

Birmingham Weed and Seed Policies and Procedures for New Site Development/Selection

The following outline comprises the recommended sequence of neighborhood development activities for proposed Birmingham Weed and Seed Communities

Step One: Community Inquiry

- A. Contact the local Weed and Seed Director to discuss the community's interest and process to become an approved Birmingham Weed and Seed Community. This conversation at a minimum will entail the Weed and Seed Strategy:
- Four Components
 - **Law Enforcement**
 - **Community Oriented Policing**
 - **Prevention, Intervention, and Treatment**
 - **Neighborhood Restoration/Revitalization**
 - Steering Committee participation and composition
 - The size of the proposed site (population)
 - The need to have a high level of community support
 - Number of community meetings held prior to contacting the local Weed and Seed Office (if any).
 - Scheduling a community meeting with the Weed and Site Coordinators to discuss the Weed and Seed Strategy and policies and procedures for new site designation
 - Advise of Grants.gov sign-up procedures

Step Two: On-site Town Hall Meeting

- A. Weed Coordinator, Director and USAO Representative will attend community meetings to ascertain the level of community support and discuss the Weed and Seed Strategy:
- Four components
 - **Law Enforcement**
 - **Community Oriented Policing**
 - **Prevention, Intervention, and Treatment**
 - **Neighborhood Restoration/Revitalization**
- B. In depth discussion explanation of full application process
- Local Weed and Seed Steering Committee Application
 - Required documentation for approval:
 - Crime statistics (high level of serious violent crime)
 - Resident participation (demonstrated by sign in sheets at community meetings)

- Demographic and population size (a minimum of 7,500.00 residents)
 - Organizing Steering Committee Members
 - Must have grants.gov approval for submission
- Letter of Intent package to U S Attorney
 - Required documentation for approval:
 - Crime statistics (high level of serious violent crime)
 - Resident participation (demonstrated by sign in sheets at community meetings)
 - Demographic and population size (a minimum of 7,500.00 residents)
 - Steering Committee Members
 - Letter of Support from Mayor
 - Letter of support from Chief of Police
 - Support letters from local non-profit, faith-based, and social services agencies which currently provide human resources and services in the proposed community
- Full application requirements to CCDO for new site designation/funding
 - Crime statistics (high level of serious violent crime)
 - Resident participation (demonstrated by sign in sheets at community meetings)
 - Demographic and population size (a minimum of 10,000 residents urban site 7,500 rural site)
 - Steering Committee Members/Composition
 - 25% local decision makers
 - 25% faith/community based
 - 25% residents
 - 25% private/public sector
 - Letter of Support from Mayor
 - Letter of support from Chief of Police
 - Proof of Evidence Based Programs
 - Weeding
 - Seeding
 - Budget
 - Memorandum of Agreements/Understanding

Step Three: Visitation and Vote Process

- A. New site selection team and Director meet to review application (s)
- B. New site selection team and director will visit the proposed site (s)
- C. Site visitation scheduled
 - Potential Office space (Site Coordinator & Weed and Seed Police Unit)
 - Safe Havens proposed site(s)
 - Blighted /distressed area (abandon , suspected drug/prostitution houses and overgrown lots, etc)
- D. Full Steering Committee meets to vote on approved applications by NEW SITE SELECTION TEAM

Step Four: Notification Process

- A. Decision letter is drafted by Weed and Seed Director based of based on the vote of the Steering Committee.
- B. Letter of notification mailed to the community leader and/or contact person of the proposed new site and will be sent via certified mail

Step Five: Documentation Timeline

- A. Submit application for site
- B. Steering Committee members, new site selection team will meet once application is submitted to Director for review, evaluation and approval within two weeks after submission (Desk approval preliminary
- C. One week after vote of Steering Committee site will receive notification
- D. Letter of Intent Package due to Director 30 days prior to due date of US Attorney
- E. Submit letter of Intent packet to U. S. Attorney
 - Continue working on CCDO application (Residents/lead agency)
- F. Submit application to the Community Capacity Development Office (CCDO) Department of Justice Programs

(Average time for program planning is one year prior to actual submission date to the Community Capacity Development Office).