



# **Preparing A Federal Grant Application: Understanding the Basics**

February 28, 2018

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## **Agenda**

- **House Keeping Items**
  - **Welcome and Participant Survey**
    - Kristy Love, Deputy Director, Criminal Justice Coordinating Council
  - **Where to Find Opportunities and What You Will Need to Apply**
    - Ayris Scales, Executive Director, Office of Partnerships and Grants Services
  - **Targeting Appropriate Funding**
    - Michelle Garcia, Executive Director, Office of Victims Services and Justice Grants
  - **Finding Data to Support Your Application**
    - Dr. Ellen McCann, Statistician, Criminal Justice Coordinating Council
  - **The ABC's of Pulling Together a Grant Application**
    - Dr. Carolyne Siganda, Strategic Development Associate, DC Superior Court
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# House Keeping Items

- **Previous Trainings**
    - <https://cjcc.dc.gov/page/grants-planning>
  - **Bathrooms**
  - **Mailing Lists**
  - **Slides**
  - **Evaluations**
-



# OPGS Mission

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To enhance the capacity of District government agencies, community and faith-based organizations, and nonprofits to identify, apply, and secure resources that advance the Mayor's top public policy priorities.



# Core Services

- Facilitate Partnerships
- Provide Grants and Resource Development Support
- Oversight of District Grantmaking Process
- Oversight of District Donations
- Provide Capacity Building Support and Training
- Promote Funding Opportunities



# Where To Find Funding Opportunities

## OPGS Resources

- Website
  - [www.opgs.dc.gov](http://www.opgs.dc.gov)
- Weekly Funding Alert
- Grants Information Resource Center (GIRC)
- Events & Workshops
- Social Media 



[311 Online](#) [Agency Directory](#) [Online Services](#) [Accessibility](#)

What are you looking for today?



[DC.gov](#) [opgs.dc.gov](#)

## Office of Partnerships and Grant Services

[OPGS Home](#)

[Services](#)

[Information](#)

[Funding Alert](#)

[Resources](#)

[News Room](#)

[About OPGS](#)



### 2018 Citywide Donations Management

The Office of Partnerships and Grant Services (OPGS) and the Mayor's Office of General Counsel (OGC) recently held a Donation Management Training Session for 40 DC Government staff members on February 6, 2018. The training session



### 2018 Eight Week Intensive Proposal Writing Course

The Mayor's Office of Partnerships and Grant Services (OPGS), in partnership with the Magi Group LLC, will offer an Intensive 8-week Grant Proposal Writing Course for District of Columbia Government Employees, Nonprofit Executive Directors, Staff, Program Officers,



## FUNDING ALERT

### Funding Alert Information

The **Funding Alert** is a weekly electronic bulletin produced by the Office of Partnerships and Grant Services that highlights competitive grant opportunities and related resource announcements for eligible community, faith-based, and 501 (c)

[Prev](#) ● ● ● ● ● ● ● [Next](#)

▶ II



# Funding Opportunities and Resources

## FUNDING ALERT



### **Government of the District of Columbia**

Muriel Bowser, Mayor

441 4<sup>th</sup> Street, NW Suite 707N

Washington, DC 20001

<http://opgs.dc.gov>

***Register to receive Funding Alert at***

<https://opgs.dc.gov/service/funding-alert-information>



# Grants Information Resource Center (GIRC)



For appointments call 202-727-8900





# Federal Funding Opportunities

- Grants.gov
  - Search Grants
  - Sign up to receive information about grant specific to your mission and programs

<https://www.grants.gov/web/grants/home.html>



SEARCH: Grant Opportunities ▼

HOME

LEARN GRANTS ▼

SEARCH GRANTS

APPLICANTS ▼

GRANTORS ▼

SYSTEM-TO-SYSTEM ▼

FORMS ▼

OUTREACH ▼

SUPPORT

Apply for a Grant  
**Online Now**



# Before Applying for a Federal Grant

- Apply for a DUNS Number (Data Universal Numbering System) - A unique nine digit identifier for businesses. It is used to establish your business credit file, which is often referenced by lenders and potential business partners to help predict the reliability and/or financial stability of working with you. Takes up to 30 business days.

<http://www.dnb.com/duns-number.html>

Employee Identification Number (EIN) – is used to identify a business entity. Register on line you will receive immediately.

<https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers>



# Before Applying for a Federal Grant

Register with Federal System for Award Management (SAM) to do business with the U.S. government.

- **At a minimum to register you will need the following information:**
  - Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record.
  - Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
  - Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

<https://www.sam.gov/portal>



# Before Applying for a Federal Grant

- Register with Grants.Gov
- New - Workspace allows a grant team to simultaneously access and edit different forms within an application. The forms can be filled out online or offline.
- Identify the Grant/Program Officer
- Have a grant submission plan in place
- Do not wait until the last minute!!

<https://www.grants.gov/web/grants/applicants/registration>





# OPGS Contact Information

Executive Director: Ayris Scales (202) 727- 8900, email: [Ayris.scales@dc.gov](mailto:Ayris.scales@dc.gov)

Deputy Director: Pat Henry (202) 727- 0946, email: [Pat.Henry@dc.gov](mailto:Pat.Henry@dc.gov)

Special Projects Coordinator: Deja Harrison (202) 727-7998, email: [deja.Harrison@dc.gov](mailto:deja.Harrison@dc.gov)

To Schedule a GIRC Appointment: (202) 727- 8900

441 4<sup>th</sup> Street, NW  
707 North  
Washington DC 20001  
202-727-8900 (o) 202-727-1652 (fax)  
[www.Opgs.dc.gov](http://www.Opgs.dc.gov)





# **Preparing A Federal Grant Application: Understanding the Basics**

February 28, 2018

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The Office of Victim Services and Justice Grants (OVSJG) mission is to coordinate and fund programs in the District that serve crime victims, prevent crime, and improve the administration of justice for victims and offenders. OVSJG also provides policy making expertise, advise, and counsel to the Executive on the role of victims and offenders in the criminal justice system, and evidence-based practices to respond to, intervene in, and prevent violence. OVSJG is also responsible for overseeing the programmatic strategies and coordinating grant-making efforts for victim service and justice grants programs as well as the Access Justice Initiative in order to ensure the coordinated programmatic and grant-making efforts of those offices.

