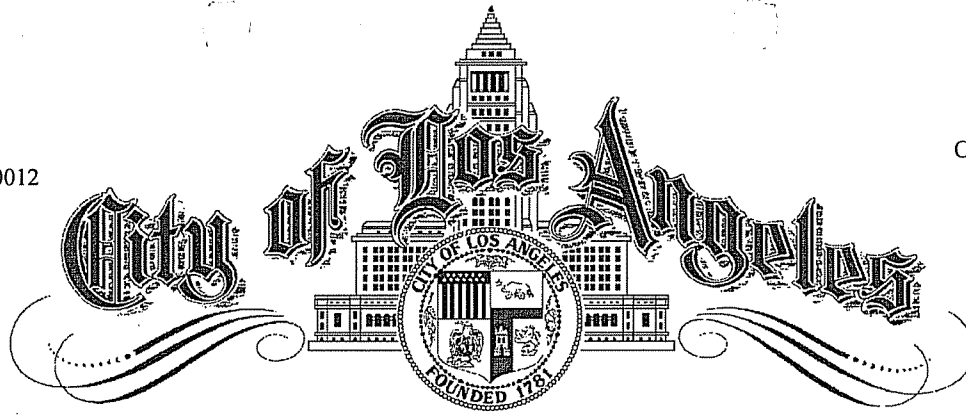


City Hall East
200 N. Main Street
Room 800
Los Angeles, CA 90012

(213) 978-8100 Tel
(213) 978-8312 Fax
CTrutanich@lacity.org
www.lacity.org/atty



CARMEN A. TRUTANICH
City Attorney

July 6, 2009

The Honorable Antonio Villaraigosa
Mayor of Los Angeles
City Hall
Los Angeles, CA 90012
Attention: Pamela Finley

Honorable City Council
City of Los Angeles
City Hall
Los Angeles, CA 90012
Attention: June Lagmay

Re: Victim Assistance Program Grant for Fiscal year 2009-2010

Contact persons: Michiko Reyes Tel. 213 978-7020
 Kathy Colobong Tel. 213 978-2167

The Office of the City Attorney is transmitting for your review and approval the Victim Assistance Program (VAP) Grant Award for the period of July 1, 2009 to June 30, 2010. This is the thirtieth year of continued funding for the VAP award. It is requested that the City Attorney be authorized to accept the proposed Grant Award Agreement between the City and the County of Los Angeles. The Program provides comprehensive services to victims and witnesses of crimes and survivors of homicide victims at ten locations throughout the City.

California Penal Code Section 13835 requires the funding of local "Victim Assistance Programs" from fines and penalties assessed by judges against offenders at the time of sentencing. In addition, the State of California receives Federal VOCA & VAWA funds to finance the program. Program funds are administered by the California Emergency Management Agency (CalEMA) Law Enforcement and Victim Services Division.

The Victim Assistance Program of the Office of the Los Angeles City Attorney provides services to victims of crime (robbery/assault, driving under the influence, hit & run, domestic violence, sexual assault, child and elder abuse, hate crime) and survivors of homicide victims. Grant Funds are utilized to pay for the salaries of twelve employees, including ten full-time victim advocates, operating expenses and a victim emergency fund. The staff is assigned to offices which are either located in Los Angeles Police

Department (LAPD) divisions or in City Attorney branch offices. The program utilizes community agencies and student intern volunteers to provide support services. The victim advocate staff meets the minimum standard entry-level victim advocate qualifications and has completed the required state curriculum training for entry & advanced level victim advocates.

The County of Los Angeles has been awarded **\$3,427,269** from the State and has confirmed its intent to make **\$856,817** available to the City for the continued operation of the City of Los Angeles' VAP. The City participates in the grant program as a sub-recipient of the grant through the County of Los Angeles.

The total cost of this program is **\$ 1,004,418** as detailed on the attached budget. The grant funds total **\$856,817** and will be reimbursed by the County of Los Angeles with moneys received from the CalEMA Law Enforcement and Victim Services Division. Grant funds will be used as follows:

- Salary **\$732,164**
- Fringe Benefits **\$111,146**
- Operating Expenses **\$ 13,507**

The remaining **\$147,601** is the City's match (calculated at 20% of VOCA funding) and provides for fringe benefits. There is no additional general fund contribution required for FY09 -10.

