

**California Victim Compensation Board
Proposal to Approve Fiscal Year 2026-27 Trauma Recovery Center Grant Awards**

March 19, 2026

Background

Trauma Recovery Centers (TRCs) are organizations that help victims of violent crime by providing trauma-informed services that include assertive outreach to underserved populations, comprehensive evidence-based mental health services, and coordinated care tailored to each victim’s needs. TRCs serve victims of all types of violent crime, including those with complex needs, with a multidisciplinary team to promote resiliency and recovery. TRCs also provide training to local law enforcement and other community partners on the identification and effects of violent crime.

Government Code section 13963.1 enacted July 1, 2013, directs the California Victim Compensation Board (CalVCB) to administer a program to evaluate applications for and award grants to TRCs in California to provide services to victims of crime. The statutory requirements provide a clinical model for the TRCs and who they must serve. The law directs CalVCB to award the grants through a well-defined grant application process. A grantee is not guaranteed continued funding but may apply for a consecutive grant. Presently, CalVCB has grant agreements with 20 TRCs across California.

In this cycle, grantees will provide services consistent with the Notice of Funds Available (NOFA) released October 16, 2025. The grant awards provide funding for a two-year cycle effective July 1, 2026 through June 30, 2028.

Estimated Funding

Fiscal Year 2026-27 Estimated TRC Funding	
Amount	Source
\$2,000,000	Restitution Fund
\$8,518,006	Safe Neighborhood and Schools Fund (SNSF) will provide an estimated \$8,091,000. Five percent of that amount is allocated for CalVCB administrative costs per statute. CalVCB has also included \$831,556 in unspent funds that reverted from most recently completed grant cycle. If the SNSF appropriation in the final Governor’s Budget is different than originally estimated, the proposed award amounts must be adjusted accordingly.
\$10,518,006	Total Estimated TRC Funding

Each year, there is a finite amount of funding available to grant to TRCs. In more recent years, the funds requested for grants have disproportionately increased compared to the funding available, especially considering funding decreases. For example, one-time General Funds from the Budget Act of 2022 that supported the growth of the TRC network in California in recent years ended June 30, 2025. This year all applicants requested more than \$70 million in total funding. CalVCB has no obligation to grant a specific amount to each grant applicant. TRCs may also receive funding from other sources.

Once a recommendation is made by staff and adopted by the Board, grantees are advised of the amount that has been approved. Given that approved amounts may be less than the requested amount, applicants have the option to either accept or decline the grant. Once an agreement is made, grant agreements are executed between the grantee and CalVCB. These contractual agreements oblige the grantee to deliver the outcomes set forth in the agreement and manage all grant funds appropriately.

Scoring

In alignment with statute, grant applications were carefully evaluated and scored using transparent criteria included in the NOFA. Based on the feedback from the July 2025 Informational Meeting, the scoring criteria were further clarified and simplified into plain language. CalVCB also published the NOFA in October so it would be due before the holidays and extended the period for application submission by 15 days. A copy of the NOFA can be found in **Attachment 1**.

The maximum point value for an application was 100 points. Forty of the 100 points are for administrative components including budget materials, a client flowchart, and a time task plan. Narrative criteria equal 60 of the 100 points on the application. They include each organization's experience and ability to implement components of the TRC model including conducting assertive outreach, serving a wide range of victims, and offering evidence-based mental health services utilizing a multidisciplinary team of clinicians. The final question evaluates their ability to serve the greatest number of victims in a geographic location.

Narrative responses were evaluated using the point system below:

- **0 – Not Qualified;** answer does not provide demonstrated ability to meet requirement. Any applicant receiving a zero on a question is disqualified. A score of zero means the applicant will not meet all legal requirements, so they will not receive a grant.
- **1-2 – Less Qualified;** answer is incomplete. Answer provides little or no direct experience. Answer shows lack of understanding of qualifications. Answer is not easy to follow or understand.
- **3-6 – Qualified;** answer is complete. Answer contains relevant examples of direct experience and complete knowledge of the qualifications. Answer is easy to follow and understand.
- **7-10 – Highly Qualified;** must meet Qualified standard above. Additionally, the applicant must clearly state in each response that services will begin within 30 days of receiving an award. Existing organizations must state in each response that they can begin providing proposed services within 30 days of receiving an award. This includes addressing proposed service expansions.

