

Appendices

The appendices contain additional program guidance to assist applicants in completing their FY 2008 Weed and Seed Communities Competitive application.

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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:

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.

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

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

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

Appendix 2. Information Collection Resources

The Weed and Seed Strategy is a geographically based effort. As a result, applicants and grantees in their annual Government Performance and Results Act (GPRA) reports must provide the boundaries for their designated areas along with crime and other program information specific to the community where their strategy is being implemented. The boundary information is used to create computer-based maps for each local community's designated area, which are displayed on the CCDO Weed and Seed Data Center Web site (www.weedandseed.info). Since many of the local sites do not conform to Census or other administrative boundaries, a software utility has been employed that produces detailed demographic data tables for each designated area using the computer-based maps and U.S. Census data files, along with commercially generated current-year population estimates.

Along with the local sites' designated area maps, the CCDO Weed and Seed Data Center Web site contains the custom demographic data tables and the most recent GPRA reports. The maps can be accessed interactively with user-selectable data layers showing Safe Haven locations, HUD-funded public housing, USGS aerial photos, and other administrative features such as state and local government boundaries, Census tracts, ZIP codes, and congressional districts. In addition to accessing information by local Weed and Seed Communities, users can obtain lists of sites by various characteristics. These capabilities require the use of computer mapping and spatial database software, national street- and base-related map files, and national demographic files.

For application review purposes, Data Profiles have been produced that compare the proposed designated areas for selected crime and demographic characteristics with their surrounding jurisdiction, region, and the entire United States. Applicants must provide their designated area boundaries and 3 years of crime data. Using the computer-based tools mentioned previously and national Census and crime data files, the Data Profiles are generated. This information provides some context for understanding the relative severity of the community conditions in locations being proposed for new Weed and Seed Communities. The distribution of these Data Profiles is limited to the applicants and CCDO staff and consultants.

Selected Resources for Crime Data

The U.S. Department of Justice/Bureau of Justice Statistics (BJS) is an important resource for crime data. Crime reports traditionally consist of monthly counts of offenses and arrests for certain offense categories. State and local agencies report these summary data to the FBI's Uniform Crime Reporting (UCR) Program. The top three crime problems indicated by UCR data are 1) homicide, 2) aggravated assault, and 3) robbery. The BJS Web site is an excellent resource about crime data <http://www.ojp.usdoj.gov/bjs/>. The site also provides information that the FBI has been collecting on homicides through the Supplementary Homicide Reports for many years and has launched the National Incident-Based Reporting System (NIBRS) to provide additional information about crime that was comparable across jurisdictions and included more types of crime. BJS also has online crime-reported summary data as part of its *Law Enforcement Management and Administrative Statistics* and crime data from about 3,900 reporting local law enforcement agencies with population coverage of more than 10,000.

The National Archives of Criminal Justice Data (NACJD) is an important resource for crime data used in research-based projects across the United States. The mission of the NACJD is to facilitate research in criminal justice and criminology, through the preservation, enhancement, and sharing of computerized data resources; through the production of original research based on archived data; and through specialized training workshops in quantitative analysis of crime and justice data. All of the research projects from the National Institute of Justice (NIJ) and many studies from the Bureau of Justice Statistics are archived here. NACJD has Resource Guides and Data available to cover the topics of [Capital Punishment in the United States](#), [Chicago Women's Health Risk Study](#), [Expenditure and Employment for the Criminal Justice System](#), [Geographical Information Systems](#), [Homicide](#), [Homicides in Chicago](#), [Law Enforcement Management and Administrative Statistics](#), [National Corrections Reporting Program](#), [National Crime Victimization Survey](#), [National Incident-Based Reporting System](#), [Survey of Inmates in State and Federal Correctional Facilities](#), [Uniform Crime Reporting Program](#), and [Violence Against Women](#). The Web site is <http://www.icpsr.umich.edu/NACJD/>.

NACJD is home to Web sites for two separately maintained programs: the Project for Human Development in Chicago Neighborhoods (PHDCN) and the Homicide Research Working Group (HRWG). The [Project on Human Development in Chicago Neighborhoods](#) (PHDCN) is a large-scale, interdisciplinary study of how families, schools, and neighborhoods affect child and adolescent development. It was designed to advance the understanding of the developmental pathways of both positive and negative human social behaviors including the pathways to and away from juvenile delinquency, adult crime, substance abuse, and violence. At the same time, the project also provided a detailed look at the environments in which social behaviors take place by collecting substantial amounts of data about the people, institutions, and resources of urban Chicago (<http://www.icpsr.umich.edu/PHDCN/>). Data has been turned over to NACJD for the ongoing process of archiving and dissemination. The [Homicide Research Working Group](#) (HRWG), an interdisciplinary and international association of researchers and policy makers, was formed in 1991 to foster communication, coordination, and networking among people involved in the study of homicide. NACJD has been a frequent host for HRWG meetings and ICPSR maintains the HRWG website, which provides information on HRWG news, meetings, membership, and publications (www.icpsr.umich.edu/HRWG/mission.html).

UCR Data

The Uniform Crime Reporting (UCR) Program was conceived in 1929 by the International Association of Chiefs of Police to meet a need for reliable, uniform crime statistics for the nation. In 1930, the FBI was tasked with collecting, publishing, and archiving those statistics. Today, several annual statistical publications, such as the comprehensive *Crime in the United States*, are produced from data provided by nearly 17,000 law enforcement agencies across the United States. For more information, see <http://www.fbi.gov/ucr/ucr.htm#cius>.

