

Appendix 9. Steering Committee and Mini-Grants Procedures

Applicants that are selected for funding will need to submit the following within 90 days of acceptance of the FY 2008 Weed and Seed Communities Competitive award by the grantee:

Steering Committee Policies and Procedures: The Steering Committee is **required** to adopt policies and procedures for its operations.

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.