Scoring the applications allows for an objective assessment of an organization's ability to perform statutorily required functions. While the lower-scoring applications demonstrated that the applicants could meet the minimum statutory requirements for operating a TRC, they lacked the details, examples of relevant experience, and clarity provided by higher-scoring applications.

The scores ranged from 35 to 87 points. Almost all organizations who had previously applied for TRC grants received higher scores compared to their last application.

CalVCB Analysis and Recommendation

Analysis

For fiscal year 2026-27, a total of 42 timely applications were received in response to the NOFA. The total funds requested by all applicants were more than \$70 million. This is the highest number of applications submitted and largest amount of funding requested that CalVCB has ever received. This is also the largest gap between available funding and funding requests in the history of the TRC grants.

Nine applicants were disqualified for receiving a zero score on at least one statutorily required component or submitting incomplete applications. Although 33 applicants demonstrated they could meet minimum qualifications with varying degrees of proficiency, CalVCB only has enough funding to grant awards to the top six applicants. Applicants score and funding request data are included in **Attachment 2**.

Overall, all nine currently funded TRCs applied. Additionally, five of six TRCs who did not receive funding last fiscal year also applied. CalVCB received 19 applications from new organizations who have not previously received funding.

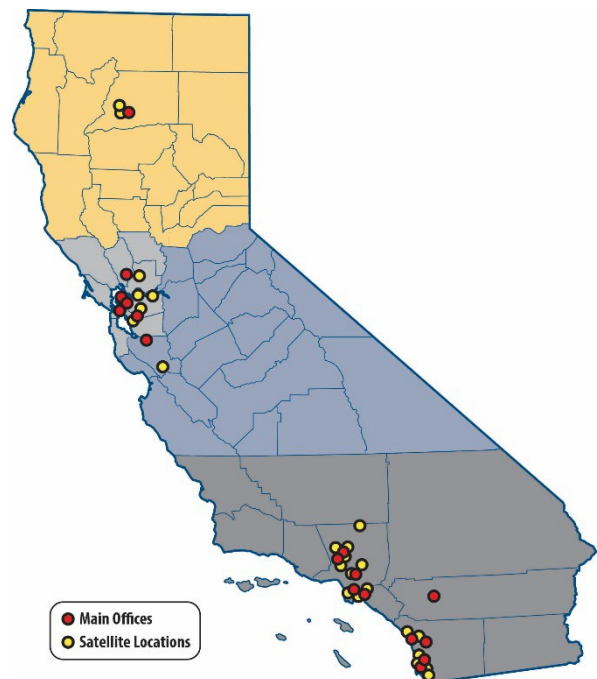
In contrast to previous years, many applicants requested less than the \$2.2 million previously used as a benchmark for maximum funding for the two-year grant cycle. For organizations that requested more, this proposal maintains the established practice of applying a maximum award of up to approximately \$2.2 million so that more TRCs can be funded. Without such criteria, only the top four TRCs could be fully funded.

Recommendation

After thoughtful consideration, staff recommends funding the six highest scoring TRCs, as detailed on the following page, which includes funding four currently funded TRCs and two previously funded TRCs. This recommendation prioritizes giving organizations enough money to successfully operate based on what they requested and the \$2.2 million benchmark. As we heard during the informational hearing, TRCs need sufficient funding to be functional.

This recommendation does result in largely funding existing and former TRCs located in population dense areas of Southern California. This map shows those organizations and the TRCs funded last fiscal year. With both we do continue to meet our objective of providing TRC services across the state with TRCs in the Bay Area, Northern, Central, and Southern California regions.

