



Office of the Los Angeles City Attorney  
Hydee Feldstein Soto

**MEMORANDUM**

To: The Honorable Karen Bass  
Mayor of Los Angeles  
City Hall  
Los Angeles, CA 90012

Honorable Members of City Council  
City of Los Angeles  
City Hall  
Los Angeles, CA 90012

From: Kyle Kirkpatrick, Grants Director 

Date: October 6, 2023

Re: Victim Assistance Program (VAP) Grant for FY 2023-24

Transmitted herewith for Mayor and City Council consideration is grant funding totaling \$2,178,585 for FY 2023-24 to support the City's Victim Assistance Program (VAP) during its 44th year.

This formula grant is awarded by the California Office of Emergency Services, which is the pass-through agency for federal Victims of Crime Act funds. The County of Los Angeles is the prime recipient of these funds, with the City of Los Angeles as its sub-recipient. The County has confirmed its intent to make \$2,178,585 (25% of total available funds) for the continued operation of VAP for FY 2023-24 (October 1, 2023 through September 30, 2024). Funding will support 18 FTE Witness Service Coordinator (WSC) positions, 95% of one FTE Administrative Coordinator III, and 50% of one FT Administrative Coordinator IV.

The Los Angeles City Attorney's Office Victim Assistance Program (VAP) assists victims of crime through the provision of state mandated services (CA Penal Code Section 13835.5) including: emergency support, crisis intervention, referrals to community and governmental agencies, restitution assistance, orienting victims with the criminal justice system and supporting them throughout the court process, and aid in procuring financial assistance through the California Victims of Crime Compensation Program for out-of-pocket crime-related costs (medical, mental health counseling, income/support, funeral/burial, and relocation).

During FY 2022-23 (October 1, 2022 to September 30, 2023), VAP staff served **11,852** new and continuing crime victims, through the following services: **10,197** assists with filing for California Victim Compensation Board applications; **3,045** crisis counseling/intervention; **9,009** criminal justice support/advocacy; and **8,871** follow-ups and information referral to resources. Additionally, VAP staff conducted **409** presentations to public, governmental, and law enforcement agencies on the services offered by VAP.



**City of Los Angeles**  
Grant Award Notification and Acceptance

Recipient Department			
This Grant Award <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation/Renewal <input type="checkbox"/> Supplemental <input type="checkbox"/> Suballocation			
is:			
Grants Coordinator:	Derek Tennell	E-Mail: <a href="mailto:derek.tennell@lacity.org">derek.tennell@lacity.org</a>	Phone: 213-978-4518
Project Manager:	Derek Tennell	E-Mail: <a href="mailto:derek.tennell@lacity.org">derek.tennell@lacity.org</a>	Phone: 213-978-4518
Department/Bureau/Agency:	City Attorney		Date: 10/06/2023

Grant Information				
Name of Grantor:		Pass Through Agency:		
CA Other				
Grant Program Title:		Notification of Award Date:		
Victim Assistance Program (VAP) (Continuation Funding) - FY 2024		10/01/2023		
Funding Source (Public / Private):	Grant Type:	Funds Disbursement:	Agency's Grant ID:	
State	Non-Competitive/Formula	Reimbursement	CFDA#:	
			Other ID#:	
			eCivis ID#:	
Match Requirement:	Yes	Amount:	\$0.00	%Match 0
Match Type:	Cash/In-Kind	Identify Source of Match:		
<b>Fiscal Information:</b>	Awarded Funds:	Match/In-Kind Funds:	Additional/Leverage Funds:	Total Project Budget:
	\$2,178,585.00	\$0.00		\$2,178,585.00

Approved Grant Budget Summary				
Category	Awarded	Match	Additional	Explanation
Personnel				
AC IV	\$85,652.00	\$0.00		Program Director 50% FTE Salary
AC III	\$115,854.00	\$0.00		Assistant Program Director 95% FTE Salary
Witness Service Coordinators	\$1,919,161.00	\$0.00		Victim Service Coordinators 18 x 100% FTE Salary & Fringe
Materials/Supplies				
Office Supplies	\$785.00	\$0.00		
Printing	\$100.00	\$0.00		Brochures
Travel				
Travel Training	\$1,296.00	\$0.00		Self Care & Entry Level
Other				
Cellphone Service	\$12,137.00	\$0.00		Verizon
Emergency Fund	\$3,600.00	\$0.00		Petty Cash
Database	\$40,000.00	\$0.00		Maintenance costs
<b>Total</b>	<b>\$2,178,585.00</b>	<b>\$0.00</b>		

Approved Project	
Descriptive Title of Funded Project:	VAP Basic 2023-24

Performance Period Start/End Dates (Month/Day/Year):	Citywide:
Start: 10/01/2023 End: 09/30/2024	Affected Council District(s):
	Affected Congressional District(s):
Purpose:	
Identify Internal Partners (City Dept/Bureau/Agency):	
LAPD	
Identify External Partners:	

### Summary

Please provide a project summary including goals, objectives (metrics), specific outcomes, and briefly describe the activities that will be used to achieve these goals. You may attach an additional sheet of paper if necessary.

The purpose of this program is to provide comprehensive assistance to victims and witnesses of violent crimes in all of California's counties by supporting victim/witness assistance centers. Services that must be provided by centers funded through this program include:

- \* Crisis intervention
- \* Emergency assistance
- \* Resource and referral assistance
- \* Direct counseling
- \* Assistance with California Victim Compensation Board claims
- \* Property return
- \* Orientation to the criminal justice system
- \* Court escort
- \* Presentation and training for criminal justice agencies
- \* Public presentations and publicity
- \* Case status
- \* Family/friend/employer notification
- \* Employer notification/intervention
- \* Restitution

### Recommendations

Please provide a complete list of necessary actions for implementation, including acceptance of the award by the City, Controller instructions for fund and accounts set-up, coordination of project activities (such as contract and position authorities).

1. AUTHORIZE the City Attorney, or designee, to:
  - a. Retroactively apply for and execute the grant award agreement between the County of Los Angeles and the City Attorney's Office;
  - b. Accept the grant award in the amount of \$2,178,585 from the County of Los Angeles;
  - c. 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.
2. AUTHORIZE the Controller to:
  - a. Establish a receivable within Fund 368 in the amount of \$2,178,585 from the County of Los Angeles;
  - b. Establish a new appropriation account within Fund 368 as follows:  
Account 12Y312 – Victim Assistance Program FY23/24 - \$2,178,585
  - c. TRANSFER up to \$278,469 from Fund 368, Department 12, Account 12Y312 – Victim Assistance Program FY23/24 to Fund 100, Department 12, Account 001010 – Salaries General as reimbursement for City Attorney salary expenses of the five (5) resolution authorities;
  - d. TRANSFER up to \$1,166,864 from Fund 368, Department 12, Account 12Y312 – Victim Assistance Program FY23/24 to Fund 100, Department 12, Revenue Source 5427 - Reimbursement from Grants for salary expenses of the 15 grant reimbursed regular authorities;
  - e. TRANSFER up to \$582,512 from Fund 368, Department 12, Account 12Y312 – Victim Assistance Program FY23/24 to Fund 100, Department 12, Revenue Source 5346 – Related Cost Reimbursement from Grants as reimbursement for City Attorney fringe benefits and indirect costs related to the Victim Assistance Program FY23/24;
3. AUTHORIZE the City Council to Instruct the City Clerk to place on Council Calendar for July 1, 2024, the following action relative to the Victim Assistance Program FY23/24:
  - a. That the City Council, subject to the approval of the Mayor, AUTHORIZE the Controller to TRANSFER \$92,823 from Fund 368, Department 12, Account 12Y312 - Victim Assistance Program FY23/24 to Fund 100, Department 12, Account 001010 – Salaries.

### Fiscal Impact Statement

Please describe how the acceptance of this grant will impact the General Fund. Provide details on any additional funding that may be required to implement the project/program funded by this grant.

The total cost of the Victim Assistance Program FY23/24 is \$2,526,964 of which \$2,178,585 will be reimbursed by the County of Los Angeles, from a formula grant awarded by the California Office of Emergency Services. The General fund contribution is \$348,379 in related costs (CAP 41) which are already included in the 2023-24 City budget.

