant-making agencies, and they also may register to receive email notifications of new grant postings.

APPLICANT ELIGIBILITY AND SELECTION

Application Deadline

All applications must be submitted electronically through GMS. The deadline for submitting the GMS application (including GMS RightFax attachments) is September 9, 2004, 8:00PM EST. **Applicants must register in GMS no later than 5:00PM EST on September 9, 2004.**

DUNS Number Requirement

As of October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant is submitting an application through OJP's Grants Management System or using the [government-wide electronic portal](http://Grants.gov) (Grants.gov). An application will not be considered complete until the applicant has provided a valid DUNS number. Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at **no cost** by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

If you have any questions, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

EEO Survey

When submitting an application via GMS, applicants will see a link to the *Survey on Ensuring Equal Opportunity for Applicants*. This survey form was created and deployed for applicants that are private, nonprofit organizations (not including private universities). The *Survey on Ensuring Equal Opportunity for Applicants* assists the Federal government in ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for federal funding. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. This survey is not mandatory but organizations fitting the profile are encouraged to complete the form.

Eligible Applicants and Review Process

Only Officially Recognized Weed and Seed Sites in good standing are eligible to apply for funding. CCDO will review applications and rank Competitive applicants according to the following criteria.

Competitive Ranking Criteria

--**Absolute Requirements:** A) Did the U.S. Attorney sign the letter of commitment? B) Does the site have Official Recognition? **Sites not meeting the absolute requirements will not be reviewed further.** Applications for sites meeting the absolute requirement will be ranked based on the following:

--**Weighted Criteria. Scores will be used to rank sites. Sites with highest scores will be allocated funding until available funding is exhausted.**

- 1) Did the applicant submit a **complete** application that provides responses to all sections and sub-sections as outlined on the Application Checklist? 1 point
- 2) Will this site be the first or only active site in the US Attorney District? 2 points
- 3) Is the designated area within one of the following Federal, state, or local efforts: Empowerment Zone (EZ) or Enterprise Community (EC), Renewal Community, Hope VI (HUD), or Brownfields (EPA), **and/or** does the application discuss explicit coordination with Project Safe Neighborhoods (DOJ), Drug-Free Communities (ONDCP/OJJDP), the Substance Abuse and Mental Health Services Administration (SAMHSA), or the State Department of Corrections and/or Juvenile Justice Agency in the implementation of the Serious and Violent Offender Reentry Initiative (SVORI) funded in their state? 2 points
- 4) Does the application provide for a full-time coordinator funded 100% by reallocation of existing resources other than the Weed and Seed grant? *If yes, applicant must understand that the position must be leveraged for the entire 5-year funding eligibility period.* 2 points
- 5) Is this an **unfunded** site that received Official Recognition during a cycle prior to the issuance of the 2003 Official Recognition Guidelines? 1 point
- 6) Does the applicant identify and discuss an operational Safe Haven? 1 point
- 7) Does the application identify leveraged funding sources at a level five times (totaling no less than \$875,000) the CCDO core funding contribution? 1 point
- 8) Is the site in a rural or federally recognized American Indian/Alaskan Native tribal area? *The site must be clearly identified as such in the "Background" section of the Site Summary attachment.* 1 point
- 9) Is the designated area in the application in one of the top 300 Uniform Crime Reports (UCR) **rated** cities? 3 points

Award Amount

Unless otherwise noted, Competitive sites may apply for a total of \$175,000, of which at least half (\$87,500) must be used for "weeding," including community policing.

List of Sites Approved to Apply for FY 2004 Competitive Funding

Category I consists of current, unfunded sites as well as 2004 brand new sites and expansion sites that have received the required Official Recognition Verification visit and have been granted Official Recognition by CCDO. Category II consists of potential sites whose Official Recognition status is still pending. These potential sites still need to receive the required Official Recognition Verification visit and/or need to supply CCDO will additional information.

Category I - Official Recognition Finalized

Please note that the Site ID number is merely a randomly assigned identifier.

| State | City or County | Site Name | Site ID |
|-------|-------------------|---------------------------------------|---------|
| AZ | Flagstaff | Sunnyside | 502 |
| AZ | Glendale | Orchard Glen | 456 |
| AZ | Phoenix | Capitol Mall | 486 |
| AZ | Santa Cruz County | Nogales | 503 |
| AZ | Tucson | 29th Street Coalition | 504 |
| CA | Los Angeles | Harbor Gateway | 510 |
| CA | Oxnard | Southend | 433 |
| CA | Pomona | Pomona | 505 |
| CA | Santa Clara | Burbank Area | 431 |
| CA | Santa Paula | Las Piedras | 333 |
| CT | Willimantic | Willimantic | 513 |
| FL | Clearwater | Clearwater | 481 |
| FL | Collier City | Collier City | 424 |
| FL | Daytona Beach | Daytona Beach | 515 |
| FL | Palatka | Palatka | 514 |
| FL | St. Petersburg | Childs Park | 516 |
| GA | Athens | Hancock Corridor | 435 |
| HI | Honolulu | Ewa | 379 |
| HI | Honolulu | Kalihi/Palama/Chinatown | 487 |
| IA | Cedar Rapids | Central | 519 |
| KS | Kansas City | Kansas City | 520 |
| LA | Monroe | Lamyville/Renwich | 460 |
| ME | Androscoggin | Androscoggin | 488 |
| ME | Calais | Calais | 461 |
| ME | Sagadahoc | Sagadahoc | 489 |
| MI | Grand Rapids | Central City | 544 |
| MN | St. Paul | Summit University Expansion | 473 |
| MO | St. Joseph | St. Joseph | 436 |
| MS | Corinth | Corinth | 463 |
| MS | East Biloxi | D'lberville | 523 |
| MS | Greenville | Leland Neighborhood | 492 |
| NC | Burlington | Burlington | 445 |
| NC | Charlotte | Central Avenue Corridor | 524 |
| NC | High Point | Expanded Core City | 525 |
| NC | Raleigh | Thompson-Hunter Community Partnership | 556 |
| NJ | Atlantic City | Albany/Missouri Avenues | 483 |
| NM | Espanola | Westside | 440 |
| NY | Albany | Albany Expansion | 527 |

| State | City or County | Site Name | Site ID |
|-------|-----------------|----------------------------|---------|
| NY | Roosevelt | Uniondale | 552 |
| NY | Schenectady | Southend | 528 |
| NY | Wyandanch | Straight Path Corridor | 529 |
| OH | Cleveland | Central/Westside | 554 |
| OH | Dayton | Southeast | 535 |
| OH | Euclid | Euclid | 496 |
| OH | Hamilton | 2nd & 4th Wards | 532 |
| OH | Toledo | North River | 531 |
| OH | Toledo | Toledo West | 530 |
| OK | Midwest City | Midwest City | 467 |
| PA | Bristol | Bristol | 546 |
| PA | Coatesville | Coatesville | 537 |
| PA | Lancaster | Lancaster | 557 |
| PA | Philadelphia | North Expansion | 533 |
| PA | Philadelphia | West Expansion | 534 |
| RI | Providence | Olneyville/Hartford | 538 |
| TN | Kingsport | Kingsport | 543 |
| TX | Dallas | West Dallas | 540 |
| TX | Fort Worth | Near Southeast | 413 |
| TX | Laredo | Laredo | 414 |
| TX | Port Arthur | Port Arthur | 428 |
| VA | Charlottesville | Intervention Area | 450 |
| VA | Newport News | Newport News | 452 |
| VI | St. Thomas | Estate Bovoni/Tutu Hi-Rise | 541 |
| WV | Wheeling | Wheeling Island | 454 |

Category II: Pending Official Recognition Status - Official Recognition must be finalized by the September 9th deadline in order for these applicants to be considered in the funding competition.

| State | City or County | Site Name | Site ID |
|-------|---------------------|----------------------------|---------|
| AK | Anchorage | Russian Jack/Muldoo | 500 |
| AL | Montgomery | West Fairview | 501 |
| CA | Contra Costa County | Montalvin Manor | 509 |
| CA | Contra Costa County | N. Richmond/Rodeo | 512 |
| CA | San Francisco | Hunter's Point | 507 |
| CA | San Francisco | Outer Mission | 508 |
| CA | San Francisco | Visitacion Valley | 506 |
| CA | San Jose | East San Jose | 511 |
| GA | Atlanta | Vine City | 517 |
| HI | Honolulu | Pahoa/Kaohe Homest | 518 |
| MA | Brockton | Campello | 522 |
| MA | Fall River | Maple Gardens | 547 |
| MA | Holyoke | E. Beech Street | 549 |
| MA | N. Dorchester | Washington Street Corridor | 521 |
| MA | New Bedford | New Bedford | 550 |
| MA | Springfield | Springfield | 551 |
| NJ | Irvington | Irvington | 548 |
| NV | Reno | Southeast - 2nd Site | 526 |
| NY | Yonkers | 3 rd Precinct | 553 |
| OK | Oklahoma City | Option 1 | 536 |
| OR | Portland | Mt. Hood Coalition | 555 |
| TX | Marlin | Central South | 539 |