The Mapping and Analysis for Public Safety Program (MAPS), of the National Institute of Justice has on its Web site a listing of all law enforcement agencies across the United States that have online crime analysis mapping. Many of these sites contain data that is downloadable or can be requested. The URL is: www.ojp.usdoj.gov/nij/maps/links.html.

HUD also has an online system for downloading data for analysis about housing and economics called HUD User. HUD USER provides interested researchers with access to

the original electronic data sets generated by PD&R sponsored data collection efforts, including the American Housing Survey, HUD median family income limits, as well as micro data from research initiatives on topics such as housing discrimination, the HUD-insured multifamily housing stock, and the public housing population. The URL is: <http://www.huduser.org/datasets/pdrdatas.html>.

As a key partner in developing your Weed and Seed Strategy, *the local police department or local prosecutor should be approached to obtain local crime data for the designated area*. Today, police departments frequently use computer-mapped crime locations to delineate hot spots, or areas with high concentrations of crime. Highlighting such areas helps police direct patrols where they are most needed, thereby optimizing the deterrent effect of police presence. To learn more about crime mapping, visit the National Institute of Justice's Mapping and Analysis for Public Safety program Web site at: www.ojp.usdoj.gov/nij/maps/briefingbook.html#cd.

The Justice Research and Statistics Association (JRSA) is a national nonprofit organization of state Statistical Analysis Center (SAC) directors, researchers, and practitioners throughout government, academia, and criminal justice organizations (<http://www.jrsa.org/>). Many of the individual SACs contain data from in state research projects on crime and criminal justice. A listing of Web sites for each SAC is available on the JRSA Web site. JRSA also maintains the online *Weed and Seed Data Center*: <http://www.weedandseeddatacenter.org/>.

Formula Grant State Administering Agencies

Many states have developed information and local data about crime as part of their use of formula funds received from the U.S. Department of Justice (DOJ). To learn more about what local data systems may already be available to help your community plan crime prevention and neighborhood improvement strategies, contact your OJP state administering agency listed at: <http://www.ojp.usdoj.gov/state.htm>.

The U.S. Department of Housing and Urban Development (HUD) has a program called the Neighborhood Networks. HUD created Neighborhood Networks in 1995 to encourage property owners to establish multi-service community learning centers in HUD insured and assisted properties. Neighborhood Networks was one of the first federal initiatives to promote self-sufficiency and help provide computer access to low-income housing communities. Neighborhood Networks centers help to improve computer access, advance literacy, prepare residents to take advantage of employment opportunities, and provide access to healthcare information and other social services. Information can be found at: <http://www.hud.gov/offices/hsg/mfh/nnw/nnwindex.cfm>.

Demographic/Economic and Social Neighborhood Indicators

U.S. Bureau of the Census provides the census data that is the most concise source for demographic data to describe your neighborhood. This Web site gives you many options for looking up local data: <http://www.census.gov/main/www/cen2000.html>.

One relatively easy way to obtain 2000 census data from this homepage is to use the box titled "Enter a Street Address to Find Census 2000 Data." Once the address, city, state and ZIP code have been entered, you will be given the option to view data for the ZIP code, as well as the entire state, county, county subdivision, block/block group, and the census tract or the congressional district. The range of data that can be viewed

includes population, housing, and selected economic data. Maps can also be generated. In addition, one can select “*State and Local Quick Facts*” to compare county and state population and housing data in which the Weed and Seed designated area is located.

Unemployment

For updated unemployment statistics, please visit the U.S. Department of Labor Web site at <http://data.bls.gov/cgi-bin/surveymost?la>.

Additional Neighborhood Data Resources

Many local communities have already developed online information systems containing housing or crimes data to facilitate neighborhood analysis and planning. Check with your local police department, county or city community/housing development or planning office, or local United Way to see if this is available in your community.

See for example:

Philadelphia, Pennsylvania: <http://cml.upenn.edu/projects/nis.asp>.

St. Paul Minnesota Police Department:
http://www.stpaul.gov/depts/police/ca_1.html#Main_top.

Franklin County, Ohio:
http://www.communityresearchpartners.org/htm/services2.cfm?projectcats_id=3&projects_id=12

Denver, Colorado: http://www.denvergov.org/Focus_Neighborhoods/template22122.asp

Cleveland, Ohio:
http://povertycenter.cwru.edu/urban_poverty/dev/cando/whatis_cando.asp

Urban Institute — National Neighborhood Indicators Partnership

The National Neighborhood Indicators Partnership (NNIP) is a collaborative effort by the Urban Institute and local partners to further the development and use of neighborhood information systems in local policymaking and community building (<http://www.urban.org/nnip/about.html>).

Selected Online Publications

Gathering and Presenting Information About Your Neighborhood, LISC Center for Home Ownership:
http://www.liscnet.org/resources/2001/09/neighborhood_541.shtml?Affordable+Housing

Community Based Neighborhood Planning: A Step-by-Step, How-to Guide, Enterprise Foundation: <http://www.enterprisefoundation.org/resources/ERD/browse.asp?c=31>

Where to Get Neighborhood Data for Planning: <http://www.nhi.org/resource/data.html>

Appendix 3. Sample Memorandum of Agreement (MOA)

MEMORANDUM OF AGREEMENT
[Neighborhood's Name] Weed and Seed Community
[Name of USAO District]
[City, State]

I. IN GENERAL

Weed and Seed is a program under the administration of the Community Capacity Development Office (CCDO) in the Office of Justice Programs (OJP), United States Department of Justice. CCDO assists states, units of local governments, neighborhoods, and community-based organizations in developing Weed and Seed Strategies under the authority of the Omnibus Crime and Control Safe Streets Act of 1968 (42 U.S.C. 3712 § 103 to 105).

