

**APPENDIX 1: APPLICATION FORM**

**FY 2008 WEED AND SEED COMMUNITIES APPLICATION**

**I. NAME AND LOCATION:**

Site/Neighborhood Name:  
City:  
State:  
USAO District:

**Proposed Weed and Seed Site – Basic Description:**

Approximate size of site: \_\_\_\_\_ Square miles \_\_\_\_\_ Population

Is this an area in a jurisdiction with an existing Weed and Seed site? \_\_\_\_\_

If so, provide site name: \_\_\_\_\_

**Identify specific boundaries of the designated focus area:** Provide the street name/numbers that border the designated Weed and Seed area.

West Boundary:  
East Boundary:  
South Boundary:  
North Boundary:

Indicate the census tract #'s (CT) included in the site:

Complete CT's \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

Partial CT's \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

**Map of the designated focus area:** Provide a map of the proposed site delineating its perimeter, and showing its relation to the city or county, as appropriate.

Rural or Indian Tribe/Tribal community: Yes \_\_\_\_\_ No \_\_\_\_\_

**II. EXECUTIVE SUMMARY:** Concise statement framing project rationale and scope, together with the focal elements of the primary Weed and Seed efforts. *(Keep to 1-2 pages. Use "bullet format" to capture key points/elements.)*

Statement of the Problem (a **comprehensive** assessment of community conditions):

Demographics (description of the proposed Weed and Seed community):

Strategy Plan/Design:

Outcomes and Performance Measures:

Demonstration of collaborative efforts:

Demonstration of ability to leverage resources:

**III. PROBLEMS AND NEEDS ASSESSMENT/ANALYSIS:** *(Use "bullet format" to capture key points/elements.)*

**III. A. Adult/ Juvenile Crime and Reentry:**

Description:

Part I Crimes [Data from 2003, 2004, and 2005]:

Description:

Part II Crimes [Data from 2003, 2004, and 2005]:

Number of serious/violent adult and juvenile offenders that have returned to the community over the past 3 years and the number anticipated to return during the coming 5-year period:

**III. B. Social Problems and Needs:**

Description of social problems that contribute to crime in the Weed and Seed area, including data from 2003, 2004, and 2005:

Description of available social services and the types of problems addressed by them:

**III. C. Crime, social problems and needs analysis:**

Criminal activity and social problems that will be a primary focus of the Weed and Seed site efforts:

Research and other information that supports the selection of the Weed and Seed target location, criminal and social problem activities -- including community perceptions:

Comprehensive analysis of the persistent juvenile and adult drug and violent crime problems in the designated area compared to the city or county-at-large:

Description/prioritization of the **top four** most pressing community needs and gaps:

Resource distribution, coordination and enhancement:

**IV. PRE-AWARD DEVELOPMENT PERIOD:** *(Use "bullet format".)*

Efforts undertaken to date:

Weed Program:

Implementation Status:

Performance measures:

Outcomes:

Seed Program:

Implementation Status:

Performance measures:

Outcomes:

**V. PROPOSED DEVELOPMENT PLANS:** (Use "bullet format".)

**V. A. MULTI-YEAR PLAN:**

Description:

Plan for periodic review, progress measurement, and any necessary adjustment:

**V. B. INITIAL TWO-YEAR PLANS:**

**SPECIFIC DESIGNATED FOCUS AREA PLAN DESIGN/DESCRIPTION**

YEAR 1:

Weed Strategy/Strategies [Law Enforcement/Community Policing/ Prevention, Intervention]

Goal(s):

Objective(s):

Task(s):

Assignment of Responsibilities:

Total Estimated Cost [from budget detail]:

Weed and Seed Funds [if any - from budget detail]:

Secured Funding Commitments:

Funding Support/Sustainability Plan:

Timeframe(s)/Milestone(s):

Performance Measure(s):

Outcome(s):