### Acceptance Packet

The above named Department has received an award for the Grant Program identified above, accepts full responsibility for the coordination and management of all Grant funds awarded to the City, and will adhere to any policies, procedures and compliance requirements set forth by the Grantor and its related agencies or agents, as well as those of the City, and its financial and administrative departments. The following items comprise the Acceptance Packet and are attached for review by the CAO Grants Oversight Unit:

- |   |  |
|---|--|
| <input type="checkbox"/> Grant Award Notification and Acceptance                          | <input type="checkbox"/> Copy of Award Notice                            |
| <input checked="" type="checkbox"/> Grant Project Cost Breakdown (Excel Document)         | <input type="checkbox"/> Copy of Grant Agreement (if applicable)         |
| <input checked="" type="checkbox"/> Detail of Positions and Salary Costs (Excel Document) | <input checked="" type="checkbox"/> Additional Documents (if applicable) |

Department Head Name:	Department Head Signature:	Date:
Kyle Kirkpatrick		10/20/2023

### For CAO Use Only

The Office of the City Administrative Officer, Grants Oversight Unit has reviewed the information as requested, and has determined that the Acceptance Packet is:

- |   |   |
|---|---|
| <input type="checkbox"/> Complete               | The Acceptance Packet has been forwarded to appropriate CAO analyst |
| <input type="checkbox"/> Returned to Department | (Additional information/documentation has been requested.)          |

Flagged (See comments below.)

Comments:

CAO Grants Oversight Unit Signature:

Date:

		Additional Costs**			Department:	<u>City Attorney</u>
<b>Grant Name: Victim Assistance Program FY23/24</b>						
<b>Grant Project Breakdown</b>		Grant Funds	City Funds	Non-City Funds	Total	Comments
<b><u>Salaries</u></b>						
1010 Salaries General		1,538,155			1,538,155	
1020 Salaries Grant Reimbursed					-	
Other Volunteer Hours					-	
1090 Overtime					-	
	<b>Salaries Total:</b>	\$ 1,538,155	\$ -	\$ -	\$ 1,538,155	
<b><u>Related Costs*</u></b>						
	<b><u>CAP Rate</u></b>					
Fringe Benefits	43.58%	582,512	87,816		670,328	
Department Administration	12.60%		193,808		193,808	
Central Services	4.34%		66,756		66,756	
	<b>Related Costs Total:</b>	\$ 582,512	\$ 348,379	\$ -	\$ 930,891	
<b><u>Expense</u></b>						
2120 Printing & Binding		100			100	
2130 Travel & Training					-	
3040 Contractual Services		40,000			40,000	Annual hosting & maintenance costs - VAP Database
3310 Transportation					-	
4160 Governmental Meetings					-	
6010 Office Supplies		785			785	
6020 Operating Supplies		12,137			12,137	Cell Phone Service
7300 Equipment					-	
Other Victim Emergency Fund		3,600			3,600	Petty Cash
Other Self Care Virtual Training		1,296			1,296	
					-	
					-	
	<b>Expenses Total:</b>	\$ 57,918	\$ -	\$ -	\$ 57,918	
	<b>Grand Total:</b>	\$ 2,178,585	\$ 348,379	\$ -	\$ 2,526,964	

\*Please use the full Cost Allocation Plan (CAP) rates unless disallowed by the Grantor. CAP rates should be applied to Gross Salaries (including Compensated Time Off.)

\*\*Other sources of funding. Please indicate whether these funds are part of a match requirement and whether they are already provided or new funding is required.

Department: City Attorney

Project Name: Victim Assistance Program FY23/24

Job Classification	Total	New	Existing	Grant Funding		Reimbursable*		Other Funding Sources		Non-City		Comments
				No.	Cost	No.	Cost	City	Non-Reimbursable**	No.	Cost	
Administrative Coordinator IV (0570)	0.5	0	0.5	0.5	85,652	1	171,304					DPO 50% billed to VAP Basic
Administrative Coordinator III (0569)	0.95	0	0.95	0.95	115,854	1	121,951					DPO 95% billed to VAP Basic
Witness Service Coordinators (0531)	13	0	13	13	965,358	13	965,358					DPO 100% billed to VAP
Witness Service Coordinators (0531)	5	0	5	5	371,291	5	371,291					PAR CF18-1228

**Total:** 19.45 0 19.45 19.45 \$ 1,538,155 20 \$ 1,629,904.08 0 \$ - 0 \$ -

Indicate classification code by each position and percentage of time spent on this grant. The amounts shown here should only reflect salary costs. Related costs (fringe benefits, department administration and central services) are separate and when combined with salaries, will result in the full costs for personnel. \*Reimbursable costs are savings to the City. These costs would include all currently City-funded positions working for the specified grant program activities that will be reimbursed by grant funds.

\*\*Non-reimbursable costs may not be reimbursed by the Grant but could be used as a Match or as additional costs needed to enhance the program.



## Grant Subaward Contact Information

Grant Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

1. **Grant Subaward Director:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

2. **Financial Officer:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

3. **Programmatic Point of Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

4. **Financial Point of Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

5. **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_

7. **Chair** of the **Governing Body** of the Subrecipient:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address/City/ Zip Code (9-digit): \_\_\_\_\_



## Grant Subaward Signature Authorization

Grant Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

Implementing Agency: \_\_\_\_\_

The **Grant Subaward Director** and **Financial Officer** are **REQUIRED** to sign this form.

### Grant Subaward Director:

Printed Name: \_\_\_\_\_

Signature: Derek Tennell

Date: \_\_\_\_\_

### Financial Officer:

Printed Name: \_\_\_\_\_

Signature: Michael M Reyes

Date: \_\_\_\_\_

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: Angela Moreno

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

The following persons are authorized to sign for the **Financial Officer**:

Signature: Candy Pabalan

Printed Name: \_\_\_\_\_

Signature: Kelley Sam

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_



## Grant Subaward Signature Authorization

Grant Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

Implementing Agency: \_\_\_\_\_

The **Grant Subaward Director** and **Financial Officer** are **REQUIRED** to sign this form.

### Grant Subaward Director:

Printed Name: \_\_\_\_\_

Signature: Derek Tennell

Date: \_\_\_\_\_

### Financial Officer:

Printed Name: \_\_\_\_\_

Signature: Michael M Reyes

Date: \_\_\_\_\_

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: Angela Moreno

Printed Name: \_\_\_\_\_

Signature: Ian Thompson

Printed Name: Ian Thompson

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

The following persons are authorized to sign for the **Financial Officer**:

Signature: Candy Pabalan

Printed Name: \_\_\_\_\_

Signature: Kelley Sam

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_



## Grant Subaward Certification of Assurance of Compliance Information and Instructions

The Certification of Assurance of Compliance is a binding affirmation that the Subrecipient will comply with the requirements and restrictions outlined in the Subrecipient Handbook, including but not limited to:

- Proof of Authority,
- State and federal civil rights laws,
- Equal Employment Opportunity,
- Drug-Free Workplace,
- California Environmental Quality Act, and
- Lobbying.

**The Official Designee (see SRH Section 3.030) and the individual granting that authority (i.e., City/County Financial Officer, City/County Manager, or Governing Board Chair) must sign this form.** For State agencies, only the Official Designee must sign this form.

Complete all sections of this form and then submit:

- As part of the Grant Subaward Application,
- With a Grant Subaward Amendment (Cal OES Form 2-213) if a new fund source is being added to the Grant Subaward, (applicable Certification of Assurance of Compliance would be needed), or
- With a Grant Subaward Modification (Cal OES Form 2-223) if the Official Designee or Board Chair changes and the Resolution identifies them by name



## Grant Subaward Certification of Assurance of Compliance

Subrecipient: \_\_\_\_\_

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1			
2			
3			
4			
5			
6			

I, \_\_\_\_\_ (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

**I. Proof of Authority – SRH 1.055**

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

**II. Civil Rights Compliance – SRH Section 2.020**

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

**III. Equal Employment Opportunity – SRH Section 2.025**

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



**IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030**

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

**V. California Environmental Quality Act (CEQA) – SRH Section 2.035**

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a “project” pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

**VI. Lobbying – SRH Sections 2.040 and 4.105**

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

**All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.**

<b>CERTIFICATION</b>	
I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.	
Official Designee's Signature:	_____
Official Designee's Typed Name:	_____
Official Designee's Title:	_____
Date Executed:	_____
<b>AUTHORIZED BY:</b>	
I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.	
<input type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	
Signature:	_____
Typed Name:	_____
Title:	_____
Date Executed:	_____



