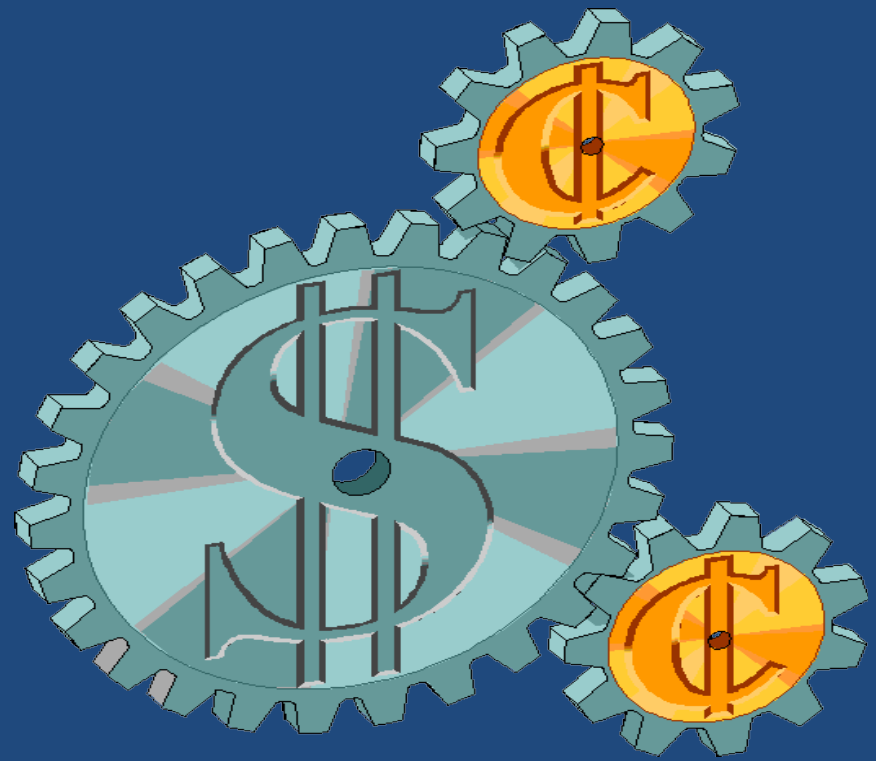


Making Dollars & Sense



MJZagury & Associates, LLC

Michael E. Zagury, MPA, CGMS



www.bjatraining.org







Ready

strat·e·gy

(străt' ə-jē) *n.*

1. Plan of action
designed to achieve
a particular goal.

Have a solid plan for your agency,
community, and project.

***Think Long Range,
Not Grant to Grant***





I AM THE
LEFT BRAIN

Decisive!
011001011 LOGIC

Accurate
ANALYTIC

REASON
1 2 3 4 5 6 7
8 9
PRACTICAL
Strategic

CONTROL

SCIENCE
Realistic
Blind

WWW.CARTOONADRY.COM



I AM the
Right BRAIN!

Intuition
& Love
LOVE LOVE
you art
Poetry

FREEDOM

Passion
vivid

creative

YEARNING

PEACE

Are You Ready ?

- Know what works.
 - **Evidenced Based Practices.**
- Reach outside your agency, jurisdiction, profession for solutions.
- Stay current on **Best Practice.**



Building a Better Business



- **Involve stakeholders early!**
- **Develop a community wide strategic plan.**
 - Individual components must **feed the plan.**
- **Prepare for the grant process long before the solicitation is issued.**
- As you develop **components** of your plan,
 - **Format for future grant application**
 - Pre-write for future use.
 - Agency description, mission, data capture, etc.

Do Your Homework

- Keep your strategic plan **current**.

- Constantly gather and analyze **local data**.

