

**Executive Officer Report  
California Victim Compensation and Government Claims Board  
Proposal to Approve Trauma Recovery Center Grant Awards**

**October 16, 2014**

**Background**

On July 1, 2013, Government Code section 13963.1 became law stipulating that the Victim Compensation and Government Claims Board (Board) administer a program to evaluate applications and award grants to trauma recovery centers (TRC) in California. The TRCs shall provide services to underserved victims of crime. Upon appropriation by the Legislature, the Board shall award grants totaling up to two million dollars (\$2,000,000) per year. The Board may award a grant providing funding for up to a maximum period of three years. The Board may award consecutive grants to a trauma recovery center to prevent a lapse in funding. The Board shall not award a trauma recovery center more than one grant for any period of time. All grants shall be funded only from the Restitution Fund. Any portion of a grant that a trauma recovery center does not use within the specified grant period shall revert to the Restitution Fund.

**Action Requested**

Based on the results of the scoring process, it is requested that the Board approve the following two Trauma Recovery Center grant awards:

1. Downtown Women's Center \$669,597.00
2. California State University at Long Beach \$1,330,403.00

**Summary of Application Process**

- The Notice of Funds Available (NOFA) was placed on the Board's website on June 30, 2014.
- The grant application period began June 30, 2014 and ended August 1, 2014.
- The Board received 10 applications for this competitive grant program.
- All 10 applications were reviewed to ensure they met the minimum components outlined in the NOFA. It was determined that each application did meet the minimum components.
- All 10 applications were then scored according to the attached Scoring Criteria for TRC Grant Applications.
- The two highest scoring applicants are recommended to receive a grant. The recommended amounts are based on their funding requests and funds available.

**Description of Applicants Recommended for Award**

<b>Applicant</b>	<b>Proposed Fund Award</b>
<p><b>Downtown Women’s Center (DWC)</b></p> <p>The Downtown Women’s Center is located in an area of Los Angeles with the largest concentration of homeless in California. DWC and their partnering organization Peace Over Violence (POV) have over 79 combined years of experience providing trauma-informed services. The TRC is collaborating with the Los Angeles County Department of Mental Health, the Los Angeles Police Department’s System-wide Mental Assessment Response Team (SMART), the Los Angeles County Department of Health Services, the Los Angeles Centers for Alcohol and Drug Abuse, Homeless Health Care Los Angeles, the Coalition to Abolish Slavery and Trafficking, the Mary Magdalene Project, the Legal Aid Foundation of Los Angeles, Central City East Association, and all local homeless service providers.</p>	<p><b>\$669,597 for 2 years</b></p>
<p><b>California State University at Long Beach (CSULB)</b></p> <p>Funded for one year through VCGCB’s prior TRC Grant Program, the CSULB TRC offers a strong partnership between the CSULB Community Clinic and Dignity Health St. Mary’s Medical Center, a Level II Trauma Center. The Trauma Center is located in southwest Long Beach, the city’s poorest and most violent area. The CSULB TRC is utilizing advocates from local CBOs and mental health providers. The TRC is a collaboration between the CSULB Community Clinic, St. Mary’s Medical Center, the Interval House (a domestic violence service provider), Centro CHA (a Hispanic community-based organization) a Cambodian advocate from the CSULB Community Clinic, an LGBTQ advocate from The Center (a CBO), the Long Beach Police Department, and the Los Angeles County District Attorney.</p>	<p><b>\$1,330,403 for 2 years</b></p>
<p><b>Total Award</b></p>	<p><b>\$2,000,000</b></p>

### Other Applicants

The following applicants (listed in alphabetical order) are not recommended for funding.

<b>Applicant</b>	<b>Office Location</b>
Alameda County Family Justice Center	Oakland
Chadwick Center for Children and Families	San Diego
Children's Nurturing Project	Fairfield
Courage House	Rocklin
Institute on Violence, Abuse and Trauma	San Diego
Soledad Enrichment Action, Inc.	Los Angeles
Valley Oasis	Lancaster
Valley Prevention and Treatment Center	San Fernando