II. PURPOSE

This initiative aims to prevent, control, and reduce violent crime, drug abuse, and gang activity. Its operative strategy incorporates a community-based, comprehensive multi-agency approach to law enforcement, crime prevention, and neighborhood restoration. It is designed for neighborhoods with persistent high levels of serious violent crime and corresponding social problems. Weed and Seed Communities are developed in partnership with many local organizations including the United States Attorney's Office (USAO) to reduce crime and improve the quality of life in a community. Partnering entities are required to primarily draw on and redeploy existing public and private resources in crafting problem resolution rather than focusing on limited discretionary federal grant funds.

The strategy recognizes the importance of involving community residents who are intimately familiar with local community conditions and community decisionmakers who have the responsibility, authority, and control of existing community public and private resources. These groups must work together in identifying and solving the problems in their neighborhoods. Actions pursuant also help to address related social problems that without proper intervention often lead to violent crime, drug abuse, and gang activity.

Recognizing that only with the redeployment of existing community resources can significant and sustainable change be achieved in consistently high-crime neighborhoods, the undersigned governmental and non-governmental agencies have embraced the common goal of significantly reducing violent crime and narcotics activity in the following community:

- [Name of target area – This section must state the geographical-jurisdictional boundaries of the program]

This initiative will consist of law enforcement operations and strong community engagement to suppress criminal activities, empower residents to build safer neighborhoods, and facilitate in the implementation of highly effective, sustainable restorative strategies.

III. PARTIES

A. A Steering Committee will be established to plan and implement intervention measures in the targeted community. The United States Attorney must serve as a voting member of the Steering Committee. Members of the committee will include at least one (1) representative from the following agencies, faith-based organizations, community-based organizations, corporations, and residents:

- [USAO District]
Representative's Name
Position at the Weed and Seed Steering Committee or Sub Committee
- [Applicant's agency name]
Representative's Name
Position at the Weed and Seed Steering Committee or Sub Committee
- Chair of the Steering Committee
- All others

IV. GENERAL UNDERSTANDINGS, AGREEMENTS, AND REQUIREMENTS

- A. All members of the Steering Committee will meet at a set date and time to be established at the convenience of its members, at least bi-monthly.
- B. Employees, volunteers and/or agents of non-governmental organizations may be required to submit to a criminal background check in accordance with the policy of the Office of Justice Programs, U.S. Department of Justice.
- C. The parties will be responsible for the creation and execution of their operations in the target areas.
- D. All parties will work to ensure that programs initially developed by the Steering Committee will be operationally transferred and integrated into existing public or private organizations as soon as possible—throughout the life of the project—to achieve sustainability and enable the Steering Committee to maintain its design, planning, and development functions.
- E. Due to investigative sensitivities, specific and detailed information relative to law enforcement operations, including individual suspects and targets, will generally not be shared outside of the law enforcement partnership. However, the Subcommittee will create and execute plans that seek to address problems identified by the inclusive Steering Committee.
- F. Neither Party to this MOA shall release information derived from the other Party to a non-participating third party without prior approval of the contributing MOA Party.
- G. All participating agencies will be required to submit progress reports to the Chairperson of the Steering Committee on a quarterly basis. This information is

needed to comply with the initiative's overall reporting requirements as well as to capture information for evaluation purposes.

V. SPECIFIC UNDERSTANDINGS, AGREEMENTS AND REQUIREMENTS

Weed Efforts

Law Enforcement

- A. The [Agency, non-profit, faith-based, neighborhood or private organization] agrees to provide the following: [List in bullet-style the specific resources, activities, collaboration, or contributions – including monetary, in-kind or other financial -- that the organization will be responsible for providing].

[Repeat the same clause for each Steering Committee member and partners, including residents, who will commit or provide resources for the Weed -- Law Enforcement effort as part of the Weed and Seed Strategy.]

Community Policing

- B. The [Agency, non-profit, faith-based, neighborhood or private organization] agrees to provide the following: [List in bullet-style the specific resources, activities, collaboration, or contributions – including monetary, in-kind or other financial -- that the organization will be responsible for providing].

[Repeat the same clause for each Steering Committee member and partners, including residents, who will commit or provide resources for the Weed -- Community Policing effort as part of the Weed and Seed Strategy.]

Seed Efforts

Prevention, Intervention and Treatment

- C. The [Agency, non-profit, faith-based, neighborhood or private organization] agrees to provide the following: [List in bullet-style the specific resources, activities, collaboration, or contributions – including monetary, in-kind or other financial -- that the organization will be responsible for providing].

[Repeat the same clause for each Steering Committee member and partners, including residents, who will commit or provide resources for the Seed -- Prevention/Intervention/Treatment effort as part of the Weed and Seed Strategy.]

Neighborhood Restoration

- D. The [Agency, non-profit, faith-based, neighborhood or private organization] agrees to provide: [List in bullet-style the specific resources, activities, collaboration, or contributions – including monetary, in-kind or other financial -- that the organization will be responsible for providing].

[Repeat the same clause for each Steering Committee member and partners, including residents, who will commit or provide resources for the Seed -- Neighborhood Restoration effort as part of the Weed and Seed Strategy.]

VI. MODIFICATIONS

This MOA may be modified at any time by written consent of all parties involved.

VII. EFFECTIVE DATE

This MOA is effective on [date of effectiveness] and is in effect until the project end date of [end date of the last projected activity in the implementation plan], or until otherwise modified.

VIII. SIGNATORIES

The undersigned have read and signed the Weed and Seed strategic plan [Attached as Attachment 1] for the District of [district]; and agreed to execute the objectives outlined in the plan that pertain to their agency.