We, therefore, request that the City Council, subject to the approval of the Mayor, request the following:

1. Authorize the City Attorney or designee to **APPROVE** the contract between the City and County in the amount of **\$856,817** for the period of July 1, 2009 to June 30, 2010.
2. Authorize the City Attorney or designee to **ACCEPT** the funding in the amount of **\$856,817** from the County of Los Angeles.
3. Authorize the City Attorney or designee to **EXECUTE** said contract, subject to the approval of the Office of the City Attorney as to form and legality.
4. That the City Council, subject to the approval of the Mayor, **AUTHORIZE** the Controller to:
 - a. Establish a receivable in the amount of \$856,817;

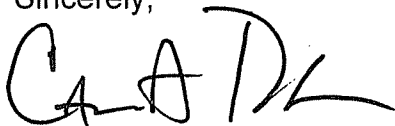
- b. Establish the following appropriation accounts within Fund **368**--City Attorney Grant Fund, Department 12:

Account Number	Account Name	Amount
F301	Personal Services	\$843,310
F303	Operating Expenses	\$ 13,507

5. **AUTHORIZE** the City Attorney or designee to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer, and instruct the Controller to implement the instructions.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'C.A. Trutanich', with a stylized flourish at the end.

Carmen A. Trutanich
City Attorney

cc: Michiko M. Reyes
Derek Tennell
Kathy Colobong
Ida Rubio--CAO

PROJECT SUMMARY

1. GRANT AWARD NO.

2. PROJECT TITLE

Victim Witness Assistance Program

3. GRANT PERIOD

7/1/09 to 6/30/10

4. APPLICANT

Name: Rockard J. Delgadillo Phone: (213) 978-8100
City Hall East, 8th Floor
Address: 200 North Main Street Fax #: (213) 978-8312
City: Los Angeles Zip: 90012

5. GRANT AMOUNT

(this is the same amount as 10G of the Grant Award Face Sheet)

\$ 856,871

6. IMPLEMENTING AGENCY

Office of the Los Angeles City
Name: Attorney Victim Assistance Program Phone: (213) 978-2097 Fax #: (213) 978-2179
Address: 201 North Main St, Space 301 City: Los Angeles Zip: 90012

7. PROGRAM DESCRIPTION

The Victim Assistance Program of the Office of the Los Angeles City Attorney provides services to victims of crime (robbery/assault, driving under the influence, hit & run, domestic violence, sexual assault, child and elder abuse, hate crime) and survivors of homicide victims. Funds are utilized to pay for the salaries of twelve employees, including 10 full-time victim advocates, operating expenses and a victim emergency fund. The staff is assigned to offices which are either located in Los Angeles Police Department (LAPD) divisions or in City Attorney branch offices. The program utilizes community agencies and student intern volunteers to provide support services. The victim advocate staff meets the minimum standard entry-level victim advocate qualifications and has completed the required state curriculum training for entry & advanced level victim advocates. Eight staff members are Spanish speakers.

8. PROBLEM STATEMENT

The City covers a geographic service area of 468 square miles and has a population of 4,018,080. The City's population has become more diverse over the years and is currently made up of 30% White, 47% Hispanic, 11% African American and 10% Asian. In 2008, LAPD reported 381 homicides, 786 rapes, 11,993 aggravated assaults-domestic violence incidents in the City. This program allows the City of Los Angeles to provide mandated direct services to victims of crime in our community.

9. OBJECTIVES

The project assists victims of robbery/assault, drunk driving, hit & run, domestic violence, sexual assault, child & elder abuse, hate crime and surviving family members of homicide victims in the City of Los Angeles. The Project staff assists victims to recover from the psychological, emotional and out-of-pocket financial losses caused by injuries suffered as a direct result of the crime. The Project also increases the victims' active participation and involvement in the criminal justice system. The Project accomplishes this objective through the delivery of services as outlined in the Activities section. The Project funds the salaries of twelve employees to provide services to about 7,000 new victims of crime.