FY 2004 PROGRAM GUIDANCE

New Policies

- I. **Changes to Official Recognition Policy.** Beginning in FY 2004, all new Official Recognition designations will carry the same effective date of June 1, 2004. In addition, CCDO will accept Official Recognition applications for **new site designation only**. Applications will not be accepted for expansion sites. If you are a community with an expired or current Officially Recognized Weed and Seed site, you may only submit an application for a new geographic area in your jurisdiction. This new area may share only one border (i.e., street or avenue) with the designated area of an existing or expired Weed and Seed site.
- II. **Additional Requirement Specific to Measuring Sustainability.** In order for CCDO to assess Weed and Seed sites' leveraging and sustainability efforts during their five-year strategy implementation, Weed and Seed funding applicants are required to identify other funding sources at a level five times the CCDO core funding contribution. "Other funding" is defined as coordinated and leveraged public or private funds coming into the jurisdiction--not limited to the Weed and Seed fiscal agent--that are directed, in whole or in part, towards the Weed and Seed designated area(s). By the end of the five-year funding eligibility period, leveraged funding should equal or exceed \$875,000 (\$175,000 x 5). First-year sites that are able to **identify** other funding sources at this level in their Weed and Seed funding application are eligible to receive an additional point toward the weighted criteria (see page 6). The other funding sources and amounts need to be clearly listed and discussed in the Program Narrative, Section G: Sustaining Your Weed and Seed Strategy (see page 26). *Note: This is the same information that sites are required to discuss as "Funding Support" under the Scope of Work for each component, as well as on the Government Performance and Results Act (GPRA) forms each year under Section J: Coordinated and Leverage Non-CCDO Weed and Seed Resources.*
- III. **Additional Criterion for Rural and American Indian/Alaskan Native Sites.** First-year sites that are in rural or federally recognized American Indian/Alaskan Native tribal areas are eligible to receive an additional point toward the weighted criteria (see page 6). With the exception of areas defined as rural, target areas located within incorporated cities or townships must have a minimum population of 3,000. According to official U.S. Census Bureau definitions, rural areas comprise open country and settlements with fewer than 2,500 residents. For the purposes of Weed and Seed designation this would include counties that are completely rural or less than 2,500 urban population whether adjacent or not to a Metro Area. Applicable sites must clearly identify themselves as rural or American Indian/Alaskan Native in the "Background" section of the Site Summary (see page 35) in order for CCDO to make an assessment to assign this additional point.
- IV. U.S. Attorneys are requested to coordinate Project Safe Neighborhoods (PSN) and Weed and Seed efforts to the fullest extent possible. For example, the crime analysis done for PSN should inform the law enforcement strategy for Weed and Seed sites; and the coordination and community outreach structures for Weed and Seed should be used as a platform to advance PSN.
- V. A background check is now required for all Weed and Seed site coordinators. In addition, the U.S. Attorney must give approval of a candidate for the site coordinator position before he/she may be hired. A list of final candidates for the coordinator position must be delivered to the U.S. Attorney 15 days before the hiring decision is made.
- VI. The outcome measures that sites use should focus on the **results** ("outcomes") the site intends to achieve and how the achievement of each result will be measured.

Continuing Policies

I. **Site Development Benchmarks.** A Weed and Seed initiative that is successful and sustainable achieves certain goals by the end of each year. From its experience with these initiatives and with input from the field, CCDO has documented these benchmarks to show sites the level at which they should be performing on an annual basis. The benchmarks are broken out by year, for a 5-year period. **Each site is expected to clearly delineate achievement of these benchmarks in the Semi-Annual Progress Reports.** CCDO will review a site's progress towards successfully attaining each benchmark for the applicable year. A copy of the Benchmarks document can be downloaded from www.ojp.usdoj.gov/ccdo/funding.htm.

II. **Official Recognition** will be valid for 5 calendar years from the date it is given. To be eligible for funding in FY 2005, all jurisdictions with Weed and Seed sites that received Official Recognition prior to May 31, 2000 (that is, 5 calendar years prior to May 31, 2005), will be required to submit a Letter of Intent to develop an Official Recognition application for a **new area** no later than August 31, 2004. The completed Official Recognition application must be submitted to the U.S. Attorney's Office (USAO) by October 15, 2004 (Postmark Date). This will give your USAO enough time to review your application, discuss any matters related to the application with you, and sign the cover letter that must accompany the final application. The final application must be e-mailed (with a copy emailed to your US Attorney contact) in *.rtf, *.txt, MS Word, or WordPerfect files to CCDO as an attachment to 2004OfficialRecognition@ojp.usdoj.gov by October 29, 2004. A cover letter from the local U.S. Attorney endorsing the strategy must be mailed to the CCDO Director by October 29, 2004 (Postmark Date).

For a new Official Recognition designation, sites must have resolved all previous audit findings by the Office of the Comptroller and are **required to designate an entirely new area of their jurisdiction**. Subsequent requests for changes to the approved Official Recognition strategy and designated area need to be submitted by the Weed and Seed Steering Committee to CCDO for approval by the Director.

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

IV. All sites are required to have Internet capability to be able to apply for grant funds through OJP, facilitate communication with CCDO, and support other site activities, and may use their grant funds for this purpose. Sites that do not have an Internet account established can contact the GMS Hotline at (888) 549-9901 for assistance in creating an account.

V. Applicants are encouraged to invest Weed and Seed funds in the improvement of their crime analysis and resource mapping capacity.

VI. Sites that do not submit the following with their FY 2004 funding application will need to do so within 90 days of acceptance of the FY 2004 award by the grantee:

- **Steering Committee Policies and Procedures (OJP has designated this term to replace the old term "bylaws.")** The site's Steering Committee is **required** to adopt policies and procedures for its operations. Examples can be obtained by calling your CCDO program manager at (202) 616-1152.

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

All sites are required to provide documentation of the procedures for award and management to be used in the mini-grant process. The procedures must include a clear description of the award process, the areas (not necessarily the recipients) included, and the specific activities that the awards will fund. Primary recipients must comply with the requirements of the OJP Financial Guide. Sub-recipients must comply with State laws and procedures (if applicable), OMB Circulars, and Government-wide common rules specific to the organization type.

Safe Havens

A Safe Haven is a multi-service center where a variety of youth and adult services are coordinated in a highly visible, accessible facility that is secure against crime and illegal drug activity. Since Safe Havens are a key element of the Weed and Seed strategy, all sites are encouraged to have at least one Safe Haven. Sites must locate the Safe Haven(s) within the designated Weed and Seed area, or request and justify an exception as part of the grant application; if an exception is granted, the site's CCDO program manager will provide the site with the related accounting requirements. For additional guidance on Safe Havens, see the *Executive Office for Weed and Seed Implementation Manual*, which can be downloaded from www.ojp.usdoj.gov/ccdo/publications.htm.

Background Screening Requirement for Staff Working with Children (including Site Coordinators)

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

Guidance on developing implementing background screening protocols can be found in the Weed and Seed memorandum dated November 5, 2002. Additional guidance also can be found in the Weed and Seed memorandum dated December 30, 2003, "Guidelines for the evaluation of information obtained in state and national criminal background checks on employees and volunteers who work with or have responsibilities over children, the elderly, and individuals with disabilities at Weed and Seed Sites," located in the Weed and Seed Training and Supplemental Materials for 2004 Competitive Funding Applicants at www.ojp.usdoj.gov/ccdo/funding.htm. Also reference "Guidelines for the Screening of Persons Working with Children, the Elderly, and Individuals with Disabilities in Need of Support," published by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) in April 1988, NCJ 167248, which can be requested from OJJDP's Clearinghouse by calling (800) 638-8736.

Accessing Technical Assistance (TA) and Training

Technical assistance and training are designed to equip Weed and Seed sites with the tools to enhance the work they are doing on their strategies and to strengthen their communities. Technical assistance and training for a site can be funded in one or more of the following ways:

- **Weed and Seed grant funds.** Each FY 2004 Weed and Seed can budget up to a **maximum** of \$7,500 in grant funds for travel to CCDO-sponsored conferences and training. Sites are advised to seek prior approval from their program manager prior to any other use of these funds.
- **Site-driven.** Sites can submit a written TA request asking CCDO to pay for site participant attendance at appropriate off-site training courses, as well as for on-site technical assistance or training. The request is reviewed by the applicable CCDO program manager and forwarded to the CCDO director for final review and approval.

Further information about Weed and Seed technical assistance and training can be accessed at www.ojp.usdoj.gov/ccdo/assistance.htm. Sites also should take advantage of training supported by other Federal grants; e.g., the training provided by the Regional Community Policing Institutes supported by the DOJ COPS Office (visit the "Training" link at the COPS web site: <http://www.cops.usdoj.gov/>)

Evaluation

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

Local Evaluation. Sites are expected to perform the local evaluation required by earlier grant awards.