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: CITY OF LOS ANGELES		Grant Subaward #: VW23 42 0190					
A. Personnel Costs -			2022	2023	2023	Total Amt.	
Line-item description and calculation			VOCA	VOCA	VWA0	Allocated	
<b>Grant Period: October 1, 2023 to September 30, 2024</b>							
<b>1 Administrative Coordinator IV (AC IV) @ 50%</b>							
12 months x 14,275.30 x 50% =	85,652						
Annual Salary	85,652	0	0	38,743	38,194	8,715	
Employee Benefits CAP 41 @ 43.580%	37,327	0	0	0	0	0	
Sub-Total	<b>122,979</b>					85,652	
<p>The Administrative Coordinator IV (Program Director) administers the Victim Assistance Program (VAP), and is responsible for supervising one Administrative Coordinator III (AC III) and 18 Victim Service Coordinators (VSCs). Other responsibilities of the Program Director include: monitoring and tracking of primary services to crime victims as outlined by Penal Code section 13835.5; submitting and monitoring of all grant activities through the various governmental agencies (i.e., City of Los Angeles (City), County of Los Angeles (County), California Governor's Office of Emergency Services (Cal OES)); developing all program procedures and documents; establishing and maintaining a volunteer component plan; training of program staff, attorneys and volunteers; preparing and updating pamphlets and information brochures on court procedures and program services; preparing news media and public service announcements about program services for city-wide distribution; collecting statistical information specific to the VAP; providing the LADA and Cal OES with data information on program operations and services; acting as a liaison with local law enforcement agencies; conducting program presentations to the community; and attending various statewide Victim Advisory Committees.</p>							
<b>1 Administrative Coordinator II (AC III) @ 95%</b>							
(50% @ Direct Victim Services)							
12 months x 10,162.59 x 95% =	115,854						
Annual Salary	115,854	0	0	52,404	51,662	11,788	
Employee Benefits CAP 41 @ 43.580%	50,489	0	0	0	0	0	
Sub-Total	<b>166,343</b>					115,854	
<p>The Administrative Coordinator III (Assistant Director) assists the Program Director in the day-to-day supervision of the program's operations and staff assigned to the 18 facilities located throughout the City. Other responsibilities of the Assistant Director include: training, assigning, and evaluating staff, volunteers and student interns; planning, developing, initiating, and implementing program policies, procedures and training manual; collecting statistical data relevant to Cal OES reporting; developing community resources; drafting correspondence and written reports; disseminating program information to staff and interns; maintaining the program's CalVCB case records; assisting the Program Director with the submission and monitoring of the grant's activities through the various governmental agencies; monitoring program expenditures and recommending program notifications; conducting staff meetings; planning and conducting community outreach; cooperating and coordinating with local, state and federal law enforcement and social service agencies; and analyzing existing and proposed legislation and proposing recommendations.</p>							
<b>18 Victim Service Coordinator (VSC) @ 100%</b>							
12 months x 6,188.19 x 100% =	1,336,649						
Annual Salary	1,336,649	0	0	604,602	596,047	136,000	
Employee Benefits CAP 41 @ 43.580%	582,512	0	0	263,486	259,757	59,269	
Sub-Total	<b>1,919,161</b>					1,919,161	
<p>The Victim Service Coordinators (VSCs) are assigned to one of 18 VAP staffed offices throughout the City, thirteen VSCs are located in LAPD Divisions, and five VSCs located in branches of City of Los Angeles Attorney's Office. All VAP grant funded VSCs meet the minimum standards pursuant to Penal Code section 13835.10(c), and are trained to provide assistance to all victims of crime (robbery, assault, driving under the influence, hit and run, sexual assault, domestic violence, child and elder abuse, and hate crimes) and to surviving family members of homicide victims. Program activities and services provided include: crisis intervention counseling, emergency assistance, follow-up counseling, resource referrals, criminal justice orientation and court support, criminal court case information, restitution and victim impact statement assistance, assistance in filing for the California Victims of Crime Compensation claims, recruit, train and supervise program volunteers, and program presentations.</p>							
##		0	0	959,235	945,660	215,772	2,120,667



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: CITY OF LOS ANGELES		Grant Subaward #: VW23 42 0190																														
A. Personnel Costs - Line-item description and calculation			2022 VOCA	2023 VOCA	2023 VWA0	Total Amt. Allocated																										
<b>Total Salaries</b> <span style="float:right">1,538,155</span> <b>Total Employee Benefits CAP 41 @ * 43.58%</b> <span style="float:right">670,328</span> <b>Total Salaries and Employee Benefits</b> <span style="float:right"><u>2,208,483</u></span>																																
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Employee Benefits (CAP 41) Breakdown</th> </tr> </thead> <tbody> <tr><td>Retirement (Civilians)</td><td align="right">23.00%</td></tr> <tr><td>Flex Benefits Program</td><td align="right">12.01%</td></tr> <tr><td>Employee Assistance</td><td align="right">0.01%</td></tr> <tr><td>Ordinance Life Insurance</td><td align="right">0.01%</td></tr> <tr><td>Medicare</td><td align="right">1.36%</td></tr> <tr><td>Union Sponsored Benefits</td><td align="right">0.01%</td></tr> <tr><td>Unused Sick/Vacation Payout</td><td align="right">1.31%</td></tr> <tr><td>Unemployment Claims</td><td align="right">0.01%</td></tr> <tr><td>Worker's Compensation</td><td align="right">1.07%</td></tr> <tr><td><b>Subtotal</b></td><td align="right"><b>38.79%</b></td></tr> <tr><td>Carry Forward, Positive</td><td align="right">4.79%</td></tr> <tr><td><b>TOTAL</b></td><td align="right"><b>43.58%</b></td></tr> </tbody> </table>		Employee Benefits (CAP 41) Breakdown		Retirement (Civilians)	23.00%	Flex Benefits Program	12.01%	Employee Assistance	0.01%	Ordinance Life Insurance	0.01%	Medicare	1.36%	Union Sponsored Benefits	0.01%	Unused Sick/Vacation Payout	1.31%	Unemployment Claims	0.01%	Worker's Compensation	1.07%	<b>Subtotal</b>	<b>38.79%</b>	Carry Forward, Positive	4.79%	<b>TOTAL</b>	<b>43.58%</b>					
Employee Benefits (CAP 41) Breakdown																																
Retirement (Civilians)	23.00%																															
Flex Benefits Program	12.01%																															
Employee Assistance	0.01%																															
Ordinance Life Insurance	0.01%																															
Medicare	1.36%																															
Union Sponsored Benefits	0.01%																															
Unused Sick/Vacation Payout	1.31%																															
Unemployment Claims	0.01%																															
Worker's Compensation	1.07%																															
<b>Subtotal</b>	<b>38.79%</b>																															
Carry Forward, Positive	4.79%																															
<b>TOTAL</b>	<b>43.58%</b>																															
*Approved CAP 41 Cost Allocation Plan rates Federal Agency: US Department of Health and Human Services																																
##		0	0	0	0	0																										
##		0	0	959,235	945,660	215,772																										
<b>PERSONNEL COSTS CATEGORY TOTAL</b>						<b>\$2,120,667</b>																										



**Grant Subaward Budget Pages**  
Multiple Fund Sources

Subrecipient: CITY OF LOS ANGELES		Grant Subaward #: VW23 42 0190					
B. Operating Costs - Line-item description and calculation				2022 VOCA	2023 VOCA	2023 VWAO	Total Amt. Allocated
<b>INDIRECT COST (Approved CAP 41)</b>							
Related Cost - LA City Indirect Cost Rate							
Central Srvs Rate	12.60% x 1,538,155 = 193,807	0	0	87,664	86,424	19,719	
Dept. Admin & Suppor	4.34% x 1,538,155 = 66,756	0	0	30,196	29,768	6,792	
Total Related Cost	260,563						
Minus Adj. (To be paid by General fund)	(260,563)	0	0	(117,860)	(116,192)	(26,511)	
<b>Total Indirect Cost Charge to Grant</b>	<b>0</b>						<b>0</b>
<b>OTHERS</b>							
<b>Cellphone Services</b>	12,137	0	0	5,490	5,412	1,235	12,137
(Est. @ \$1,011.42/month x 12 months)							
1 AC IV @ \$52/month x 12 months x 50% FTE	312						
1 AC III @ \$52/month x 12 months x 95% FTE	593						
18 VSC @ \$52/month x 12 months x 100% FTE	11,232						
<b>Office Supplies (included Laptops &amp; Software)</b>	2,000	0	0	905	891	204	2,000
(Est. @ \$166.67/month x 12 months)							
<i>For daily office use</i>							
<b>Printing Publications and Outreach</b>	100	0	0	45	45	10	100
(Est. @ \$8.33/month x 12 months)							
<i>For program brochures, business cards, leaflets, mini-outreach cards</i>							
<b>Victim Emergency Fund</b>	3,600	0	0	1,628	1,605	366	3,599
(Est. @ \$300.00/month x 12 months)							
<i>Monetary emergency assistance for victims</i>							
<b>Victim Witness Assistance Database Program</b>	40,000	0	0	18,094	17,837	4,070	40,001
(Est. @ \$3,333.33/month x 12 months)							
<i>For hosting/maintenance costs</i>							
<b>Total Others</b>	<b>57,837</b>						





## Grant Subaward Budget Narrative

Grant Subaward #: **VW23 42 0190**

---

Subrecipient: **CITY OF LOS ANGELES ATTORNEY'S OFFICE**

---

### VICTIM ASSISTANCE PROGRAM (VAP)

The funding received from the grant pays for the salaries of 19.5 employees:

- One Administrative Coordinator IV (AC IV) at 50% for 12 months
- One Administrative Coordinator III (AC III) at 95% for 12 months
- Eighteen Victim Service Coordinators (VSCs) at 100% for 12 months

All 18 VSCs have completed the forty-hour "Entry-Level Victim Advocate Mandatory Training." Ten of the 18 VSCs have completed the "Advanced-Level Victim Advocate Training".