- **Process Mapping**

- Process mapping is a workflow diagram to present a road map of the of a project from start to finish (and beyond).
 - **Who, what, when, where, why & how**

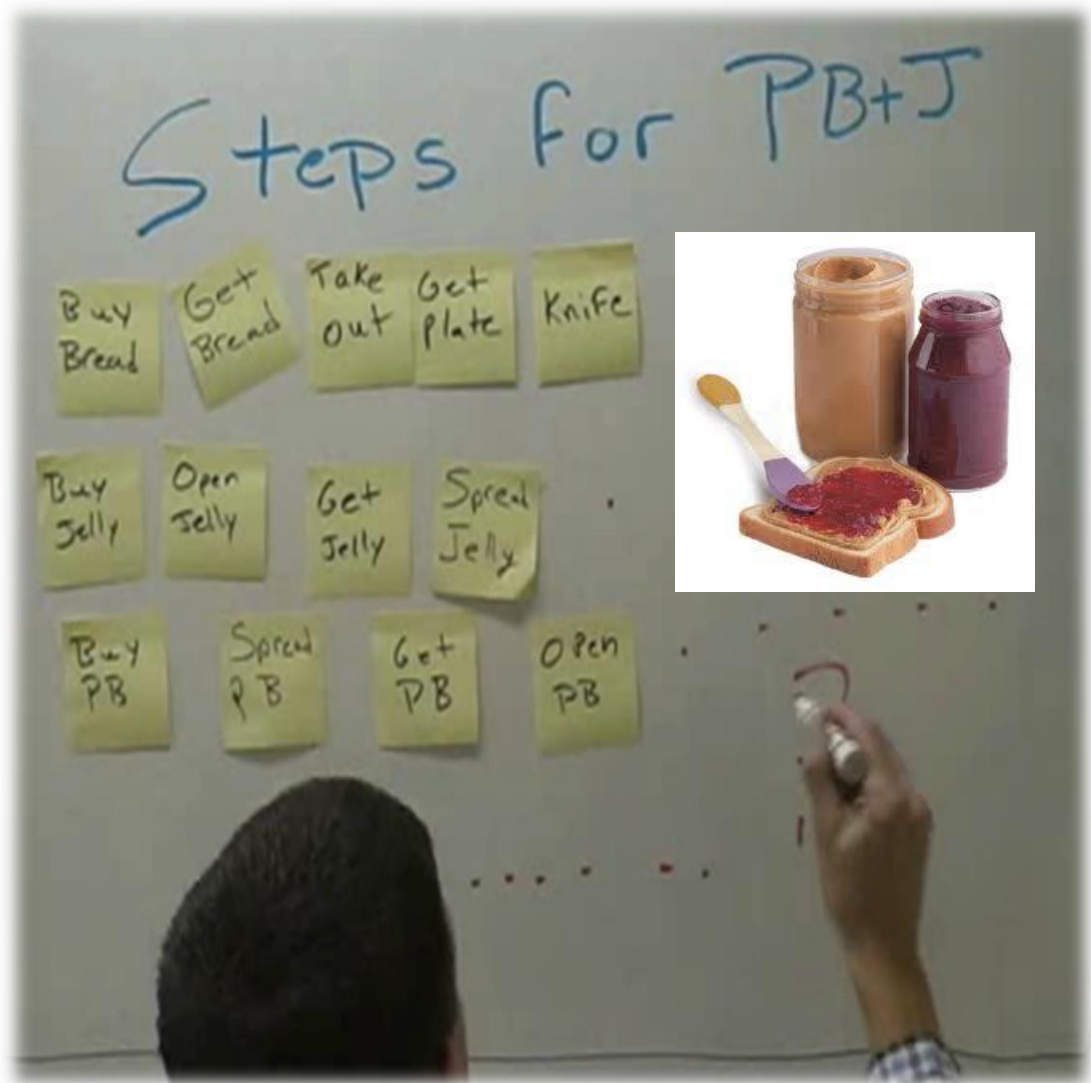