Weed and Seed funding for local evaluations is available to Continuation sites as a Special Emphasis Initiative option. Competitive sites are not eligible for Special Emphasis funding.

All sites are encouraged to develop an arrangement with an academic or analytic partner to analyze their crime problems and evaluate the site's strategy and programs. At a minimum, each site must have in place a plan to measure the success of its strategy and programs.

Technical assistance can be requested by sites under the site-driven technical assistance system to help plan for these local evaluations.

In addition, sites may call upon their state's Statistical Analysis Center (SAC) for assistance. The Justice Research and Statistics Association (202-842-9330) can help connect sites with their SAC.

Other Resources for Local Evaluation.

Evaluating a Weed and Seed Strategy (NCJ 191723). A step-by-step approach to a comprehensive local Weed and Seed evaluation. Available in .pdf and text formats at www.ojp.usdoj.gov/ccdo/publications.htm.

Guidance on local evaluation also can be obtained from the OJP Bureau of Justice Assistance Evaluation Website: www.bja.evaluationwebsite.org.

FUNDING CRITERIA

Limit on Funding per Jurisdiction

CCDO has a limit on funding equal to 3 Federal Weed and Seed-funded sites (\$675,000) 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. Other sites within the jurisdiction may have Official Recognition status.

Funded sites have the option to share resources with unfunded, Officially Recognized sites. However they can do so **only** during a Weed and Seed open solicitation period. A site wishing to share resources must obtain approval from their CCDO program manager prior to submitting the grant application. Upon approval, the funded site's application budget must reflect the allocated amount for the unfunded site.

Period of Award

The period of all awards issued under this application kit will be 12 months.

Use of Grant Funds

Travel-to-Training Funds. In keeping with OJP's effort to reduce the amount of Federal funds used for travel-to-training purposes, CCDO has set \$7,500 as the **maximum** amount of CCDO grant funds that sites can budget for travel purposes.

Weeding Funds. At least 50 percent of the "total award" (e.g., at least \$87,500 of \$175,000) must be used to support weeding activities, which may include community policing activities. Fund use should support the officially recognized weed strategy. **Although 50 percent of the total award must be designated for law enforcement/community policing purposes, the applicant should not allocate the entire 50 percent to law enforcement overtime, but instead provide primarily innovative and creative programs and activities as weeding efforts.**

Sample Law Enforcement/Community Policing Budget Items. The following are examples of types of expenditures sites can consider when developing their law enforcement/community policing budgets. **NOTE: These are examples only. Sites are expected to budget appropriate items necessary for the implementation of their law enforcement/community policing strategies.**

- Dual & tri band radios or 800mhz radios that would allow departments to use one radio system.
- Communications equipment that would link channels and bands of all first-responders' radio frequencies.
- Audio and video for undercover work, which can include body wires, microphones, tape recorders, still/digital cameras, and video cameras
- Vision enhancement binoculars - standard and long range night vision equipment
- Global Positioning Systems (GPS) tracking equipment for vehicle surveillance
- 911 Gunfire alert systems
- Radar trailers
- Bicycles and related equipment and uniforms
- Vehicle rentals for short term undercover assignments/surveillance
- Computers and software
- Crime mapping equipment and software
- Any supplies or other equipment directly related to the W/S site
- Training for use of any of the equipment purchased
- Law enforcement training that would enhance the efficiency and effectiveness of the officers assigned to the W/S initiative.

- Developing and printing a resource guide for Weed and Seed site residents that provides information on resources and agencies available to citizens to help with law enforcement and related Weed and Seed issues.
- Overtime for officers
- Expenditures needed to deal with threats to the safety of Weed and Seed partners

Limit on Overtime Payments. As previously stated, although 50 percent of the total Weed and Seed award must be designated for law enforcement/community policing purposes, the applicant should not allocate the entire 50 percent to law enforcement overtime, but instead provide primarily innovative and creative programs and activities as weeding efforts. 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 \$11,258 (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.

Geographic Extent of Weed and Seed Joint Operations. Law enforcement activities eligible for funding under the Weed and Seed program extend to:

“1) any felony or misdemeanor relating to distributing or possessing drugs and/or firearms (or aiding/abetting or causing thereof) within the confines of the Weed and Seed area, or involving a conspiracy to sell or possess drugs and/or firearms; or 2) the commission of any other felony offenses within the Weed and Seed area [including] any such cases which occur outside the Weed and Seed area which directly impact the area or have a significant nexus thereto.” [Memorandum dated 8/5/92 from the Deputy Attorney General to U.S. Attorneys for Weed and Seed Sites].

Previously Awarded Asset Forfeiture Funds (AFF) Budget Revisions. Proposed AFF budget revisions should be faxed to CCDO for review (Fax number: 202-616-1159, ATTN: Alexander Schneider). Proposed budget modifications should be the product of coordination among the local law enforcement agency, the Federal law enforcement agency partner(s), and the U.S. Attorney’s Office. **AFF budget modification requests must be coordinated with the U.S Attorney’s Office and contain a statement to that effect.** CCDO will issue a budget modification response and will notify affected parties. Also see “Frequently Asked Questions about Asset Forfeiture” at www.ojp.usdoj.gov/ccdo/funding.htm.

Van Purchase/Lease. Generally, lease of a van is preferable to purchase. Case-by-case review will be given to requests for grant funds for purchase of a van for use in conjunction with a safe haven.

Unallowable Costs

Grant funds will not be approved for the purchase of police patrol cars, guns (including gun buy-backs), ammunition, or canines and any canine-related expenses.

Grant funds may not be used for construction, renovations, demolitions, repairs of any kind, or any related materials.

Grant funds may not be used to pay for playground equipment.

Grant funds may not be used to award mini-grants (sub-grants) that are not for criminal justice purposes (see “Mini-grants Procedures” on page 11).

Indirect cost is unallowable under this program; therefore, all costs must be charged directly.

Revision of Grant Budgets

Any proposed revision to the FY 2004 grant award must be accompanied by relevant excerpts from the Steering Committee minutes and the Steering Committee Chairperson’s signature before CCDO can grant approval to the proposed revision.

APPLICATION PROCESS

The Catalog of Federal Domestic Assistance (CFDA) number for the Weed and Seed program is 16.595.

Using the Grant Management System (GMS)

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). This information supplements the "GMS Application Procedures Handbook" available through the "Help" feature available through the "Help" feature of the GMS website at <http://grants.ojp.usdoj.gov> and also through the OJP funding opportunities web page at <http://www.ojp.usdoj.gov/fundopps.htm>. **Applications submitted via GMS must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text Documents (*.txt*).**

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

Step 1: Signing on to GMS

To sign in to GMS, visit <http://www.ojp.usdoj.gov/fundopps.htm> the OJP funding opportunities web page. Click on the GMS button beside the appropriate FY 2004 Weed and Seed application. (You also may go directly to the GMS page at <http://grants.ojp.usdoj.gov>.) If you already have a GMS user ID, you may simply sign in. You will not be considered registered for the solicitation until you have signed on to GMS and entered the appropriate solicitation, even if your organization already has a user ID.

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

As of October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant is submitting an application through OJP's Grants Management System or using the [government-wide electronic portal](http://www.grants.gov) (Grants.gov). An application will not be considered complete until the applicant has provided a valid DUNS number. Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at **no cost** by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

If you have any questions, please contact the Office of the Comptroller's Customer Service Center (CSC) at 1-800-458-0786 or you may contact the CSC at askoc@ojp.usdoj.gov.

Step 2: Select and Register for the Program

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

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

Find the "FY 2004 Weed and Seed Program Guide and Application Kit: Competitive Sites" entry and click "Apply Online."

Ensure that your organization is eligible to apply for this program. If eligible, proceed by clicking "Continue."

Step 3: Complete the Overview Information

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

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

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

Click "Save and Continue."

Step 4: Complete the Applicant Information

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

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

Click "Save and Continue."

Step 5: Complete the Project Information

Title of your project: Include 1) the title of the program: FY 2004 Weed and Seed Competitive; 2) name of the applicant's cognizant federal agency; e.g., U.S. Department of Justice; and 3) applicant's local fiscal year/ 12-month audit period, e.g., 10/1/2001 - 9/30/2002.

List the geographic areas to be affected by the project: Identify the officially recognized Weed and Seed designated areas by name (Refer to the site list in this application kit).

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

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

Enter the grant amount for which your organization is applying (no more than \$175,000) on the federal line under the "Estimated Funding."

Click "Save and Continue."

Step 6: Upload Attachments

You will be asked to upload three attachments to the online application system. Please use descriptive titles when naming the attachments for easy identification, i.e., "Washington Site-2004Budget" or "Uptown Site-2004 Program Narrative" or "Uptown Site-Other Program Attach."

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

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

Other Program Attachments (Attachment #3): A single file that includes the Site Summary and National Directory Update

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

Note: Depending on the size of the attachment and the speed of your computer's Internet connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.