The undersigned hereby execute this Memorandum of Agreement on behalf of their agencies, instrumentalities, organizations, corporations or groups.

[Name of Authorized Official]
[Position of Authorized Official]
[Agency]

[Name of Authorized Official]
[Position of Authorized Official]
[Agency]

[Name of Authorized Official]
[Position of Authorized Official]
[Agency]

[Name of Authorized Official]
[Position of Authorized Official]
[Agency]

[Name of Authorized Official]
[Position of Authorized Official]
[Agency]

[Name of Authorized Official]
[Position of Authorized Official]
[Agency]

Appendix 4. Local and National Evaluations

Local Evaluation. Sites are expected to perform a local evaluation. All sites are required 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. Weed and Seed Communities 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.

Weed and Seed Communities are encouraged to review *Evaluating a Weed and Seed Strategy* (NCJ 191723), a step-by-step approach to a comprehensive local Weed and Seed evaluation. The publication is available in PDF and text formats on the CCDO website at www.ojp.usdoj.gov/ccdo/pub/welcome.html. Guidance on local evaluation also can be obtained from the OJP Bureau of Justice Assistance's Center for Program Evaluation: www.ojp.usdoj.gov/BJA/evaluation/.

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

Appendix 5. Measuring Sustainability

- In order for CCDO to assess Weed and Seed Communities' leveraging and sustainability efforts during their 5-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 5-year funding eligibility period, leveraged funding should equal or exceed \$875,000 (\$175,000 x 5). The other funding sources and amounts need to be clearly listed and discussed in the Sustainability section of the program narrative. (See *Developing a Sustainability Plan for Weed and Seed Sites* at <http://www.ojp.usdoj.gov/ccdo/pub/welcome.html>).
- U.S. Attorneys are requested to coordinate Project Safe Neighborhoods (PSN) and Weed and Seed initiatives to the fullest extent possible. For example, the crime analysis done for PSN should inform the law enforcement strategy for Weed and Seed Communities; and the coordination and community outreach structures for Weed and Seed should be used as a platform to advance PSN.
- CCDO requires that each site have an overall Weed and Seed Site Director and strongly recommends that the Director 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.

Appendix 6. Background Screening Requirement for Staff Working with Children (including Site Directors)

A background check is required for all Weed and Seed Site Directors. In addition, the U.S. Attorney must give approval of a candidate for the site director position before he/she may be hired. A list of final candidates for the Director position must be delivered to the U.S. Attorney 15 days before the hiring decision is made.

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. Weed and Seed Communities must develop written protocols to screen all staff that work with children, including the site coordinator.

Guidelines for the Evaluation of Information Obtained in State and National Criminal Background Checks on Potential Employees and Volunteers Who May Have Access to Children, the Elderly, and Individuals with Disabilities at Weed and Seed Communities

Background: When a person entrusted with the care of particularly vulnerable individuals (i.e., children, the elderly, or the disabled) abuses those individuals and then is found to have previously abused others or have a criminal background—questions and potential liabilities arise. To address this compelling public interest, the federal government and most states have enacted legislation that authorizes criminal record checks, including FBI fingerprint criminal record checks, on various persons who work with these vulnerable individuals (the protocols for these checks were addressed in previous memorandum dated November 5, 2002). The primary purpose of this legislation (including the National Child Protection Act [NCPA], Pub. L. No. 103-209, and the Violent Crime Control and Law Enforcement Act of 1994 [VCCLEA], Pub. L. No. 103-222) is to identify the potentially abusive persons and protect vulnerable individuals.

The Community Capacity Development Office has required background screening for several years. Once that screening is done and criminal records information is received, it is important to have consistent standards for the evaluation of this information. Therefore, uniform guidelines for the evaluation of this information need to be established. Also, to the extent possible, the hiring of the employee or the placement of the volunteer should be delayed until the entire screening process, including the evaluation of any criminal history is completed. At a minimum, the potential employee or volunteer must be restricted to supervised situations or situations in which another worker is present when dealing with vulnerable individuals until the screening process is complete. This is consistent with the suggestions provided by an Office of Juvenile Justice and Delinquency Prevention (OJJDP) publication entitled *Guidelines for the Screening of Persons Working with Children, the Elderly, and Individuals with Disabilities in Need of Support*, NCJ 167248. The publication gives the following factors to consider:

1. The relationship between the incident and the type of employee or service that the applicant will provide.
2. The applicant's employment or volunteer history before and after the incident.
3. The applicant's efforts and success at rehabilitation.
4. The likelihood that the incident would prevent the applicant from his or her responsibilities in a manner consistent with the safety and welfare of the consumers served by the agency.

5. The circumstances and/or factors indicating that the incident is likely to be repeated.
6. The nature, severity, number, and consequences of the incidents disclosed.
7. The circumstances surrounding each incident, including contributing societal or environmental conditions.
8. The age of the individual at the time of the incident.
9. The amount of time lapsed since the incident occurred.

Given the gravity of the compelling public interest involved, the factors delineated above should be interpreted in a manner that provides the greatest protection to the vulnerable individuals. Therefore, the following guidelines are to be used when evaluating criminal history information concerning applicants (which term is to be understood to include persons who have already begun work at the site):

- The applicant must not have felony convictions of any type or any misdemeanor convictions involving violence, fraud, or criminal sexual misconduct.
- The applicant must not have any conviction for an offense against a child or dependent adult.
- The applicant must not have any misdemeanor convictions involving a breach of the peace or drug related offenses within the past 5 years proceeding the date of the background check.
- Applicants with previous military employment must not have been convicted of any court martial higher than a summary court martial.