**Data-Driven
Decision Making**

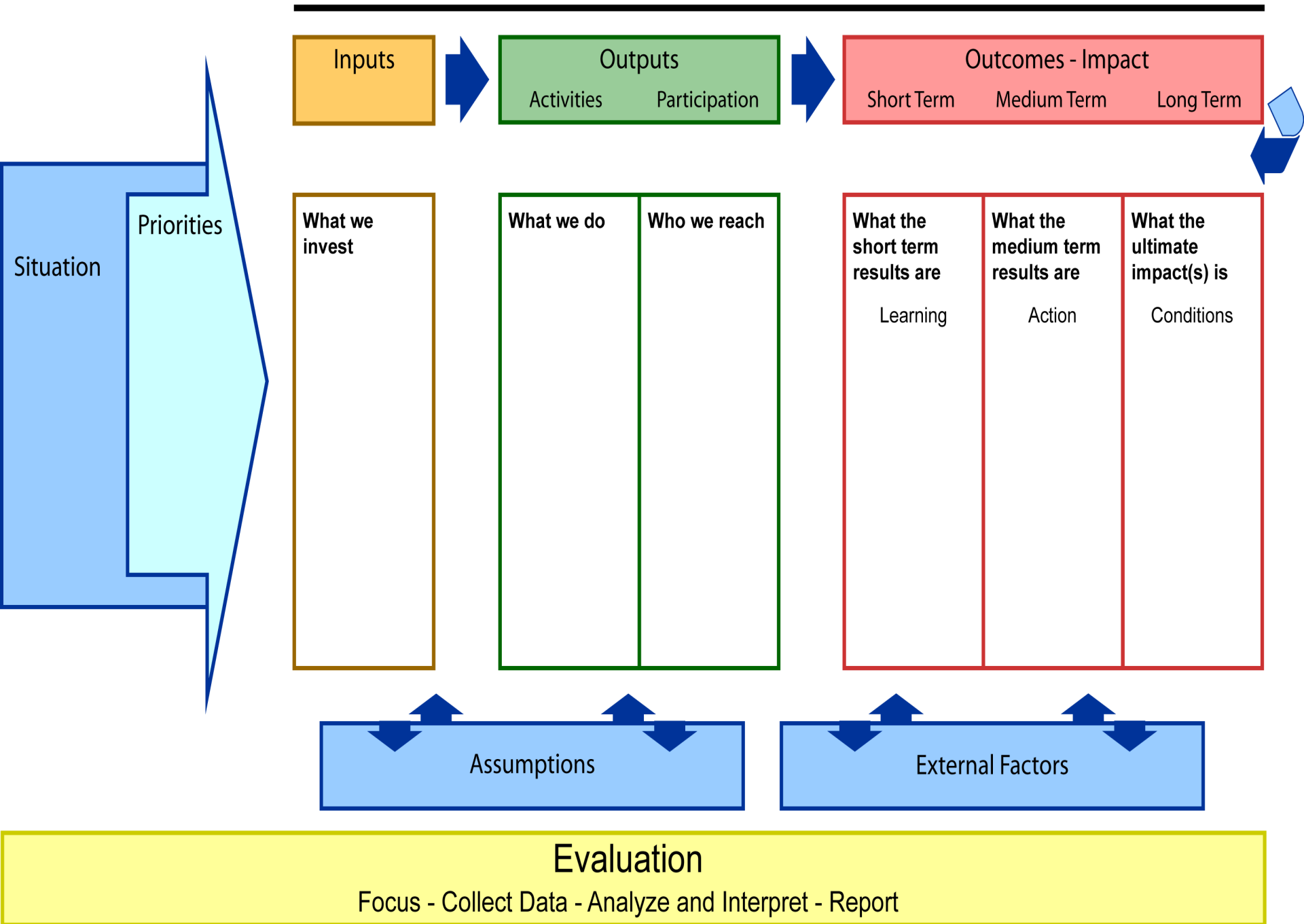
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Grant Language

- Goals
- Objectives
- Methods
- Inputs
- Outputs
- Outcomes
- Benchmarks
- Results
- Sustainment