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

Click "Save and Continue."

Step 7: Complete the Assurances and Certifications

You must accept both the assurances document and the certifications document. To do this, click "Assurances" and "Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements."

Read both documents. At the bottom of each one, click "Accept."

Enter the correct personal information for the person submitting the application after you have accepted both documents.

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

Click "Save and Continue."

Step 8: Review the SF-424

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

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

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

Step 9: Submit the Application

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

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

Step 10: Other Supporting Documentation

All other documents requiring signatures, addenda, and any other supporting documents **must be faxed to the GMS FAX Line at 202-354-4147** to be included in your "electronic" application. **This fax location IS NOT in CCDO. Therefore, be sure to include your organization's name and identifying Weed and Seed grant application number on every page of the fax. Otherwise, it will be very difficult to associate your fax with your application.**

Other Reminders:

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

ELIGIBILITY CONFIRMATION: Applying is at least a two step process: first, you must be included on the Office of Weed and Seed's list of eligible applicants; second, only after receiving approval of your GMS user identification can you submit your application.

ELECTRONIC FILE ATTACHMENTS: GMS allows only 3 single file attachments to the SF-424 that the applicant must submit: 1) Budget Detail Worksheet—a single file that includes the Budget Detail Worksheet and the Budget Narrative; 2) Program Narrative— a single file that includes all sections of the narrative, as discussed below; 3) Other Program Attachments—a single file that includes the Site Summary and National Directory Update. You also may include in that file maps and any other additional programmatic information that you have in electronic format and wish to add.

Applicants need to understand that they cannot upload more than 1 file under each category. An attempt to load more than 3 single files may erase one of the previous attachments.

1. Application for Federal Assistance (SF-424)

When you are completing the Overview information in GMS, you are completing the information required to populate the SF-424, Application for Federal Assistance. You must ensure that all data fields are filled. The Catalog of Federal Domestic Assistance number for the Weed and Seed program is 16.595. 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.

"Step 3: Complete the Overview Information" of the Application Process instructions above provides assistance for completing this information in GMS. Additional instructions for completing the SF-424 can be found at <http://www.ojp.usdoj.gov/forms.htm>.

2. Program Narrative Attachments

The Program Narrative consists of 8 separate sections, all of which must be attached in GMS as one file. Only the most current file uploaded as an attachment is saved as part of the application. Therefore, you must assemble and attach sections A through H as one file. Following is a list of the 7 sections that must be included in the Program Narrative along with detailed instructions and examples for each section:

Program Narrative Format

- A. Management Structure
 - 1. Role and Responsibility of Fiscal Agency
 - 2. Role and Responsibility of Steering Committee
 - 3. Organizational Chart
 - 4. Policy and Procedure Governing Funding Decisions

- B. Nature and Extent of the Problem
 - 1. Overview of Drug and Violent Crime Activity
 - 2. Resource Needs and Gaps in Service
 - a. Law Enforcement
 - b. Community Oriented Policing
 - c. Prevention/Intervention/Treatment
 - d. Neighborhood Restoration

- C. Scope of Work for the Next 12 Months
 - 1. Official Recognition Strategy Implementation Stage
 - 2. Law Enforcement
 - a. Strategy Summary
 - b. Goal(s)
 - c. Objective(s)
 - d. Activity/Task/Project(s)
 - e. Implementation Plan
 - f. Outcome Measure(s)
 - g. Funding Support

[SEE GRID EXAMPLE BELOW]
 - 3. Community Oriented Policing (replicate a-g)
 - 4. Prevention/Intervention/Treatment (replicate a-g)
 - 5. Neighborhood Restoration (replicate a-g)

- D. The Federal Role
- E. Coordination
 - 1. Current Collaborations
 - 2. Steering Committee Members
 - a. Member Name and/or Agency Represented
 - 1. Contribution
- F. Evaluation
- G. Sustaining Your Weed and Seed Strategy

Grid example for Section C2.

Summary:

| | |
|-------------------------|--|
| Goal 1 | |
| Status | |
| Objective 1 | |
| Status | |
| Objective 2 | |
| Status | |
| Activity/Task/Project 1 | |
| Implementation Plan | |
| Outcome Measure | |
| Funding Support | |
| Activity/Task/Project 2 | |
| Implementation Plan | |
| Outcome Measure | |
| Funding Support | |

Program Narrative Instructions and Examples

A. Management Structure: The discussion must include the following:

- 1) A brief statement defining the role and responsibility of the fiscal agency
- 2) A brief statement defining the role and responsibility of the Steering Committee
- 3) An organizational chart that includes reporting sequence for site coordinator
- 4) Description of the process by which a program is chosen to be funded, and how decisions are ratified by the Steering Committee [see A.4 example below]

EXAMPLE OF A.4

The Carr Steering Committee has established Policies and Procedures governing the awarding of grant funds. When the Committee receives approval of Weed and Seed grant funds, an announcement of the availability of such funds is made within 30 days to all pertinent agencies and in the local media. The announcement is in the form of a Request for Proposal designed to meet our goals and objectives. Once locals are notified of funding availability, a training session on how to write a grant proposal/application is conducted.

After grant applications are received, they are reviewed and critiqued by the Grant Review Subcommittee. The subcommittee utilizes a critique form that assigns points (totaling 100) to critical elements of an application submission. Such elements include budget, problem statements, goals and objectives, activities and timetables, etc. The Grant Review Subcommittee makes recommendations to either award, deny or table an application. The applications are then forwarded to the full Steering Committee for review and final determination on all grant applications. Each applicant is then notified of the decision of the Carr Steering Committee. Applicants awarded funds receive training for the management of grants.

B. Nature and Extent of the Problem: Provide a summary describing the drug and violent crime problems currently affecting the designated site and emerging problems or significant changes in the level of a specific problem, such as gang activity, re-entry of ex-offenders into the community, firearms usage, burglaries, motor vehicle thefts, etc. ALL claims must be substantiated with current (2001 and up) statistical data. Also briefly describe the current resource needs and service gaps. Reference the site's OR for specifics and update the statistics where applicable. Statistical data should not be more than 2 years old.

EXAMPLE OF B.

Overview of Drug and Violent Crime Activity

The information provided summarizes the criminal activity in the City of Carr and is taken from the *Carr Weed and Seed FY2000 Official Recognition Strategy*.

The major findings of a recent survey of the Metropolitan Law Enforcement Coordinating Council (MLECC) and Multi-jurisdiction Drug Enforcement Task Force, and the most up-to-date data available on drug price and purity and drug-related health problems indicate illicit drugs are readily available in the three designated neighborhoods of Carr. Cocaine and cannabis continue to be the most visible drugs on the street. Heroin, cocaine, crack cocaine and cannabis were all reported to be readily available in the designated neighborhoods, as was LSD to a lesser degree.

The availability of high quality heroin in Carr has increased, which has resulted in the price decreasing. DEA's Domestic Monitor Program (DMP) reports the availability of all four major types of heroin (Mexican black-tar, Mexican brown heroin, Southwest Asian and Southeast Asian white heroin) in Carr. Further, heroin-related emergency room admissions increased 113% in the

Carr area between 1999 and 2002. The majority of those admitted reside in the designated neighborhoods.

Carr is a major receiving and transport area for drugs, particularly cocaine and heroin. The designated neighborhoods are a stronghold for Mexican and Columbian cocaine traffickers, who dominate the distribution markets in the city of Carr and northwest region of the State. Data concerning seizures at Carr International Airport are an indicator of increased trafficking in the State. Between 1999 and 2002, the quantity of narcotics seized by U.S. Customs at Carr International Airport increased from 83.2 pounds to more than 1,378 pounds, with the number of seizures increasing from 148 to 679. While marijuana accounted for the majority of drugs seized by Customs in Carr, the amount of heroin seized during this period increased more than ten-fold, from 6.4 pounds to 66.2 pounds.

Drug Use

Information from drug use prevalence surveys and other sources indicate drug use among Carr's youth in grades seven through twelve have declined from 26.1 percent in 2000 to 22.4 percent in 2001; substance abuse among arrestees, probationers, and prisoners continues to increase; admissions to substance abuse treatment programs for illicit drug abuse increased; the number of reported cases of substance affected births increased more than four-fold between FY1990 and FY2000, however, the number of cases reported fell 7% between FY2000 and FY2001.

AIDS has become an epidemic with profound implications for intravenous drug users, their sex partners and children, and the criminal justice community. According to the Carr Department of Social Services, between July 1997 and June 2002, a total of 155 AIDS cases were reported in the city of Carr. As of June 2002, 52 HIV cases had been verified in the designated neighborhoods, with nearly 30% contracting the infection through Intravenous Drug Use (IDU). In March 2000, only 18% of the cumulative HIV cases were infected through IDU.