These guidelines will help further the primary purpose—identifying the potentially abusive persons and protecting the vulnerable individuals of the NCPA while, at the same time, staying within the spirit of the recommendations in OJJDP publication, NCJ 167248. For further information or elaboration on these guidelines, contact the Community Capacity Development Office at (202) 616–1152.

Any waiver from this policy must be requested in writing by memorandum from the U.S. Attorney to the Community Capacity Development Office, along with accompanying documentation.

Appendix 7. Unallowable Costs

Unallowable Costs: Grant funds will not be approved for the following:

- Purchase of police patrol cars or community policing vans.
- Guns (including gun buy-backs) or ammunition.
- Canines and any canine-related expenses.
- Construction, renovations, demolitions, repairs of any kind, or any related materials.
- Playground equipment.
- Mini-grants (sub-grants) that are not for criminal justice.
- Incentives, stipends, or gifts.
- Monetary awards or scholarships.
- Staff bus passes.
- Staff parking or staff mileage/transportation between home and the workplace.
- Promotion/Marketing costs in excess of \$3,000 per year.
- Field trips not in direct support of a specific program or project.
- Salary for an Administrative Assistant, except for assisting a Site Director who manages more than one Weed and Seed Community.
- Indirect costs and/or administrative costs in excess of 10 percent of the grant.

Joint Operations Requirements (Weed and Seed) — 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 designated area, or involving a conspiracy to sell or possess drugs or firearms, or;
- 2) The commission of any other felony offenses within the Weed and Seed designated area which directly impact the area or have a significant nexus thereto.

Revision of Grant Budgets: Any proposed revision to a grant award must be accompanied by relevant excerpts from the Steering Committee Chairperson's signatures before CCDO will approve the proposed revision.

Appendix 8. Sample Budget Detail Worksheet and Budget Narrative

OMB Approval No. 1121-0188
Expires 5-98 (Rev. 12/97)

Please bear in mind that this sample budget 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. Applicants should refer to the OJP Financial Guide at <http://www.ojp.usdoj.gov/finguide06/index.htm> for assistance in the financial management of Weed and Seed grant funds.

Match Requirement (cash or in-kind): A grant made under this program may not cover more than 75% of the total costs of the project being funded. The applicant must identify the source of 25% non-federal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services. Matching funds are restricted to the same uses of funds as allowed for Federal funds.

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.

Sample Budget Detail Worksheet

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 Director	\$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	3 hrs per day x 5 days per mo. x 2 officers x 12 mos. @ \$35.00 Overtime hourly rate	12,600
5) Community Outreach (civilian)	4 hrs per day x 5 days per week x 52 wks @ \$6.87 per hour	7,140
6) Code Enforcement Officer	\$36,000/year @ 35%	12,600 (match)
7) Administrative Support–Financial	\$16/hr X 20 hrs/mo. X 12 mos.	3,840 (match)
TOTAL:		<u>\$ 79,180</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, Worker'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 Director	\$35,000 x 18.55%	\$6,493
FICA	@ 6.2%	
Health/Life insurance	@ 8.9%	
Worker's comp	@ 2.0%	
Medical Tax	@ 1.45%	
2) Law Enforcement Overtime	\$25,800 X 8.7%	2,245 (match)
FICA	@ 6.2%	
Worker's comp	@ 2.0%	
Unemployment	@ 0.5%	
3) Code Enforcement Officer	\$12,600 X 18.55%	2,337 (match)
FICA	@ 6.2%	
Health/Life insurance	@ 8.9%	
Worker's comp	@ 2.0%	
Medical Tax	@ 1.45%	
4) Administrative Support – Financial	\$3,840 X 18.55%	712 (match)
FICA	@ 6.2%	
Health/Life insurance	@ 8.9%	
Worker's comp	@ 2.0%	
Medical Tax	@ 1.45%	
TOTAL:		<u>\$11,787</u>
Total Personnel & Fringe Benefits:		<u>\$90,967</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. **Each Weed and Seed Community can budget up to a maximum of \$7500 in grant funds for travel to CCDO-sponsored conferences and training. Prior approval from the program manager is required to any other use of these funds.**

<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 Director 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	1,500
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

TOTAL: \$7,500

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.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
1) Computer for Site Director		\$ 1,000
2) Printer		300
3) Laptop Computers for Police Officers (Joint Task Force)	(2 @ \$2000 ea.)	4,000
4) Printer for Police Computer (Joint Task Force)		500
5) Video Camera for Police Officers (Joint Task Force)		1,400
6) Bicycles for Community Policing unit (Joint Task Force)	(5 x \$2000 ea.)	10,000
7) Digital/Cellular Telephones for Citizen Police Academy (10 x \$50 ea.) (Joint Task Force)		500
8) Crime Mapping Software (Joint Task Force)		3,140
9) Tables for Computer Lab at Safe Haven	(10 tables @ \$160/ea.)	1,600 (match)
10) Chairs for Computer Lab	(10 @ @\$60/ea.)	600 (match)
11) Storage units for Computer Lab	(2 @ \$618/ea.)	1,236 (match)
12) Desks for Safe Haven Offices	(4 @ \$415.75/ea.)	1,663 (match)
	TOTAL:	<u>\$25,939</u>

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

E. Supplies - List items by type (e.g., 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.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
1) Weed and Seed Office Supplies	\$133.92/month @ 12 months	\$1,607
File folders and accessories @ \$15 each		
Rollerball Pens @ \$10 per pack		
Microcassette tapes @ \$20 each		
Printer cartridges @ \$40 each		
Multipurpose copy paper @ \$30		
Misc. items @ \$18.92		
(e.g., scissors, staples, correction fluid, paper clips, glue, tape, markers)		

2) Video Surveillance Supplies (Joint Task Force) \$ 50
Video Camera Film

NOTE: Items purchased should be reasonable and support the Weed and Seed strategy.

