

**California Victim Compensation and Government Claims Board
Proposal to Approve a Trauma Recovery Center Grant Award
June 16, 2016**

Background

On July 1, 2013, Government Code section 13963.1 became law requiring the Victim Compensation and Government Claims Board (Board) administer a program to evaluate applications and award grants to trauma recovery centers (TRCs) in California to 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 consecutive grants to a trauma recovery center to prevent a lapse in funding. Any portion of a grant that a trauma recovery center does not use within the specified grant period shall revert to the Restitution Fund. In addition, on November 5, 2014, the Safe Neighborhoods and Schools Act (SNSA) became effective. It appropriates 10% of the funds saved annually due to reductions in the state prison population to the Board for grants to TRCs. The SNSA funds appropriated to the Board may be used without regard to fiscal year.

Action Requested

It is requested that the Board approve a grant award of \$463,453.00 to the Downtown Women's Center (DWC). This grantee will be funded from the SNSA fund, beginning March 1, 2017, pending receipt of the projected appropriation of funds which has been estimated at \$3,900,000.

Summary of Application and Scoring Process

- The Notice of Funds Available (NOFA) was posted on the Board's website February 24, 2016.
- The grant application period began February 24, 2016 and ended 2:00 p.m. PT, April 11, 2016.
- The Board received 10 applications for this competitive grant program.
- All 10 applications were reviewed to ensure they met minimum qualifications as outlined in the NOFA. It was determined that all 10 applications met the minimum qualifications.
- The applications were then scored according to the attached TRC Grant Scoring Criteria.
- At the Board meeting held May 19, 2016, the recommendation to fund grant awards to the Alameda County Family Justice Center, UC San Francisco, California State University at Long Beach, St. Francis Medical Center, and The Grace Network was approved. Recommended awards totaled \$5,386,291 with \$2,000,000 funded from the Restitution Fund pursuant to Government Code 13963.1 and \$3,386,291 from the SNSA Fund. Based on the estimated appropriation of \$3,900,000 from the SNSA, \$318,709 remained for grant awards for Fiscal Year 2017/18.
- During the grant scoring process, the DWC provided the Board with additional information requested by the Board's TRC Grants Manager. There is evidence the additional information was submitted by the deadline, yet the information was not received in the VCGCB grants email box. The Board was notified of this discrepancy and the application was rescored, taking into account the additional information. It is determined that DWC's application has received a passing score for funding.
- DWC is recommended to receive grant funding through the SNSA, subject to a sufficient appropriation of funds from the SNSA Fund. The recommended award is 100% of the amount requested by DWC, of which \$318,709 will be awarded through the SNSA appropriation for Fiscal Year 2016/17, and the remaining \$149,744 will be awarded through the SNSA appropriation for Fiscal Year 2017/18, subject to a sufficient appropriation of funds in the Governor's budget.

Description of Applicant Recommended for Award through SNSA

Applicant	Proposed FY 16/17 SNSA Award	Proposed FY 17/18 SNSA Award
<p>Downtown Women’s Center (DWC)</p> <p>A currently funded TRC, DWC is located in the area of Los Angeles with the largest concentration of homeless in California. DWC and their partnering organization Peace Over Violence (POV) have 83 years of combined experience providing trauma-informed care. The TRC collaborates 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 many local homeless service providers.</p>	<p>\$318,709 for 10.9 months</p>	<p>\$149,744 for 5.1 months</p>
<p>Total Award</p>	<p>\$468,453</p>	

Scoring Criteria for TRC Grant Applications

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 33 Points
- Eligible Activities 18 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 7 Points

Budget Narrative

- Budget Narrative Body 7 Points
- Sustained Funding 3 Points

Letters of Support 5 Points

Organization and Strength of Application 2 Points

100 Points

Table of Contents

- 1. Program Narrative3**
 - 1.1 Cover Letter, Length of Cover Letter & Program Narrative3
 - 1.2 Eligible Applicant3
 - 1.3 Eligible Activities.....5
 - 1.4 Timeframe6
 - 1.5 Preference Points6
 - o 1.5.1 Underserved6
 - o 1.5.2 Range of Crimes7
 - o 1.5.3 Geographic Area, Crime Rate & Number of Victims Served7

- 2. Budget7**
 - Eligible Costs.....7
 - o Direct Costs.....7
 - o Indirect Costs.....8
 - Ineligible Costs.....8

- 3. Budget Narrative9**
 - 3.1 Budget Narrative Body9
 - 3.2 Sustained Funding9

- 4. Letters of Support9**

1. PROGRAM NARRATIVE (78 Points)

- Cover Letter, Length of Cover Letter & Program Narrative 5 Points
 - Eligible Applicant 33 Points
 - Eligible Activities 18 Points
 - Timeframe 5 Points
 - Preference Points
 - Underserved 5 Points
 - Range of Crimes 5 Points
 - Geographic Area, Crime Rate & Number of Victims Served 5 Points
- 76 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 18 pages.</p> <p>0 = Information is missing from the cover letter or the narrative exceeds the maximum of 15 pages.</p>

Eligible Applicant (Max 33 Points)

Does the applicant demonstrate the ability to provide the following?