Violent Crime

According to information obtained from the Carr 2001 Uniform Crime Reports (I-UCR), victimization surveys, and public health care facilities there are indications that violent crime is no longer escalating in the designated neighborhoods; the number of violent crimes reported to the police may be starting to stabilize or even decrease; however, hospital trauma center admissions for gunshot wounds from the designated neighborhoods are showing a slight increase.

In 2001 there were 2,101 violent Index offenses reported to the police in Carr, an increase of less than 1 percent from 2000. However, preliminary data for 2002, based on 6-month reporting totals, suggest violent crime in the designated neighborhoods may decrease 8 percent during this year. In addition, homicides are down 15 percent through August 2002.

The most frequently reported violent Index offenses in the designated neighborhoods are aggravated assault and robbery. These offenses accounted for 59 percent and 34 percent, respectively, of all violent Index offenses reported to the police in 2001.

Resource Needs and Gaps in Service

Resource needs and gaps in services for specific components of the strategy are delineated below.

Law Enforcement

- Improved crime analysis capability
- Improved evidence collection re: incendiary devices
- Increased funding for vertical prosecution
- Diversion programs for drug offenders
- Alternatives to detention that address unique local needs

Community Oriented Policing

- Increased police presence in neighborhoods
- Coordinator to oversee community service program
- Automated juvenile case tracking system
- Police/probation teams to monitor probationers

Prevention/Intervention/Treatment

- Parenting skills training/social skills training for kids
- Job placement programs for ex-offenders
- Violence prevention/intervention programs for youthful offenders
- Activities that address the underlining causes of crime (employment, education, family support)
- Anti-gang, anti-drug, and anti-violence programs
- Drug rehabilitation programs

Neighborhood Restoration

- Home ownership programs
- Code violation enforcement
- Landlord education programs
- Economic revitalization plan

- C. **Scope of Work for the Next 12 Months:** Out of the 5-year cycle, state what cycle or year the scope of work will encompass. **EXAMPLE:** The Carr Weed and Seed site is embarking upon its 3rd year of activities to support its five year strategy.

Based upon the analysis provided in the "Nature and Extent of the Problem," for each of the four strategy components separately provide the following:

Summary of each component's overall Strategy: Using no more than three sentences, state the overall strategy for Law Enforcement, Community Oriented Policing, Prevention, Intervention, and Treatment, Neighborhood Restoration. Under each strategy component summary, provide the following information in a grid format:

Goal(s): Taken from your original Official Recognition Strategy (OR) or revisions thereto. What is the status of this goal? Specify the stage the site is in for achieving/completing this goal.

Objective(s): Taken from your original OR or revisions thereto. What is the status of this objective? Specify the stage the site is in for achieving/completing this objective.

Activity/Task/Project(s): What specifically will be conducted during Year X (enter the year your site is in relative to the 5 year cycle) to achieve said objective. Identify efforts underway and any new efforts or programs, including both Weed and Seed-funded and non-Weed and Seed-funded efforts, that will respond to the issue. Emphasis should be placed on activities that represent collaborative efforts among various federally and non-federally funded programs, especially any jointly funded programs, whether or not they are funded under the Weed and Seed Program.

Implementation Plan: When will this activity/task/project begin, and what is the anticipated completion date of this activity/task/project? Name responsible/implementing party for the activity/task/project.

Outcome Measure(s): What standard of measurement will be utilized to assess the progress toward this goal or objective based upon the activity/task/project conducted during this 12-month period? Focus on the **results** (“outcomes”) you intend to achieve and how those results will be measured.

Funding Support: Identify the source(s) of funding to support the activities including non-Weed and Seed funds. Also, identify the section in the budget detail that reflects the Weed and Seed funds allocated in support of the activities.

EXAMPLE OF C.

Law Enforcement

Strategy: Law enforcement plans to coordinate with federal, state, and local law enforcement agencies to combat drug and violent crime in the designated area, reduce gang-related crime, and increase prosecution of crimes committed with a firearm.

| | |
|------------------------------|--|
| Goal 1 | Reduce juvenile crime in the designated neighborhood. |
| Status | Non-violent juvenile crime in the designated neighborhood has decreased 2-5 % yearly since the inception of the Weed and Seed program. However, there were three homicides committed by youth in the designated area during calendar year 2002. This is a 50% increase from calendar year 2001 figures. |
| Objective 1 | Identify and intensify supervision of high risk youth probationers. |
| Status | A contract to increase the number of hours dedicated to paroled youth in the designated area was entered into with the city parole and probation office during calendar year 2002. Currently, data reflects an increase of 2 hours per youth per month, with each youth receiving a total of 5 hours home visits, one-on-one supervision with parole officer. The recidivism rate amongst the participating youth has decreased 30% over last years figures. This contract will be renewed during this funding cycle. |
| Activity/Task/Project | Last year’s contract with the city parole and probation office will be renewed and additional criteria added to accommodate the following: Every youth from the designated area who is on probation will receive an education plan and/or vocational plan from their probation officer. The youth will be assigned to an identified institution during school hours. Depending upon the youth’s economic condition, youth will be eligible to apply for stay-in-school funding assistance from the State allocated educational fund. |
| Implementation Plan | The project is scheduled for August 2004 - July 2005. The Parole and Probation Office will oversee the implementation of this project in collaboration with VOSUM Vocational Institution and the Carr School District. |

| | |
|------------------------|--|
| Outcome Measure | Monthly statistics for W & S cases: probation violations, home visits made, attendance records, stay-in-school jobs secured. |
| Funding Support | The project cost totals \$26,000. Cost will be allocated as follows: Weed and Seed at 10%, Dept. of Corrections at 50%, and 40% from a OJJDP grant awarded to VOSUM Vocational Institution. Budget Detail Section: A3. |

If a goal and/or objective has been accomplished, simply state the achievement of said goal or objective. If a goal and/or objective has been revised or omitted, clearly state the reason. Goals and objectives of your OR should be revisited on a regular basis throughout the life of the strategy, a status of accomplishing those goals should be stated, for they are to be clearly linked to the desired outcomes. Outcome measurements assist in the assessment of your strategy's overall success and where modification to goals and objectives are needed.

- D. The Federal Role:** Provide a brief narrative describing the activities the US Attorney's Office and other Federal agencies will lead or participate in.
- E. Coordination:** List and describe the strategy's current collaborations among agencies, organizations, residents, and non-profits, including the membership of the Steering Committee and other stakeholders. **The discussion should include whether or not the designated area falls within a Federal, state, or local Empowerment Zone (EZ), Enterprise Community (EC), Renewal Community, Hope VI (HUD), or Brownfields (EPA) area. Additionally, if applicable, please discuss specific coordination with Project Safe Neighborhoods (DOJ), Drug-Free Communities (ONDCP/OJJDP), the State Department of Corrections and/or Juvenile Justice Agency in the implementation of the Serious and Violent Offender Reentry Initiative (SVORI) funded in your state, and/or the Substance Abuse and Mental Health Services Administration (SAMHSA).** The summary should include the name of participating agencies/entities, name of agency representative, activities conducted by the agency that contribute to the achievement of Weed and Seed goals and objectives, funding contribution, and in-kind resources. Also, provide a list clearly identifying each member of the Steering Committee and their contribution to furthering the goals and objectives of the Weed and Seed strategy.
- F. Evaluation:** Describe methods to be used for reporting, monitoring, and assessing the strategy. Focus on the **results** ("outcomes") you intend to achieve and how the achievement of each result will be measured.

EXAMPLE OF F.

We have contracted with the University of Carr, School of Criminal Justice Research Department, for two part-time graduate students dedicated specifically to evaluating the Weed and Seed strategy. They will collaborate with decision-makers on an ongoing basis to identify and prioritize information needs. To determine the effectiveness of the Weed and Seed strategy, they will ask

neighborhood residents questions, for example, about whether they feel more or less safe out alone in the neighborhood during the day? After dark? Compared to the time before the Weed and Seed program was initiated?

In addition, several tools will be designed to monitor and track project outcomes. A Management Information System will be developed to track Part I crimes in the target area. An evaluation report will be compiled at the end of the year. The report will consist of relevant baseline data collected, synthesis of the interviews, other findings, and recommendations.

- G. Sustaining Your Weed and Seed Strategy:** There is no guarantee of continuation funding. Therefore, applicants are required to include a statement describing in detail their capacity to continue the strategy after Weed and Seed funds are no longer available. **In addition, Weed and Seed funding applicants are required to identify other funding sources at a level five times the CCDO core funding contribution. By the end of the five-year funding eligibility period, leveraged funding should equal or exceed \$875,000 (\$175,000 x5).** *Note: This is the same information that sites are required to discuss as “Funding Support” under the Scope of Work for each component, as well as on the Government Performance and Results Act (GPRA) forms each year under Section J: Coordinated and Leverage Non-CCDO Weed and Seed Resources.*

EXAMPLE OF G.