Program Action - Logic Model



Grant Writing is a Team Sport

Resource

Acquisition

Coordination

Efforts



Build a **Winning** Team

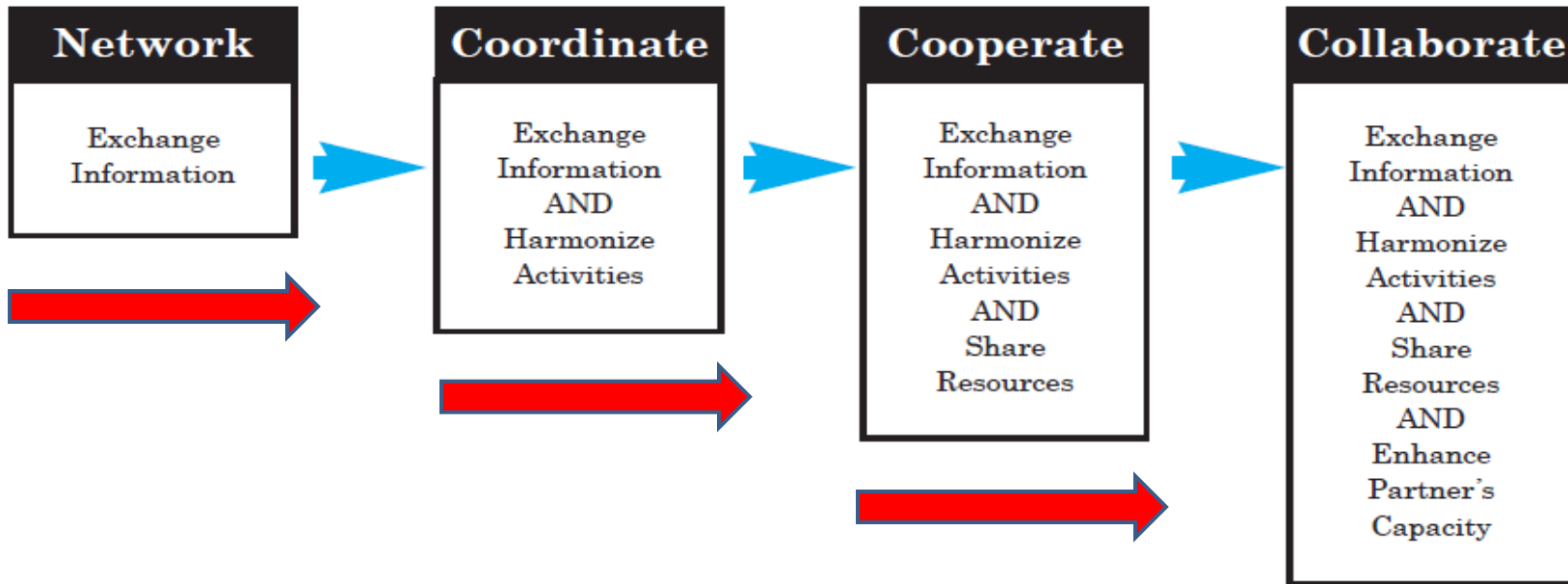
Cultivate Partnerships



- Actively seek **partnerships**.
 - *Don't wait for them to come to you.*
- **Investing in these relationships will pay dividends over time.**
- Grants have short turn-around time while **effective collaboration** takes time to develop.

Trust and Time

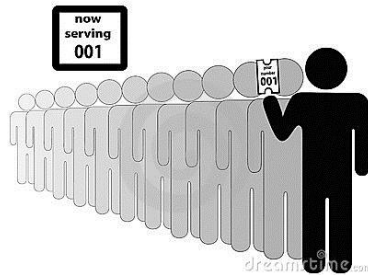
Turf Wars



Based on concepts from A.T. Himmelman "Collaboration for a Change: Definitions, Models, Roles and a Collaboration Process Guide" and a tool developed by Lancaster Community Health Plan.

Web Based Grant Systems

- Registering & access:
 - Dun & Bradstreet **(DUNS) #**
 - **Current** Central Contractor Registry **(CCR)**
(annual updated required)
 - **Grants.gov**
 - Username/Password
 - **Sign up for email notice of open solicitations.**



Grants.Gov



Grants Management System



Sign up and Stay Current



The System for Award Management (SAM) is a free web-site which consolidates Federal procurement systems and the Catalog of Federal Domestic Assistance. Currently CCR, FedReg, ORCA and EPLS have been migrated into SAM. Over the coming years, additional system migrations will be completed.



GO!



Planning and Preparation
will produce
Competitive Applications
and
Better Outcomes

Follow
The Format
Exactly!
You only have only
so many pages...
Use them Wisely!



