SAN DIEGO COUNTY DISTRICT ATTORNEY'S OFFICE
COMMUNITY GRANT PROGRAM

CROSSWALK

TO GRANT APPLICATION REQUIREMENTS

Purpose

This document provides guidance and assistance to applicants in responding to application Questions 21 through 26 of the Community Grant Program application.

A comprehensive response to all application questions should address the program or project components necessary to result in the intended measurable outcomes.

For definitions of grant and program terminology, refer to the *Community Grant Program Definitions* on page 5.

Question 21: Community Safety Connection and Rationale

Purpose of This Question

Explain the need for the proposed services or project and how it may impact community safety and well-being.

Applicants Should Address, if applicable

- Current issue, challenge, or need
- Supporting data, research, trends, or community feedback
- Current barriers or service gaps
- Participant and community benefits
- Measurable anticipated outcomes and goals
- Connection to prevention, intervention, or community safety

A Complete Response Should Include

A clear explanation that addresses all requested components and demonstrates how the proposed activities connect to intended outcomes.

Example Framework

Need → Gap/Barrier → Proposed Solution → Benefits → Outcomes

SAN DIEGO COUNTY DISTRICT ATTORNEY'S OFFICE
COMMUNITY GRANT PROGRAM

CROSSWALK

TO GRANT APPLICATION REQUIREMENTS

Question 22: Program Description

Purpose of This Question

Describe the overall proposed program or project and how it will operate.

Applicants Should Address, if applicable

- Core services and activities
- Community safety relationship
- Program or project goals
- Target population and risk
- Staffing structure, credentials and responsibilities
- Implementation roadmap and milestones
- Curriculum, framework, or evidence-based practices
- Community engagement and outreach efforts
- Measurable outcomes

Example Framework

Outreach → Intake → Assessment → Services → Follow-Up → Completion

Question 23: Outreach and Participant Identification

Purpose of This Question

Describe how participants and project locations will be identified and engaged.

Applicants Should Address, if applicable

- Site selection process
- Participant identification methods
- Outreach strategies
- Community partnerships
- Intake and enrollment procedures

Example Framework

Location Selection → Outreach → Referral/Identification → Intake → Enrollment

CROSSWALK

TO GRANT APPLICATION REQUIREMENTS

Question 24: Service Delivery Plan

Purpose of This Question

Describe where, how, and when services will be delivered, proposed aftercare and timelines.

Applicants Should Address, if Applicable

- Service locations
- Delivery methods and framework
- Schedule, frequency, and duration
- Accessibility of services
- Aftercare and follow-up
- Implementation timeline

Example Framework

Location → Method → Schedule → Aftercare → Timeline

Question 25: Counting Unduplicated Individuals

Purpose of This Question

Explain how unique participants will be counted and tracked.

Applicants Should Address, if Applicable

- Tracking tools and systems
- Registration or enrollment procedures
- Unique identifiers
- Duplicate prevention safeguards
- Quality assurance procedures

Example Framework

Enrollment → Identifier Assignment → Participation Tracking → Quality Review

CROSSWALK

TO GRANT APPLICATION REQUIREMENTS

Question 26: Budget and Use of Grant Funds

Purpose of This Question

Explain how grant funds will support program implementation and outcomes.

Applicants Should Address, if Applicable

- Personnel and staffing costs
- Supplies and operating expenses
- Training and outreach costs
- Financial alignment with program activities
- Cost effectiveness
- Fiscal sustainability

Example Framework

Budget Category → Activity Supported → Intended Impact

CROSSWALK

TO GRANT APPLICATION REQUIREMENTS

Community Grant Program Definitions

A

Aftercare or Follow-Up Services

Services, referrals, monitoring, check-ins, or continuing supports provided after completion of primary program activities.

B

Barrier

A circumstance or obstacle that limits access to services, opportunities, resources, or supports.

C

Case Management

Coordinated oversight and support of a participant's progress in accessing and engaging with needed services.

Cognitive Behavioral Therapy (CBT) Course

A structured therapeutic approach focused on the relationship between thoughts, feelings, and behaviors.

Community Engagement

Intentional efforts to involve community members and stakeholders in planning, implementation, or evaluation activities.

CROSSWALK

TO GRANT APPLICATION REQUIREMENTS

Community Need

A documented issue, challenge, condition, or concern affecting a population or geographic area that a project seeks to address.

D

Data Source

The system, record, report, or process from which program data is obtained.

E

Educational Advocacy

Services that support educational success through resource connection, planning, and advocacy.

Evidence-Based Practice

A model, curriculum, or strategy supported by research or demonstrated outcomes.

Expenditure Categories

Specific classifications of costs eligible to support approved program activities.

F

Family-Based Treatment

A therapeutic approach engaging family members in treatment and support.

Fiscal Sustainability

The ability to continue operations and services beyond the grant period.

CROSSWALK

TO GRANT APPLICATION REQUIREMENTS

Focus Population

The specific vulnerable, underserved, or at-risk group intended to benefit from the project.

G

General Process Roadmap

The major steps required to move participants or projects from initiation through completion.

I

Implementation Plan

A description of project activities, milestones, responsibilities, and timelines.

Individual-Based Treatment

A personalized approach that provides one-on-one therapeutic services.

Intake

The process used to assess eligibility and enroll participants.

Intended Goals and Objectives

Goals describe intended impact; objectives are measurable steps toward that impact.

Intervention

Activities designed to address identified needs or risks and improve outcomes.

CROSSWALK

TO GRANT APPLICATION REQUIREMENTS

M

Measurable Goal

A specific and quantifiable target used to track progress.

N

New and Innovative Program

A program, service, or project that introduces a new approach, enhancement, or solution to address community needs.

O

One-on-One Mentoring

A structured mentoring relationship between a participant and a supportive adult.

Outcome

The change, benefit, behavior, or condition expected as a result of participation.

Outcomes and Outcome Measures

The expected results of a project and the indicators used to assess those results.

Outreach

Activities used to identify, inform, engage, and recruit participants.

P

Performance Metrics

Measurable indicators used to assess program activities and results.

CROSSWALK

TO GRANT APPLICATION REQUIREMENTS

Prevention

Activities intended to reduce risks and stop problems before they occur.

Public Safety

Activities, programs, and community-based strategies that contribute to safer communities through prevention, intervention, support, and well-being.

Public Safety Connection

The relationship between a program and its contribution to community safety and well-being.

Q

Quantifiable Goal

A goal expressed numerically and capable of objective measurement.

R

Reentry Programs

Programs supporting successful transition from custody back into the community.

S

Service Delivery Model

The framework used to provide services, including methods, frequency, and structure.

Service Gap

A lack of available, accessible, sufficient, or appropriate services.

CROSSWALK

TO GRANT APPLICATION REQUIREMENTS

Skill-Building Programs

Structured activities that promote practical, educational, employment, or life skills.

Sustainability Plan

A strategy for maintaining project benefits or services beyond the grant period.

T

Target Population

The specific group intended to benefit from a project.

U

Unduplicated Individual

A person counted only once during a reporting period regardless of multiple contacts.

Unduplicated Participant

An individual counted only once during a reporting period regardless of the number of services received.

V

Vulnerable or At-Risk Individual

A person facing factors that increase the likelihood of adverse outcomes.