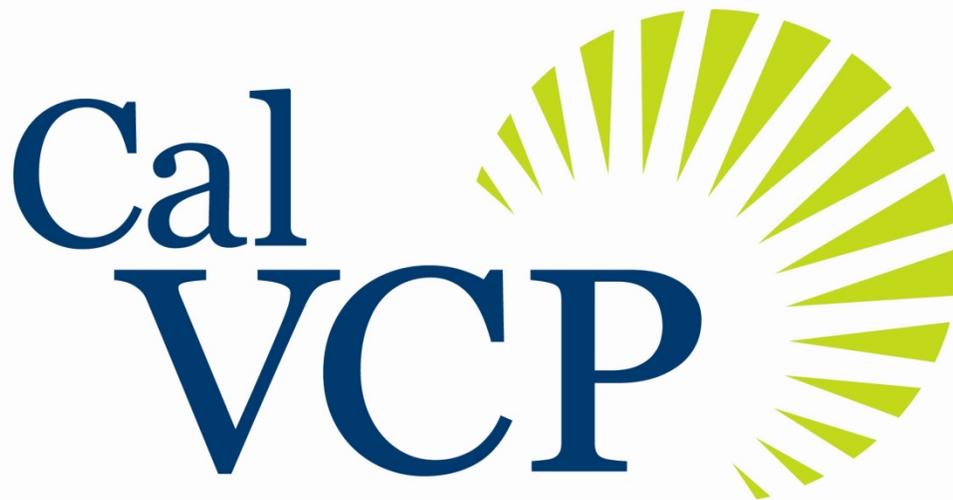
Attachments:

Notice of Funds Available  
Scoring Criteria for TRC Grant Applications

# NOTICE OF FUNDS AVAILABLE

## CALIFORNIA TRAUMA RECOVERY CENTER GRANT

Fiscal Year July 1, 2014 through June 30, 2015



STATE OF CALIFORNIA  
California Victim Compensation and Government Claims Board  
400 R Street  
Sacramento, CA 95811  
Telephone: (916) 491-6469  
FAX: (916) 491-6413 Website: [www.vcgcb.ca.gov](http://www.vcgcb.ca.gov)

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## 1. Introduction

On July 1, 2013, Government Code section 13963.1 became law stipulating that the Victim Compensation and Government Claims Board (Board) administer a program to evaluate applications and award grants to trauma recovery centers in California to provide services to victims of crime. The California Victim Compensation Program (CalVCP) within the Board provides compensation for victims of crime. CalVCP provides eligible victims with reimbursement for many crime-related expenses. CalVCP funding comes from restitution paid by criminal offenders through fines, orders, penalty assessments and federal matching funds.

## 2. Purpose of the Grant Program

This grant program will award funding for trauma recovery centers to provide services to victims of crime.

## 3. Key Application Dates

- Notice of Funds Available Release Date: Monday, June 30, 2014
- Final Date to Submit Questions: Friday, July 11, 2014 by 5:00 p.m. PT
- Response to Questions Posted: Friday, July 18, 2014
- Final Application Submission Date: Friday, August 1, 2014 by 2:00 p.m. PT
- Board Award Approval Date: Thursday, October 16, 2014

## 4. Eligibility Criteria

The Board, when considering grant applications, shall give preference to eligible applicants that can show the potential for long-term sustained funding from other sources. Applicants awarded funding are not guaranteed continued funding and may reapply at the end of the 24-month grant award cycle.

An eligible applicant must meet all of the following criteria:

Provides the following resources, treatments, and recovery services to crime victims, which include those who are homeless and chronically mentally ill, as well as others who typically do not access traditional services:

- Mental health treatment services
- Assertive community-based outreach and clinical case management
- Coordination of care among medical and mental health care providers, law enforcement agencies, crime victim service providers and other social service agencies
- Services to family members and loved ones of homicide victims
- A multidisciplinary staff of clinicians that includes licensed psychiatrists, psychologists and social workers. These clinicians can be either salaried or contract positions. Additional types of clinicians are permitted as long as they are licensed by the appropriate licensing board.