3) Public Relations Publications: \$2,000
 a. Flyers to inform community of services available at Safe Haven 2,000 @ .50 each \$1,000
 b. Project Safe Neighborhood flyers, booklets to inform Community about Cease Fire, Exile, Crime Stoppers. 2,000 @ \$.50 each \$1,000
TOTAL: \$3,657

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
**Please note that construction costs are not allowable with Weed and Seed funds. Minor renovation (i.e., to restore to original state) may be allowable if justified and approved in advance by the Community Capacity Development Office.		
TOTAL:		\$0

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)		
	\$14,000 Community Outreach Training (\$14/hour x 20 hours/wk x 50 wks)		
	\$ 7,000 Tutors (\$14/hour x 10 hours/wk x 25 weeks x 2 tutors)		\$36,000
2) Copying Service for Newsletter	4 pages x 1000 copies 5 times per year @ .05 per copy		\$ 1,000
3) Internet Service Provider (annual fee)			\$ 1,000
	Additional Internet site—annual fee (Joint Task Force)		\$ 170

4) Crime Analysis and Mapping (Joint Task Force)		
\$5,200 Data Entry Personnel		
(\$20/hour x 5 hours/wk x 52 weeks)		\$ 5,200
5) Automobile lease for undercover vehicle (Joint Task Force)		
(\$600/month x 12 months)		\$ 7,200
(Undercover police cars are leased)		
		TOTAL: \$50,570

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)		\$10,000
<p>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 http://www.ojp.usdoj.gov/finguide06/part3/part3chap8/part3chap8.htm.</p>		
2) Office Space Rental (Joint Task Force)		
\$1.50/sq. foot x 400 sq. feet:	\$600/month @ 12 months	7,200
3) Monthly Service for Citizen Police Academy Cellular Phones		
\$50/mo. x 12 mos. x 10 phones		6,000
4) Space for Computer Lab at Safe Haven		19,500 (match)
\$2.50/sq. foot X 650:	\$1,625/month @ 12 months	
5) Utilities for Safe Haven		12,000 (match)
\$2,000/month @ 12 months		
	TOTAL:	<u>\$54,700</u>

I. Indirect Costs - Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
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Note: Indirect cost and/or administrative expenses may not account for more than 10% of the Weed and Seed grant. This 10% cap extends to all administrative functions. For example, usually the Site Director's job includes administrative activities (financial management, reporting, etc.) and this portion of their salary would be covered under the 10% cap. Salary that can be attributed to strictly program-related activities (coordinating the Steering Committee, organizing neighborhood activities, cultivating partnerships) would not be included under the cap.

TOTAL:	<u>\$ 0</u>
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Weeding/Seeding Budget Summary (Federal Request Only)

<u>Budget Category</u>	<u>SEED</u>	<u>WEED</u>
	<u>CCDO Core</u>	<u>Law Enforcement</u>
A. Personnel	\$35,000	\$27,740
B. Fringe	\$ 6,493	\$0
C. Travel	\$ 4,000	\$ 3,500
D. Equipment	\$ 1,300	\$19,540
E. Supplies	\$ 2,607	\$ 1,050
F. Construction	\$0	\$0
G. Consultants/Contracts	\$ 38,000	\$12,570
H. Other	<u>\$0</u>	<u>\$23,200</u>
TOTAL DIRECT COSTS:	\$87,400	\$87,600

At least 50% of Weed and Seed funds must be directed toward Weed-related approaches involving Law Enforcement and Community Policing and at least 40% of Weed and Seed funds must be directed towards Seed-related approaches involving Prevention, Intervention, Treatment, and Neighborhood Restoration.

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>Federal Request</u>	<u>Non-Federal Match</u>	<u>Total Budget</u>
A. Personnel	\$ 62,740	\$ 16,440	\$ 79,180
B. Fringe	\$ 6,493	\$ 5,294	\$ 11,787
C. Travel	\$ 7,500	\$ 0	\$ 7,500
D. Equipment	\$ 20,840	\$ 5,099	\$ 25,939
E. Supplies	\$ 3,657	\$ 0	\$ 3,657
F. Construction	\$ 0	\$ 0	\$ 0
G. Consultants/Contracts	\$ 50,570	\$ 0	\$ 50,570
H. Other	<u>\$ 23,200</u>	<u>\$ 31,500</u>	<u>\$ 54,700</u>
TOTAL DIRECT COSTS:	\$175,000	\$ 58,333	\$ 233,333
I. Indirect Costs	\$ 0	\$ 0	\$ 0
TOTAL PROJECT COSTS:	\$175,000	\$58,333	\$ 233,333
Federal Request	\$175,000		
Non-Federal (Match)	\$ 58,333		

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 Weed and Seed Strategy.

Personnel (\$79,180)

- 1) A request of \$35,000 will cover personnel costs for the full-time Weed and Seed Director.
- 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 \$12,600 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 \$7,140 will cover the cost of 4 hours per day, five days a week (20 hours) x 52 weeks for a community outreach worker.
- 6) A match amount of \$12,600 will cover the personnel cost for one Code Enforcement Officer who will dedicate 35% of their time on code enforcement efforts within the designated area.
- 7) A match amount of \$3,840 will cover the personnel cost for one Financial Analyst who will spend 20 hours a month for 12 months completing financial reports and overseeing accounts payable/receivable for the Weed and Seed grant.