10. ACTIVITIES

The Project staff assists victims with direct comprehensive services. These services include crisis intervention, emergency financial aid of up to \$100 cash per victim, court support, orientation to the criminal justice system, resource referrals and assistance in filing the State Victims of Crime Compensation application. In addition, the office has an outreach program to recruit and train volunteers who provide support services to the Project staff.

11. EVALUATION (if applicable)

The project is evaluated as follows:

Fiscal -This project is subject to the City of Los Angeles Single Audit review.

Programmatic - The project maintains accurate case documentation & statistical information on clients who are assisted by the staff & volunteers & the services provided to them. An initial status report & two semi-annual progress reports are completed & submitted to the state in compliance with grant guidelines. The project coordinator monitors the ongoing progress of the program's objectives & activities.

12. NUMBER OF CLIENTS

(if applicable)

7,000**13. PROJECT BUDGET**

(these are the same amounts as on Budget Pages)

	Personal Services	Operating Expenses	Equipment	TOTAL
	843,310	13,507		856,817
Totals:	843,310	13,507		856,817

**Office of the Los Angeles City Attorney
Victim Assistance Program
Duty Statements
FY 2009-2010**

Administrative Coordinator IV (50%): The Program Director administers the Victim Assistance Program. The Program Director supervises one Assistant Director (Administrative Coordinator II) and ten Victim Coordinators in nine branch offices.

The Program Director is responsible for:

1. the monitoring and tracking of the primary services to crime victims as outlined by Penal Code Section 13835.5;
2. the submission and monitoring of all grant activities through the various governmental agencies (i.e., City of Los Angeles, County of Los Angeles, CaEMA);
3. the development of all program procedures and documents;
4. the establishment and maintenance of a volunteer component plan;
5. the training of program staff, attorneys and volunteers;
6. the preparation and update of pamphlets and information brochures on court procedures and program services;
7. news media and public service announcements about program services for city-wide distribution;
8. collecting statistical information specific to the Victim Assistance Program and providing the Los Angeles County District Attorney and CaEMA with data information on program operations and services as required by Senate Bill 383;
9. liaison with local law enforcement agencies;
10. program presentations to the community;
11. attendance of various statewide Victim Advisory Committees.

Administrative Coordinator II: The Assistant Director assists the Program Director in:

1. the day-to-day supervision of a total of one Sr. Victim Service Coordinator, twelve Victim Service Coordinators and two clerical support staff in ten facilities located throughout the City of Los Angeles;
2. the training, assigning, planning and evaluating of staff, volunteers and student interns;
3. the planning, developing, initiating and implementation of program policies, procedures and training manual;
4. the collection of statistical data relevant to CaEMA reporting;
5. the development of community resources;
6. the drafting of correspondence and written reports;
7. the dissemination of program information to staff and interns;
8. the review and approval of Victims of Crime (VOC) Compensation Claims for submission to the State Victim Compensation and Government Claims Board;
9. the maintenance of the program's (VOC) records;
10. assisting the Program Director on the submission and monitoring of the grant's activities through the various governmental agencies, monitoring program expenditures and recommending program notifications;
11. conducting staff meetings, planning and conducting community outreach, cooperating and coordinating with local, state and federal law enforcement and social service agencies;
12. analyzing existing and proposed legislation and proposing recommendations.

Victim Service Coordinators: Victim Service Coordinators provide direct assistance to victims and witnesses of crimes by providing crisis intervention counseling, emergency assistance and support, case status and disposition, notification of friends and relatives, employer intervention, property return, program presentations, information and assistance in the preparation and verification of the State Victims of Crime Compensation claims, court ordered restitution assistance and other optional services pursuant to Government P.C. Section 13835.5 (i.e. include creditor intervention). Victim Service Coordinators submit monthly statistical reports.

Office of the Los Angeles City Attorney
Victim Assistance Program
Trainings & Presentations
FY 2009-2010

The Office of the Los Angeles City Attorney Victim Assistance Program will conduct training/presentations to criminal justice agencies and public presentations to community-based agencies, public organizations, victim service agencies and the media.