Engages in the following activities:

- Assists victims with applying for crime victim compensation
- Collaborates with other community services, including, but not limited to, local crime victim service providers such as:
  - County victim assistance centers
  - Domestic violence shelters
  - Sexual assault crisis centers
- Facilitates cooperation of victims with law enforcement
- Provides training to law enforcement, community-based agencies, and other health care providers on the identification and effects of crime and the treatment of trauma caused by crime

The Board, when considering grant applications, shall give preference to a trauma recovery center that conducts outreach to, and serves, the following:

- Victims of crime who typically are unable to access traditional services, including, but not limited to victims who are:
  - homeless
  - chronically mentally ill
  - of diverse ethnicity
  - members of immigrant and refugee groups
  - disabled
  - having severe trauma-related symptoms or complex psychological issues
  - juvenile victims, including minors who have had contact with the juvenile dependency or the justice system
- Victims of a wide range of crimes, including, but not limited to:
  - sexual assault
  - human trafficking
  - domestic violence
  - physical assault
  - shooting
  - stabbing
  - vehicular assault
  - family members and loved ones of homicide victims
- Applicants whose services are located in an area where the rate of crime and geographic distribution serve the greatest number of victims

## 5. Available Funds

Upon appropriation by the Legislature, the Board shall award grants totaling up to two million dollars (\$2,000,000) per year. The total grant award of \$2,000,000 will be divided amongst the selected grant

recipients. The number of grants awarded will be determined by a variety of factors including the number of qualified applicants and the amount of funds requested.

## 6. Eligible Costs

Direct Costs:

- Salary and benefits for personnel providing direct treatment, including:
  - Activities such as mental health treatment, clinical supervision, social work, victim advocacy and case management
  - Administrative salaries related to the support of direct treatment and other eligible activities
- Other services provided to clients, such as transportation costs for clients (Including bus passes and taxi vouchers for treatment visits)
- Outreach activities as described in the Eligibility Criteria (Section 4) of this NOFA
- Operating expenses related to direct services such as rent, utilities, postage, telephone, etc.
- In-state travel costs for staff to perform eligible activities. Travel will be paid according to PML2013-022, or the state policy in effect at the time the cost is incurred.
- Evaluation costs

Indirect Costs:

- Limited to a maximum of five percent (5%) of the total grant award
  - A copy of the indirect cost allocation plan demonstrating how the indirect cost rate was established must be included with the application for funding
  - All costs included in the plan shall be supported by formal accounting records which substantiate the propriety of such charges

If an applicant already has an approved indirect cost rate agreement with the State or Federal government that exceeds the maximum 5% of the grant award, the applicant can submit the existing approved indirect cost rate agreement with the understanding that the Board will only allow a maximum allocation of 5%.

## 7. Ineligible Costs

Ineligible costs include:

- Any expenses incurred before the grant agreement is executed
- Travel costs to attend conferences and training
- Remodel or refurbishing costs
- The purchase of office furniture or electronic equipment
- Reimbursement for appointments missed by clients

The cost for services provided with grant funds must not be charged to or paid for by any other sources

of reimbursement including private insurance, federal, state, local funds, or victim compensation funds.

## 8. Reporting Requirements

A trauma recovery center(s) awarded a grant shall provide quarterly progress reports and an annual report that include the following data:

- Staffing allocation
- Staff productivity, including hours worked and services provided
- In compliance with federal statutes and rules governing federal matching funds for victims' services, the report shall include the following client data, as well as any additional forms and data requested by the Board, to allow the Board to receive the 60 percent federal matching funds for eligible victim services and allowable expenses:
  - Units and types of service delivered, (i.e., mental health treatment, outreach, collaborative activities, etc.)
  - Number of clients served (counting an individual client who receives multiple services only once)
  - Type of crime by penal code for each client served
  - Demographic information for each client served
  - Documentation of other sources of reimbursement for clients served
- Evaluation protocol to assess the effectiveness of the clinical intervention program across a spectrum of outcome domains, including decreased psychological symptoms, medical symptoms, disability and improved overall quality of life
  - Evaluation does not need to be performed by an independent evaluator
- Patient flow throughout both the clinical and evaluation components of service
- Number of victims referred to local county victim assistance centers, domestic violence programs, sexual assault crisis centers and other victim services
- Partnership and/or collaboration activities with other agencies, including county victim assistance centers
- Evaluation of the clinical effectiveness of services
- Evaluation of the cost effectiveness of services
- An invoice for payment detailing eligible costs incurred for provision of grant activities and including certification by person named as having signature authority that funds were expended in accordance with eligible costs

The Board shall provide detailed instruction regarding collection and reporting of client demographic data, services delivered and required evaluation protocols for the trauma recovery center(s) to whom grants are awarded. Use of the forms and protocols selected by the Board for data collection is required, but the grantees may also collect additional data and perform additional evaluation. All data collection and evaluation efforts must be included in the quarterly and annual reports.