Weed and Seed funds are used to supplement the budgets of existing service providers. All projects are required to show, at the time of their application, a plan to acquire funding through other means, as the steering committee’s contribution of Weed and Seed funding to their budgets will be reduced by 25% each year. For example, a program that is fully funded with Weed and Seed funds is required to show in its application for funding its ability to sustain the program at or above the current level the following year with only 75% Weed and Seed funds; the subsequent year 50%; and the 4th year, 25%. By the last year, this program should be fully sustained.

Carr Weed and Seed can leverage a diverse funding base by utilizing, building upon, and expanding funded programming which already exists in the jurisdiction. Many of the partners bring a wide array of in-kind resources in the form of staff and programming, whose operating monies originate from Federal, state, and local funding as well as grants from private foundations and institutions. Leveraged funding to be dedicated to the Weed and Seed designated neighborhood(s) during the first and subsequent years include, but are not limited to the following:

- \$47,000 in local, CDBG, and private funding for improvements to housing, employment, marketing, and financial services for the Weed and Seed designated area.
- \$100,000 from the Drug-Free Communities Support Program
- \$50,000 from Communities in Schools to provide afterschool programming in the Weed and Seed area.

3. Budget Detail Worksheet and Budget Narrative Attachment

Important: The OMB-approved Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice. However, all required information must be provided. The Budget Detail Worksheet form can be downloaded from <http://www.ojp.usdoj.gov/forms.htm>.

- Sample Weed and Seed Budget Detail Worksheet
- Sample Weed and Seed Budget Narrative

Sample Budget Detail Worksheet

Please bear in mind that THIS BUDGET IS JUST AN EXAMPLE. It is designed under the assumption that all items listed will be paid directly by the grantee organization; i.e., a municipality. Non-profit organizations, etc., that serve as fiscal agents need to ensure that all items that are not direct expenditures of the organization are detailed under the Contractual category (section G.). For example, the police overtime costs would not be direct expenditures of a non-profit organization.

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

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

| <u>Name/Position</u> | <u>Computation</u> | <u>Cost</u> |
|--|--|-----------------|
| 1) Weed and Seed Coordinator | \$35,000/year @ 100% | \$35,000 |
| 2) Police Overtime (Joint Task Force) | \$40/hour @ 135 hours | \$ 5,400 |
| 3) Parole/Probation Overtime | \$40/hour @ 65 hours | \$ 2,600 |
| 4) Community Police Officers (2) Overtime | 2.5 hrs per day x 5 days per mo. x 2 officers x 12 mos. @ \$37.00 overtime hourly rate | \$11,100 |
| 5) Officers (2) for Gun/Drug Detail | 3 hrs per day x 3 days per mo. x 2 officers x 12 mos. @ \$37.00 overtime hourly rate | \$ 7,992 |
| 6) Community Outreach (civilian) | 4 hrs per day x 5 days per week x 52 wks @ \$6.87 per hour | \$ 7,140 |
| | TOTAL: | <u>\$69,232</u> |

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

| <u>Name/Position</u> | <u>Computation</u> | <u>Cost</u> |
|------------------------------|------------------------------------|-----------------|
| 1) Weed and Seed Coordinator | \$35,000 x 18.55% | \$6,493 |
| FICA | @ 6.2% | |
| Health/Life insurance | @ 8.9% | |
| Worker comp | @ 2.0% | |
| Medical Tax | @ 1.45% | |
| | TOTAL: | <u>\$6,493</u> |
| | Total Personnel & Fringe Benefits: | <u>\$75,725</u> |

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

| <u>Purpose of Travel</u> | <u>Location</u> | <u>Item</u> | <u>Computation</u> | <u>Cost</u> |
|---|-----------------|-------------------------------|--|----------------|
| Weed and Seed Workshops and Conferences (Type and number to be determined by CCDO) | | | | |
| 1) CCDO-sponsored conferences: 2 people (1 Coordinator or other site rep., 1 Law Enforce. rep.) | | | | |
| | | | @ \$1000/trip x 3 trips | \$6,000 |
| | | Air fare | \$500/trip | |
| | | Hotel | \$100/night x 3 nights = \$300 | |
| | | Per Diem | \$40/day x 4 days = 160 | |
| | | Incidentals (taxi cabs, etc.) | \$40/trip | |
| | | Total | \$1,000 | |
| 2) Regional/Statewide Meeting: 3 people @ \$500/ trip x 1 trip | | | | |
| | | Mileage/airfare not to exceed | 300 miles x \$0.325/mi. x 2 ways = \$195 | |
| | | Hotel | \$92.50/night x 2 nights = \$185 | |
| | | Per Diem | \$40/day x 3 days = \$120 | |
| | | Total | \$500 | \$1,500 |
| | | | TOTAL: | <u>\$7,500</u> |

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

| Item | Computation | Cost |
|--|--------------------|------------------------|
| 1) Laptop Computers for Police Officers (Joint Task Force) (4 @ \$1000 ea.) | | \$4,000 |
| 2) Printer for Police Computer (Joint Task Force) | | \$500 |
| 3) Video Camera for Police Officers (Joint Task Force) | | \$1,400 |
| 4) Specially equipped Bicycles for Community Policing unit (Joint Task Force) (10 x \$1000 ea.) | | \$10,000 |
| 5) Digital/Cellular Telephones for Citizen Police Academy (10 x \$50 ea.) (Joint Task Force) | | \$500 |
| 6) Crime Mapping Software (Joint Task Force) | | \$3,140 |
| TOTAL: | | <u>\$19,540</u> |

NOTE: Equipment purchases all relate back to the program narrative which supports purchases.

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

| Supply Items | Computation | Cost |
|--|----------------------------|-------------|
| 1) Weed and Seed Office Supplies | \$125.58/month @ 12 months | \$1,507 |
| File folders and accessories @ \$20 each | | |
| Rollerball Pens @ \$10.25 per pack | | |
| Printer cartridges @ \$40 each | | |
| Multipurpose copy paper @ \$30 | | |
| Misc items @ \$25.33 (scissors, staples, correction fluid, paper clips, glue, tape, markers) | | |
| 2) Video Surveillance Supplies (Joint Task Force) | | \$ 50 |
| Video Camera Film | | |
| 3) Public Relations Materials for community outreach efforts | | \$3,165 |
| Water Bottles | 500 @ \$2.88 | \$1,440 |
| Bubble Pen on a Rope | 500 @ \$1.45 | \$ 725 |
| Cube Note Pads | 500 @ \$2.00 | \$1,000 |

NOTE: Items purchased should be reasonable and support the Official Recognition strategy.

| | | |
|-----------------------------------|---|-----------------------|
| 4) Public Relations Publications: | | \$1,500 |
| a. | Flyers to inform community of services available at Safe Haven 1,000 @ .50 each | \$ 500 |
| b. | Project Safe Neighborhood flyers, booklets to inform Community about Cease Fire, Exile, Crime Stoppers, 1,000 @ \$1.00 each | \$1,000 |
| | TOTAL: | <u>\$6,222</u> |

F. Construction - Construction, demolitions, renovations, repairs, and related material costs are not allowable.

| <u>Purpose</u> | <u>Description of Work</u> | <u>Cost</u> |
|--|----------------------------|-------------|
| **Please note that costs associated with construction, demolitions, renovations, repairs, and related materials are not allowable with Community Capacity Development Office funds. | | |
| | TOTAL: | _____ |

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

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

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

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

| <u>Name of Consultant</u> | <u>Service Provided</u> | <u>Computation</u> | <u>Cost</u> |
|---------------------------|--|--------------------|-------------|
| 1) Safe Haven | | | |
| | \$15,000 Computer Instructor (\$11.10/hour x 26 hours/wk x 52 weeks) | | |
| | \$15,000 Community Outreach Training (\$15/hour x 20 hours/wk x 50 wks) | | |
| | \$10,000 Tutors (\$20/hour x 10 hours/wk x 25 weeks x 2 tutors) | | |
| | | | \$40,000 |

| | | |
|---|---------------|------------------------|
| 2) Internet Service Provider - annual fee (Joint Task Force) | | \$ 240 |
| 3) Crime Analysis and Mapping (Joint Task Force) | | |
| \$5,200 Data Entry Personnel | | |
| (\$20/hour x 5 hours/wk x 52 weeks) | | \$ 5,200 |
| 4) Automobile lease for undercover vehicle (Joint Task Force) | | |
| (\$500/month x 12 months) | | \$ 6,000 |
| (Undercover police cars are leased) | | |
| | TOTAL: | <u>\$51,440</u> |

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

| <u>Description</u> | <u>Computation</u> | <u>Cost</u> |
|--|-------------------------|------------------------|
| 1) Buy Money (Joint Task Force) | | \$6,173 |
| Buy Money falls under the category of Confidential Funds, Purchase of Evidence. This category is for the purchase of evidence and /or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime. The Confidential Funds Certification must be signed and submitted at the time of grant application. For an example of the Confidential Funds Certification please see the "OJP Financial Guide, chapter 8: Confidential Funds" at www.ojp.usdoj.gov/FinGuide/part3-ch8.htm#confundscert . | | |
| 2) Office Space Rental (Joint Task Force) | | |
| \$1.00/sq. foot x 400 sq. feet: | \$400/month @ 12 months | \$4,800 |
| 3) Monthly Service for Citizen Police Academy Cellular Phones | | |
| \$30/mo. x 12 mos. x 10 phones | | \$3,600 |
| | TOTAL: | <u>\$14,573</u> |