The [U.S. Department of Justice \(DOJ\)](#), [Office of Justice Programs \(OJP\)](#), [Bureau of Justice Assistance \(BJA\)](#) is seeking applications for funding for the Justice and Mental Health Collaboration Program. This program furthers the Department's mission by increasing public safety through innovative cross-system collaboration for individuals with mental illness who come into contact with the criminal justice system.

Justice and Mental Health Collaboration Program FY 2013 Competitive Grant Announcement

Eligibility

Applicants are limited to states, units of local government, federally recognized Indian tribes (as determined by the Secretary of the Interior), and tribal organizations. BJA will only accept applications that demonstrate that the proposed project will be administered jointly by an agency with responsibility for criminal or juvenile justice activities and a mental health agency. Only one agency is responsible for the submission of the application in Grants.gov. This lead agency must be a state agency, unit of local government, federally recognized Indian tribe, or tribal organization.

Per Pub. L. 108-414, a "criminal or juvenile justice agency" is an agency of state or local government or its contracted agency that is responsible for detection, arrest, enforcement, prosecution, defense, adjudication, incarceration, probation, or parole relating to the violation of the criminal laws of that state or local government (sec. 2991(a)(3)). A "mental health agency" is an agency of state or local government or its contracted agency that is responsible for mental health services or co-occurring mental health and substance abuse services (sec. 2991(a)(5)). A substance abuse agency is considered an eligible applicant if that agency provides services to individuals suffering from co-occurring mental health and substance abuse disorders.

Note: BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 26.) All applications are due by 11:59 p.m. eastern time on March 25, 2013. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035 or via e-mail to support@grants.gov.



The Solicitation is the Roadmap

- Read through the solicitation (several times) and **highlight critical areas** and use as an outline.
- **Construct an outline** for responding directly to the solicitation.
- **Review all associated documentation.**
 - **Legislation** or cited works in solicitation
 - Frequently asked questions - **FAQ**



The Application Components

Justice and Mental Health Collaboration Program

- Application for Federal assistance (SF424)
- **Abstract**
- Statement of the Problem/Program
- Project Design and Implementation
 - **Capabilities/Competencies**
 - **Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures**
- **Budget Detail Worksheet and detailed narrative**
 - **Indirect cost rate agreement**
- **Project Timeline** and Task Plan
 - **Memoranda of Understanding or Letters of Support**
 - **Other attachments, certifications & assurances**



Understanding the Application Review Process



The Review Process



- Basic Minimum Review - **BMR**
 - Program office reviews all applications to ensure responsiveness to solicitation, completeness, and that the **activities proposed in the application are measurable, achievable, and consistent with program or legislative requirements**
- Application must follow and address the specific purpose as outlined in the **Solicitation**
- **Keep focused on the goals of the solicitation and follow the format!**

PEER REVIEW



- Statement of the Problem (20 percent of 100)
- Project Design and Implementation (40 percent of 100)
- Capabilities and Competencies (20 percent of 100)
- Plan for Collecting the Data Required for this Solicitation's Performance Measures and Other Outcome Measures (10 percent of 100)
- Plan for Measuring Program Success to Inform Plans for Sustainment (5 percent of 100)
- Budget (5 percent of 100)
- **Additional Requirements (22 items)**
 - **No points, but leave any out and see how that goes over!**

Budget Review

- Financial review by the Office of the Chief Financial Officer (**OCFO**)
 - **Allowable**
 - **Reasonable**
 - **Justified**
 - **Allocable**
- OCFO Financial Analysts needs;
 - **Details and information** to clarify why these funds are needed to effectively carry of your program.
 - **A well written budget narrative is critical!**



If You Don't Write It...



Reviewers Don't Know it!