## 9. Application Instructions

The application packet must be in the form of a pdf file emailed to [Grants@VCGCB.ca.gov](mailto:Grants@VCGCB.ca.gov).

Formatting:

- Use 11-point Arial font
- Double-Spaced
- One inch margins on all sides
- Number all pages of the application packet

The pdf file must contain a:

- Cover letter including the applicant name (legal name of the organization that will be responsible for grant administration, if awarded) and complete contact information for a primary contact (person authorized to manage and oversee the grant), a secondary contact, the person with signature authority, and the total amount of funds requested. The cover letter should be no more than one (1) page in length.
- Program narrative that is no more than fifteen (15) pages in length. The narrative should describe:
  - How the applicant will accomplish the activities enumerated in the Eligibility Criteria (Section 4) of this NOFA
  - The scope of work for the licensed clinicians involved with the project
  - How the clinicians will collaborate with other service providers in the community in the implementation of services
  - The time frame in which the eligible activities will be accomplished
  - The geographic area the applicant will serve (including information such as population demographics, economic indicators and crime rate)
- Budget (see Attachment 1) for each fiscal year of the grant period. The maximum funding available in the annual grant cycle is two million dollars (\$2,000,000), which will be expended over a period of two (2) years beginning July 1, 2014. Because the award covers two (2) fiscal years, an applicant seeking funding from this NOFA will not be eligible to apply for additional grant money in 2015/16. July 1, 2014 marks the beginning of the State fiscal year and that is the date funds are authorized for expenditure.
- Budget narrative describing each portion of the budget, including, but not limited to each position to be funded, types of operating expenses requested and other sources of funding allocated to this project. The budget narrative should be no more than four (4) pages in length.
- Letters of support from medical and mental health care providers, law enforcement agencies, county crime victim assistance centers as designated by California Penal Code 13835.2, sexual assault crisis centers, domestic violence programs, other crime victim service providers, and/or other social service agencies within the applicant's designated service area. The letters of

support should pertain specifically to this project.

## 10. Application Due Dates

Applications must be submitted by email and be received no later than 2:00 p.m. PT on Friday, August 1, 2014. Applications must be emailed to [Grants@VCGCB.ca.gov](mailto:Grants@VCGCB.ca.gov). Any applications received after 2:00 p.m. PT, Friday, August 1, 2014, will be rejected.

## 11. Questions

Applicants shall submit any questions regarding this NOFA via email to [Grants@VCGCB.ca.gov](mailto:Grants@VCGCB.ca.gov) no later than 5:00 p.m. PT on Friday, July 11, 2014. Responses to all inquiries will be posted weekly on the Board website at <http://www.vcgcb.ca.gov/board/grants.aspx> with the final responses posting no later than 5:00 p.m. PT on Friday, July 18, 2014.

## 12. Grant Review and Award Process

Applicants should anticipate that applications determined to be nonresponsive to the scope of the solicitation, or that do not include all application elements, will neither proceed to peer review nor receive further consideration. Applicants should anticipate that failure to submit an application that contains all elements specified in the Application Instructions (Section 9) of this NOFA, may negatively affect the review of their application.

Applications that do not include the following minimum components will not be considered for funding. The project must:

- Provide mental health services
- Focus on provision of services to crime victims and their family members
- Provide community outreach
- Provide training on victim issues for law enforcement
- Include a budget for the project and a budget narrative
- Include a time frame for program activities for the grant period

Upon receipt, Board staff will review the applications for completeness. In the event an application is incomplete, the Board will notify the applicant via email. In order to be considered the applicant must email a pdf file containing the missing item(s) within two (2) business days of the date of notification.

The Board reserves the right to reject any or all applications received in response to this NOFA.

Complete applications will then be scored according to the following scale:

- Program narrative – Up to 70 points
- Budget – Up to 10 points
- Budget narrative – Up to 10 points

- Letters of support – Up to 10 points

Applicants must score a minimum of 70 points to be considered for funding.

Board staff will review submitted applications and develop funding recommendations for the consideration and approval of the Board. The approval to fund grant awards to selected applicants will most likely occur at the Board meeting scheduled for Thursday, October 16, 2014.