**Michelle M. Garcia**  
**Director**  
**[michelle.garcia@dc.gov](mailto:michelle.garcia@dc.gov)**  
**202-724-7216**



# TARGETING APPROPRIATE FUNDING





# *GOOD MONEY OR BAD MONEY?*



## • **Good Money**

- Alignment with the funding agency's mission and the grant purpose
- Furthers your organization's mission
- Able to meet the grant requirements

## • **Bad Money**

- Non-sustainable after the funding ends
- Award period too short to accomplish your goals/objectives
- Requires a match you can't meet



# Federal Grant-Making Agencies





#### Appalachian Regional Commission (ARC) Grants

ARC is a regional economic development agency that represents a partnership of federal, state, and local government. Each year ARC provides funding for several hundred investments in the Appalachian Region, in areas such as business development, education and job training, telecommunications, infrastructure, community development, housing, and transportation.



#### Election Assistance Commission (EAC) Grants

EAC is an independent, bipartisan commission charged with developing guidance to meet the Help America Vote Act of 2002 (HAVA) requirements, adopting voluntary voting system guidelines, and serving as a national clearinghouse of information on election administration.



#### Federal Mediation and Conciliation Service (FMCS) Grants

FMCS is an independent agency whose mission is to preserve and promote labor-management peace and cooperation. The agency provides mediation and conflict resolution services to industry, government agencies, and communities.



#### Gulf Coast Ecosystem Restoration Council (GCERC) Grants

GCERC has responsibilities with respect to 60 percent of the funds made available from the Gulf Restoration Trust Fund. Another primary responsibility is developing a comprehensive plan to restore the ecosystem and the economy of the Gulf Coast region.



#### Inter-American Foundation (IAF) Grants

IAF awards development assistance directly to the organized poor in Latin America and the Caribbean. IAF provides grant support for creative ideas for self-help received from grassroots groups and nongovernmental organizations.



#### James Madison Memorial Fellowship Foundation (JMMFF) Fellowships

JMMFF fellowships are for the purpose of improving teaching about the United States Constitution in secondary schools.

# WWW.GRANTS.GOV



#### Japan-United States Friendship Commission (JUSFC) Grants

JUSFC works to strengthen the U.S.-Japan relationship through educational, cultural, and intellectual exchange. The Commission is a grant-making agency that supports research, education, public affairs, and exchange with Japan.



#### Marine Mammal Commission (MMC) Grants

MMC works to further the conservation of marine mammals and their environment. Its mission is to provide independent, science-based oversight of domestic and international policies and actions of federal agencies addressing human impacts on marine mammals and their ecosystems.



#### Millennium Challenge Corporation (MCC) Contracts and Grants

MCC is a U.S. foreign aid agency that focuses on helping alleviate global poverty. MCC advances American values by delivering development assistance that promotes sound policy reforms, creates new opportunities for economic growth, and shares learning that makes the discipline of development effective and results-focused.



#### National Credit Union Administration (NCUA) Grants and Loans

NCUA's mission is to provide, through regulation and supervision, a safe and sound credit union system, which promotes confidence in the national system of cooperative credit. Its vision is to protect consumer rights and member deposits.



#### Nuclear Regulatory Commission (NRC) Grants

NRC was created as an independent agency by Congress in 1974 to ensure the safe use of radioactive materials for beneficial civilian purposes while protecting people and the environment. NRC regulates commercial nuclear power plants and other uses of nuclear materials, such as in nuclear medicine, through licensing, inspection, and enforcement of its requirements.



#### Woodrow Wilson International Center for Scholars (WWICS) Fellowships and Grants

The Wilson Center, chartered by Congress as the official memorial to President Woodrow Wilson, is a non-partisan policy forum focused on global issues through independent research and open dialogue to inform actionable ideas for the policy community.

# Other Federal Grants

## Pros

- Many government grants are quite large and could provide much support for your cause
- Government money provides nonprofits credibility so that they can attract other funding
- Government agencies often provide free training and technical assistance to their grantees
- Government agencies might introduce you to a network of potential partners or resources
- Government agencies could come to consider your nonprofit an expert in your field and give you more say on public policy issues

## Cons

- Complicated grant applications - applications can take 40-200 hours to complete, and hiring a grant writer to prepare one is costly
- Short lead times – deadlines four to eight weeks after release
- Increased oversight and monitoring of how funds are spent and whether results achieved matched those promises
- Slow reimbursement - government agencies typically do not advance funds, they reimburse you after you spend money
- Displacement or reduction in other funding - some individual donors might feel that your organization now has enough money and stop donating

# Government Grants

Source: Winning a Government Grant for Your Nonprofit <https://www.thebalance.com/nonprofits-compete-for-government-grants-2501984>



A history of successful grant seeking

Capacity and credibility

A history of successful outcomes

A program that reflects best practices

A compelling need supported by relevant data from credible sources – local data if possible

An evaluation plan

Collaborations and partnerships

# Contributors to Success

Source: Winning a Government Grant for Your Nonprofit <https://www.thebalance.com/nonprofits-compete-for-government-grants-2501984>

