Capability Statement: Dondra Ward

Highlights

- Dondra is a former **GS-13 Program Analyst, Management and Program Analyst**, and National Performance Planner.
- Dondra has **prepared contract proposals for bid submission** and is familiar with the procurement life cycle.
- Dondra worked in a federal CFO office for **4 years preparing the Presidential OMB Submission, presenting to the CFO and Deputy Administrators**, and serving as a point of contact for budget.
- For over 2 years, Dondra served as **contract manager representative (COTR) and technical** lead on 3 contracts totaling $7.5M+. In 2015, Dondra was technical evaluation panel lead on a best value contract, reviewing 20 contractor quotations.
- Dondra has **presented over 50 times to national, regional, and local audiences on data management, performance measurement, and technical writing**. Dondra currently host 4 trainings including, a 3-day training course "Grant Writing Boot camp: Federal and Government Grants".

EDUCATION

Masters of Science, Biotechnology
University of Maryland, University College 2012

Graduate Certificate, Public Health Information Systems
University of Maryland, College Park 2010

Graduate Studies, Public Health Epidemiology
University of Maryland, College Park 2008

Bachelors of Science, Psychology
University of Pittsburgh 2007

https://www.linkedin.com/in/dondra-ward-msc-147a7275/

CONTACT INFORMATION:

Dondra Ward
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202-413-8446

CORE COMPETENCIES

- Project Management
- Technical Proposal Writing
- Federal Grant Management
- Federal Budget
- Training/ Curriculum
- Data Analysis
- Performance Measurement
- Program Evaluation
- Strategic Planning
- Federal Contract Management

SKILLS

Public Speaking, Technical Writing, Charts, Graphs, Logic Modeling, Excel, PowerPoint, Surveys,

Applications: Adobe, Sales Force, Asana, Google Drive, Dropbox, Office Suite

TRADE SKILLS AND SPECIAL TRAINING

- 2014-2018 Federal Grant Reviewer
- Community partnerships
- Training and curriculum development
- Community health/ social services
- Data analysis and monitoring
- STEM education
- Program evaluation and monitoring
- Nonprofit management and finance
- Afterschool programs
- Environmental Justice
- Disadvantaged Communities
- Grant writing and contracts management
- Performance management and strategic planning
- Youth development
- Program Management
- Sensitive Populations

Federal Contracts, Grants Review, and Grant Management Experience

2018 DC OSSE Healthy Tots
2018 USDA Farm to School
2017 Serve DC Americorps State Competitive Grant
2017 Scholarships for Opportunity and Results (SOAR) Act Grant
2017 USDA Farmers Market and Local Food Promotion Program (FMLFPP)
2016 Introduction to Nonprofit Fundraising
2013- 2016 Brownfield Training and Curriculum development and contract management
2015 Brownfields Cleanup Grant
2015 Health Resources and Service Administration Medical Corp Grants
2015 Health Resources and Service Administration Nurse Corp Grants
2015 Assessment, Cleanups, and Redevelopment Exchange Technical Evaluation Panel
2015 Introduction to Grants Management
2014 Greens Schools Plan development
2014 Brownfields Assessment Grant

PROFESSIONAL EXPERIENCE

11/ 2014- Current Chief Operating Officer/ Owner
Sidnae Global Research

SGR provides grant and technical writing services for non-profits with medical, environment, community health, youth, education, and social services based programs.

- Creates and manages project plans, timelines, and budgets for government Request for Proposals
- Leads 1-3 day training courses in proposal and grant writing with $2K+ monthly revenue
- Curates whitepapers, website copy, and executive summaries
- Develops 50-100-page training guides and PowerPoint presentations
- Answer attendee questions and facilitate individual and group activities
- Markets workshops via direct mail, web marketing, and face to face
- Teaches clients how to prepare evaluation plans to improve client operations.
- Work with staff to prepare a funding plan. Plan for short-term and multiple year budget needs.
- Use data to describe target communities. Focus on services for at-risk, homeless, minority, and youth groups. Create charts and graphs to highlight program needs.
- Develop evaluation plans. Help improve nonprofit operations. Create reports to describe program or project growth.
- Develop goals and objectives to measure program success.
- Develop jobs descriptions for sub-contractors working on government contracts
- Find scholarships and grants for college students.

Clients: Ti Kay Haiti, DC Education Dept. (OSSE), Serve DC, USDA, US HHS, New Horizons Supported Services, Blacks In Government, Port of Long Beach Port Authority, Grant Management Associates, Inspired Leaders. Courses Developed: Introduction to Proposal Writing, Grant Writing Boot camp: Federal and Government Grants

9/2013-2/2016 Management and Program Analyst (equivalent: contract manager)
US EPA Office of Brownfields and Land Revitalization, Budget Team

- Creates measures and collects/ analyzes data for federal environment and economic program
- Builds partnerships between states, regions, communities, local governments, and federal entities. Hosted monthly national training meeting.
- Manages contract for $5M database with over 2k users. Created and designed web-based curriculum to improve staff skills and knowledge.
- Review progress of US brownfields sites using GIS mapping tool, Cleanups in My Community.
- Served as a federal reviewer for the 2015 US EPA Brownfields Assessment, Revolving Loan Fund, and Cleanup grants
- Served as the technical evaluation panel lead for data tracking tool. Developed statement of work, compiled comments and prepared final documents.

Highlights: Facilitated 29 monthly webinars and a 3-day national conference training for federal, nonprofit, and government users. Prepared section of US EPA's 2014-2016 National Program Manager Guidance to States.

11/2009-9/2013 Program Analyst (equivalent: Project Manager)
US EPA Office of Planning, Analysis, and Accountability

- Led 2 on-site and 4 webinar trainings with up to 50 federal users for agency performance database, ACS.
- Develops improvement guidance including lessons learned and after action reports, and incorporated user feedback into quarterly technical guidance.
- Lead analyst for US EPA environmental programs for emergency response and land development.
- Created tools for user feedback.
- Lead evaluator for US EPA public health programs for emergency response and land development
  Office of Sustainable Materials Management, Office of Leaking Underground Storage Tanks, Office of Brownfields and Land Revitalization, Office of Emergency Management and Response, Office of Superfund

Highlights: Prepared CEO's and Administrator's letters in Agency Financial Report, 2010-2013 President's Budget, Strategic Plan Cross-Cutting Strategies, 2010-2012 Quarterly Agency Performance Report.

8/2008-12/2011 Freelance

- Presented abstracts, written reports, and white papers on emerging public health issues.
- Identified IT solutions needed to strengthen integration of healthcare systems.

6/2009- 9/2009 Research Assistant
US HHS Emergency Care Coordination Center

- Evaluated the impact of public health policies,
- Helped researchers plan health studies and provided critical mission support to address key issues affecting public health preparedness, like children and disabled
- Provided meeting support for the 2009 "Emergency Care Regionalization Roundtable" held in Washington DC.