All applicants awarded funding will be required to enter into a standardized Grant Agreement with the Board. Applicants awarded funding are not guaranteed continued funding and may reapply at the end of the 24-month grant award cycle.

### **13. General Terms and Conditions**

The Board reserves the right to retain all submitted applications and the applications shall become the property of the Board. Applications may be required to be disclosed under the Public Records Act at a later date.

The Board reserves the right to withdraw this NOFA at any time without prior notice. Further, the Board makes no representation that any funding will be awarded to any applicant responding to this NOFA.

Acceptance of an application does not constitute a grant award and does not obligate the Board to award funds. The Board reserves the right to partially fund selected applications. The applicant may request a specific dollar amount to be used for their trauma recovery center; however, the Board will make the final determination of the dollar amounts awarded.

### **14. Notice to Proceed**

The Notice to Proceed is a formal notification from the Board that authorizes the grantee to begin the project and incur costs. It is issued after the grantee and the Board have both signed the grant agreement. Applicants are not permitted to incur any grant-related costs prior to the issuance of the Notice to Proceed.

### **15. Process for Payment**

Funds will be released retrospectively on a quarterly basis upon receipt of invoices detailing program expenditures and the required reports as set forth in the Reporting Requirements of this NOFA (Section 8). All reports must include a certification page (Attachment 2), signed by the person named as having signature authority, stating that all information reported is correct and grant expenditures are in accordance with Eligible Costs as set forth in this NOFA. All invoices for payment and quarterly reports must be submitted directly to:

Victim Compensation and Government Claims Board  
Attn: Accounting Office  
P.O. Box 1348  
Sacramento, CA 95812-1348

## 16. Appeals Process

Applicants who are not selected to receive an award have five (5) business days from the Board award approval date to submit an appeal. If an appeal is submitted during this period, the affected grants will not be awarded until the appeal is resolved. Appeals must be submitted in the form of a pdf file containing a written document, signed by an individual who is authorized to contractually bind the applicant, specifying the grounds of the appeal, and citing the law, rule, process or procedure used as the basis of the appeal. Appellants must provide facts and evidence to support their claim. All appeals will be heard and resolved by the Executive Officer of the Victim Compensation and Government Claims Board.

Appeals must be emailed to [Grants@VCGCB.ca.gov](mailto:Grants@VCGCB.ca.gov).

# Scoring Criteria for TRC Grant Applications

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## Instructions for scoring each application

Please evaluate the application according to the number of points allotted to each category. A total of 100 points is possible.

Scoring criteria are listed under each category. Examples of how the applicant might score a high, medium or low score within each scoring category are provided.

Formatting Requirements:

- Use 11-point Arial font
- Double-Spaced
- One inch margins on all sides
- Number all pages of the application packet

## Program Narrative

- Cover Letter, Length of Cover Letter & Program Narrative 5 Points
- Eligible Applicant 25 Points
- Eligible Activities 20 Points
- Timeframe 5 Points
- Preference Points
  - Underserved 5 Points
  - Range of Crimes 5 Points
  - Geographic Area, Crime Rate & Number of Victims Served 5 Points

**Budget** 10 Points

## Budget Narrative

- Budget Narrative Body 7 Points
- Sustained Funding 3 Points

**Letters of Support** 10 Points

**100 Points**

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## 1. PROGRAM NARRATIVE (70 Points)

- Cover Letter, Length of Cover Letter & Program Narrative 5 Points
  - Eligible Applicant 25 Points
  - Eligible Activities 20 Points
  - Timeframe 5 Points
  - Preference Points
    - Underserved 5 Points
    - Range of Crimes 5 Points
    - Geographic Area, Crime Rate & Number of Victims Served 5 Points
- 70 Points

### Cover Letter, Length of Cover Letter & Program Narrative (5 or 0 Points)

1.1	Cover letter, Length of Cover Letter & Program Narrative
1.1.1	<p>5 = The cover letter includes the legal name of the organization that will be responsible for grant administration, complete contact information for a primary and secondary contact, name of the person with signature authority and the amount of funds requested. The cover letter does not exceed 1 page and the program narrative does not exceed a maximum of 15 pages.</p> <p>0 = Information is missing from the cover letter or the narrative exceeds the maximum of 15 pages.</p>

### Eligible Applicant (25 Points)

Does the applicant demonstrate the ability to provide the following?