We recognize that we continue to have limited representation in Central California with one organization in Gilroy. However, the organizations that applied from the Central Valley received lower scores. The highest scoring Central Valley organization received the 12th highest score with others scoring even lower. Many current or previously funded TRCs would receive funding before these organizations per the scoring process established in the NOFA.



Considering the limited amount of funding and the lower funding requests, CalVCB did not apply the tiered funding approach used in previous years. When running funding scenarios, it was clear that applying a funding tier methodology would result in low award amounts (less than \$1 million for the two-year cycle for two organizations) while only being able to grant an award to one additional organization.

After applying the funding formula \$84,321 remained, which is a relatively small amount of funding. It was split between the two organizations that requested more than \$2.2 million since the amount is insufficient to support another organization.

We arrived at this final recommendation after running many alternative scenarios, each of which resulted in reducing awards so significantly that TRCs would not be fiscally operational. We understand that communities with existing TRCs that are not recommended for continued funding will be impacted. However, we believe that this recommendation is the best to balance the viability and success of TRCs who received higher scores given the funding available.

Applicant	Proposed Service Area	Status	Amount Requested	Recommended Award Amount
The Regents of the University of California, San Francisco	City and County of San Francisco	Currently Funded	\$4,526,874	\$2,242,160
REACH the Valley	Hemet-San Jacinto Valley and its surrounded unincorporated areas in Riverside County	Currently Funded	\$1,459,814	\$1,459,814
Rady's Children's Hospital San Diego, Chadwick Center for Children and Families	Offices in South, Central, and North Coastal regions of San Diego County	Previously Funded	\$2,000,000	\$2,000,000
California State University Long Beach Research Foundation	City of Long Beach in Los Angeles County	Currently Funded	\$2,314,149	\$2,242,160
Community Resource Center	Cities of Encinitas, Solana Beach, Del Mar, Carlsbad, Oceanside, San Marcos, and Vista in San Diego County	Previously Funded	\$1,256,143	\$1,256,143
Downtown Women's Center	Victims throughout Los Angeles County with a focus on: -Central City East/Skid Row -Central City West neighborhoods of Downtown Los Angeles -West San Gabriel -City of Pasadena -North Hollywood -Van Nuys	Currently Funded	\$1,317,729	\$1,317,729
				\$10,518,006

Attachment 1



**2026 CalVCB Trauma Recovery Center
Grant Notice of Funds Available
(NOFA)**

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I. Overview

A. Introduction

The California Victim Compensation Board (CalVCB) helps victims pay for many crime-related expenses. Under state law, CalVCB reviews applications and awards grants to Trauma Recovery Centers (TRC) in California. These centers provide services to crime victims.

The grant program awards money so TRCs can offer trauma-informed care to all victims of crime. Victims do not need to apply and be approved for compensation through CalVCB's program to receive help at a TRC. The services provided at the TRC must follow state law, grant program rules, and this Notice of Funds Available (NOFA).

TRC grants are paid through reimbursement. This means TRCs pay for services first. Next, they send CalVCB the expenses by the last business day of the following month. Then, they will be paid back for approved expenses within 60-90 days from when CalVCB gets and approves the invoices and supporting documentation.

Matching funds are not required to apply for the grant.

CalVCB encourages other funding sources because the amount of money available each year changes.

The grant process is competitive.

B. Key NOFA Dates

NOFA Release Date	Thursday, October 16, 2025
Zoom Applicant Webinar	Wednesday, October 29, 2025, 9:30 AM – 10:30 AM PST
Final Date to Submit Questions	Tuesday, November 4, 2025, by 5:00 p.m. PST
Response to Questions Posted	Thursday, November 13, 2025, by 5:00 p.m. PST
Final Submission Date	Monday, December 15, 2025, by 2:00 p.m. PST
Tentative Board Award Approval	Thursday, March 19, 2026

Applications received after 2:00 p.m. PST on Monday, December 15, 2025, will be disqualified.