Leverage  
resources

Build on each  
other's strengths

Opportunity for  
capacity building

- Evaluation
- Grant management
- Content knowledge

Expand service  
area

Provide additional  
services

Comprehensive/  
holistic services

- Decrease barriers for  
those seeking services

# Partnership Benefits

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Home
About Us
Access Resource Locator
Emergency Numbers
Useful Websites

### Welcome to Resource Locator

The Criminal Justice Coordinating Council (CJCC) Resource Locator is a searchable, online database of service providers in the Washington, DC, metropolitan area that allows users to navigate easily through services available to those in the community who require assistance on a variety of matters including, but not limited to, **housing, substance abuse, mental health, social services, medical, or legal** needs. This empowering guide to resources located in the metropolitan area is available to the general public as well as legal, medical, education, and social service practitioners.

The Resource Locator was created in partnership with the CJCC Substance Abuse Treatment and Mental Health Services Integration Taskforce (SATMHSIT). SATMHSIT is a city-wide initiative of agency and community partners dedicated to improving the treatment options available to District residents involved with the criminal justice system and with mental illness, substance abuse, or co-occurring disorders.

We are constantly striving to improve the Resource Locator and appreciate and encourage thoughtful feedback.

**Disclaimer:** The information provided in this locator is intended to furnish the user with a general knowledge of services available in the Washington, DC, metropolitan area. The inclusion of any program in the Resource Locator should not be interpreted as an endorsement by the Criminal Justice Coordinating Council. Every effort has been made to provide current and accurate information regarding every resource. However, all users should keep in mind that services change, new facilities are created and facilities may have updates/changes to their names, location(s), telephone numbers and services provided.

[Terms of Service and Conditions](#)

Access Resource Locator

### Helpful Resources At A Glance

Access HelpLine: 1-888-7WE-HELP or 1-888-793-4357

Suicide Prevention Lifeline: 1-800-273-TALK (8255)

DC Emergency Hotline (referrals for shelters): 202-399-7093 or 1-800-535-7252

[Complete Phone Numbers List](#)

[The Department of Veterans Affairs](#)

[DC Food Finder](#)

[Complete Website List](#)

Please direct any questions about specific services or specific service providers to that service provider. If you have any questions, comments, or need to report any issues related to this website, please [click here](#).

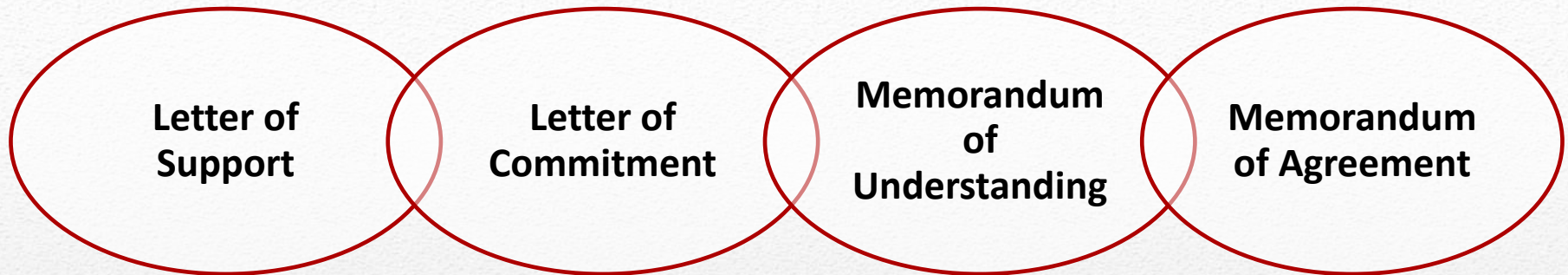
- Existing networks/task forces/coalitions
- Search engines
- Look around



<http://www.cjccresourcelocator.net>

# Finding Partners





- History of relationship between organizations
- Detailed description of each organization's roles and responsibilities
- Value of the proposed project
- How funds will be used

# Documented Partnerships

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# Questions

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# Finding Data to Support your Application

February 28, 2018

Ellen McCann, PhD

Statistician

Statistical Analysis Center

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## Data Elements of a Strong Application:

- Making the case with national examples
  - Making the case with locally informed data
-

# Before You Make the Case: Conceptualize

How will you define poverty?

Measures might include...

How will you define education?

Measures might include...

How will you define mental health or substance abuse?

Measures might include...

How will you define justice involvement?

Measures might include...

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# Then Make the Case: National and Local

- Data collections in your field – national data sets the context for the broad importance of the topic
    - The case for “.org” sources
    - The case for “.gov” sources
  - Most offer local comparison points
  - Local sources of information also are at the ready
-





# National and Local Data Sources

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# The American Community Survey – “American FactFinder” (The US Census!)



The screenshot shows the American FactFinder website. At the top, there's a navigation bar with the United States Census Bureau logo and the 'AMERICAN FactFinder' title. Below this is a search bar with a magnifying glass icon and a dropdown menu showing 'KANSAS'. To the right of the search bar are links for 'Feedback', 'FAQs', 'Glossary', and 'Help'. Below the navigation bar is a blue banner with the text 'Check out the early preview of our new dissemination platform at data.census.gov.'.

The main content area is divided into several sections:

- Community Facts**: A section with a sub-header 'Find popular facts (population, income, etc.) and frequently requested data about your community.' Below this is a search input field with the placeholder text 'Enter a state, county, city, town, or zip code' and a 'GO' button. An example 'e.g., Atlanta, GA' is shown in the input field.
- Guided Search**: A link with a right-pointing arrow.
- Advanced Search**: A link with a right-pointing arrow.
- Download Center**: A link with a right-pointing arrow.