1.2	Eligible Applicant – Rating quality of description 0 to 5 points each
1.2.1	<p>Providing mental health services:</p> <p>5= Applicant provides a detailed description of the knowledge, experience and ability to provide trauma-focused, evidence based mental health treatment to underserved crime victims, including what type of clinicians could be responsible for providing the mental health treatment.</p> <p>3 = Applicant provides a general description of the knowledge, experience and ability to provide mental health treatment to underserved crime victims, but does not specifically describe the type of mental health treatment or what type of clinician will provide the mental health treatment.</p> <p>1 = Applicant provides a minimal description of the ability to provide mental health treatment, but does not give a description of the knowledge, experience or ability on how to do so.</p>
1.2.2	<p>Providing assertive community-based outreach and clinical case management:</p> <p>5 = Applicant provides a detailed description of the knowledge and ability to provide full community-based outreach to, and clinical case management for, underserved crime victim populations. Descriptions include how both the above are accomplished and who is responsible for the clinical case management, which includes assessment of need and implementation of care plans, and ongoing support in areas such as housing, employment,</p>

	<p>social relationships, and community participation.</p> <p>3 = Applicant provides a general description of the ability to provide community-based outreach to, and clinical case management for underserved crime victim populations, but does not demonstrate the knowledge and ability to provide the services or how the services are provided.</p> <p>1 = Applicant provides a minimal description of the ability to provide community-based outreach and clinical case management and does not provide details.</p>
1.2.3	<p>Coordination of care among medical and mental health care providers, law enforcement agencies, crime victim service providers and other social service agencies:</p> <p>5 = Applicant provides a detailed description of the knowledge and ability to provide the coordination of care among the providers listed above. Descriptions include how the applicant provides this coordination in detail.</p> <p>3 = Applicant provides a general description of the knowledge and ability to provide the coordination of care among the providers listed above, but descriptions are not detailed.</p> <p>1 = Applicant provides a minimal description of the coordination of care among the providers listed above and does not provide the knowledge, ability or how to do so.</p>
1.2.4	<p>Services to family members and loved ones of homicide victims:</p> <p>5 = Applicant provides a detailed description of the knowledge and ability to provide services to family members and loved ones of homicide victims. The description includes what types of services are provided and how the services are provided.</p> <p>3 = Applicant provides a general description of the knowledge and ability to provide services to family members and loved ones of homicide victims, but does not provide details of what type of services are provided and how the services are provided.</p> <p>1 = Applicant provides a minimal description, but does not provide a description of the knowledge and ability to provide services to family members and loved ones of homicide victims, or what types of services are provided and how the services are provided.</p>
1.2.5	<p>A multi-disciplinary staff of clinicians that includes licensed psychiatrists, psychologists and social workers (these clinicians can be either salaried or contract positions):</p> <p>5 = Applicant provides a detailed description of the clinical multi-disciplinary staff, including the experience of each clinician and how each position will be utilized if the grant is awarded.</p> <p>3 = Applicant provides a general description of the clinical multi-disciplinary staff and does not provide a description of the experience of each clinician, or how each position will be utilized if the grant is awarded.</p> <p>1 = Applicant provides a minimal description and does not provide a description of the clinical multi-disciplinary staff, or include the experience of each clinician and how each will be utilized if the grant is awarded.</p>

## Eligible Activities (20 Points)

Does the applicant demonstrate the ability to accomplish the eligible activities?