The number of training/presentations the staff plans to give this coming year will be:

- Presentations/Training to Criminal Justice Agencies (includes Law Enforcement): fifty
- Presentations to community-based agencies, public organizations, victim service agencies and the media: one hundred

FY 06-07 statistics: 7/1/06 to 6/30/07

- Presentations/training to the criminal justice system & law enforcement agencies: sixty-nine
- Presentations/training to community-based agencies, public organizations, victim service agencies and the media: one hundred, twenty-eight

FY 07-08 Statistics: 7/1/07 to 6/30/08

- Presentations/training to the criminal justice system and law enforcement agencies: seventy two
- Presentations/training to community-based agencies, public organizations, victim service agencies and the media: one hundred seventy-two

FY 08-09 statistics from 7/1/08 to 12/31/08:

- Presentations/training to the criminal justice system and law enforcement agencies: twenty-two
- Presentations/training to community-based agencies, public organizations, victim service agencies and the media: eighty-four.

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

BUDGET CATEGORY AND LINE ITEM DETAIL

[illegible]

Budget Narrative

The funding received from the grant pays for the salaries of twelve employees:

- 1 Administrative Coordinator IV at 50%
- 1 Administrator Coordinator II
- 10 Victim Service Coordinators

All victim advocates meet the minimum entry level standards consistent with the goal of increased competency of victim/witness personnel and all advocates have completed the forty-hour "Entry Level Victim Advocate Mandatory Training" as well as the "Advanced Level Victim Advocate Training".

The advocates are assigned to one of the nine field offices located throughout the city. Six of them are located directly in Los Angeles Police Department Divisions and three are located in branches of the Los Angeles City Attorney. The victim advocates provide assistance to all victims of crime (robbery/assault, drunk driving and hit and run, sexual assault, domestic violence, child and elder abuse and hate crimes) and to survivors of homicide victims.

Program activities and services provided include:

1. crisis intervention counseling
2. emergency assistance
3. follow-up counseling
4. resource referrals
5. criminal justice orientation and court support
6. criminal court case information
7. restitution and victim impact statement assistance
8. assistance in filing for the State Victims of Crime Compensation claims
9. recruit, train and supervise program volunteers
10. program presentations

Applicant: Los Angeles City

Grant Number: _____

The funds also pay for the following operating expenses that are necessary to support the stated objectives and activities.

- Victim Emergency Fund
- Office Supplies
- Training/Travel
- Printing

PROJECT CONTACT INFORMATION

Applicant Los Angeles City Attorney

Grant Number _____

[FOR CalEMA USE ONLY]

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. If a section does not apply to your project, enter "N/A." NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.

1. The **Project Director** for the project:

Name: <u>Derek Tennell</u>	Address: <u>201 North Los Angeles St. Room 301B</u>
Title: <u>Program Director</u>	City: <u>Los Angeles</u> Zip: <u>90012</u>
Telephone #: <u>(213) 978-2177</u> (Area Code)	Fax #: <u>(213) 978-2111</u> (Area code)
E-Mail Address: <u>Derek.Tennell@lacity.org</u>	

2. The **Financial Officer** for the project:

Name: <u>Michiko Ryes</u>	Address: <u>200 North Main St. Room 800</u>
Title: <u>Budget Director</u>	City: <u>Los Angeles</u> Zip: <u>90012</u>
Telephone #: <u>(213) 978-7020</u> (Area Code)	Fax #: <u>(213) 978-8316</u> (Area code)
E-Mail Address: <u>michiko.reyes@lacity.org</u>	

3. The **person** having **routine programmatic responsibility** for the project:

Name: <u>Kathy Colobong</u>	Address: <u>201 North Los Angeles St. Room 301B</u>
Title: <u>Assistant Director</u>	City: <u>Los Angeles</u> Zip: <u>90012</u>
Telephone #: <u>(213) 978-2167</u> (Area Code)	Fax #: <u>(213) 978-2111</u> (Area code)
E-Mail Address: <u>kathy.colobong@lacity.org</u>	

4. The **person** having **routine fiscal responsibility** for the project:

Name: <u>Michiko Reyes</u>	Address: <u>200 North Main St. Room 800</u>
Title: <u>Budget Director</u>	City: <u>Los Angeles</u> Zip: <u>90012</u>
Telephone #: <u>(213) 978-7020</u> (Area Code)	Fax #: _____ (Area code)
E-Mail Address: <u>michiko.reyes@lacity.org</u>	