Success and Setbacks

GOOD

BAD

NEWS

NEWS



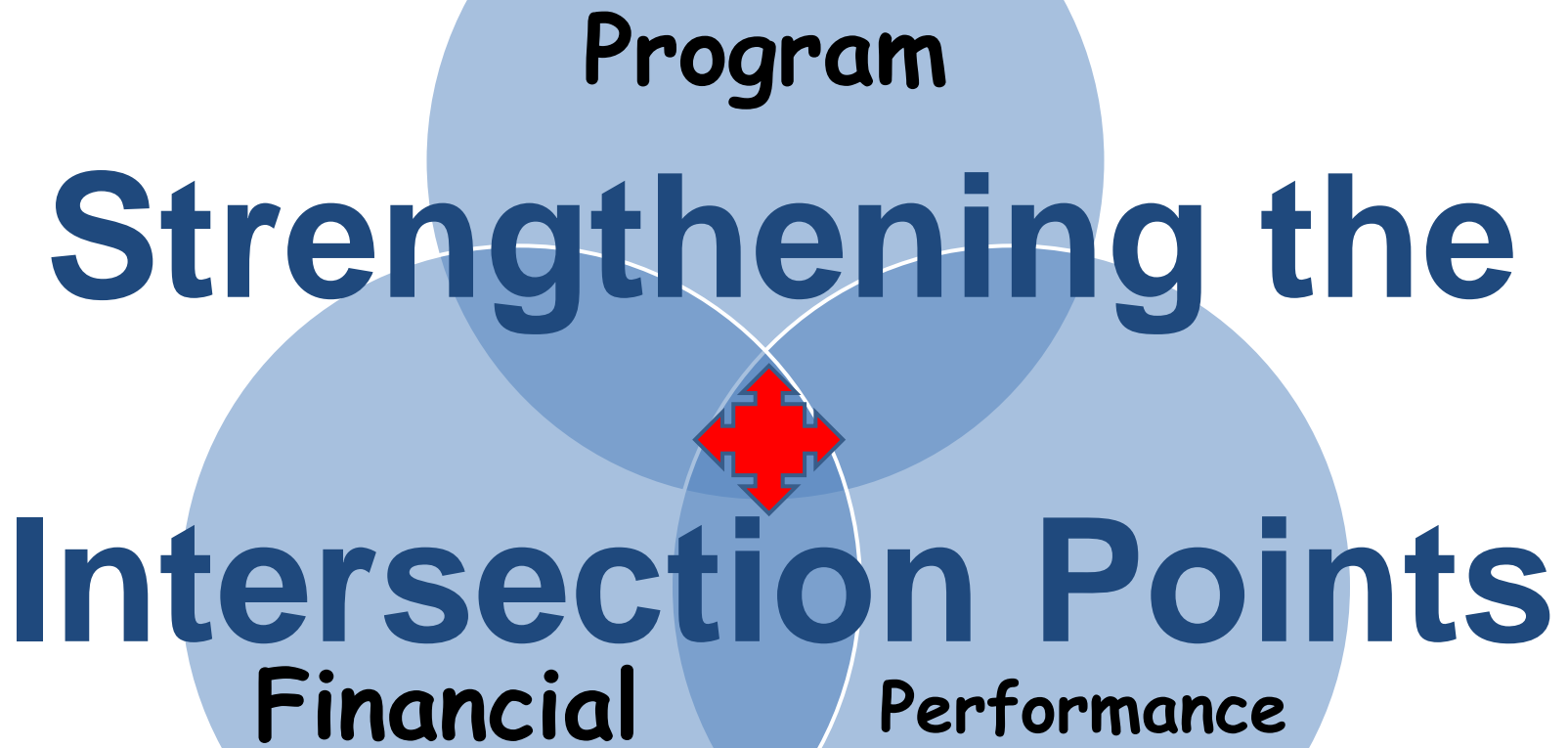
**KEEP
CALM
AND
WRAP IT
UP**



Seven to Remember



1. Start preparing ***early.***
2. Follow the ***instructions & guidance.***
3. Be ***organized and logical.***
4. Be ***data driven***
- 5. Best & Evidenced Based Practices***
6. Carefully ***proofread*** (3rd party review)
7. Write for the ***audience (funder-reviewers)***



Good, Better, Best Grant Documentation





PROMISES AVE

**Under Promise,
Over Deliver**

-Tom Peters

FAITH AND COMMUNITIES IN ACTION



A Resource Guide For Increasing
Partnership Opportunities to
Prevent Crime and Violence

The Bureau of Justice Assistance (BJA) is delighted to partner with the Center for Faith-based and Neighborhood Partnerships and to connect communities to the resources available from state, local, and federal organizations.



THE DISTRICT
OF COLUMBIA

"One City, One Future"