1.3	Eligible Activities – Rating quality of description 0 to 5 points each
1.3.1	<p>Assist victims with applying for crime victim compensation:</p> <p>5 = Applicant demonstrates a working relationship with county victim assistance centers to facilitate submitting applications through the victim assistance center to CalVCP. Applicant demonstrates an understanding of all the benefits offered by CalVCP in addition to mental health treatment. Applicant demonstrates an ability to make referrals to other service providers as needed.</p> <p>3 = Applicant demonstrates a general understanding of all the services covered by CalVCP in addition to mental health treatment. Applicant demonstrates an understanding of the CalVCP application process and county victim assistance centers, but does not show evidence of a working relationship with the local victim assistance center beyond a basic letter of support.</p> <p>1 = Applicant demonstrates a minimal understanding of all the services covered by CalVCP. Applicant’s understanding of the application process is incomplete. Applicant does not show evidence of a working relationship with the local victim assistance center beyond a basic letter of support.</p>
1.3.2	<p>Collaborate with other community services, including, but not limited to, local crime victim service providers such as:</p> <ul style="list-style-type: none"> <li>• County victim assistance centers</li> <li>• Domestic violence shelters</li> <li>• Sexual assault crisis centers</li> </ul> <p>5 = Applicant demonstrates an understanding of how the population served may need additional services and what those services are beyond the TRC. Applicant demonstrates a working relationship with other community services and demonstrates an ability to connect the client with those services.</p> <p>3 = Applicant demonstrates an understanding of how the population served may need additional services and what those services are beyond the TRC, but does not show evidence of a working relationship beyond basic letters of support.</p> <p>1 = Applicant demonstrates limited knowledge of other services the population being served may need and does not show evidence of a working relationship with other community services.</p>
1.3.3	<p>Facilitate cooperation of victims with law enforcement:</p> <p>5 = Applicant demonstrates a significant working relationship with local law enforcement and the ability to facilitate increased crime reporting and cooperation by victims.</p> <p>3 = Applicant generally demonstrates the ability to facilitate increased crime reporting and cooperation by victims and does not show evidence of a working relationship with local law enforcement beyond basic letters of support.</p> <p>1 = Applicant demonstrates minimal ability to facilitate increased crime reporting and cooperation by victims and does not show evidence of a working relationship with local law enforcement.</p>

1.3.4	<p>Provide training to law enforcement, community-based agencies, and other health care providers on the identification and effects of crime and the treatment of trauma caused by crime:</p> <p>5 = Applicant demonstrates a depth of understanding of the identification and effects of crime and trauma and how this information should be delivered to each specific audience named above. Also, describes a specific plan for such training and demonstrates the ability to deliver the training.</p> <p>3 = Applicant demonstrates a basic understanding of the effects of crime and trauma, but does not show evidence of specific plans for training each type of organization.</p> <p>1 = Applicant demonstrates minimal understanding of the effects of crime and trauma and does not show evidence of specific plans for training each type of organization.</p>
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### Timeframe (5 Points)

How well does the applicant describe the timeframe for providing services?

1.4	Timeframe – Rating quality of description 0 to 5 points
1.4.1	<p>How well does applicant describe the schedule for implementing the activities? Does applicant include specific goals, objectives and/or milestones to measure progress within the timeframe?</p> <p>5 = The schedule, goals, objectives and milestones are clear and well defined.</p> <p>3 = The schedule, goals, objectives and milestones are more general, lack specificity.</p> <p>1 = The schedule goals, objectives and milestones are vague or general.</p>

### Preference Points (15 Points)

#### Underserved (5 Points)

How well does the applicant describe how services will be provided?

Victims of crime who typically are unable to access traditional services, including, but not limited to victims who are:

- homeless
- chronically mentally ill
- of diverse ethnicity
- members of immigrant and refugee groups
- disabled
- having severe trauma-related symptoms or complex psychological issues
- juvenile victims, including minors who have had contact with the juvenile dependency or justice system

1.5	Preference Points – Rating quality of description 0 to 5 points
1.5.1	Underserved Victim Populations
1.5.1.1	<p>5 = Applicant demonstrates a specific plan for outreach to each population and describes the services that will be provided to each population.</p> <p>3 = Applicant’s description of the plan for providing services is more general. The applicant does not specify a plan for each type of population.</p> <p>1 = Applicant provides only basic information about an outreach plan and proposed services.</p>

**Range of Crimes (5 Points)**

Victims of a wide range of crimes, including, but not limited to:

- sexual assault
- human trafficking
- domestic violence
- physical assault
- shooting
- stabbing
- vehicular assault
- family members and loved ones of homicide victims

1.5.2	Victims of a Wide Range of Crimes
1.5.2.2	<p>5 = Applicant demonstrates a specific plan for outreach to victims of each type of crime and describes the services that will be provided to each group.</p> <p>3 = Applicant’s description of the plan for providing services is more general. The applicant does not specify a plan for each group.</p> <p>1 = Applicant provides only basic information about an outreach plan and proposed services.</p>

**Geographic Area, Crime Rate & Number of Victims Served (5 Points)**

Applicants whose services are located in an area where the rate of crime and geographic distribution serve the greatest number of victims.