5. The **Executive Director** of a nonprofit organization or the **Chief Executive Officer** (e.g., chief of police, superintendent of schools) of the implementing agency:

Name: <u>Rockard J. Delgadillo</u>	Address: <u>200 North Main St. Room 800</u>
Title: <u>City Attorney</u>	City: <u>Los Angeles</u> Zip: <u>90012</u>
Telephone #: <u>(213) 978-8100</u> (Area Code)	Fax #: <u>(213) 978-8312</u> (Area code)
E-Mail Address: <u>rocky.delgadillo@lacity.org</u>	

6. The **Chair** of the **governing body** of the recipient: (Provide contact information other than that of the recipient)

Name: <u>Antonio R. Villaraigosa</u>	Address: <u>200 North Spring St. Room 303</u>
Title: <u>Mayor</u>	City: <u>Los Angeles</u> Zip: <u>90012</u>
Telephone #: <u>(213) 978-0600</u> (Area Code)	Fax #: <u>(213) 978-0656</u> (Area code)
E-Mail Address: <u>mayor@lacity.org</u>	

PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, fax number and e-mail address for the **Project Director** for the project.
2. Provide the name, title, address, telephone number, fax number and e-mail address for the **Financial Officer** for the project.
3. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** having **routine programmatic responsibility** for the project.
4. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** having **routine fiscal responsibility** for the project.
5. Provide the name, title, address, telephone number, fax number and e-mail address for the **Executive Director** of a Community Based Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the implementing agency.
6. Provide the name, title, address, telephone number, fax number and e-mail address for the **Chair** of the **governing body** of the recipient. Please provide contact information other than that of the recipient.

EMERGENCY FUND PROCEDURES

Office of the Los Angeles City Attorney

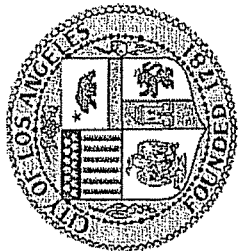
RECIPIENT NAME

GRANT NUMBER

In order for a project to develop an emergency fund with grant funds, certain criteria must be maintained. "Emergency" is defined as any immediate financial intervention in response to a victim's basic needs such as: temporary emergency shelter, food, transportation, clothing, and medical care.

Due to the nature of these Emergency funds, they need to be easily accessible. Some safeguards are necessary and accountability of these funds be maintained. For effective management and audit purposes, the following procedures must be maintained:

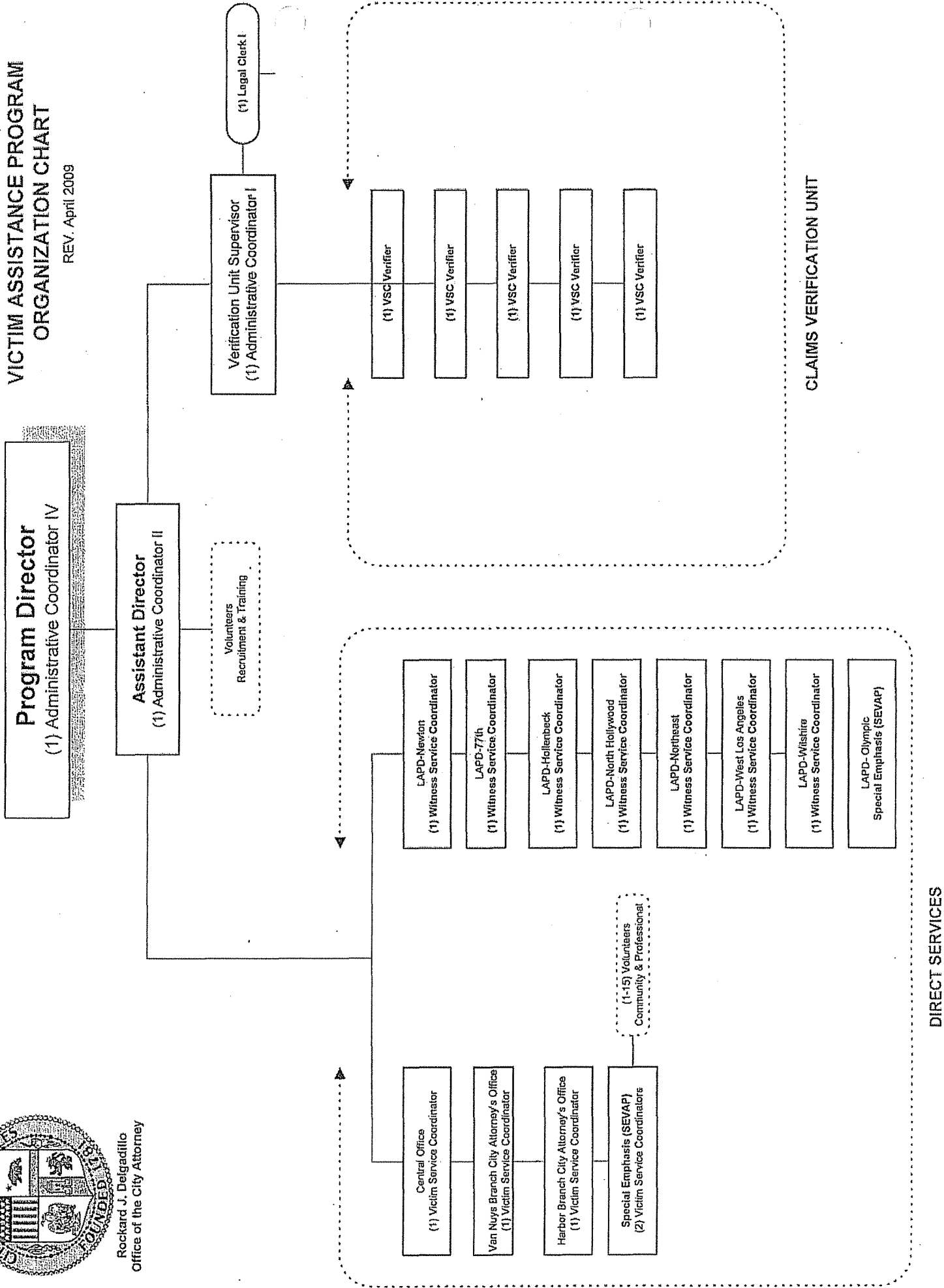
1. The emergency fund and regular grant allocation must be kept in separate accounts.
2. Vouchers, receipts, and canceled checks must be maintained for audit purposes.
3. The authority to make payments from the emergency fund rests with the Chief Executive of the agency. Authority to draw on the emergency fund has been delegated by the Chief Executive to Derek Tennell.
Checks require a counter signature in order to be valid. CalEMA must be notified in writing of any changes in responsibility within ten days of the change.
4. If an imprest cash fund is used, the name, address and signature of the recipient will be maintained, as well as the date, amount and reason for the request.
5. Grant funds will not be commingled with other emergency monies.
6. As checks are drawn against the fund, a copy will be sent to the person in charge of the project's accounting.
7. This fund will be used only in the absence of another community resource, and only in the case of an emergency.
8. Verification of the crime, if applicable, will be made with local law enforcement. A copy of the crime report or verification slip will be kept on file.
9. Payments will be limited to payment for goods or services. A credit system, in lieu of cash payment, will be explored with local merchants. Direct cash allotments will be limited to no more than \$100.00 individual. Victims are not eligible to draw on the emergency fund for more than one crime incidents per year.
10. Records will reflect whether the emergency money is considered a loan and full or partial repayment is expected, or whether the money is an outright gift. Any repayments will be considered project income and must be used to reimburse the emergency fund.