C. Authorizing Legislation and Requirements

State law authorizes the CalVCB TRC Grant program. Grantees must follow state laws and CalVCB TRC grant program rules when spending grant money. All applicants should read the applicable law at:

- [California Government Code Section 13963.1](#)
- [California Government Code Section 13963.2](#)

Below is a summary of what the law requires.

The Trauma Recovery Center at the San Francisco General Hospital, University of California, San Francisco (UCSF), is the official state TRC model. It is called the State Pilot Trauma Recovery Center (State Pilot TRC). CalVCB must use [the Integrated Trauma Recovery Services \(ITRS\) model](#) developed by the State Pilot TRC when awarding TRC grants.

TRCs must provide outreach and services to crime victims who usually cannot get help, such as:

- Homeless victims
- Victims with chronic mental illness
- Immigrant or refugee victims
- Victims with disabilities
- Victims with diverse ethnic backgrounds
- Victims with complex psychological issues
- Victims under 18 years of age
- Victims involved in the juvenile justice system

TRCs must serve victims of many different crimes, including, but not limited to:

- Sexual assault
- Domestic violence
- Battery
- Violent crimes
- Vehicular Assault
- Human trafficking
- Family members of homicide victims

TRCs must offer mental health and support services. These services should be easy for victims to access. Care may be provided in the victim's home, in the community, or other private, safe places. Services include:

- Individual and group treatment
- Medication management
- Substance abuse treatment
- Case management
- Assertive outreach

Each TRC must have a qualified, multidisciplinary team that includes at least:

- One psychologist
- One social worker
- One psychiatrist to help with medication management and assist with treatment needs. The psychiatrist can be a permanent employee or a contracted employee.

Clinicians do not have to work full time at the TRC. A clinician can be either:

- A licensed clinician, or
- A supervised clinician working to complete their license.

Clinicians must be trained or certified to use the treatment methods they provide.

TRCs can also have additional staff as needed. Staff must receive support managing the stress from providing services to victims.

Each victim should have a single point of contact within the TRC care team. This single point of contact is supported by the multidisciplinary team.

Each victim shall have a treatment plan in place with goals that include:

- Decreasing psychosocial distress
- Minimizing long-term disability
- Improving overall quality of life
- Reducing the risk of future victimization
- Promoting post-traumatic growth

The treatment plan should be periodically reviewed by the multidisciplinary team.

TRCs must deliver services and provide case management to help victims with:

- Going to court
- Going to medical appointments or other appointments as needed
- Completing a CalVCB application
- Filing a police report or restraining order
- Finding safe housing
- Locating financial help
- Finding medical care
- Connecting with services to help find a job
- Connecting with other services as needed

TRCs must offer outreach and case management services to victims even if they do not want mental health services.

TRCs cannot deny services because a person has emotional or behavioral issues resulting from trauma, such as:

- Substance abuse problems
- Low initial motivation
- High anxiety

TRCs must use common types of approved treatment, such as:

- Motivational interviewing
- Harm reduction
- Seeking safety
- Cognitive behavioral therapy
- Trauma-focused cognitive processing therapy

TRCs cannot deny services based on a person's immigration status.

D. State Pilot TRC Model Link

Before applying, applicants should review the [University of California, San Francisco TRC model](#). In California law, this model is also called the Integrated Trauma Recovery Services (ITRS) model.

II. Application Requirements

A. Eligibility

Those who apply for this grant must be able to follow the law and grant program rules. They must also be able to provide all direct services from their main office location. Virtual services are allowed if needed by the client.

B. Funding Amounts and Terms

CalVCB TRC grant awards are funded by an annual appropriation of \$2,000,000 from the Restitution Fund.

CalVCB also receives funding from the Safe Neighborhoods and Schools Act. This funding is based on a formula and fluctuates each year.