1.5.3	Geographic Area, Crime Rate & Number of Victims Served
1.5.3.1	<p>5 = Applicant clearly demonstrates through data and narrative that the greatest number of victims will be served based on the ratio of rate of crime and geographic distribution.</p> <p>3 = Applicant provides only a general explanation that the greatest number of victims will be served based on the ratio of rate of crime and geographic distribution.</p> <p>1 = Applicant does not describe or document in detail that the greatest number of victims will be served based on the ratio of rate of crime and geographic distribution.</p>

**2. BUDGET (10 points)**

**Eligible Costs**

Direct Costs:

- Salary and benefits for personnel providing direct treatment, including:
  - Activities such as mental health treatment, clinical supervision, social work, victim advocacy and case management
  - Administrative salaries related to the support of direct treatment and other eligible activities

- Other services provided to clients, such as transportation costs for clients (Including bus passes and taxi vouchers for treatment visits)
- Outreach activities as described in the Eligibility Criteria (Section 4) of this NOFA
- Operating expenses related to direct services such as rent, utilities, postage, telephone, etc.
- In-state travel costs for staff to perform eligible activities. Travel will be paid according to PML2013-022, or the state policy in effect at the time the cost is incurred.
- Evaluation costs

Indirect Costs:

- Limited to a maximum of five percent (5%) of the total grant award
  - A copy of the indirect cost allocation plan demonstrating how the indirect cost rate was established must be included with the application for funding
  - All costs included in the plan shall be supported by formal accounting records which substantiate the propriety of such charges

If an applicant already has an approved indirect cost rate agreement with the State or Federal government that exceeds the maximum 5% of the grant award, the applicant can submit the existing approved indirect cost rate agreement with the understanding that the Board will only allow a maximum allocation of 5%.

### Ineligible Costs

Ineligible costs include:

- Any expenses incurred before the grant agreement is executed
- Travel costs to attend conferences and training
- Remodel or refurbishing costs
- The purchase of office furniture or electronic equipment
- Reimbursement for appointments missed by clients

The cost for services provided with grant funds must not be charged to or paid for by any other sources of reimbursement including private insurance, federal, state, local funds, or victim compensation funds.

2	Budget
2.1	<p>10 = Applicant submits the budget on the correct form and costs are allocated according to the requirements outlined in the NOFA.</p> <p>5 = Applicant submits the budget on the correct form , but costs are not allocated according to the requirements outlined in the NOFA, or it is difficult to understand what the request is.</p> <p>1 = The budget is not submitted on the correct form or it is difficult to determine what is being requested.</p>

### 3. BUDGET NARRATIVE (10 Points)

- Budget Narrative Body 7 Points
- Sustained Funding 3 Points  
10 Points

3.1	Budget Narrative Body
3.1.1	<p>7 = The budget narrative clearly describes the nature and amount of the request and the time frame for the request. The budget narrative clearly describes each portion of the budget, including, but not limited to each position to be funded, types of operating expenses requested, other sources of funding allocated to this project, and proposed quarterly draw schedule. The narrative is no more than 4 pages in length.</p> <p>4 = The budget narrative generally describes some, but not all, of the required information.</p> <p>1 = The budget narrative vaguely describes some, but not all, of the required information. The budget narrative exceeds 4 pages in length.</p>
3.2	Sustained Funding
3.2.1	<p>3 = Applicant provides a detailed description of their potential for long-term sustained funding from other sources.</p> <p>2 = Applicant provides a general description of their potential for long-term sustained funding from other sources.</p> <p>1 = Applicant provides a minimal description of their potential for long-term sustained funding from other sources.</p>

### 4. LETTERS OF SUPPORT (10 Points)

4	Letters of Support
4.1	<p>10 = Letters of support or collaborative agreements included from medical and mental health care providers, law enforcement agencies, county crime victim assistance centers as designated by California Penal Code 13835.2, sexual assault crisis centers, domestic violence programs, other crime victim service providers, and other social services agencies from within the applicant’s designated service area. The letters specifically pertain to this project. The letters are substantive in content and clearly explain the collaborative or cooperative arrangement between the entities.</p> <p>5 = Fewer letters of support are included, or the letters of support are not substantive in content.</p> <p>1 = Few letters of support are included and the letters are not substantive in content.</p>