To the right of these links is a large photograph of a smiling family (a man, a woman, and a child).

Below the 'Community Facts' section is a 'Popular Tables' section with two columns of links:

- Population and Housing**
  - Annual Population Estimates (2017 PEP, PEPPANNRES)
  - Demographic and Housing Estimates (2016 ACS, DP05)
  - General Housing Characteristics (2016 ACS, DP04)
  - General Demographic Characteristics (2010 Census, DP-1)
- Poverty and Income**
  - General Economic Characteristics (2016 ACS, DP03)
- Age, Race, Sex and Education**
  - Selected Social Characteristics (2016 ACS, DP02)
  - Educational Attainment (2016 ACS, S1501)

At the bottom of the page, there's a 'News and Notes' section with a date 'December 7, 2017' and a headline 'The 2016 American Community Survey (ACS) 5-year estimates are now available...'. To the left of the headline is a small photograph of a group of people. Below the headline is a 'GET EMAIL UPDATES' button. At the very bottom of the page, there's a link 'Using American FactFinder'.

<https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>



# The American Community Survey – “American FactFinder” – Continued...

- Using the “Community Facts” tab you can simply type in “District of Columbia” and you get broad points and some additional links you might find useful:

The screenshot displays the American FactFinder interface. At the top, there is a search bar with the text "Enter a state, county, city, town, or zip code:" and a dropdown menu showing "Washington city, District of Colum". To the right of the search bar is a "GO" button. Below the search bar, on the left side, is a vertical navigation menu with various categories: Population, Age, Business and Industry, Education, Governments, Housing, Income, Origins and Language, Poverty, Race and Hispanic Origin, Veterans, and Show All. The main content area on the right is titled "Washington city, District of Columbia". It features a "Population" section with a dropdown menu set to "Census 2010 Total Population" and a large display showing the number "601,723" with the source "Source: 2010 Demographic Profile". Below this, there is a section titled "Popular tables for this geography:" which lists several tables under different categories: 2010 Census (General Population and Housing Characteristics, Race and Hispanic or Latino Origin, Hispanic or Latino by Type, Households and Families), 2016 American Community Survey (Demographic and Housing Estimates), 2017 Population Estimates Program (Annual Population Estimates), and Census 2000 (General Demographic Characteristics). At the bottom of the list, there is a link: "Want more? Need help? Use Guided Search or visit Census.gov's Quick Facts."



# The American Community Survey – “American FactFinder” – Continued...

The screenshot displays the American FactFinder Advanced Search interface. The top navigation bar includes links for MAIN, COMMUNITY FACTS, GUIDED SEARCH, ADVANCED SEARCH (highlighted), and DOWNLOAD CENTER. A search bar at the top right contains the text "Feedback FAQs Glossary H".

The main content area is titled "Search - Use the options on the left (topics, geographies, ...) to narrow your search results". Below this, a blue bar indicates "Search Results: 1-25 of 19,679 tables and other products match 'Your Selections'" and "per page: 25".

On the left side, there are several filters under "Your Selections":

- Search using...**: Place within State, National City, California. Clear all selections and start a new search. Load search, Save search.
- Search using the options below:**
  - Topics** (age, income, year, dataset, ...)
  - Geographies** (states, counties, places, ...)
  - Race and Ethnic Groups** (race, ancestry, tribe)
  - Industry Codes** (NAICS industry, ...)
  - EEO Occupation Codes** (executives, analysts, ...)

The main search results area shows a table with the following columns: ID, Table, File or Document Title, Dataset, and About. The table lists 19 results, all of which are "2016 ACS 5-year estimates". The first result is "S0101 AGE AND SEX".

ID	Table, File or Document Title	Dataset	About
S0101	AGE AND SEX	2016 ACS 5-year estimates	<a href="#">?</a>
S0102	POPULATION 60 YEARS AND OVER IN THE UNITED STATES	2016 ACS 5-year estimates	<a href="#">?</a>
S0103	POPULATION 65 YEARS AND OVER IN THE UNITED STATES	2016 ACS 5-year estimates	<a href="#">?</a>
S0501	SELECTED CHARACTERISTICS OF THE NATIVE AND FOREIGN-BORN POPULATIONS	2016 ACS 5-year estimates	<a href="#">?</a>
S0502	SELECTED CHARACTERISTICS OF THE FOREIGN-BORN POPULATION BY PERIOD OF ENTRY INTO THE UNITED STATES	2016 ACS 5-year estimates	<a href="#">?</a>
S0503	SELECTED CHARACTERISTICS OF THE FOREIGN-BORN POPULATION BY REGION OF BIRTH: EUROPE	2016 ACS 5-year estimates	<a href="#">?</a>
S0504	SELECTED CHARACTERISTICS OF THE FOREIGN-BORN POPULATION BY REGION OF BIRTH: AFRICA, NORTHERN AMERICA, AND OCEANIA	2016 ACS 5-year estimates	<a href="#">?</a>
S0505	SELECTED CHARACTERISTICS OF THE FOREIGN-BORN POPULATION BY REGION OF BIRTH: ASIA	2016 ACS 5-year estimates	<a href="#">?</a>
S0506	SELECTED CHARACTERISTICS OF THE FOREIGN-BORN POPULATION BY REGION OF BIRTH: LATIN AMERICA	2016 ACS 5-year estimates	<a href="#">?</a>
S0601	SELECTED CHARACTERISTICS OF THE TOTAL AND NATIVE POPULATIONS IN THE UNITED STATES	2016 ACS 5-year estimates	<a href="#">?</a>
S0701	GEOGRAPHIC MOBILITY BY SELECTED CHARACTERISTICS IN THE UNITED STATES	2016 ACS 5-year estimates	<a href="#">?</a>
S0801	COMMUTING CHARACTERISTICS BY SEX	2016 ACS 5-year estimates	<a href="#">?</a>
S0802	MEANS OF TRANSPORTATION TO WORK BY SELECTED CHARACTERISTICS	2016 ACS 5-year estimates	<a href="#">?</a>
S0804	MEANS OF TRANSPORTATION TO WORK BY SELECTED CHARACTERISTICS FOR WORKPLACE GEOGRAPHY	2016 ACS 5-year estimates	<a href="#">?</a>
S0901	CHILDREN CHARACTERISTICS	2016 ACS 5-year estimates	<a href="#">?</a>
S0902	CHARACTERISTICS OF TEENAGERS 15 TO 19 YEARS OLD	2016 ACS 5-year estimates	<a href="#">?</a>
S1001	GRANDCHILDREN CHARACTERISTICS	2016 ACS 5-year estimates	<a href="#">?</a>
S1002	GRANDPARENTS	2016 ACS 5-year estimates	<a href="#">?</a>
S1101	HOUSEHOLDS AND FAMILIES	2016 ACS 5-year estimates	<a href="#">?</a>