The number of grants awarded will be determined by the:

- Number of qualified applicants
- Amount of funds requested
- Amount of funds available

TRCs provide invoices to CalVCB monthly. CalVCB will reimburse approved program expenses after they happen.

The 2026/27 NOFA grant awards are for a two-year cycle effective July 1, 2026, through June 30, 2028.

A current grantee is not guaranteed continued funding. Current grantees can apply for a consecutive grant.

C. Application Package Components

A complete application package must include all items from the first three bullet points below. If not all the information in bullets 1-3 below is submitted, the application will be disqualified.

- Title Page (attached)
- Numbered Responses to Narrative Questions 1-6 (attached)
- Budget Worksheet (attached), Budget Narrative, Client Flow Chart, Organizational Chart, Time Task Plan
- Three non-templated letters of recommendation including:
 - One from a law enforcement agency, and
 - One from a community-based organization.

D. Formatting Requirements

Written responses to each narrative question shall only be 2 pages or less in length. Each response must list the number of the question that is being answered.

The following formatting for each response to the narrative questions 1-6 and the Budget Narrative must be used:

- 11 pt. font Arial
- 1-inch margins
- Double spaced

III. Application Submission and Review Procedures

A. Application Submission

The grant application packages must be submitted as a single PDF file. The Budget Worksheet should be a separate Excel file.

Grant applications must be sent via email to Grants@victims.ca.gov no later than **2:00 p.m. PST on Monday, December 15, 2025**.

Applicants will receive an email confirming receipt of their application.

If confirmation is not received during regular business hours, applicants should:

- Send a follow-up email to Grants@victims.ca.gov to confirm CalVCB's receipt of the application, or
- Call Kyle Archibald at (916) 491-3740.

Business hours are Monday through Friday between 8:00 a.m. – 5:00 p.m. PST.

Applications received after 2:00 p.m. PST on Monday, December 15, 2025, will be disqualified.

B. Initial Application Review

CalVCB will review application packages to make sure all required sections are present and complete. The formatting requirements must also be followed.

Applications missing any required components will be disqualified. Applications that do not follow formatting instructions will have points deducted.

C. Application Scoring

The total application package is worth 100 points. The application scoring team will **only** consider the application information submitted.

- 6 Narrative Questions: 10 points each for a total of 60 points
- Budget Worksheet: 10 points
- Budget Narrative: 10 points
- Flow Chart: 5 points
- Organizational Chart: 5 points
- Time Task Plan: 7 points
- Letters of Recommendation: 3 points

The scoring team may deduct up to 4 points for not following formatting requirements.

CalVCB will score all application parts using the following rubric.

Narrative Questions (10 points each for a total of 60 points)

Responses to ***each narrative question*** are scored separately. Only information included in the response to the question is scored. The criteria are as follows:

- 0 – Not Qualified; answer does not provide demonstrated ability to meet requirement. Any applicant receiving a zero on a question is disqualified. A score of zero means the applicant will not meet all legal requirements, so they will not receive a grant.
- 1-2 – Less Qualified; answer is incomplete. Answer provides little or no direct experience. Answer shows lack of understanding of qualifications. Answer is not easy to follow or understand.
- 3-6 – Qualified; answer is complete. Answer contains relevant examples of direct experience and complete knowledge of the qualifications. Answer is easy to follow and understand.
- 7-10 – Highly Qualified; must meet Qualified standard above. **Additionally, the applicant must clearly state in each response that services will begin within 30 days of receiving an award.**

Existing organizations must state in each response that they can begin providing proposed services within 30 days of receiving an award. This includes addressing proposed service expansions.