The eighteen VSCs will be assigned to work in one of the eighteen field offices located throughout the City. Thirteen of them are located directly in Los Angeles Police Department Divisions and five are located in branches of the Los Angeles City Attorney.



## Grant Subaward Budget Narrative

Grant Subaward #: **VW23 42 0190**

---

Subrecipient: **CITY OF LOS ANGELES ATTORNEY'S OFFICE**

---

The VSCs provide assistance to all victims of crime (robbery, assault, driving under the influence, hit and run, sexual assault, domestic violence, child and elder abuse, and hate crimes.

Program activities and services provided include:

- Crisis Intervention Counseling
- Emergency assistance
- Follow-up counseling
- Resource referrals
- Criminal justice orientation and court support
- Criminal court case information
- Restitution and victim impact statement assistance
- Assistance in filing for State Crime Victim Compensation claims
- Recruitment, training, and supervision of program volunteers
- Program presentations
- Community outreach



## Grant Subaward Budget Narrative

Grant Subaward #: **VW23 42 0190**

---

Subrecipient: **CITY OF LOS ANGELES ATTORNEY'S OFFICE**

---

The funds will also be used to pay for the following operating expenses that are necessary to support the stated objectives and activities:

- Indirect costs (Based on approved CAP 41 for FY 2021-22, CAP 42 for FY 2022-23 is pending approval)
- Cellphones for 19.5 full-time equivalent (FTE) staff
- Office Supplies, including general office supplies for 19.5 FTE VSCs
- Office Supplies, laptops, software and smart devices
- Printing publications and outreach
- Victim Emergency Fund
- Victim Witness Assistance Database Program
- Training and Travel, including Virtual Training

Funding received for this grant will cover expenses during the corresponding grant period, October 1, 2023 through September 30, 2024.



## Grant Subaward Programmatic Narrative

Grant Subaward #: **VW23 42 0190**

---

Subrecipient: **CITY OF LOS ANGELES ATTORNEY'S OFFICE**

---

### VICTIM ASSISTANCE PROGRAM (VAP)

#### **PROBLEM STATEMENT**

A problem statement is not required for VW23 42 0190.

#### **PLAN**

The objective of the Victim Witness Assistance (VW) Program is to provide mandated services crisis intervention, emergency assistance resource and referral assistance, direct counseling, assistance with California Victim Compensation Board Claims, property return, orientation to the criminal justice system, court escort, presentation and training for criminal justice agencies, public presentations and publicity, case status, family/friend notification, employer notification/intervention, and restitution.

Through VW Program grant funds (October 1, 2023 – September 30, 2024), will provide assistance to individuals impacted by crime. The program will provide comprehensive services to victims and witnesses of the following crimes: victims of domestic violence, sexual assault, child abuse, robbery/assaults, surviving family members of homicide victims, drunk driving and hit & run victims, hate



## Grant Subaward Programmatic Narrative

Grant Subaward #: **VW23 42 0190**

---

Subrecipient: **CITY OF LOS ANGELES ATTORNEY'S OFFICE**

---

crimes, and elder abuse in the City of Los Angeles. When victims are referred to the VW Program staff, contact is made with the victim to assess their needs and provide needed services at the time of, or will immediately arrange for, the provision of these services by local agencies. Emergency services pertaining to the victims' immediate material needs, including the provision of emergency food, clothing, lodging, or transportation, are arranged upon request or when deemed necessary.

The VW Program sets a yearly goal to maintain collaborative working relationships with its partnering agencies, and with the Los Angeles Police Department (LAPD), to provide needed services to victims in the community. VW Program staff regularly attend the LAPD Roll Call Meetings (held daily) and work in conjunction with the LAPD in the planning and preparation to provide and services to the community. The VW Program networks with various government and community-based agencies. Additionally, the VW Program maintains an active Letter of Agreement with LAPD, University Corporation dba Strength United, Peace Over Violence (POV), Loved Ones Victim Services



## Grant Subaward Programmatic Narrative

Grant Subaward #: **VW23 42 0190**

---

Subrecipient: **CITY OF LOS ANGELES ATTORNEY'S OFFICE**

---

(LOVS), and Mothers Against Drunk Driving (MADD) establishing a formal system of networking and coordinating services to victims in the community.

Positive working relationships with these community agencies and organizations will yield formation of additional contacts within the community dedicated to supporting victims of crime, as well as building trust among individuals in the Los Angeles area.

When necessary, VW Program staff will continue providing emotional support to victims through crisis intervention or referrals for group treatment/support and therapy through appropriate agency referrals. Providing emotional support to victims is especially important in helping relieve anxiety and/or confusion concerning the criminal justice system process.

VW Program staff will continue to provide victims with both verbal and printed information about the procedures and function of the criminal justice system, victims' rights, referrals to other victim service providers, and referrals to services that offer support related to U-Visas, temporary restraining orders, custody assistance, address confidentiality programs, etc. VW Program staff will continue to provide criminal justice system services, including: court support;



## Grant Subaward Programmatic Narrative

Grant Subaward #: **VW23 42 0190**

---

Subrecipient: **CITY OF LOS ANGELES ATTORNEY'S OFFICE**

---

criminal case information and directions to the courtroom; help with the victim impact statement during criminal court proceeding; assistance to victims in obtaining court-ordered restitution; information and assistance on the release of property held as evidence; intervention with an employer on the victim's behalf; and assistance to victims and/or family members of victims in filing for the State of California Victims of Crime Compensation Application for financial reimbursement of their eligible losses (such as medical/dental bills, relocation, and funeral/burials) incurred from injuries/death suffered due to the crime. Staff will continue to help victims in extremely dire situations, through emergency financial assistance in the form of petty cash. Providing these services to the community will improve trust and culturally competent support in the criminal justice system.

Program brochures providing information on services available to victims. Crime victims may also request information and services through the City's Victim Assistance Program website ([www.helpLAcimevictims.org](http://www.helpLAcimevictims.org)), smartphone mobile application (available on Google Play or App Store), or through direct e-mail communications with staff.



## Grant Subaward Programmatic Narrative

Grant Subaward #: **VW23 42 0190**

---

Subrecipient: **CITY OF LOS ANGELES ATTORNEY'S OFFICE**

---

The City of Los Angeles does not discriminate on the basis of disability and complies with the Americans with Disabilities Act (ADA). Upon request, the City of Los Angeles will continue to provide reasonable accommodation to ensure equal access to its programs, services, and activities to individuals (victims and staff) with disabilities (including physical, vision, and/or hearing impaired). Examples of accommodation may include use of written materials, sign language interpreters, assistive listening devices, or other auxiliary aids and/or services will be provided upon request. To ensure availability, requests are encouraged to be made at least three working days or 72 hours in advance of the event or meeting date.

### **Distribution of Funds:**

During (FY 2023-2024) grant funds will be used to pay for the salary and benefits of one (1) Administrative Coordinator IV (AC IV), one (1) Administrative Coordinator III (AC III), eighteen (18) full-time Victim Service Coordinator (VSC) positions, and basic operational expenses such as office supplies, training and travel, emergency funds, victim/witness database (case management program), and indirect costs. The AC IV, AC III, and two (2) VW staff are



## Grant Subaward Programmatic Narrative

Grant Subaward #: **VW23 42 0190**

---

Subrecipient: **CITY OF LOS ANGELES ATTORNEY'S OFFICE**

---

assigned full-time to the Central Office located at 221 North Figueroa Street, Suite #100, Los Angeles, CA 90012; and sixteen (16) VW staff are assigned to the Central Trials Branch, Harbor Branch, Metro Branch, North Valley Branch, Pacific Branch, Strength United Family Justice Center, Van Nuys Branch, and thirteen (13) centers directly located within Los Angeles Police Department Divisions (77<sup>th</sup>, Devonshire, Hollenbeck, Newton, Northeast, North Hollywood, Olympic, Pacific, Rampart, Southeast, Southwest, West Los Angeles, and Wilshire) to provide program services.

Funds from the grant will be used to enhance victim access to VAP advocates throughout the City by continuing to staff LAPD divisions.

### **CAPABILITIES**

The City has 43 years of experience in providing comprehensive services to victims of all types of crimes in Los Angeles. City Attorney VW Program Coordinators are certified by the State of California and have the knowledge, skills, training and experiences in all areas of victim advocacy including: crisis intervention, court support, orientation to the criminal justice system and victims' rights, victim centered and trauma informed supportive care case



## Grant Subaward Programmatic Narrative

Grant Subaward #: **VW23 42 0190**

---

Subrecipient: **CITY OF LOS ANGELES ATTORNEY'S OFFICE**

---

management, and knowledge of governmental and community resources and the California Victim Compensation Board (CalVCB). Over the years, the City Attorney's VW Program has developed and built strong working relationships with law enforcement, prosecutors, governmental/community based agencies and organizations, schools, hospitals, victim service providers, inter-faith and other community groups. This collaborative working relationship has allowed the program to capably deliver needed services to victims.