I. Indirect Costs - Indirect costs are unallowable. All costs must be charged directly.

| <u>Description</u> | <u>Computation</u> | <u>Cost</u> |
|--|--------------------|--------------------|
| **Please note that Indirect Costs are not allowable with Community Capacity Development Office funds. | | |
| | TOTAL: | <u>\$ 0</u> |

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

| <u>Budget Category</u> | <u>SEED</u> | | <u>WEED</u> |
|-----------------------------|-----------------|-------------------|------------------------|
| | <u>Core</u> | <u>Safe Haven</u> | <u>Law Enforcement</u> |
| A. Personnel | \$35,000 | \$0 | \$34,232 |
| B. Fringe | \$ 6,493 | \$0 | \$0 |
| C. Travel | \$ 4,000 | \$0 | \$ 3,500 |
| D. Equipment | \$0 | \$0 | \$19,540 |
| E. Supplies | \$ 2,007 | \$0 | \$ 4,215 |
| F. Construction | \$0 | \$0 | \$0 |
| G. Consultants/Contracts | \$0 | \$40,000 | \$11,440 |
| H. Other | <u>\$0</u> | <u>\$0</u> | <u>\$14,573</u> |
| TOTAL DIRECT COSTS: | \$47,500 | \$40,000 | \$87,500 |
| I. Indirect Costs | \$0 | \$0 | \$0 |
| TOTAL PROJECT COSTS: | \$47,500 | \$40,000 | \$87,500 |

Overall Summary

| <u>Budget Category</u> | <u>Total Budget</u> |
|-----------------------------|---------------------|
| A. Personnel | \$ 69,232 |
| B. Fringe | \$ 6,493 |
| C. Travel | \$ 7,500 |
| D. Equipment | \$ 19,540 |
| E. Supplies | \$ 6,222 |
| F. Construction | \$0 |
| G. Consultants/Contracts | \$ 51,440 |
| H. Other | <u>\$ 14,573</u> |
| TOTAL DIRECT COSTS: | \$175,000 |
| I. Indirect Costs | \$0 |
| TOTAL PROJECT COSTS: | \$175,000 |

Sample Budget Narrative

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

Personnel (\$69,232)

- 1) A request of \$35,000 will cover personnel costs for the full-time Weed and Seed Coordinator.
- 2) A request of \$5,400 will cover the cost of overtime for Officers involved in a Joint Law Enforcement Operation within the designated area.
- 3) A request of \$2,600 will assist in the cost incurred to increase supervision of youth on parole/probation.
- 4) A request of \$11,100 will cover the cost of overtime for 2 Community Police Officers who will be assigned to Safe Havens and once a month make educational presentations at local schools in the designated area.
- 5) A request of \$7,992 will cover the cost of overtime for 2 officers working 3 days per month for 12 months. These officers will work the gun/drug detail car that provides enforcement and interdiction efforts within the designated area.
- 6) A request of \$7,140 will cover the cost of 4 hours per day, five days a week (20 hours) x 52 weeks for a community outreach worker.

Fringe (\$6,493)

- 1) A request of \$6,493 will cover the fringe benefits for the Weed and Seed Coordinator at a rate of 18.55%. A breakdown of the rate is included in the Budget Detail Worksheet.

Travel (\$7,500)

A request of \$7,500 to cover the costs to travel to Weed and Seed conferences and meetings. We estimated the cost of CCDO-sponsored conference travel to be approximately \$1,000 per trip, with two people in attendance of a total of three trips (\$1,000 x 2 people x 3 trips). For one regional/statewide meeting, we estimate \$500 per person, with three people traveling (\$500 x 3 people x 1 trip). We realize that prior to any travel, the site needs pre-approval by CCDO. These estimated trips include representation by one law enforcement officer per trip.

Equipment (\$19,540)

- 1) A request of \$4,500 for 4 laptops (\$1000 ea.) and printer (\$500) for the Officers involved in the Joint Law Enforcement Task Force.
- 2) A request of \$1,400 for a Digital Video Camera for the operation and implementation of the Joint Law Enforcement Task Force.
- 3) A request of \$10,000 for the purchase of 10 police equipped bicycles for the Community Policing Bicycle patrol unit. The increased visual presence will aid in building relationships with community residents.

4) A request for \$500 for the purchase of 10 Digital/Cellular Telephones to be used by members of the Citizen Police Academy. The Participants will use the telephones to report crimes to Community Policing Officers assigned to the designated area. The telephones will provide the community with a direct link to the Police Department in an effort to dispel the myth that Police Officers are not easily accessible.

5) A request for \$3,140 for implementation and operation of a crime mapping program.

Supplies (\$6,222)

A request of \$1,507 will be to cover supply costs for the Coordinator and the Weed and Seed office. A total of \$50 will be for the Joint Law Enforcement Task Force - Video Surveillance materials. Public relations materials in the amount of \$3,165 will cover community policing outreach efforts. Public Relations Publications in the amount of \$1,500 will be used to inform the community of Safe Haven services, Cease Fire, Exile, and Crime Stoppers.

Contractual (\$51,440)

A request of \$40,000 for Safe Haven activities is requested. The Computer Instructor will conduct computer training in the computer lab. The Community Outreach Trainer will develop a curriculum for Community Outreach and train neighborhood associations on the curriculum. The Tutors (2.5) will tutor children at the Safe Haven after school daily.

Internet service will be provided for the Joint Law Enforcement Task Force in the amount of \$240. A contract between the local University for Data Entry of Crime statistics will be in the amount of \$5,200. The data entry personnel will free officers of daily tasks of data entry. The increase in patrol time will help to create the increased presence of police officers in the designated area.

A request of \$6,000 for the lease of an undercover vehicle for use by the Task Force in drug enforcement activities. The lease will enable the Task Force to change the vehicle periodically to ensure the integrity of the undercover operations.

Other (\$14,573)

1) Buy Money will be used by the Joint Law Enforcement Task Force to implement and operate the undercover Drug task force. (\$6,173) Buy Money falls under the category of Confidential Funds, Purchase of Evidence. This category is for the purchase of evidence and /or contraband, such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime. **The Confidential Funds Certification must be signed and submitted at the time of grant application. For an example of the Confidential Funds Certification please see the "OJP Financial Guide, chapter 8: Confidential Funds."**

2) Office space will be needed for the Joint Law Enforcement Task Force. The nature of an undercover task force causes the need for separate meeting space to ensure the integrity of the operation is not compromised. (\$400 per month for 12 months)

3) A request of \$3,600 will cover one year's cost of base monthly service for the 10 Citizen Police Academy cellular phones.

4. Other Program Attachments

You should attach one file that contains the following:

- A. **Site Summary.** Each main heading of the Site Summary should be all caps, bold and underlined. Subtitles should be all caps, bold, in italics. Please try to use 12 pt. Times New Roman font. The summary should be organized as follows:
1. Site Name, City, County, and State
 2. Background:
 - When the site was initiated and received Official Recognition
 - Description of the Designated (Target) Area: **SPECIFY THE COUNTY AND CITY/TOWN IN WHICH THE SITE IS LOCATED, AND SPECIFY WHETHER THE SITE'S LOCATION IS A RURAL AREA OR FEDERALLY RECOGNIZED AMERICAN INDIAN/ALASKAN NATIVE TRIBAL AREA;** also include street names, census tracts, and any other identifier such as police district, etc.
 - Whether and how the initial designated area has been expanded
 - Organizational Structure (describe Steering Committee and Subcommittees)
 3. Overall Strategy Goals for each component:
 - Law Enforcement
 - Community Policing
 - Prevention/Intervention/Treatment (*including Safe Haven name(s), location(s), and programs*)
 - Neighborhood Restoration
 4. Special Emphasis Initiatives and/or Other Federally-Funded Programs
 5. Evaluations Completed or Underway/Evaluation Plans
- B. **National Directory Update**

5. OJP Assurances and Certifications

Completing the on-line SF-424 includes acceptance of standard and statutory assurances. The authorizing official must review the Assurances and Certifications forms in their entirety. The authorizing official does not need to submit signed hard copies of these forms to CCDO. Click to "sign off" on these on the GMS application. Assurances and Certifications are further discussed under the **Administrative Provisions** section.