Budget Worksheet (10 points):

To receive full points, the budget worksheet must meet these criteria:

- Be the correct worksheet
- Match the information in the rest of the application
- Match the total dollar amount requested
- Include the three required positions: a social worker, psychologist, and psychiatrist
- List salaries, administrative costs, and other expenses
- Does not contain errors
- Budget thresholds must be met:
 - At least 75% of the budget must be for personnel costs
 - At least 60% of personnel must be clinical staff
 - Not more than 40% of personnel can be non-clinical staff
 - Operating costs cannot be more than 25% of the budget
 - Optional client emergency fund is part of the 25% operating costs. The client emergency fund cannot be more than 1% of the total award.
 - Indirect costs, if allowed, are part of the 25% operating costs. Indirect costs cannot be more than 5% of the total award.

Budget Narrative (10 points):

To receive full points the budget narrative must meet these criteria:

- Match the information in the budget worksheet
- Match the total dollar amount requested
- Give a detailed answer on each budget line
- Explain why expenses are needed
- Itemize all expenses, including salaries and administrative costs

Client Flow Chart (5 points):

To receive full points, the client flow chart must be:

- Comprehensive
- Clear
- Easy to follow
- Specific to the organization
- Cover all TRC processes
- Include all relevant phases of client contact. Phases can include referrals, intake, evaluation, treatment, and more.

Organizational Chart (5 points):

To receive full points, the organizational chart must:

- Be clear
- Be complete
- Include all positions listed in the application
- Show reporting relationships
- Explain how the TRC is part of a larger organization, if applicable

Time Task Plan (7 points):

To receive full points, the time task plan must:

- Be clear
 - Be thorough
 - Be organization specific
 - Give an overview of all activities and milestones. These can include planning, operations, and activities.
 - Outline the month activities will happen
 - Outline when performance measures will be reached
 - Describe if tasks will happen once, sometimes, or on a regular schedule
- Examples of tasks include preparing for the grant, training, and treatment goals

Letters of Recommendation (3 points):

The application may include three letters of recommendation. They can be from organizations the applicant is currently working with or plans to work with.

To receive full points, the letters of recommendation must meet these criteria.

- The letter cannot be generic or dated in the past
- The writer must explain their reasons for support
- One letter must be from a law enforcement agency
- One letter must be from a community-based organization

Disclaimers:

- Applying does not mean an organization will get a grant award
- CalVCB may award a grant for only part of the amount requested
- CalVCB evaluates the following before deciding on the dollar amount:
 - The amount of money available
 - How many organizations applied
 - The amount requested by each organization
- Any grant money not used by a TRC will revert to the funding source

IV. Budget Requirements

A. Personnel Services

At least 75% of the total grant amount must go to personnel services. Those services include salaries, wages, and fringe benefits.

Some positions may not use grant money to pay for the full salary. Use the Budget Drawdown Worksheet to show what percentage the TRC grant will pay.

At least 60% of the personnel services budget must pay for clinicians providing direct client services. This includes salaries, wages, and fringe benefits. The TRC can use either budgeted staff or contractors, but contractors are only paid a single hourly rate.

Up to 40% of the personnel services budget can pay for non-clinical staff. This includes staff providing indirect client services or administrative services. The budget can include salaries, wages, and fringe benefits. The TRC can use either budgeted staff or contractors for these services.

Paid Time Off (PTO)/leave accrual are part of the normal costs of salary and wages. CalVCB will not reimburse these costs as a separate line item. The grantee will give CalVCB the information needed to determine an hourly rate. That rate includes the employee's wage and PTO/leave time amount. CalVCB will use this hourly rate to reimburse the time an employee spends on TRC activities. The grantee must keep track of the time.

- Do not submit a separate request for reimbursement for PTO/leave used. The Grantee must manage the PTO/leave time bank.
- The grantee will give CalVCB the information used to calculate PTO/leave.

The grantee must identify each employee receiving fringe benefits. Those benefits must be included in the salary, wages, and benefits total budget.

- Reimbursement for fringe benefits must be in proportion to the work the employee does on the grant.
- Fringe benefits include FICA, retirement, and insurance. The grantee must provide a description of the benefits offered. The grantee must include the amounts of benefits or percentages, by category, position, and class.
- CalVCB will only reimburse contracted staff for their hourly rate. Requests for reimbursement of fringe benefits are not considered an eligible expense.