The “Advanced Search” link offers tables that can be filtered to your location & expertise

## DC Relevant and Ward Level Data Instructions:

1. Click on 'advanced search'
  2. On the left side click on 'geographies'
  3. Select the tab 'name'
  4. Then under geography filter options, select 'state legislative district'
  5. Then on the right look for and click on 'All State Legislative District, Upper Chamber within District of Columbia' Now any available data will be only those that are available at the District and Ward level, then "Close" on the top right to shut the "geographies" selector.
  6. Next go to the left and select 'topics' and a new box will pop up for you to select from
  7. After making selections of what you want to see, close this so you can see the list of available data (example: you can select people, then see any table with food stamps and SNAP)
-



## Topics Available (just some examples)

### People:

- Basic counts
- Age and Sex tables
- Age Groups
- Disabilities
- Education Levels
- Income and Earnings
- Insurance Coverage
- Language
- Marital and Fertility Status
- Origins
- Population Change
- Poverty
- Relationship
- Veterans

### Housing:

- Basic Counts
- Financial Characteristics
- Occupancy Characteristics
- Physical Characteristics

As you select different subtopics, the search results will update to include ALL tables that match your search – see “Your Selections” on the top left to see what your filters are for this list.

Starred selections are the best match for your filters...

---



Search - Use the options on the left (topics, geographies, ...) to narrow your search results

Your Selections

Search using...

People:Income & Earnings:  
Income/Earnings (Individuals) ✕

State Legislative District (Upper)  
All State Legislative Districts, Upper  
Chamber within District of  
Columbia ✕

clear all selections and  
start a new search

load search | save search

Search using the options below:

Topics

(age, income, year, dataset, ...)

Geographies

(states, counties, places, ...)

Race and Ethnic Groups

(race, ancestry, tribe)

Industry Codes

(NAICS industry, ...)

EEO Occupation Codes

(executives, analysts, ...)

Search Results: 1-25 of 716 tables and other products match 'Your Selections'

per page: 25 ▼

Refine your search results:

topic or table name:  state, county or place (optional):  GO ?

☒ topics ☐ race/ancestry ☐ industries ☐ occupations

Selected: View Download Compare Clear All Reset Sort ?

◀ ◀ 1 2 3 4 5 ▶ ▶

★ - Suggested search results for *Income/Earnings (Individuals)*

Show results from: All available years ▼ All available programs ▼

ID	Table, File or Document Title	Dataset	About
<input checked="" type="checkbox"/>	★ SELECTED ECONOMIC CHARACTERISTICS	2016 ACS 5-year estimates	
<input type="checkbox"/> S1901	★ INCOME IN THE PAST 12 MONTHS (IN 2016 INFLATION-ADJUSTED DOLLARS)	2016 ACS 5-year estimates	
<input type="checkbox"/> S2001	★ EARNINGS IN THE PAST 12 MONTHS (IN 2016 INFLATION-ADJUSTED DOLLARS)	2016 ACS 5-year estimates	
<input type="checkbox"/> S2401	★ OCCUPATION BY SEX FOR THE CIVILIAN EMPLOYED POPULATION 16 YEARS AND OVER	2016 ACS 5-year estimates	
<input type="checkbox"/> S1902	MEAN INCOME IN THE PAST 12 MONTHS (IN 2016 INFLATION-ADJUSTED DOLLARS)	2016 ACS 5-year estimates	
<input type="checkbox"/> S1903	MEDIAN INCOME IN THE PAST 12 MONTHS (IN 2016 INFLATION-ADJUSTED DOLLARS)	2016 ACS 5-year estimates	
<input type="checkbox"/> S2303	WORK STATUS IN THE PAST 12 MONTHS	2016 ACS 5-year estimates	
<input type="checkbox"/> S2402	OCCUPATION BY SEX FOR THE FULL-TIME, YEAR-ROUND CIVILIAN EMPLOYED POPULATION 16 YEARS AND OVER	2016 ACS 5-year estimates	

# Some of what you will get in your detailed tables

(*“Selected Economic Characteristics” table*):

- Employment status
  - Commuting to work
  - Occupation
  - Industry
  - Class of worker
  - Income and benefits
  - Health Insurance coverage
  - Percent of families below the poverty level
-



# Getting local...

Local Population Data: <https://planning.dc.gov/page/dc-data>

- Quick Facts
- Reports
- Tables
- ACS Estimates for DC
- Population Estimates for DC
- Census Data
- Related Sites
- DC Forecasts (households, populations and jobs – most are 2016)