Seed Strategy/Strategies [Community Policing/Prevention, Intervention & Treatment/Neighborhood Restoration]

Goal(s):

Objective(s):

Task(s):

Assignment of Responsibilities:

Total Estimated Cost [from budget detail]:

Weed and Seed Funds [if any - from budget detail]:

Secured Funding Commitments:

Funding Support/Sustainability Plan:

Timeframe(s)/Milestone(s):

Performance Measure(s):

Outcome(s):

YEAR 2:

Weed Strategy/Strategies [Law Enforcement/Community Policing/ Prevention, Intervention]

Goal(s):

Objective(s):

Task(s):

Assignment of Responsibilities:

Total Estimated Cost [from budget detail]:

Weed and Seed Funds [if any - from budget detail]:

Secured Funding Commitments:

Funding Support/Sustainability Plan:

Timeframe(s)/Milestone(s):

Performance Measure(s):

Outcome(s):

Seed Strategy/Strategies [Community Policing/Prevention, Intervention & Treatment/Neighborhood Restoration]

Goal(s):

Objective(s):

Task(s):

Assignment of Responsibilities:

Total Estimated Cost [from budget detail]:

Weed and Seed Funds [if any - from budget detail]:

Secured Funding Commitments:

Funding Support/Sustainability Plan:

Timeframe(s)/Milestone(s):

Performance Measure(s):

Outcome(s):

**VI. MANAGEMENT STRUCTURE:** *(Use "bullet format".)*

**VI. A. Steering Committee Membership:**

Required Members

Name:

Title:

Organizational affiliation:

Specific contributions [MOA details, if any]:

Strategic roles/responsibilities:

Pertinent Experience [if any]:

Additional Members

Name:

Title:

Organizational affiliation:

Specific contributions [MOA details, if any]:

Strategic roles/responsibilities:

Pertinent Experience [if any]:

**VI B. Weed and Seed Subcommittees:**

\_\_\_\_\_ Subcommittee

Role:

Objectives

Composition:

Special Expertise References [if any]:

**VI. C. Weed and Seed Site Director:**

Position description:

Qualifications Statement:

When and how position will be advertised, required background check, and expected date to fill position:

How position is financed throughout the life of the strategy:

**VI. D. Fiscal Agent:**

Organization:

Qualifications/Record of Experience:

**VI. E. Additional Neighborhood Resource Providers:**

Organization:

Strategic Importance to efforts/Contribution:

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**VII. COORDINATION COMPONENTS:** *(Use "bullet format".)*

**VII. A. PARTNERSHIPS, COLLABORATIONS AND FEDERAL, STATE, LOCAL, PRIVATE AND TRIBAL PROGRAM COORDINATION:**

Federal Partnerships/Collaboration:

State Partnerships/Collaboration:

Local Partnerships/Collaboration:

Private Partnerships/Collaboration:

Tribal Partnerships/Collaboration [If any]:

Crosscutting Partnerships/Collaboration:

**VII. B. COORDINATION STRATEGIES:**

Law Enforcement Coordination Within and Among W & S Elements:

Community Policing Linkages:

Prevention, Intervention and Treatment Linkages:

Safe Haven(s) Management:

Neighborhood Restoration Linkages:

Critical "sustainment" activities:

**VII. C. ROLE OF RESIDENTS IN STRATEGY IMPLEMENTATION:**

Role of residents in the community policing element of the strategy:

Role of residents in the prevention/intervention/treatment element of the strategy:

Safe Haven(s) operations involvement:

Role of residents in the neighborhood restoration element of the strategy:

**VII. D. COMMUNICATION PLAN:**

How resident leadership will be developed and maintained within the site:

Communication tools and applications:

Resident involvement on the Steering Committee/subcommittees:

Focused/Continued outreach strategies:

Other communications and Public Relations Elements:

**VIII. BUDGET, SUSTAINABILITY AND LEVERAGING:**

**VIII. A. BUDGET DETAIL AND BUDGET NARRATIVE**

The budget documents are to be submitted as a separate file attachment following the format provided in the Appendix entitled “*Sample Budget Detail Worksheet and Budget Narrative*” located at [www.ojp.usdoj.gov/ccdo/ws/2008guideIn.html](http://www.ojp.usdoj.gov/ccdo/ws/2008guideIn.html).