B. Contracted Personnel

CalVCB will only reimburse contracted personnel their hourly rate. The reimbursement will only cover the TRC services provided.

- Grantees may use contractors for personnel services. The grantee must include the information in the approved grant budget or submit a Budget Modification Request to CalVCB. The grantee must get written pre-approval of Budget Modification requests from CalVCB.
- The grantee should only use contractor services to help achieve the grant objectives.
- Grantees must make sure each contractor follows the grant agreement.
- Contractors must turn in a monthly functional timesheet. They must also collect and report data if needed.
- Contracted staff shall not affect the grantee's overall responsibility for the management of the grant. The grantee shall reserve sufficient rights and control to enable it to fulfill its responsibilities of the grant.
- Grantees must submit a written agreement to CalVCB for each contractor for pre-approval. The agreement must include the contractor's hourly rate, dates and times of service, and all budget items.

C. Operating Costs

Grantees can use up to 25% of the grant for operating costs. Use the Invoice Worksheet to describe each operating expense.

- A client emergency fund is optional. It can amount to no more than 1% of the total award.
- Indirect costs can amount to no more than 5% of the total award. Only organizations with existing indirect cost allocation plans can receive this amount. The plans must be on-file with the state or federal government.

The applicant may include rent in operating costs. Applicants must include the square footage listed in the lease agreement and rental amount. The cost of rent must align with similar market rates.

Applicants can use grant funds or other financial sources for any of the budgeted line items. When submitting invoices to CalVCB, grantees must clearly indicate the portion of an expense that is being charged to the TRC grant.

V. General Terms and Conditions

All applications become the property of CalVCB. All submitted applications are public records. They can be released under the California Public Records Act.

CalVCB can withdraw the NOFA at any time. CalVCB makes no representation that any funding will be awarded to any applicant responding to the NOFA.

CalVCB and a grantee can end the Grant Agreement with 30 days written notice to the other party.

CalVCB may reduce or end grant funding for reasons that may include, but are not limited to:

- If the project fails to comply with any term or condition of the grant award
- If the state reduces or eliminates funds designated for the grant award
- If revenues are not collected at the amount expected

If state funding is reduced or eliminated, CalVCB may immediately terminate or reduce the grant award.

CalVCB will notify the grantee in writing if it needs to reduce or end grant funding. CalVCB will pay for allowable costs through the notice date if state funds are available. CalVCB will reimburse all reasonable and allowable expenses up to the date of termination.

Grantees must use the grant award to provide services to victims of crime. Grant funds cannot replace or supplant other funding available or forthcoming.

Grantees cannot use funds to pay for things they already have agreed to pay for using other funding sources. CalVCB will review all applications to prevent this from happening. CalVCB may audit any funding and expenditure after the end of the grant. CalVCB may suspend or terminate a grant award if it finds a grantee used funds to cover expenses they already agreed to pay with non-grant money (supplantation). Grantees will be required to refund funds already provided.

VI. Post-NOFA Award Recommendation

The Board must approve funding recommendations. Afterwards, CalVCB will notify each applicant if their funding request was approved or denied. For approved applicants, this notice will include the approved award amount.

CalVCB may request more information or clarification from grantees. CalVCB may contact the project lead to discuss the budget and provide required revisions.

The TRC Grant Liaison will request updates to the following items:

- Goals and outcomes based on a new funding recommendation
- Updated Budget Drawdown Worksheet
- Std. 204 form

A. Contract Negotiations

Grant agreements/contracts are legal agreements between the grantee and CalVCB. Grantees are responsible for doing what the contract says, including delivering specified results. Grantees must manage all funds appropriately.

CalVCB will coordinate the review, approval, and signing of the contract. CalVCB will give a copy of the grant contract and approved budget to the grantee.