Fringe (\$11,787)

- 1) A request of \$6,493 will cover the fringe benefits for the Weed and Seed Director at a rate of 18.55%. A breakdown of the rate is included in the Budget Detail Worksheet.
- 2) A match amount of \$2,245 will cover the fringe benefits for the law enforcement overtime (Joint Task Force, Gun/Drug Detail, Lt. Supervisor) at a rate of 8.7%. A breakdown of the rate is included in the Budget Detail Worksheet.
- 3) A match amount of \$2,337 will cover the fringe benefits for the Code Enforcement Officer at a rate of 18.55%. A breakdown of the rate is included in the Budget Detail Worksheet.
- 4) A match amount of \$3,840 will cover the fringe benefits for the Financial Analyst 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 will 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 (\$25,939)

- 1) A request of \$2,000 for a computer (\$1,000) and printer (\$300) for the Weed and Seed Director to conduct Weed and Seed business via e-mail, Internet, etc, to help prepare required reports to the Office of Justice Programs, and to prepare newsletters for residents in the designated area.
- 2) A request of \$4,500 for 2 laptops (\$2,000 ea.) and printer (\$500) for the Officers involved in the Joint Law Enforcement Task Force.
- 3) A request of \$1,400 for a Digital Video Camera for the operation and implementation of the Joint Law Enforcement Task Force.
- 4) 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.
- 5) 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.
- 6) A request for \$3,140 for implementation and operation of a crime mapping program.
- 7) A match amount of \$1,600 will cover the cost of 10 workstations for the Safe Haven computer lab.
- 8) A match amount of \$600 will cover the cost for 10 chairs for the computer lab in the Safe Haven.
- 9) A match amount of \$1,236 will cover the cost for 2 storage units that will be housed at the Safe Haven computer lab.
- 10) A match amount of \$1,663 will cover the cost for 4 desks that will be used in the Safe Haven offices.

Supplies (\$3,657)

- 1) A request of \$1,607 will be to cover supply costs for the Director and the Weed and Seed office.
- 2) A total of \$50 will be for the Joint Law Enforcement Task Force - Video Surveillance materials.
- 3) Public Relations Publications in the amount of \$2,000 will be used to inform the community of Safe Haven services, Cease Fire, Exile, and Crime Stoppers.

Contractual (\$50,570)

A request of \$36,000 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 to the 11 computers in the amount of \$1,000. Copying service for Weed and Seed newsletter is budgeted at \$1,000.

Internet service will be provided for the Joint Law Enforcement Task Force to run an individual secure server in the amount of \$170. 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 \$7,200 will be used to cover 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 (\$54,700)

1) Buy Money will be used by the Joint Law Enforcement Task Force to implement and operate the undercover Drug task force (\$10,000). 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 <http://www.ojp.usdoj.gov/FinGuide/>.**

2) Office space will be needed for the Joint Law Enforcement Task Force (\$7,200). The nature of an undercover task force causes the need for separate meeting space to ensure the integrity of the operation is not compromised (\$600 per month for 12 months).

3) A request of \$6,000 will cover one year's cost of base monthly service for the 10 Citizen Police Academy cellular phones.

4) A match amount of \$19,500 will cover the cost for renting space at the Safe Haven for the computer lab (\$1,625/month for 12 months).

5) A match amount of \$12,000 will cover the costs for utilities for the entire Safe Haven facility (\$2,000/month for 12 months).

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:

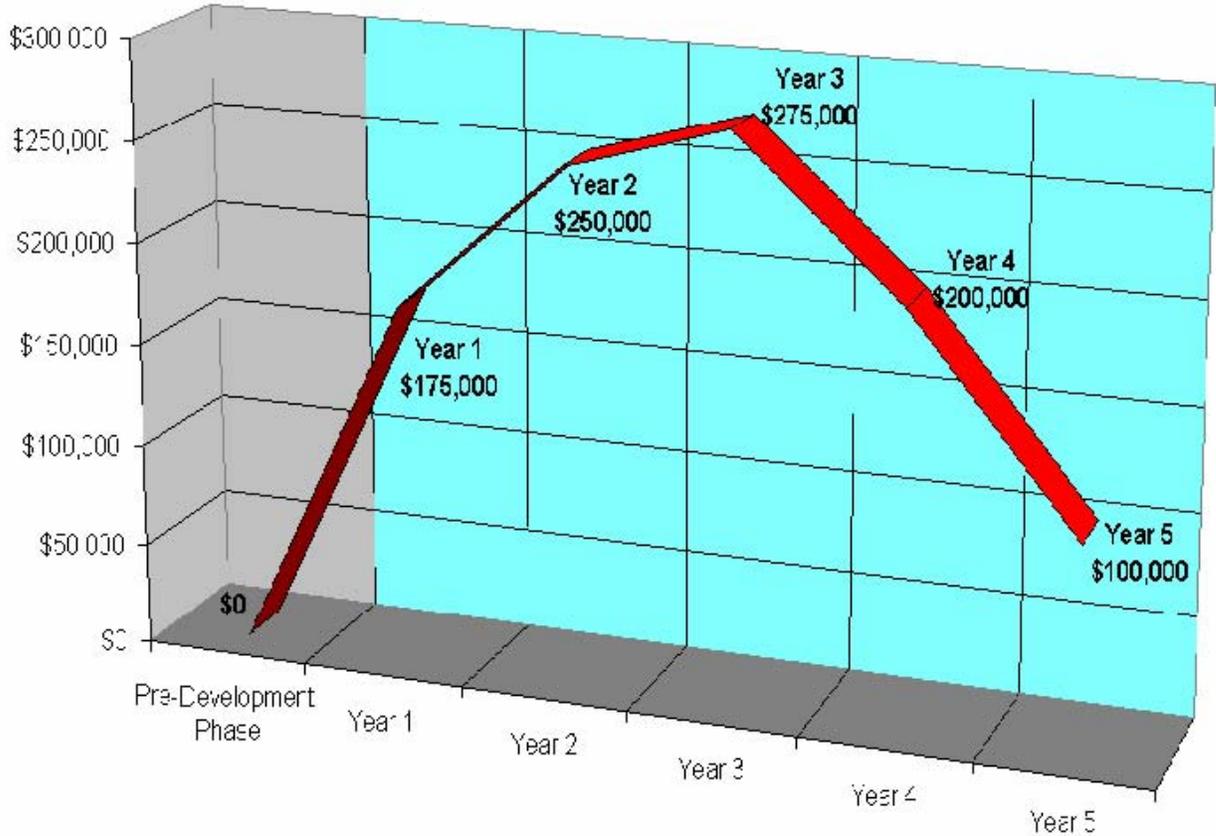
Steering Committee Policies and Procedures: The Steering Committee is **required** to adopt policies and procedures for its operations.