The Los Angeles City Attorney's Office VW Program staff and volunteers use a standardized performance measurement tool to maintain statistical data on the number of victims assisted and types of services provided to each victim. Data is submitted to Los Angeles County quarterly, to measure and report the effectiveness of the project in meeting its goals and objectives. Increases to the reported number of services being provided each year will indicate the success of the project's ability to meeting its goals and objectives.



## Federal Fund Grant Subaward Assurances

### Information and Instructions

This document is a binding affirmation that, in addition to the requirements and restrictions outlined in the Subrecipient Handbook, Subrecipients will comply with the assurances required by the federal program/fund source.

**The Official Designee (see SRH Section 3.030) must sign this form.**

Complete all sections of this form as follows:

- As part of the Grant Subaward Application – include the Grant Subaward number(s) for the applicable Cal OES Program(s) that share this fund source,
- With a Grant Subaward Amendment (Cal OES Form 2-213) if a new federal fund source is being added to the Grant Subaward – include the current Grant Subaward number(s) for open Grant Subaward(s), and/or
- With a Grant Subaward Modification (Cal OES Form 2-223) if the assurances are received by Cal OES after the execution of the applicable Grant Subaward. Please note that Cal OES will notify Subrecipients when this is required.

Cal OES Program Table Instructions:

- Subrecipients may list up to six Cal OES Programs/Grant Subaward numbers with the same fund source in the table.
- If a Subrecipient has more than six Cal OES Programs, an additional Federal Fund Grant Subaward Assurances Form must be submitted.
- If the Cal OES Program has multiple federal fund sources a Federal Fund Grant Subaward Assurances will need to be submitted for each federal fund source.



**Federal Fund Grant Subaward Assurances  
Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program**

Subrecipient: \_\_\_\_\_

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.			
2.			
3.			
4.			
5.			
6.			

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

**1. Required Audits and Financial Statements (SRH Section 14.005)**

Subrecipients expending \$750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 C.F.R. Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

- Subrecipient expends \$750,000 or more in federal funds annually.
- Subrecipient does not expend \$750,000 or more in federal funds annually.

**2. Compliance with General Appropriations-law Restrictions on the use of Federal Funds**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES

for guidance, and may not proceed without the express prior written approval of Cal OES.

### **3. Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this Grant Subaward.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 Grant Subaward supplements funds previously awarded by OJP under the same Grant Subaward number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial Grant Subaward or a supplemental Grant Subaward) that are obligated on or after the acceptance date of this FY 2022 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the Grant Subaward that the Subrecipient (and any Second-Tier Subrecipients) must be retained for a period of seven years after the Subrecipient makes final payments and all other pending matters are closed, unless a different retention period applies. Subrecipients (and any Second-Tier Subrecipients) must provide access to performance measurement information, financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an Grant Subaward-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the Subrecipient is to contact Cal OES promptly for clarification.

### **4. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information**

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (2 C.F.R. 200.1) within the scope of an OJP grant-funded program or activity, or
- Use or operate a "Federal information system" (OMB Circular A-130).

Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

## **5. OJP Training Guiding Principles**

Subrecipients (and any Second-Tier Subrecipients) understand and agree that any training or training materials developed or delivered with funding under this Grant Subaward must adhere to the OJP Training Guiding Principle for Grantee and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

## **6. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

## **7. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

**8. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "educational programs."

**9. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)**

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

**10. Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this Grant Subaward appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

**11. Requirement for Data on Performance and Effectiveness under the Grant Subaward**

Subrecipients (and any Second-Tier Subrecipients) must collect and maintain data that measure the performance and effectiveness of work under this Grant Subaward. Subrecipients (and any Second-Tier Subrecipients) must provide data (within the required timeframes) to OJP via the Performance Measurement Tool (PMT).

## **12. Determination of Suitability to Interact with Participating Minors**

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm>. (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

## **13. Compliance with DOJ Grants Financial Guide**

Subrecipients (and any Second Tier Subrecipients) must comply with all applicable sections of the DOJ Financial Guide. References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. Subrecipients agree to comply with the DOJ Grants Financial Guide.

## **14. Encouragement of Policies to Ban Text Messaging while Driving**

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the DOJ encourages Subrecipients (and any Second-Tier Subrecipients) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Grant Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

## **15. Potential Imposition of Additional Requirements**

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

## 16. Employment Eligibility Verification for Hiring under the Grant Subaward

### a. Subrecipients (and any Second-Tier Subrecipients) must:

- 1) Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with Grant Subaward funds, Subrecipients (and any Second-Tier Subrecipients) properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
- 2) Notify all persons associated with Subrecipients (or any Second-Tier Subrecipients) who are or will be involved in activities under this Grant Subaward of both:
  - a) This Grant Subaward requirement for verification of employment eligibility, and
  - b) The associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
- 3) Provide training (to the extent necessary) to those persons required by this condition to be notified of the Grant Subaward requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).
- 4) As part of the recordkeeping for the Grant Subaward (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this Grant Subaward condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

### b. Monitoring

Subrecipients' monitoring responsibilities include monitoring Second-Tier Subrecipients' compliance with this condition.

### c. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, Grant Subaward funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

### d. Rules of construction

- 1) Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this Grant Subaward" specifically includes (without limitation) any and all Subrecipient officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with Grant Subaward funds.

2) Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, Subrecipients (and any Second-Tier Subrecipients) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the Subrecipient (and any Second-Tier Subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with Grant Subaward funds.

3) "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

4) Nothing in this condition shall be understood to authorize or require Subrecipients (and any Second-Tier Subrecipients), or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

5) Nothing in this condition, including in paragraph 4.B., shall be understood to relieve Subrecipients (and any Second-Tier Subrecipients) or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>).

## **17. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters**

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making

this Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):

- 1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- 2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:

1) Subrecipients represent that:

- a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and

2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

## **18. All Grant Subawards Must Have Specific Federal Authorization**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements for authorization of any Grant Subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "Grant Subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any Grant Subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm>.

## **19. Requirements Related to System for Award Management and Universal Identifier Requirements**

Subrecipients (and any Second-Tier Subrecipients) must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier required for SAM registration.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm>.

This condition does not apply to a Grant Subaward to an individual who received the Grant Subaward as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

## **20. Restrictions on "Lobbying"**

In general, as a matter of federal law, federal funds awarded by OJP may not be used by Subrecipients (and any Second-Tier Subrecipients), either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of

a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a Subrecipient (or any Second-Tier Subrecipient) would or might fall within the scope of these prohibitions, the Subrecipient is to contact Cal OES for guidance, and may not proceed without the express prior written approval of Cal OES.

## **21. Specific Post-award Approval Required to Use a Noncompetitive Approach in any Procurement Contract that would Exceed \$250,000**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm>.

## **22. Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OJP Authority to Terminate Grant Subaward)**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients (and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>.

## **23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct**

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward should also be reported to Cal OES. Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

#### 24. Discrimination Findings

Subrecipients (and any Second-Tier Subrecipients) assure that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this Grant Subaward, Subrecipients will forward a copy of the findings to the Office for Civil Rights of OJP.

#### 25. VOCA Requirements

Subrecipients (and any Second-Tier Subrecipients) assure that they will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

#### 26. Federal Funding Accounting and Transparency Act (FFATA)

Yes No

Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal year?

If the answer is yes, does the amount of federal funds received equal 80% or more of the Subrecipient's annual gross revenue?

If the answer is yes to the above two questions, did the Subrecipient report to the U.S. Security and Exchange Commission?

For additional information reference: [Award Condition: Reporting Subawards and Executive Compensation \(Updated as of September 2016\) | Office of Justice Programs \(ojp.gov\)](#).

#### CERTIFICATION

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: \_\_\_\_\_

Official Designee's Typed Name: \_\_\_\_\_

Official Designee's Title: \_\_\_\_\_

Date Executed: \_\_\_\_\_

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

<b>Subrecipient:</b>	<b>UEI #</b>	<b>FIPS #:</b>
<b>Grant Disaster/Program Title:</b>		
<b>Performance Period:</b>	<b>to</b>	<b>Subaward Amount Requested:</b>
<b>Type of Non-Federal Entity (Check Applicable Box)</b>	<input type="checkbox"/> <b>State Govt</b> <input type="checkbox"/> <b>Local Govt</b> <input type="checkbox"/> <b>JPA</b> <input type="checkbox"/> <b>Non-Profit</b> <input type="checkbox"/> <b>Tribe</b>	

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

<b>Assessment Factors</b>	<b>Response</b>
1. How many years of experience does your current grant manager have managing grants?	
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	
3. How many grants does your organization currently receive?	
4. What is the approximate total dollar amount of all grants your organization receives?	
5. Are individual staff members assigned to work on multiple grants?	
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	
7. How often does your organization have a financial audit?	
8. Has your organization received any audit findings in the last three years?	
9. Do you have a written plan to charge costs to grants?	
10. Do you have written procurement policies?	
11. Do you get multiple quotes or bids when buying items or services?	
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	
13. Do you have procedures to monitor grant funds passed through to other entities?	