*This one has neighborhood cluster maps*

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# In Specific Interest Areas: Education

- In the American Community Survey:
  - National FAQ data on juvenile populations, education, poverty, living arrangements, teen parenting
- National Center for Educational Statistics has the National Household Education Surveys Program data
  - 2016, 2012, 2007, 2005, 2003
  - <https://nces.ed.gov/nhes/> (most are high-end user datasets)
    - Early Childhood Program Participation files
    - Parent and Family Involvement in Education files
    - Adult Training and Education files
    - Easiest part to use is the link on left “Table Library” links to pre-calculated tables

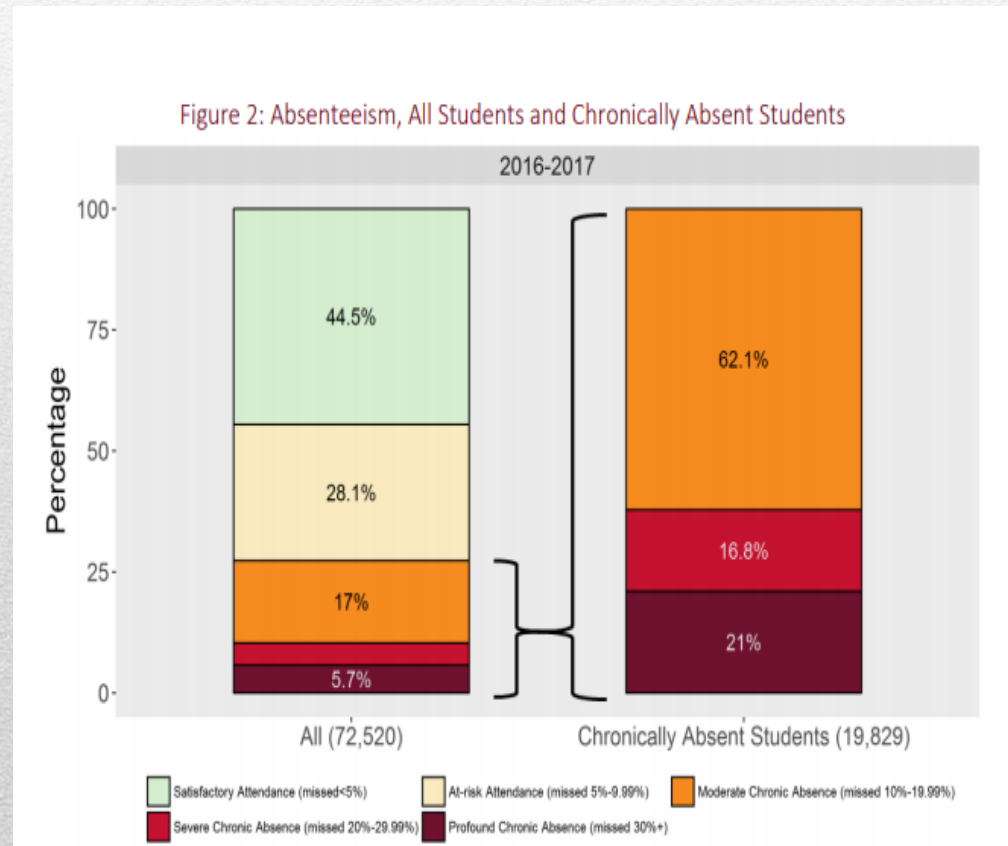


Overview
Study Information
Survey Topics/ Populations
Questionnaires
Related Resources
Events
Table Library
 Join NewsFlash
 Contact

# Local Education Points:

DC Education Data: <https://osse.dc.gov/service/data>

Their annual report on attendance is rich with data...





# In Specific Interest Areas: Juvenile Justice

- Easy Access Datasets
    - Juveniles in Residential Placements: <https://www.ojjdp.gov/ojstatbb/ezacjrp/>
      - National crosstabs
      - US and State Profiles
      - State Comparisons
    - Juvenile Court Statistics: <https://www.ojjdp.gov/ojstatbb/ezajcs/>
      - Analyze Delinquency Cases
      - Demographics
      - Case Processing
      - Detailed Offenses
      - Methods
    - Juvenile Populations: <https://www.ojjdp.gov/ojstatbb/ezapop/>
      - Total population profiles
      - State Comparisons
      - County Comparisons
-



# Local Juvenile Justice Points

## Police Data

- Juvenile Arrests (data you can download):  
<https://mpdc.dc.gov/page/biannual-reports-juvenile-arrests>
- Embedded in comparisons with DC Crime Data in annual report:  
[https://mpdc.dc.gov/sites/default/files/dc/sites/mpdc/publication/attachments/MPD%20Annual%20Report%202016\\_lowres.pdf](https://mpdc.dc.gov/sites/default/files/dc/sites/mpdc/publication/attachments/MPD%20Annual%20Report%202016_lowres.pdf)

## Court Data

- Family Court Social Services Division:  
<https://www.dccourts.gov/about/organizational-performance/annual-reports>  
(scroll to the bottom of the list and open the Family Court report)

## Custody Data

- DYRS: <https://dyrs.dc.gov/page/youth-snapshot>
-

# Specific Interest Areas: Criminal Justice

- National Crime Reporting
    - Arrests: <https://www.ojjdp.gov/ojstatbb/ezaucr/>
      - Arrest Statistics
      - National, State and County data
    - Correctional Populations:
      - Totals <https://www.bjs.gov/index.cfm?ty=kfdetail&iid=487>
      - Jails <https://www.bjs.gov/index.cfm?ty=dcdetail&iid=261>
      - Prisons <https://www.bjs.gov/index.cfm?ty=kfdetail&iid=488>
  - Bureau of Justice Statistics: [www.bjs.gov](http://www.bjs.gov)
    - Surf this site looking for anything from raw data to reports on the materials
-



# Local Criminal Justice Points

\*Crimes reported differ from arrests made – remember the importance of conceptualizing!

