2021 CalVCB Trauma Recovery Center (TRC) Grant Application

Cover Sheet and Program Narrative

**APPLICATION PACKAGE CHECKLIST**

* Cover Sheet: Fill in responses to 1 – 12 and attach to the front of the Program Narrative
* Program Narrative: Written responses to sections 13-19 (no more than 15 pages)
* Attachments:
	+ 2021 Budget Worksheet
	+ Budget Narrative
	+ Time Task Plan
	+ Client Flow Chart
	+ Organizational Chart
	+ Letters of Support
1. **Legal name of the applicant organization:**
2. **Proposed 3-letter abbreviation for CalVCB internal use (please use when referring to your TRC throughout this application):**
3. **Total amount requested for the 2-year grant cycle:**
4. **Location(s) at which services shall be provided:**
5. **Mailing address:**
6. **Schedule of days of the week and hours during which services shall be provided:**
7. **Project representative: (Name, Phone, Fax, Email)**
8. **Project contact with signing authority: (Name, Organization, Address, Phone, Fax, Email)**
9. **Geographic area the applicant will serve, including information such as population demographics, economic indicators, and crime rate:**
10. **If an existing program, describe how it will be expanded, what staff will be hired, and what new services will be available:**
11. **Identify the gap in victim services that will be addressed with these grant funds:**

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| **Projected Number of Clients to be Served During the Grant Cycle** |
| 2 Year Grant | Number of New Clients | Unduplicated Clients to Receive Mental Health Treatment | Unduplicated Clients to Receive Case Management Services |
| Year One |  |  |  |
| Year Two |  |  |  |
| **Number of Trainings and Outreach Provided During the Grant Cycle** |
| 2 Year Grant | Law Enforcement Trainings | Community-Based Trainings | Outreach Events |
| Year One |  |  |  |
| Year Two |  |  |  |

Address sections 13 - 19 in written form, utilizing the same headers and numbers found below. Following the template precisely will result in a higher overall score on the Grant Application. In the same order as presented below, clearly describe how each of the following will be achieved:

1. **Mental Health Services**

Note: If any mental health services will be subcontracted to partnering agencies, those services are required to be available on-site at the TRC.

* + Describe how the TRC will carry out the University of California, San Francisco Trauma Recovery Center Model of care to offer evidence-based and evidence-informed mental health services and support services that include individual and group treatment, medication management, substance abuse treatment, case management, and assertive outreach. (Include a description of client flow and evidence based and evidence informed treatments that will be utilized.)
		1. Describe how these mental health and support services will increase access to services and remove barriers to care for victims of violent crime. ( This may include providing services to a victim in his or her home, in the community, or at other locations conducive to maintaining quality treatment and confidentiality.)
	+ Describe how the TRC will utilize established, evidence-based and evidenced-informed practices in treatment. These practices may include, but are not limited to:
		1. Motivational Interviewing
		2. Harm Reduction
		3. Seeking Safety
		4. Cognitive Behavioral Therapy
		5. Trauma-Focused Cognitive Processing Therapy

(Clinicians shall meet the training or certification requirements for the evidence-based practices used.)

* + Describe how the TRC will develop a treatment plan for each client receiving mental health services, which will be periodically reviewed by the multidisciplinary team.
1. **Clinical Case Management and Coordination of Care**
	* Describe how mental health services and case management will be coordinated through a single point of contact for the victim, with support from an integrated multidisciplinary treatment team.
		1. Per the UCSF TRC Model, this could be done by the clinician, or split between clinicians and case managers, where a single point of contact is responsible for the coordination of the client’s treatment while ensuring a unified team approach and clear communication among all service providers.
	* Describe how you will deliver Services that include Case Management including, but not limited to:
		1. Accompanying a client to court proceedings, medical appointments, or other crime-related appointments as needed
		2. Assisting with filing an application for the California Victim Compensation Board, filing police reports or filing restraining orders
		3. Assisting with obtaining safe housing and financial benefits
		4. Helping a client obtain medical care
		5. Aiding a client in securing employment and
		6. Working as a liaison to other community agencies, law enforcement, or other supportive services providers as needed
	* Describe how the TRC will offer assertive outreach and case management services to clients without regard to whether clients choose to access mental health services.
2. **Multidisciplinary Staff**
	* Describe the scope of work for the staff of the TRC including all licensed clinicians involved with the project.
	* Provide a complete list of staff including, a clinical director and a multidisciplinary staff of clinicians, which should include (at minimum):
		1. One social worker/ marriage and family therapist on staff
			1. If social worker is not full-time (FT), clearly describe how they are going to meet the workload requirements outlined in the grant application
		2. One licensed psychologist on staff
			1. If psychologist on staff is not FT, clearly describe how they are going to meet the workload requirements outlined in the grant application
		3. One licensed psychiatrist on staff, or contracted (utilization of telepsychiatry is permitted) and registered with the Board of Psychiatry
			1. Shall be available to the team to assist with medication management, provide consultation, and assist with treatment to meet the clinical needs of the victim

For all clinicians provide a copy of license. (All clinicians must be either a licensed clinician or a master’s-level supervised clinician engaged in completion of the applicable licensure process, i.e. registered with either the Board of Behavioral Sciences or Board of Psychology.)

* If the position is yet to be filled, please indicate what type of licensure would be required for each position.
* Pro-bono Services do not meet the staffing requirement, as the services provided are not paid for by the grant
	+ Describe how clinical supervision and other supports shall be provided to staff regularly to ensure the highest quality of care and to help staff constructively manage vicarious trauma they experience as service providers to victims of violent crime
1. **Serve Victims of a Wide Range of Crimes and Ensure that No Person is Denied Services**
	* Describe how the TRC will provide outreach and services to crime victims who typically are unable to access traditional services, including, but not limited to, victims who are:
		1. Homeless
		2. Chronically mentally ill
		3. Members of immigrant and refugee groups
		4. Disabled
		5. Experiencing severe trauma-related symptoms or complex psychological issues
		6. Of diverse ethnicity or origin, or
		7. Juvenile victims, including minors who have had contact with the juvenile dependency or justice system
	* Serve victims of a wide range of crimes, including, but not limited to:
		1. Sexual assault
		2. Domestic violence
		3. Battery
		4. Crimes of violence
		5. Vehicular assault
		6. Human trafficking, and
		7. Family members of homicide victims
	* Describe how the TRC will ensure that no person is excluded from services based on immigration status or solely based on emotional or behavioral issues resulting from trauma, including, but not limited to, substance abuse problems, low initial motivation, or high levels of anxiety.

Please note: a statement of intending to serve all types of victims listed and ensuring that no victim is excluded is not considered a complete response. Please describe and provide relevant details (methods, plans, partnerships, etc.) that will.

1. **Outreach**
	* Describe how the TRC will participate in community outreach events to inform potential clients about services.
2. **Collaborating with other service providers**
	* Describe how the TRC will collaborate with other service providers. Include detailed descriptions of how your agencies work together and how that partnership benefits the victims you serve.
3. **Trainings provided to law enforcement, community-based organizations and medical providers**
	* Describe how the TRC will provide training to law enforcement, community-based agencies, and other health care providers on the identification and effects of violent crime.(This should be detailed and include the position responsible for this work, topics, methods for training, experience of the person conducting the training, agencies that you plan to reach out to for training, previous trainings completed, benefits for recipients of the training, etc.)
4. **Grant Application Package Attachments (see NOFA for additional instructions regarding attachments):**
	* 2020 Budget Worksheet
	* Budget Narrative
	* Time Task Plan
	* Client Flow Chart
	* Organizational Chart
	* Letters of Support