**Certification:** *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

<b>Signature: (Authorized Agent)</b> <i>San Thompson</i> Chief of Staff	<b>Date:</b> 5.15.23
<b>Print Name and Title:</b>	<b>Phone Number:</b>
<i>Cal OES Staff Only: SUBAWARD #</i>	



## Grant Subaward Service Area Information

Grant Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

1. County or Counties Served:

County where principal office is located: \_\_\_\_\_

2. U.S. Congressional District(s) Served:

U.S. Congressional District where principal office is located: \_\_\_\_\_

3. State Assembly District(s) Served:

State Assembly District where principal office is located: \_\_\_\_\_

4. State Senate District(s) Served:

State Senate District where principal office is located: \_\_\_\_\_

5. Population of Service Area: \_\_\_\_\_



# VAP

Victim Assistance Program

# ORGANIZATIONAL CHART



**Program Director (AC IV)**  
DEREK TENNELL

**Assistant Director (AC III)**  
ANGELA MORENO

**VAP Basic Grant**

**Fig Plaza**  
Sopheap Sing

**Strength United**  
Esther Niell

**LAPD Devonshire (17)**  
Esther Niell

**LAPD Southeast (18)**  
Carolina Alvarez

**LAPD Southwest (03)**  
Kia Musgrove

**LAPD Hollenbeck (04)**  
Carolina Melendrez

**LAPD Rampart (02)**  
Lydia Carrillo

**LAPD Van Nuys (09)**  
Gabriela Castillo

**Fig Plaza**  
Erin Gilbride

**LAPD 77<sup>th</sup> (12)**  
Stephanie Mora

**LAPD Newton (13)**  
Julie Briones

**LAPD N. Hollywood (15)**  
Gabriela Castillo

**LAPD Northeast (11)**  
Edwar Huiza

**LAPD Olympic (20)**  
Seong Chung

**LAPD Wilshire (07)**  
Doris Hernandez

**LAPD West LA (08)**  
Michael Hidalgo

**LAPD Pacific (14)**  
Michael Hidalgo

**Central / Metro Branch**  
Mireya Martinez-Perez  
Lauren Romero

**Van Nuys / N. Valley Branch**  
Melissa Hernandez

**Pacific / Harbor Branch**  
Ja'Tiona Billingsley

**XC Grant**

**Fig Plaza**  
Mel Boyajian

**LAPD Central (01)**  
Crisia Santacruz

**LAPD West Valley (10)**  
Catalina Nunez

**LAPD Mission (19)**  
Bianca Monteo

**Partnering Agencies**  
Journey Out, POV, CII

**LAPD Hollywood (06)**  
Melanie Quintero

**LAPD Topanga (21)**  
Catalina Nunez

**LAPD Foothill (16)**  
Bianca Monteon

**LAPD Harbor (05)**  
VACANT

**JPVU Unit Supervisor (AC II)**  
ANA LOERA

**Verifier**  
GRECIA ALFARO (s)

**Verifier**  
BRANDI BLACKSHEAR

**Verifier**  
VACANT

**Verifier**  
ALYMELEC SILVA (s)

**Verifier**  
ELIANA VIVAR

**Verifier**  
KENYATA SINGLETON  
CORTEZ

**Legal Clerk**  
VACANT

**Interns & Volunteers**

**Mayor's Office FJC**  
Stephanie Mora

One Advocate for 2 Locations  
Revised February 2023



OFFICE OF THE LOS ANGELES CITY ATTORNEY  
VICTIM ASSISTANCE PROGRAM



**DEREK TENNELL**, Program Director (213) 507-3756  
Derek.Tennell@lacity.org  
**ANGELA MORENO**, Assistant Program Director (213) 216-2549  
Angela.Moreno@lacity.org  
**ANA LOERA**, JPVU Supervisor (213) 507-4220  
Ana.Loera@lacity.org

**CENTRAL OFFICE - ADVOCATES**

**ERIN GILBRIDE** Main: (213) 978-4524  
Erin.Gilbride@lacity.org

**SOPHEAP SING (I)** Main: (213) 215-1077  
Sopheap.Sing@lacity.org

**CENTRAL OFFICE**

221 N. Figueroa St., Suite 100  
Los Angeles, CA 90012  
Phone: (213) 978-4537  
Mail Stop : #1406

[www.helpcrimevictims.org](http://www.helpcrimevictims.org)

**CENTRAL OFFICE - ADVOCATE**

**MEL BOYAJIAN (a)** Main: (213) 978-4521  
Mel.Boyajian@lacity.org

**77TH AREA LAPD (#20) - Mail Stop #411**  
7600 South Broadway St. Main: (213) 215-5521  
Los Angeles, CA 90003  
**STEPHANIE MORA (s)**  
Stephanie.Mora@lacity.org

**HOLLYWOOD AREA LAPD (#16) - Mail Stop #406**  
1358 Wilcox Ave. Main: (213) 507-3817  
Los Angeles, CA 90028  
**MELANIE QUINTERO (s)**  
Melanie.Quintero@lacity.org

**SOUTHEAST LAPD (#16) - Mail Stop #436**  
145 W. 108th St. Main: (213) 369-0270  
Los Angeles, CA 90061  
**CAROLINA ALVAREZ (s)**  
Carolina.Alvarez@lacity.org

**CENTRAL/CENTRAL TRAFFIC (#16) - Mail Stop #433**  
251 E. Sixth St. Main: (213) 215-5048  
Los Angeles, CA 90014  
**CRISIA SANTACRUZ (s)**  
Crisia.Santacruz@lacity.org

**MISSION AREA LAPD (#16) - Mail Stop #400-121**  
11121 Sepulveda Blvd Main: (213) 5637332  
Mission Hills, CA 91345  
**BIANCA MONTEON (s)**  
Bianca.Monteon@lacity.org

**SOUTHWEST AREA LAPD (#16) - Mail Stop #413**  
1546 West Martin Luther King E Main: (213) 369-1617  
Los Angeles, CA 90062  
**KIA MUSGROVE (s)**  
Kia.Musgrove@lacity.org

**DEVONSHIRE AREA LAPD (#19) - Mail Stop #401**  
10250 Etiwanda Ave. Main: (213) 215-1913  
Northridge, CA, 91325  
**ESTHER NIELL (s)**  
Esther.Niell@lacity.org

**NEWTON AREA LAPD (#21) - Mail Stop #408**  
3400 South Central Ave. Main: (213) 215-0983  
Los Angeles, CA 90011  
**JULIE BRIONES (s)**  
Julie.Briones@lacity.org

**TOPANGA AREA LAPD (#16) - Mail Stop #400-1011**  
21501 Schoenborn St. Main: (213) 215-0711  
Canoga Park, CA, 91304  
**CATALINA NUNEZ (s)**  
Catalina.Nunez@lacity.org

**FJC Central Bureau (#16) - Mail Stop #1406**  
1801 Marengo St. Main: (213) 215-5521  
Los Angeles, CA 90033  
**STEPHANIE MORA (s)**  
Stephanie.Mora@lacity.org

**NO. HOLLYWOOD AREA LAPD (#23) - Mail Stop #409**  
11640 Burbank Blvd. Main: (213) 215-2181  
North Hollywood, CA 91601  
**GABRIELA CASTILLO (s)**  
Gabriela.Castillo@lacity.org

**VAN NUYS AREA LAPD (#16) - Mail Stop #415**  
6240 Sylmar Ave. Main: (213) 215-1913  
Van Nuys, CA 91401  
**ESTHER NIELL (s)**  
Esther.Niell@lacity.org

**FJC Valley Bureau (#19) - Mail Stop #1406**  
14651 Oxnard St. Main: (213) 215-1913  
Van Nuys, Ca 91411  
**ESTHER NIELL (s)**  
Esther.Niell@lacity.org

**NORTHEAST AREA LAPD (#22) - Mail Stop #404**  
3353 San Fernando Road Main: (323) 561-3412  
Los Angeles, CA 90065 (213) 215-5923  
**EDWAR HUIZA (s)**  
Edwar.Huiza@lacity.org

**WEST LOS ANGELES AREA LAPD (#21) - Mail Stop #417**  
1663 Butler Ave. Main: (213) 215-0201  
Los Angeles, CA 90025  
**MICHAEL HIDALGO (s)**  
Michael.Hidalgo@lacity.org

**FOOTHILL AREA LAPD (#16) - Mail Stop #402**  
12760 Osborne St. Main: (213) 215-0711  
Pacoima, CA, 91331  
**BIANCA MONTEON (s)**  
Catalina.Nunez@lacity.org