## MPD

- Annual Reports: [https://mpdc.dc.gov/sites/default/files/dc/sites/mpdc/publication/attachments/MPD%20Annual%20Report%202016\\_lowres.pdf](https://mpdc.dc.gov/sites/default/files/dc/sites/mpdc/publication/attachments/MPD%20Annual%20Report%202016_lowres.pdf)
- Crime Map: <http://crimemap.dc.gov/>
- Crime at-a-glance: <https://mpdc.dc.gov/page/crime-statistics-citywide>

## DC Superior Court Annual Reports:

- <https://www.dccourts.gov/about/organizational-performance/annual-reports>

## Department of Corrections <https://doc.dc.gov/page/inmate-demographics-and-statistics>

- Quarterly Population Statistics
  - DOC Facts and Figures
  - DOC Official Population Counts by Facility
  - DOC PREA, Safety, and Security Reports
-



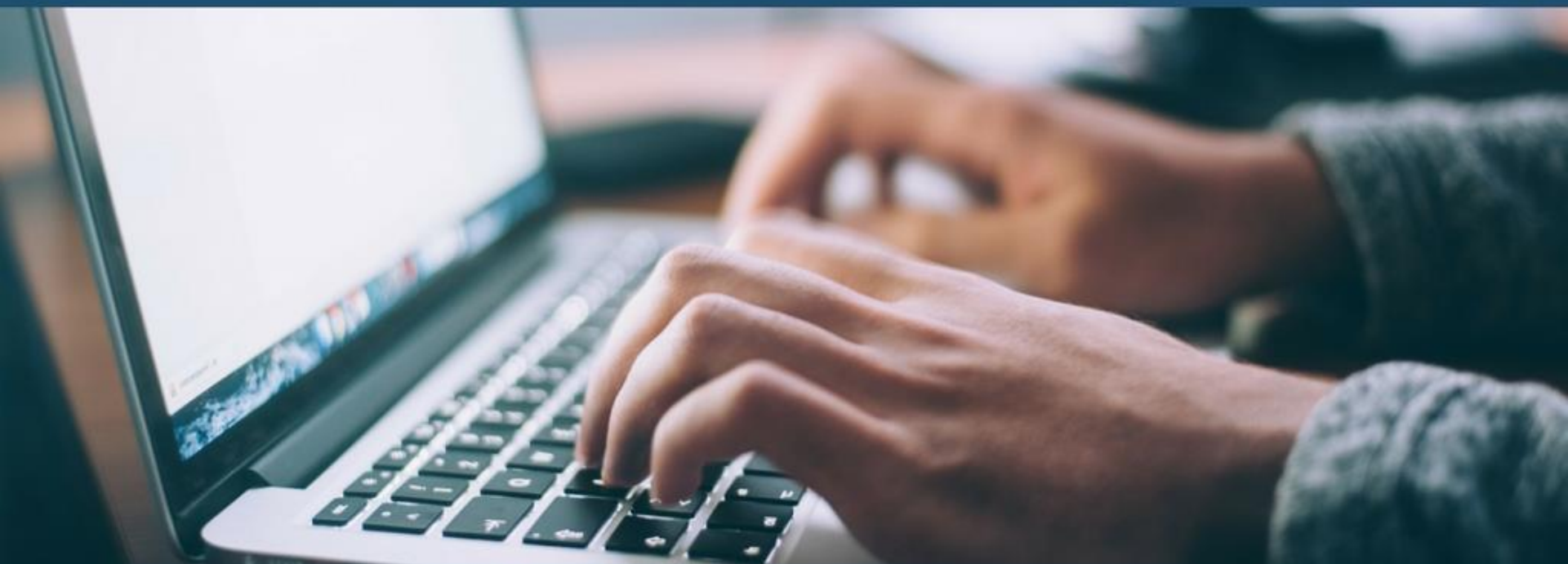
# Summary:

- ❖ Making your case starts by defining the boundaries of the problem
  - ❖ Show how important it is with unbiased data that show national and local awareness
  - ❖ Dig into all available sources
  - ❖ Don't be afraid to Google it!
-

# Questions?







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THE ABC'S OF PULLING TOGETHER A

# GRANT APPLICATION



# *What's in a winning proposal?*

- Approaching the Application
- Building a Project/Program Narrative
- Building a Project/Program Budget
- Compiling Proposal Package

Decision to apply for the grant


- Get executive buy-in
- Get division or department buy-in

Set up the grant application team

- Meetings have decision makers at multiple levels
- All the relevant stakeholders are included
- Identify potential external partners

# PRE-APPLICATION

04

- 
- Grant Requirements
  - Organizational Capacity
  - Partnerships
  - Time/Period



# *Program Narrative*

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## Clear Statement of the Problem

- What is the problem
- Why is it a problem
- Why will this program address the problem

# *Program Narrative*

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## Clear Statement of the Problem

- Program Goals
- Program Objectives
- Expected outcomes

# *Program Narrative*

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## Project Design and Implementation

- Detailed description of the proposed project
- Description of how the interventions will be rolled out during the funding period
- Timeline and tasks to be funded
- Address program assumptions