1.2	Eligible Applicant – Rating quality of description
1.2.1	<p>Providing mental health services:</p> <p>7= Has a multi-disciplinary staff of clinicians as defined in the NOFA, applicant provides an extensive and 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>5 = Has a multi-disciplinary staff of clinicians as defined in the NOFA, applicant provides a specific 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>3 = Does not have a multi-disciplinary staff of clinicians as defined in the NOFA, 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 = Does not have a multi-disciplinary staff of clinicians as defined in the NOFA, applicant provides a vague 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>7 = 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, who is responsible for outreach, 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, social relationships, and community participation.</p> <p>4 = 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 and who will provide them.</p> <p>1 = Provides a minimal description of the ability to provide community-based outreach and clinical case management and provide little detail.</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>7 = 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>4 = 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 = 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 = 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 = 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 = 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 a licensed psychiatrist (or telepsychiatry), a licensed psychologist and a social worker (these clinicians can be either salaried or contract positions):</p> <p>7 = Has a multi-disciplinary staff as demonstrated in the NOFA, 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>4 = Has a multi-disciplinary staff as demonstrated in the NOFA, 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>2 = Staff described includes a licensed psychologist and a licensed psychiatrist (or telepsychiatry) but does not include social workers, 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> <p>1 = Staff described includes social workers but does not include either a licensed psychologist or a licensed psychiatrist (or telepsychiatry), 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> <p>0.5 = Staff described includes social workers but neither a licensed psychologist or a licensed psychiatrist (or telepsychiatry), 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 (Max 18 Points)

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

1.3	Eligible Activities – Rating quality of description
1.3.1	<p>Assist victims with applying for crime victim compensation:</p> <p>5 = 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 = Demonstrates a general understanding of all the services covered by CalVCP in addition to mental health treatment. Applicant demonstrates a general understanding of the CalVCP application process and county victim assistance centers, but provides minimal evidence of a working relationship with the local victim assistance center beyond a basic letter of support.</p> <p>1 = 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"> • County victim assistance centers • Domestic violence shelters • Sexual assault crisis centers <p>5 = 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 = Demonstrates a general understanding of how the population served may need additional services and what those services are beyond the TRC, but shows little evidence of a working relationship beyond basic letters of support.</p> <p>1 = 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>3 = Demonstrates a significant working relationship with local law enforcement and the ability to facilitate increased crime reporting and cooperation by victims.</p> <p>2 = 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 = 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 = 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 = 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 = 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>

Timeframe (Max 5 Points)

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

1.4	Timeframe – Rating quality of description
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 = Schedule, goals, objectives and milestones are clear and well defined.</p> <p>3 = Schedule, goals, objectives and milestones are more general, lack specificity.</p> <p>1 = Schedule goals, objectives and milestones are vague, general, or not all included.</p>

Preference Points (Max 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
- human trafficking victims
- juvenile victims, including minors who have had contact with the juvenile dependency or justice system

1.5	Preference Points – Rating quality of description
1.5.1	<p>Underserved Victim Populations</p> <p>5 = Demonstrates a specific plan for outreach to each population and describes the services that will be provided to homeless, diverse, immigrant, juvenile, and human trafficking victim populations.</p> <p>3 = Description of the plan for providing services is more general and only specifies a plan for 1 or 2 of the previously mentioned populations.</p> <p>1 = Provides only basic information about an outreach plan and proposed services and only specifies a plan for 1 or none of the previously mentioned populations.</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	<p>Victims of a Wide Range of Crimes</p> <p>5 = Demonstrates a specific plan for outreach to victims of sexual assault, human trafficking, domestic violence, and family members and loved ones of homicide victims and describes the services that will be provided to each group.</p> <p>3 = Description of the plan for providing services is more general. The applicant only specifies a plan for 1 or 2 of the previously mentioned groups.</p> <p>1 = Provides only basic information about an outreach plan and proposed services and only specifies a plan for 1 or none of the previously mentioned groups.</p>
-------	--

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

	<p>Geographic Area, Crime Rate & Number of Victims Served</p> <p>5 = 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. Applicant identifies a gap in victim services and how that gap will be addressed.</p> <p>3 = 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. Gap in victim services is general or the plan to address the gap is unclear.</p> <p>1 = 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. Gap in victim services not addressed.</p>
--	---

2. BUDGET (Max 7 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.

2.1	Budget
2.1.1	7 = On the correct form and costs are allocated according to the requirements in the NOFA. 4 = On the correct form , but costs are not allocated according to the requirements in the NOFA, it is difficult to understand what the request is, and an ineligible cost is present. 1 = Not on the correct form , it is difficult to determine what is being requested, multiple ineligible costs are present.

3. BUDGET NARRATIVE (Max 10 Points)

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

3.1	Budget Narrative
3.1.1	<p>Budget Narrative Body</p> <p>7 = 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 5 pages in length.</p> <p>4 = Generally describes most of the required information but matches the budget. Any unclear portions of the budget are explained.</p> <p>1 = Vaguely describes some of the required information or does not match the budget. Unclear portions of the budget are not clarified. The budget narrative exceeds 4 pages in length.</p>
3.1.2	<p>Sustained Funding</p> <p>3 = Provides a detailed description of their potential for long-term sustained funding from other sources.</p> <p>2 = Provides a general description of their potential for long-term sustained funding from other sources.</p> <p>1 = Provides a minimal description of their potential for long-term sustained funding from other sources.</p>

4. LETTERS OF SUPPORT (5 Points)

4.1	Letters of Support or Collaborative Agreements
4.1.1	<p>5 = Include 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>3 = 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, letters are not substantive in content, or letters are old.</p>

5. ORGANIZATION AND STRENGTH OF APPLICATION (Max 2 Points)

5	Organization of Application
5.1	<p>2 = The application is well organized and pertinent information is easy to find. Scorer is confident in the applicant's ability to carry out the proposal.</p> <p>1 = Most of the pertinent information is easy to find but in some cases, the reader must jump from one section of the application to another to find all of the information that is relevant to the area being scored. There are no apparent 'red flags' about the applicant's ability to carry out the proposal.</p> <p>0 = The application is confusing and unclear. There are concerns about the applicant's ability to carry out the proposal.</p>