**OLYMPIC AREA LAPD (#321) - Mail Stop #400-1130**  
1130 South Vermont Ave. Main: (213) 382-6544  
Los Angeles, CA 90006  
**SEONG CHUNG (k)**  
Seong.Chung@lacity.org

**WEST VALLEY AREA LAPD (#16) - Mail Stop #418**  
19020 Vanowen St Main: (213) 215-0711  
Reseda, CA 91335  
**CATALINA NUNEZ (s)**  
Catalina.Nunez@lacity.org

**HARBOR AREA LAPD (#18) - Mail Stop #403**  
2175 John S. Gibson Blvd. Main: (213) 215-4779  
San Pedro, CA 90731  
**MARICELA GALVEZ (s)**  
Maricela.Galvez@lacity.org

**PACIFIC AREA LAPD (#16) - Mail Stop #416**  
12312 Culver Blvd. Main: (213) 215-0201  
Los Angeles, CA, 90066  
**MICHAEL HIDALGO (s)**  
Michael.Hidalgo@lacity.org

**WILSHIRE AREA LAPD (#25) - Mail Stop #419**  
4861 Venice Blvd. Main: (818) 837-1653  
Los Angeles, CA 90019  
**DORIS HERNANDEZ (s)**  
Doris.Hernandez@lacity.org

**HOLLENBECK AREA LAPD (#103) - Mail Stop #405**  
2111 E. First Street Main: (213) 215-5346  
Los Angeles, CA 90033  
**CAROLINA MELENDRIZ (s)**  
Carolina.Melendrez@lacity.org

**RAMPART AREA LAPD (#16) - Mail Stop #410**  
1401 W Sixth Street Main: (213) 215-2635  
Los Angeles, CA 90017  
**LYDIA CARRILLO (s)**  
Lydia.Carrillo@lacity.org

**Verifiers**

**ALYMELEC R. SILVA (s)**  
**BRANDI DEAN**  
**GRECIA ALFARO (s)**  
**ELIANA VIVAR (s)**  
**KENYATTA SINGLETON-CORTEZ**

**JP Verification Unit (#129)**

P.O. Box 350 Van Nuys, CA 91401  
Phone: (818) 374-9880  
Mail Stop: #279

**Support Staff**

VACANT

Languages Spoken: (s) Spanish, (k) Korean, (fr) French, (l) Laos

Roster (Updated 05.01.2023)



## Operational Agreement Summary

Grant Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. _____		_____ to _____
2. _____		_____ to _____
3. _____		_____ to _____
4. _____		_____ to _____
5. _____		_____ to _____
6. _____		_____ to _____
7. _____		_____ to _____
8. _____		_____ to _____
9. _____		_____ to _____
10. _____		_____ to _____
11. _____		_____ to _____
12. _____		_____ to _____
13. _____		_____ to _____
14. _____		_____ to _____
15. _____		_____ to _____
16. _____		_____ to _____
17. _____		_____ to _____
18. _____		_____ to _____
19. _____		_____ to _____
20. _____		_____ to _____



## Petty Cash Victim Fund Certification

Grant Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

I hereby certify the Subrecipient will adhere to the following:

- The Petty Cash Victim Fund and other grant funds will be tracked separately, each with its own account within the general ledger,
- The authority to disburse funds to victims from the Petty Cash Victim Fund will rest with the Grant Subaward Director and Financial Officer, or those identified on the Grant Subaward Signature Authorization Form (Cal OES Form 2-103),
- The identification and signature of the victim and the employee disbursing the fund, the date, the amount, and the reason for the request will be tracked,
- The amount of each disbursement will not exceed \$\_\_\_\_\_,
- The number of disbursements an individual victim may receive is limited to \_\_\_\_\_ per Subrecipient's fiscal year, and
- All funds not disbursed to victims during the Grant Subaward performance period will be returned to Cal OES.

_____	<i>Derek Tennell</i>	_____
Grant Subaward Director Name	Grant Subaward Director Signature	Date

_____	_____	_____
Financial Officer Name	Financial Officer Signature	Date



## **Volunteer Waiver Request** Information and Instructions

Some programs and/or fund sources require Subrecipients to utilize volunteers as part of the Grant Subaward. Cal OES encourages Subrecipients to utilize volunteers when required, however when not possible, Subrecipients may request to waive the volunteer requirement by submitting this form.

Complete all sections of the form. Be sure to include a strong justification for why volunteers will not be utilized in the performance of Grant Subaward activities. Approved volunteer waivers will expire when the Grant Subaward performance period expires.

This form can be submitted as part of the Grant Subaward Application and/or with a Grant Subaward Modification (Cal OES Form 2-223), if not previously approved as part of the Grant Subaward Application.



## Volunteer Waiver Request

Grant Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

Justification:

Cal OES Approval

Approved    Denied

\_\_\_\_\_  
Program Specialist Signature

\_\_\_\_\_  
Date

Approved    Denied

\_\_\_\_\_  
Unit Chief Signature

\_\_\_\_\_  
Date



## Non-Competitive Procurement Request

Grant Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

Total Procurement Amount: \$\_\_\_\_\_ Procurement: \_\_\_\_\_

Required narrative justification is attached and meets the requirements of

SRH Section 6.045: YES NO

I certify a non-competitive procurement is necessary for the contract/procurement identified on this form.

	<i>Derek Tennell</i>	
Grant Subaward Director Name	Grant Subaward Director Signature	Date

### Cal OES Approval

Narrative response meets the requirements per Subrecipient Handbook Section 6.045.

Yes N/A

- Description of the product of service being procured
- Description of why it is necessary to procure the good or service in a non-competitive manner
- Addresses all elements for one or more of the following
  - The good or services is available only from one source
  - Public exigency or emergency for the required equipment will not permit a delay
  - Competition is determined inadequate after solicitation

Approved	Denied		
		Program Specialist Signature	Date

Approved	Denied		
		Unit Chief Signature	Date



## Out-of-State Travel Request

Grant Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

Traveler(s): \_\_\_\_\_

Travel Dates: \_\_\_\_\_ to \_\_\_\_\_ Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Conference/training not available in California - Attach brochures or registration information

Victim advocacy

Other - Attach any applicable documentation

Justification:

-----  
**I hereby certify that the out of state travel is necessary for the accomplishment of the Grant Subaward.**

\_\_\_\_\_  
Grant Subaward Director Name      Derek Tennell      \_\_\_\_\_  
Grant Subaward Director Signature      Date

-----  
Cal OES Approval

\_\_\_ Approved      \_\_\_ Denied      \_\_\_\_\_  
Program Specialist Signature      Date

\_\_\_ Approved      \_\_\_ Denied      \_\_\_\_\_  
Unit Chief Signature      Date





## Independent Contractor/Consultant Rate Exemption Request

Grant Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

Contractor/Consultant: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ Contract End Date: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Rate per 8-Hour Day: \_\_\_\_\_

Services Provided: \_\_\_\_\_

Was the contract previously approved by Cal OES?  YES  NO

If yes, and the contract is still in effect (i.e., end date has not passed), attach the previously approved form and documentation in lieu of the documents listed below.

Attach the following:

- Detailed description of the services provided by the contractor/consultant and a justification for the rate above \$650 per day/\$81.25 per hour.
- Documentation showing the rate charged is the contractor/consultant's normal rate for the services described.
- Three quotes for the service to be provided - only required for contracts above \$10,000.
- Documentation for competitive bid or Request for Proposals - only required for contracts above \$50,000.
- Non-competitive Procurement Request (Cal OES Form 2-156) - only required if applicable and only for contracts above \$10,000.

**I hereby certify that the contract/consultant rate requested is the most advantageous that could be obtained for the services to be provided.**

\_\_\_\_\_  
 Grant Subaward Director Name      Derek Tennell  
 Grant Subaward Director Signature      \_\_\_\_\_  
 Date

Cal OES Approval

\_\_\_ Approved      \_\_\_ Denied      \_\_\_\_\_  
 Program Specialist Signature      Date

\_\_\_ Approved      \_\_\_ Denied      \_\_\_\_\_  
 Unit Chief Signature      Date



## **Lodging Rate Exemption Request**

### Information and Instructions

Subrecipients unable to secure a rate consistent with the written travel policy (see Subrecipient Handbook Section 4.070) must request advance approval for reimbursement of a higher rate using this form.

Complete all sections of the form, including required attachments. The Grant Subaward Director, or their designee identified on the Grant Subaward Signature Authorization (Cal OES Form 2-103), must sign this form.

This form can be submitted as part of the Grant Subaward Application and/or with a Grant Subaward Modification (Cal OES Form 2-223), if not previously approved as part of the Grant Subaward Application.