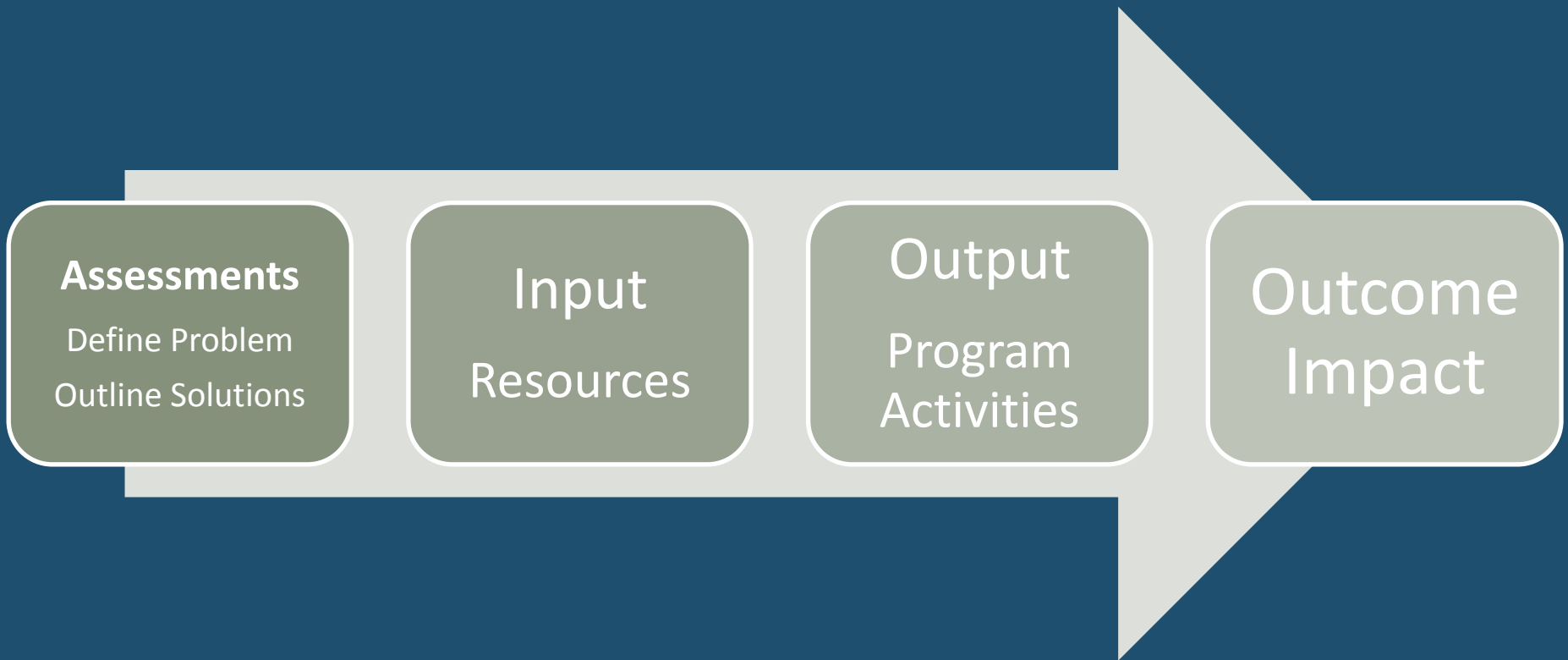
# *Program Narrative*

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- Core Partner Capabilities – Organization capacity statement
- Program Approach Agreement: Teaming agreement
- Program Management Team Composition : Key personnel resumes
- Monitoring and Evaluation – Data collection and management Plan

# PROGRAM LOGIC MODEL

09



# PROGRAM MONITORING & EVALUATION

10

## Program Measures Requirements

Data to be collected

Tools used for Data collections

Data Analysis and Information  
Sharing

## Program Evaluation Requirements

Baseline Assessment

Special Data collection/Coordination

Final external evaluation



Goal	Indicator	Definition	Baseline	Target	Data Source	Frequency	Responsible	Reporting
Expansion of Mental Health Interventions for Elderly	Expansion of Mental Health Interventions for Elderly	Number of Elderly starting and completing comprehensive mental health treatment program						
Objectives/Activities	Reduced impact of mental health on DC elderly community	# of mental health providers trained	20	35	DC Mental Health Programs	Quarterly	Mental health services providers monthly status report  DBH monthly monitoring reports of health providers	Dept. of Health (DC)  Dept. of Health and Human Services  Public
		# of additional mental health services provided			DC Mental Health Programs	Quarterly		
		% of elderly who successfully complete the program	35%	75%	DC Mental Health Programs	Quarterly		
		% of elderly assisted in obtaining health care	40%	80%	DC Mental Health Programs	Quarterly		

# *Cost Application Budget*

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## MUST HAVE

- Use the correct financial templates
- Budget with adequate level of details (unit costs)
- Budget narrative that directly reflects the detailed budget

## DO'S AND DON'TS

Approval for grant matching (Cash or In-kind)

Budget amount does not exceed the grant approved budget

Justification for all the costs included in the budget

Cost application certifications signed by the authorized person

# PROJECT ABSTRACT

12



Reference to the problem that will be addressed.

Basics information on your organization.

- Who you work with;
- What you do; and
- Why your organization is positioned for this funding opportunity.

Succinct summary of the intervention/program to be funded.



## POTENTIAL MATERIALS

Letters of Support or Memorandum of understandings

Logic Model

Other required documents

- Equal Employment Opportunity Compliance
- Standard Assurances
- Drug Free Certification
- Audited financial statement

## DO'S AND DON'TS

If you need letters of support, send these out at least 2-3 weeks before you need them with the abstract

All supporting documents are current-download the correct and updated format.

All supporting documents are signed by authorized person