6. Letter of Commitment and other required documentation. Be sure to fax the following documents to the GMS RightFax Line:

- A. Signed U.S. Attorney Letter of Commitment
- B. Signed Letter of Non-supplanting
- C. Government Performance and Results Act (GPRA) Forms.
- D. A map depicting the street boundaries of the designated area(s) (no larger than 8 ½ inch x 11 inch paper size); a description in words of the street boundaries of the site; and a list of the Census Tract(s) of the designated Weed and Seed area(s).
- E. Completed/signed Accounting System and Financial Capability Questionnaire, if applicable. **This form is required of all new non-profit organization applicants that have no prior grants with any offices/bureaus within the Office of Justice Programs.** (download form from www.ojp.usdoj.gov/forms.htm)
- F. Signed Confidential Funds Certification, if applicable (see sample in the OJP Financial Guide, Chapter 8: Confidential Funds, at www.ojp.usdoj.gov/FinGuide/part3-ch8.htm#conffundscert).

ADMINISTRATIVE PROVISIONS

Performance Measurement

The information provided within the **Part 1 - Grantee Site Characteristics and Activity Data Report - Government Performance and Results Act (GPRA)** requires timely and accurate reporting of actual data. The data provided by the grantee will be used by the Community Capacity Development Office (CCDO) to meet and comply with GPRA, Public Law 103-62 requirements. Most importantly, the data provided in supplement "Section H - Law Enforcement/Prosecution Information," will ultimately be used by the CCDO to support the Department of Justice's outcome of measuring the "Percent reduction in the homicide rate." To ensure accountability of the data collected, performance measures are included in the annual GPRA forms and in the annual CCDO Weed and Seed Customer Satisfaction Survey:

- Reduction of homicides per site;
- Number of faith-based partnerships;
- Number of multi-jurisdictional task forces;
- Percent of participants who feel safe havens are working to reduce crime;
- Percent of participants who feel that community policing is working to reduce crime; and
- Number of sites using the following policing activities:
 - Foot Patrols
 - Bike Patrols
 - Substations
 - Crime Watch
 - Participation in Community Patrols

Grantee Reporting Requirements

- ▶ To ensure compliance with the Government Performance and Results Act (GPRA) as specified above, **each year ALL funded Weed and Seed sites—even if not submitting a funding application in a given year—are required to collect and report data which measures the results of the programs implemented with this grant.** The FY 2004 data collection forms for GPRA have been revised to include new data elements (see GPRA Forms at www.ojp.usdoj.gov/ccdo/funding.htm). The U.S. Attorney's Office will track specified Federal law enforcement data. The grantee will track the specified state and local law enforcement data and the other GPRA data elements. **Awards will be delayed and funding draw-downs will be withheld if a site fails to submit its GPRA report.**
- ▶ **Financial Status Report:** Financial status reports (SF 269-A) are due within 45 days following the end of each calendar quarter. A report must be submitted every quarter for each active award, even if there has been no financial activity during the reporting period. The final report is due within 120 days after the end date of the award. The Office of the Comptroller will provide a copy of this form in the initial award package. Awards will be delayed and funding draw-downs will be withheld if progress and financial status reports are delinquent.
- ▶ **Semi-Annual Progress Report:** Recipients of funding are required to submit an initial and then semi-annual progress report. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the site's overall Weed and Seed strategy and the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. A final report provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 120 days after the end date of the award.

- ▶ **Single Audit Report:** For fiscal years ending by or before December 31, 2003, recipients who expend \$300,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards. The audit report is due to the Federal Audit Clearinghouse 9 months after the end of the recipient's fiscal year.

Revised for FY 2004: For fiscal years ending after December 31, 2003, the expended threshold has been increased to \$500,000.

NOTE: Awards will be delayed and funds will be withheld until the above-referenced reports are submitted.

Suspension or Termination of Funding

The Office of Justice Programs may suspend funding in whole or in part, terminate funding, or impose other sanctions on a recipient for the following reasons:

- ▶ Failure to comply substantially with the requirements or statutory objectives of the Weed and Seed Program and guidelines issued thereunder, or other provisions of Federal law.
- ▶ Failure to make satisfactory progress toward the goals or strategies set forth in this application.
- ▶ Failure to adhere to the requirements in the agreement, standard conditions, or special conditions.

Some examples of actions that may result in sanctions include:

- ▶ Implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- ▶ Filing a false certification in an application, other report, or document.
- ▶ Withdrawal of commitment by the US Attorney.
- ▶ Other good cause shown.

Before imposing sanctions, the Office of Justice Programs will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt to resolve the problem informally. Hearing and appeal procedures will follow those in Department of Justice regulations codified at 28 CFR Part 18.

Supplanting Prohibition

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds which have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. A sample Letter of Non-Supplanting can be downloaded at www.ojp.usdoj.gov/ccdo/funding.htm.

Coordination of Federal Efforts

A description of coordination is required as part of the Program Narrative.

Assurances

The GMS submission includes acceptance of a list of assurances that the applicant, by signing the SF-424, assures that it will comply with the requirements contained in the assurances in order to receive Federal funds under this program.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

The GMS submission includes—by signing the SF-424—the grantee’s acceptance of the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements.

Anti-Lobbying Act

The Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Applicants must contact their state SPOC to determine if the program has been selected for state review. The date that the application was sent to the SPOC to or the reason such submission is not required should be entered in block 16 on the *Application for Federal Assistance, SF-424*. SPOCs are posted on the OJP website: www.ojp.usdoj.gov/state.htm.

Faith-Based and Community Organizations

Consistent with President Bush’s [Executive Order 13279](#) signed on December 12, 2002, and consistent with DOJ regulations, 28 CFR Part 38, the following guidance has been issued by OJP:

It is OJP policy that applications are invited from faith-based and community organizations, that they are encouraged to apply on the same basis as all other applicants, that no person or organization who is eligible to apply for a grant may be discriminated against on the basis of religion, religious name, or religious composition of its board or persons working in the organization, and that religious organizations will be treated on an equal basis as other non-religious organizations in all grant determinations and grant administration.

Grant recipients will not be discriminated against because they are primarily religious, will not be required to remove religious provisions in their chartering documents, and will not be required to change the composition of their boards because someone on the board is religious or remove religious names, icons or symbols from their buildings. The ultimate beneficiaries of programs administered by any grantee will not be subject to religious coercion or be discriminated against on the basis of their religion.

The activities of faith-based and community organizations must, of course, continue to conform to the principles and limitations articulated by the Supreme Court: if a faith-based or community organization elects to conduct inherently religious activities such as worship, prayer, or proselytization, these activities must be separated from the government-funded program by time, location, or both, and they must be offered to beneficiaries only on a voluntary basis.

Nothing in Executive Order 13279, or OJP's implementation of it, changes the underlying requirements or programmatic characteristics of any OJP program based on a statutory requirement or restriction.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. Applicants should consult the Assurances required with the application to understand the applicable legal and administrative requirements.

Services to Limited-English-Proficient (LEP) Persons

Recipients of Office of Justice Programs (OJP) financial assistance are required to comply with several Federal civil rights laws, including Title VI of the Civil Rights Act of 1964 ("Title VI") and the Omnibus Crime Control and Safe Streets Act of 1968 ("Safe Streets Act"), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. *Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.*

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov, by contacting OJP's Office for Civil Rights at (202) 307-0690, or by writing to the following address: Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, NW., 8th Floor, Washington, D.C. 20531.

Human Subjects Research and Confidentiality Compliance

Grantees will be required to comply with 28 CFR Parts 22 and 46. The applicant should indicate whether activities proposed in the application include research that may involve human subjects, as defined in 28 CFR Part 46. The DOJ is a signatory to the Federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR Part 46, Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures are to be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported, or otherwise subject to regulation by any Federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR Part 46.101(b)(1).

Information Technology (IT)

The OJP encourages information sharing to enable interoperability between all justice agencies and across Federal, state, and local jurisdictional boundaries. IT systems include automated information systems used by each of the justice system components (law enforcement, courts, prosecution, defense, corrections, probation and parole) in their internal day-to-day business and in communicating with each other. To support state and local justice integration and interoperability of these systems, OJP asked each Governor to designate a "point of contact" to provide information on IT plans to facilitate coordination among state and local agencies. State and local recipients of awards that will be used in whole or in part for information systems may be required by the awarding OJP Bureau to communicate with this point of contact about their information technology plans. By increasing state and local communication, when planning and implementing information technology, OJP funds are intended to be used to support interoperable, rather than isolated, information systems. The name and address of your State Information Technology Point of Contact can be obtained by calling the OJP customer service line at 1-800-458-0786, or on the OJP web page at www.ojp.usdoj.gov/iti/states.htm.

The following Weed and Seed Training and Supplemental Materials for 2004 Competitive Funding Applicants are on the web at:
www.ojp.usdoj.gov/ccdo/funding.htm

- A. National Directory Update
- B. Sample Letter of Non-Supplanting
- C. Site Development Benchmarks
- D. "Guidelines for the evaluation of information obtained in state and national criminal background checks on employees and volunteers who work with or have responsibilities over children, the elderly, and individuals with disabilities at Weed and Seed Sites"
- E. GPRA Forms (go to www.ojp.usdoj.gov/ccdo/funding.htm)