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.

Appendix 10. Bell Curve Funding Structure

Weed and Seed Communities Competitive Program Funding Structure



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

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Appendix 11. Indian Tribe Information

Indian Country and Working with Indian Tribes

Eligibility

In H.R. 3402, “Chapter 2 – Building Community Capacity to Prevent, Reduce, and Control Crime”, it reads:

“Section 105. Inclusion of Indian Tribes.
For purposes of Section 103 and 104, the term “State” includes an Indian tribal government.”

The Congress has directed the Office of Justice Programs that “Indian tribe and tribal” is defined as: “An Indian tribe is any Indian tribe, band, nation or organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat.688)[43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. 25 U.S.C.S. 450b(e).”

Additionally, in Alaska, applicants are advised that funds awarded through this program to the tribes listed below may not be used for court or law enforcement officers for a tribe or village, pursuant to Public Law 108-199 § 112 (a)(1). The following tribes are subject to the above restriction on use of funds: (1) tribes in which fewer than 25 Native members live in the village year around; and (2) tribes that are located within the boundaries of the Fairbanks North Star Borough, the Mantanuska Susitna Borough, the Municipality of Anchorage, the Kenai Peninsula Borough, the City and Borough of Juneau, the Sitka Borough, or the Ketchikan Borough.

Tribal Resolution

Each Indian tribe who applies must submit a Tribal Resolution. If a tribal consortium is applying for resources, a Tribal Resolution must be provided by each participating Indian tribe. These formal documents will be filed as part of the official grant file.

If a non-Indian applicant partners with an Indian tribe, a Tribal Resolution must be provided with the application. To obtain a Tribal Resolution, please work with your tribal contact (i.e. chief of police). It will require education of the community and a presentation before the Tribal Council or governing body, as appropriate. A Tribal Resolution is a formal document issued by an Indian tribal government.

Coordination between State, Country, Local and Tribal Agencies

The Weed and Seed Community application is focused on a place-based strategy and includes coordination among law enforcement, human services, and community development agencies of the applicable levels of government—federal, state, county, local and tribal—and other organizations. Add the various federal policies of Indian Country such as Public Law 83-280, which confers criminal jurisdiction from federal to state authority, to Weed and Seed strategy planning and implementation and coordination will become either very streamlined or very difficult. Applicants are highly encouraged to work with the U.S. Attorney’s Office to assist in bringing appropriate

agencies to the table. If an entity (tribal or non-tribal) does not positively respond to requests for information (i.e., crime data) or meeting invitations (i.e., Weed and Seed Steering Committee), please document and file. On the application, please reference the number of outreach efforts and response by (tribal or non-tribal) agencies. This information will assist you in application competition. Follow directions and complete all sections in the application.

Given the number of potential agencies involved on tribal lands, it is recommended that a tribe and its partners provide an initial training on the tribe and its criminal justice system and community development efforts. Likewise, any partners should also provide the same training to assist in building trusting relationships. This education process should continue every year through the life of a project and include more agencies.

Data Collection

Part I, Violent Crime, and Part II, Other Index Crimes, are required to compete. CCDO and its peer reviewers are aware that crime data and victimization information are problematic for some Indian tribes, especially those located in Public Law 83-280 and similar jurisdictions. If this information is not available, providing a short, concise narrative describing the crime in your designated area is recommended. In lieu of any crime data, CCDO will work with the Office of Justice Services, Bureau of Indian Affairs, U.S. Department of Interior, and other U.S. Department of Justice components on violent crime in the respective jurisdiction, when appropriate.

Additionally, it is recommended that prospective applicants invest in a local victimization survey, which is a local community survey conducted by the community that gauges the crime and victimization in a community. To date, three Indian tribes have developed their survey instrument, educated their own community residents on how to conduct the survey, and analyzed the data. A summary of the information can be found on [American Indians and Crime, A BJS Statistical Profile, 1992-2002](#) (<http://www.ojp.usdoj.gov/bjs/abstract/aic02.htm>). Information on the local victimization surveys, see www.ojp.usdoj.gov/bjs/cvict.htm.

Resources

Many requests are made to CCDO to learn more about Indian tribes—the history of Indian Nations is varied and fascinating. Reference material, reading written history, and listening to oral history are encouraged. The best source is your contact or the cultural office in the tribal government. For immediate questions, please see:

American Indians, Answer to Today's Questions, by Jack Utter.

Tiller's Guide to Indian Country, Economic Profiles of American Indian Reservations, by Veronica E. Velarde Tiller.

American Indian Law: Native Nations and the Federal System, Revised Edition, 2005 by Clinton, Goldberg, and Tsosie.