Rockard J. Delgadillo
Office of the City Attorney

VICTIM ASSISTANCE PROGRAM ORGANIZATION CHART

REV. April 2009





Rockard J. Delgadillo
Office of the City Attorney

OFFICE OF THE LOS ANGELES CITY ATTORNEY

Victim Assistance Program

Multiple Field Offices

CENTRAL OFFICE # 16 **STOP#1406**

201 North Los Angeles Street, Room 301B
Los Angeles, CA 90012
(213) 978-2097 Public Inquiry Phone
(213) 978-2179 Fax
(213) 979-8310 TDD

After Hours Emergency Contact: Kathy Colobong (310) 740-2104

Program Director: **DEREK TENNELL** (213) 978-2097
E-Mail: derek.tennell@lacity.org
Assist. Director: **KATHY COLOBONG** (213) 978-2167
E-Mail: kathy.colobong@lacity.org
Coordinator: **JOANNE ZARATAN** (213) 978-2172
E-Mail: joanne.zaratan@lacity.org
Coordinator: **JULIE BRIONES (s)** (213) 978-2168
E-Mail: julie.briones@lacity.org

OFFICE LOCATIONS

Kathy Colobong, Direct Supervisor
Phone: (213) 978-2167 E-Mail Address:

SPECIAL EMPHASIS PROGRAM # 121

(213) 978-2110 Public Inquiry Phone
SEONG B. CHUNG (k)
(213) 978-2170 Phone
E-Mail: seong.chung@lacity.org

STOP # 1406

Fax: (213) 978-2179

HARBOR BRANCH CITY ATTORNEY'S OFFICE # 18

638 S. Beacon Street, Room 374
San Pedro, CA 90731
YOLANDA IRVINE (M, TH, F)
(310) 732-4611 Phone
(310) 732-4618 Fax
E-Mail: yolanda.irvine@lacity.org

STOP # 145

HOLLENBECK AREA LAPD # 103

1936 E. First Street
Los Angeles, CA 90033
PAULA RAMOS (s)
(323) 266-6465 Phone
(323) 266-7775 Fax
E-Mail Address: VA001@lapd.lacity.org

STOP # 405

NEWTON AREA LAPD # 21

3400 South Central Ave.
Los Angeles, CA 90011
VICTOR VEGA (s)
(323) 846-5374 Phone
(323) 846-6586 Fax
E-Mail: VA002@lapd.lacity.org

STOP # 408

NORTHEAST AREA LAPD # 22

3353 San Fernando Road
Los Angeles, CA 90065
EDWAR HUIZA (s) (T, TH, F)
(213) 485-3240 Phone
(213) 847-0669 Fax
E-Mail: edwar.huiza@lacity.org

STOP # 404

OLYMPIC AREA LAPD

1130 South Vermont Ave.
Los Angeles, CA 90006
(213) 382-6678 Fax
JENNIFER SUNG (k)
(213) 382-6654 Phone
E-Mail: jennifer.sung@lacity.org

STOP # 400-1130

NORTH HOLLYWOOD AREA LAPD # 23

11640 Burbank Blvd.
North Hollywood, CA 91601
ESTHER NIELL (s)
(818) 623-4056 Phone
(818) 623-4121 Fax
E-Mail: Pending

STOP # 409

VAN NUYS CITY ATTORNEY'S OFFICE # 19

6262 Van Nuys Blvd., Room 151
Van Nuys, CA 91401
(818) 374-3333 Public Inquiry Phone
(818) 374-3313 Fax
VIRIDIANA GALLARDO (s)
E-Mail: viridiana.gallardo@lacity.org
EDWAR HUIZA (s) (M, W)
E-Mail: edwar.huiza@lacity.org

STOP # 147

WILSHIRE AREA LAPD # 25

4861 Venice Blvd.
Los Angeles, CA 90019
DORIS LOPEZ (s)
(213) 922-8238 Phone
(213) 473-0452 Fax
E-Mail: VA006@lapd.lacity.org

STOP # 419

77TH STREET AREA LAPD # 20

7600 South Broadway St.
Los Angeles, CA 90003
(213) 485-8848 Public Inquiry Phone
(213) 847-0667 Fax
ANGELA MORENO (s)
E-Mail Address: VA008@lapd.lacity.org
YOLANDA IRVINE (Tues, Wed: 8:30 - 5:00)
E-Mail Address: ca283@lapd.lacity.org

STOP # 411

VERIFICATION UNIT

Public Address: P.O. Box 350
Van Nuys, CA 91408
Public Phone Line: (818) 374-9880 (9881 & 9882)
Fax: (818) 374-9819
Administration:
DEREK TENNELL (818) 374-9872
TAMMIE FAGAN (818) 374-9877
Clerical:
DIANA MORALES (s) (818) 374-9875

STOP # 279