B. Invoicing and Payment

TRCs must submit itemized invoices every month. They are due by the last business day of the following month.

The invoices must include:

- Invoice Worksheet
- Microsoft Excel file detailing all expenses on the Invoice Worksheet
- Budget Drawdown Worksheet
 - Budget Tab
 - Drawdown Request Tab
 - Staffing Tab
 - Emergency Expenditure Tab

- CalVCB TRC Functional Timesheets for every budgeted and contracted employee. Grantees must complete, sign, and date timesheets monthly.
- TRC timesheets, if applicable, for all employees and contracted staff. Timesheets are not needed if the TRC submits detailed invoices for clients. The invoices must show the date, time, service, and unique client identifier.
- Payroll records for employees and contracted staff. The records must include:
 - The employee or contracted staff person's name
 - Position or classification
 - Time base
 - Breakdown of salary and wages/fringe benefits
 - PTO/Leave accrual calculation
- Invoice(s) for contracted services
- All supporting documentation for fringe benefit claims
- All supporting documentation for Operating Expenses:
 - Bills
 - Invoices
 - Statements
 - Receipts
 - Documents must include all pages
- TRC Certification of Reports signed by the person with signature authority. These reports confirm:
 - All reported information is correct
 - Grant expenditures are for allowable costs

Grant invoices should only include expenditures for TRC clients. Invoices should not include services to clients funded by and reported to other sources.

C. Data Collection Reporting Requirements

Grantees must collect and submit data reports monthly. They must use the Excel files provided by CalVCB. Grantees shall send them by the last business day of the month following service. The reports shall be sent to Grants@victims.ca.gov.

The Grantee must send forms and data requested by CalVCB per Government Code section 13963.1(g)(2).

Data files must include CalVCB requested metrics. Those metrics may include, but are not limited to:

- Client resources
- Demographic information
- Crime information
- Services provided to the client
- Services referred to the client
- Session and case management information
- Assessment data
- Training provided
- Community outreach provided
- Collaborative activities
- Other metrics requested by CalVCB

The Grantee must keep accurate records and supporting source documentation for at least three years from the end of the grant period. CalVCB may review the records for accuracy.

The Grantee will only report data for activities funded by the grant including:

- Treatment
- Case management
- Training
- Outreach
- Collaboration

Software requirements for data submission:

- Microsoft Excel, 2010 version or newer

Attachment 2

Below is additional data regarding TRC applicants. This table is organized from highest to lowest application score and includes the amount requested to illustrate the additional funding that would be needed to grant awards to more organizations.

	Score	Amount Requested		Score	Amount Requested
1	87.33	\$ 4,526,874	18	61.33	\$ 1,025,609
2	87.33	\$ 1,459,814	19	60.00	\$ 886,993
3	86.67	\$ 2,000,000	20	59.33	\$ 1,941,689
4	77.00	\$ 2,314,149	21	59.33	\$ 1,899,717
5	77.00	\$ 1,256,143	22	58.67	\$ 2,648,017
6	76.00	\$ 1,317,729	23	54.00	\$ 2,364,552
7	74.00	\$ 2,000,000	24	48.33	\$ 1,418,827
8	72.00	\$ 1,999,255	25	47.00	\$ 3,000,000
9	72.33	\$ 1,998,572	26	47.00	\$ 2,453,536
10	72.00	\$ 2,516,826	27	46.67	\$ 794,700
11	71.00	\$ 2,384,425	28	46.00	\$ 2,200,000
12	70.33	\$ 2,304,980	29	45.00	\$ 2,000,000
13	70.00	\$ 2,000,000	30	45.00	\$ 400,000
14	68.67	\$ 2,300,000	31	39.00	\$ 1,172,937
15	68.67	\$ 2,000,000	32	38.33	\$ 950,000
16	64.33	\$ 1,790,208	33	34.67	\$ 816,149
17	63.33	\$ 2,000,000			