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

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

**VIII. B. SUSTAINABILITY AND LEVERAGING:**

Discuss plans to leverage community resources in support of Weed and Seed strategy and sustainability efforts that will allow building volunteer, in-kind, financial and other support that will enable the strategy to continue long-term:

Summarize funding that will be incorporated into the project:

Total Federal grant/funding dollars which will be incorporated into the project: \_\_\_\_\_

Total state/local grant/funding dollars which will be incorporated into the project: \_\_\_\_\_

Total other funds leveraged which will be incorporated into the project: \_\_\_\_\_

**IX. OUTCOMES AND EVALUATION**

**IX. A. PERFORMANCE MEASURES:** *(Use "bullet format".)*

How partners will track, evaluate, and report progress and performance measures on an ongoing basis:

How process changes (workload, activities, etc.) will be measured:

How impacts/outcomes will be measured:

Baseline data for the areas targeted and the city as whole:

Specific indices by which target crime(s) will be reduced through the initiative:

**IX. B. EVALUATION**

Strategy Evaluation Plan:

Who will be responsible for conducting the evaluation:

Qualifications:

Decision process used to select this person/agency:

Methodologies for reporting, monitoring, and assessment:

How the evaluation will be carried out:

Process/frequency by which reports will be generated:

How measurable outcomes will be monitored:

Description of U.S. Attorney office and advisory committee oversight:

**FY 2008 WSC CONTACT INFORMATION:** *(Indicate by asterisk the contact person(s) with whom CCDO should communicate for follow-up on the application.)*

**NAME OF COMMUNITY:**

<p><b>UNITED STATES ATTORNEY</b>          Name:          Title:          District:          Address:          Phone:          Fax:          E-Mail:</p>	<p><b>GRANTEE OFFICIAL POINT OF CONTACT</b>          Name:          Title:          Agency:          Address:          Phone:          Fax:          E-Mail:</p>
<p><b>USAO CONTACT</b>          Name:          Title:          District:          Address:          Phone:          Fax:          E-Mail:</p>	<p><b>WEED &amp; SEED SITE DIRECTOR</b>          Name:          Title:          Agency:          Address:          Phone:          Fax:          E-Mail:</p>
<p><b>DEA CONTACT</b>          Name:          Title:          Agency:          Address:          Phone:          Fax:          E-Mail:</p>	<p><b>LAW ENFORCEMENT CONTACT</b>          Name:          Title:          Agency:          Address:          Phone:          Fax:          E-Mail:</p>

**DEFINITIONS:**

- 1) United States Attorney - current United States Attorney serving the site's district.
- 2) USAO Contact - contact person at the U.S. Attorney's Office who provides assistance and support to the Weed and Seed site (e.g. LECC Coordinator, Assistant U.S. Attorney, etc.)
- 3) DEA Contact – Drug Enforcement Administration representative serving on the Weed and Seed Steering Committee who provides support to the Weed and Seed Community.
- 4) Grantee Official Point of Contact – head of the Fiscal Agency who is to be contacted on official matters involving this application and future Weed and Seed funds, and who is authorized to enter into contracts for the agency (e.g. person who signed application).
- 5) Weed and Seed Site Director - person who handles the day-to-day operations and administrative requirements of the Weed and Seed strategy (e.g. coordinates Seeding and Weeding elements, prepares progress reports, organizes steering committee meetings, has continuous contact with CCDO on matters involving the grant and budget, etc).
- 6) Law Enforcement Contact - person administering the law enforcement strategy in the designated area (e.g. Weeding coordinator).