

State of California

**NOTICE OF FUNDS AVAILABLE
CALIFORNIA TRAUMA RECOVERY CENTER GRANT**

Fiscal Year July 1, 2013 through June 30, 2014



STATE OF CALIFORNIA
California Victim Compensation and Government Claims Board

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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.

2. Background

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.

3. Purpose of the Grant Program

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

4. Key Application Dates

Notice of Funds Available Release Date: Monday, August 19, 2013
Final Date to Submit Questions: Tuesday, October 1, 2013 by 5:00 pm PT
Response to Questions Posted:* Friday, October 4, 2013
Final Application Submission Date: Thursday, October 17, 2013 by 2:00 pm PT
Estimated Grant Award Date: Thursday November 21, 2013

NOTE: Updated dates on 8/22/2013

*Responses to questions will be posted weekly with the final posting on Friday, October 4, 2013.

5. Eligible Applicants

An eligible applicant must meet the following criteria:

1. Serves as a community resource by providing services, including but not limited to, making presentations and providing training to law enforcement, community-based agencies, and other health care providers on the identification and effects of crime.
2. 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:
 - a) Mental health services
 - b) Assertive community-based outreach and clinical case management

- c) Coordination of care among medical and mental health care providers, law enforcement agencies, crime victim service providers and other social service agencies
- d) Services to family members and loved ones of homicide victims
- e) A multidisciplinary staff of clinicians that includes licensed psychiatrists, psychologists and social workers

3. 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:
 - Rape crisis centers
 - Domestic violence shelters
 - County victim assistance centers
- Facilitates cooperation of victims with law enforcement
- Provides training to law enforcement, community-based agencies, and other health care providers on the effects of crime and treatment of trauma caused by crime

6. Available Funds

Upon appropriation by the Legislature, the Board shall award grants totaling up to two million dollars (\$2,000,000) per year.

7. 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, and
 - 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 Grant Review and Award Process section of this NOFA (section 13, page 7).
- 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.

Indirect costs are limited to a maximum of five percent (5%) of the total grant award. If included in the proposed budget, 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.

8. Ineligible Costs

Ineligible costs include:

- Any expenses incurred before the grant agreement is executed
- Travel costs to attend conferences and training

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, and victim compensation funds.

9. Reporting Requirements

A trauma recovery center(s) awarded a grant shall provide quarterly progress reports and an annual report(s) to the Board that includes:

- Staffing allocation (i.e., number, classification, salary or wages, etc.)
- Staff productivity, including hours worked and services provided
- Client data. In compliance with federal statutes and rules governing federal matching funds for victims' services, the report shall include the following 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 crime 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
- 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
- Certification by person named as having signature authority that funds were expended in accordance with eligible costs

The trauma recovery center(s) will provide a Final Report to the Board at the end of the grant award period. If the grant award period is one year, the annual report will serve as the Final Report. If the grant award period is two or more years, the Final Report will be in addition to the annual reports required and serve as a summary of all services provided throughout the grant award period.

10. Application Instructions

The application packet must be in the form of a pdf file emailed to Grants@VCGCB.ca.gov

All pages in the application must be numbered without exception.

The pdf file must contain:

- Cover letter including the applicant name (name of the organization that is legally 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. Cover letter should be no more than one (1) page in length.
- Program narrative describing how the applicant will accomplish the eligible activities; the time frame in which the eligible activities will be accomplished; and a description of the geographic area the applicant will serve (including information such as population demographics, economic indicators and crime rate). Program narrative should be no more than ten pages in length.
- Budget. Applicants should prepare a budget (Attachment 1) for each year for which they are proposing to expend funds. The maximum funding available in this grant cycle is two million dollars (\$2,000,000), which can be expended up to a period of three (3) years from July 1, 2013. Funds will be made available on a quarterly basis. The budget shall propose a quarterly payment schedule.
- Budget narrative. The budget narrative should describe 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 budget narrative should be no more than two (2) pages in length.
- Letters of support, current memorandums of understanding and/or collaborative agreements 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 service agencies within the applicant's designated service area.

11. Application Due Dates

Applications must be submitted by email and must be received no later than 2:00 p.m. PT on Thursday, October 17, 2013. Applications must be emailed to

Grants@VCGCB.ca.gov

Any applications received after 2:00 p.m. PST, Thursday, October 17, 2013, will be rejected.

12. Questions

Applicants shall submit any questions regarding this NOFA via email to Grants@vcgcb.ca.gov no later than 5:00 p.m. PST on Tuesday, October 1, 2013.

Responses to all inquiries will be posted on the Board website at www.vcgcb.ca.gov/board/grants.aspx no later than 5:00 p.m. PST on Friday, October 4, 2013.

13. Grant Review and Award Process

Upon receipt, Board staff will review the application for completeness. In the event the 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 five (5) business days of the date of notification.

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

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

- a) 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

- b) 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

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

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 qualified to apply for funding.

For qualifying applications, Board staff will develop funding recommendations for the consideration and approval of the Board.

All applications awarded funding will be required to enter into a standardized Grant Agreement with the Board.

14. 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.

15. 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.

16. Process for Payment

Funds will be released on a quarterly basis upon receipt of the required invoices and reports as set forth in the Reporting Requirements section of this NOFA. The amount of payment will be as specified in the Grant Agreement. 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 requests for payment and reports must be submitted directly to:

Victim Compensation and Government Claims Board
Attn: Accounting Office
400 R Street, Suite 500
Sacramento, CA 95811

17. Appeals Process

Non-selected applicants have five (5) business days from the official award notice 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 grantee, 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.