## Lodging Rate Exemption Request

Grant Subaward #: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

Traveler(s): \_\_\_\_\_

Travel Dates: \_\_\_\_\_ to \_\_\_\_\_ Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Lodging Name: \_\_\_\_\_ Nightly Room Rate: \_\_\_\_\_

Lodging Address (City, State, Zip Code): \_\_\_\_\_

- Emergency/short-notice travel
- Employee requires a reasonable accommodation
- No alternative lodging available
- Transportation cost to alternative lodging brings overall cost to an amount equal to or greater than requested lodging
- Other

Attach the following:

- Three lodging quotes
- Narrative justifying the reason checked above

-----

**I hereby certify that the Subrecipient has made a good faith effort to obtain lodging at or below the General Services Administration lodging rates for the travel destination.**

\_\_\_\_\_  
Grant Subaward Director Name

Derek Tennell  
Grant Subaward Director Signature

\_\_\_\_\_  
Date

-----

Cal OES Approval

Approved       Denied

\_\_\_\_\_  
Program Specialist Signature

\_\_\_\_\_  
Date

Approved       Denied

\_\_\_\_\_  
Unit Chief Signature

\_\_\_\_\_  
Date

STATE/LOCALITY: City of Los Angeles

AGREEMENT DATE: December 21, 2020

---

SECTION I: CENTRAL SERVICE INDIRECT COST RATES\* (continued)

---

Type	<u>Effective Period</u>		Rate	Location	Applicable to
	<u>From</u>	<u>To</u>			
Fixed	07/01/18	06/30/19	23.18%	All	<b>LIBRARY</b>
					<b>MAYOR</b>
Fixed	07/01/18	06/30/19	47.98%	All	Executive/Policy
Fixed	07/01/18	06/30/19	48.17%	All	Grant Funded/Spec. Programs
Fixed	07/01/18	06/30/19	N/A	City Space	Direct Billed
Fixed	07/01/18	06/30/19	24.37%	All	<b>PLANNING</b>
					<b>POLICE</b>
Fixed	07/01/18	06/30/19	13.94%	All	Civilian
Fixed	07/01/18	06/30/19	17.16%	All	Sworn
					<b>PUBLIC WORKS DEPT.</b>
Fixed	07/01/18	06/30/19	103.87%	All	Board Office Direct: Pub. Svcs.
					<b><u>Contract Administration</u></b>
Fixed	07/01/18	06/30/19	20.05%	All	Construction Inspection
					<b><u>Engineering</u></b>
Fixed	07/01/18	06/30/19	19.46%	All	Clean Water Infrastructure
Fixed	07/01/18	06/30/19	23.98%	All	Development Services
Fixed	07/01/18	06/30/19	20.32%	All	Mobility
Fixed	07/01/18	06/30/19	18.27%	All	Public Bldgs. and Open Spaces
					<b><u>Sanitation</u></b>
Fixed	07/01/18	06/30/19	64.29%	All	Solid Waste Program
Fixed	07/01/18	06/30/19	53.01%	All	Wastewater/Flood Control
Fixed	07/01/18	06/30/19	8.50%	All	Street Lighting
Fixed	07/01/18	06/30/19	69.37%	All	Street Services
Fixed	07/01/18	06/30/19	37.32%	All	<b>RECREATION &amp; PARKS</b>
Fixed	07/01/18	06/30/19	29.15%	All	<b>TRANSPORTATION</b>
Fixed	07/01/18	06/30/19	14.88%	All	<b>ZOO</b>

\*BASE: Direct salaries and wages including vacation, holiday, sick pay and other paid absences but excluding all other fringe benefits.

STATE/LOCALITY: City of Los Angeles

AGREEMENT DATE: December 21, 2020

**SECTION II: FRINGE BENEFITS RATES\***

<u>Type</u>	<u>Effective Period</u>		<u>Rate</u>	<u>Location</u>	<u>Applicable to</u>
	<u>From</u>	<u>To</u>			
					<b>AGING</b>
Fixed	07/01/18	06/30/19	49.05%	All	Balance of Dept.
Fixed	07/01/18	06/30/19	4.67%	All	Special Fund (Title V)
					<b>CITY ADMIN OFFICER (CAO)</b>
Fixed	07/01/18	06/30/19	39.13%	All	Petroleum Admin., Proprietary, Capital Projects (Physical Plant)
Fixed	07/01/18	06/30/19	37.86%	All	Disaster Grants Coordination
					<b>CITY ATTORNEY</b>
Fixed	07/01/18	06/30/19	43.58%	All	Criminal
Fixed	07/01/18	06/30/19	40.82%	User's Site	Direct (Proprietary/CRA)
Fixed	07/01/18	06/30/19	40.48%	City Space	Direct (EWDD, Housing)
Fixed	07/01/18	06/30/19	65.64%	All	<b>CULTURAL AFFAIRS</b>
Fixed	07/01/18	06/30/19	48.62%	All	<b>DEPT. ON DISABILTY</b>
					<b>ECON. &amp; WORKFORCE DEVELOPMENT (was CDD)</b>
Fixed	07/01/18	06/30/19	45.31%	All	Balance of Department
Fixed	07/01/18	06/30/19	N/A	All	As Needed Employees
					<b>EMERGENCY MGMT.</b>
Fixed	07/01/18	06/30/19	46.47%	All	Emer. Prep. Policy & Public Info.
					<b>FIRE</b>
Fixed	07/01/18	06/30/19	53.12%	All	Civilian
Fixed	07/01/18	06/30/19	78.71%	All	Sworn
					<b>HOUSING + COMM. INVEST.</b>
Fixed	07/01/18	06/30/19	44.05%	All	Grants Funded Housing
Fixed	07/01/18	06/30/19	50.02%	All	Enforcement
Fixed	07/01/18	06/30/19	45.07%	All	Housing, Internal Administration
Fixed	07/01/18	06/30/19	55.57%	All	<b>LIBRARY</b>
					<b>MAYOR</b>
Fixed	07/01/18	06/30/19	44.83%	All	Executive/Policy
Fixed	07/01/18	06/30/19	40.65%	All	Grant Funded/Spec. Programs
Fixed	07/01/18	06/30/19	N/A	City Space	Direct Billed

STATE/LOCALITY: City of Los Angeles

AGREEMENT DATE: December 21, 2020

---

SECTION II: FRINGE BENEFITS RATES\* (continued)

---

<u>Type</u>	<u>Effective Period</u>		<u>Rate</u>	<u>Location</u>	<u>Applicable to</u>
	<u>From</u>	<u>To</u>			
Fixed	07/01/18	06/30/19	45.03%	All	<b>PLANNING</b>
					<b>POLICE</b>
Fixed	07/01/18	06/30/19	49.28%	All	Civilian
Fixed	07/01/18	06/30/19	75.81%	All	Sworn
					<b>PUBLIC WORKS DEPT.</b>
Fixed	07/01/18	06/30/19	47.41%	All	Board Office Direct: Pub. Svcs.
					<b><u>Contract Administration</u></b>
Fixed	07/01/18	06/30/19	49.83%	All	Construction Inspection
					<b><u>Engineering</u></b>
Fixed	07/01/18	06/30/19	44.31%	All	Clean Water Infrastructure
Fixed	07/01/18	06/30/19	44.88%	All	Development Services
Fixed	07/01/18	06/30/19	43.52%	All	Mobility
Fixed	07/01/18	06/30/19	43.75%	All	Public Bldgs. and Open Spaces
					<b><u>Sanitation</u></b>
Fixed	07/01/18	06/30/19	56.59%	All	Solid Waste Program
Fixed	07/01/18	06/30/19	49.17%	All	Wastewater/Flood Control
					<b>Street Lighting</b>
Fixed	07/01/18	06/30/19	48.56%	All	<b>Street Services</b>
					<b>RECREATION &amp; PARKS</b>
Fixed	07/01/18	06/30/19	58.93%	All	<b>TRANSPORTATION</b>
					<b>ZOO</b>

\*BASE: Direct salaries and wages including vacation, holiday, sick pay and other paid absences but excluding all other fringe benefits.

STATE/LOCALITY: City of Los Angeles

AGREEMENT DATE: December 21, 2020

---

SECTION III: SPECIAL REMARKS

---

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are charged to Federal projects as part of the normal charge for salaries and wages. Separate charges for the cost of these absences are not made.

TREATMENT OF OTHER FRINGE BENEFITS

This organization uses a fringe benefit rate which is applied to salaries and wages for both budgeting and charging purposes for Federal projects. The fringe benefits listed below are included in the fringe benefit rate.

RETIREMENT, FLEX BENEFIT PROGRAM (HEALTH, DENTAL & BASIC LIFE INSURANCE), EMPLOYEE ASSISTANCE, ORDINANCE LIFE INSURANCE, MEDICARE, SOCIAL SECURITY, UNION SPONSORED BENEFITS, UNUSED SICK/VACATION PAYOUT, UNEMPLOYMENT INSURANCE, WORKER'S COMPENSATION & HIRING HALL FRINGE

BILLED COSTS

In addition to the costs distributed through the rates cited in Sections I and II, the costs of central services listed below may be billed directly to user departments/agencies.

PRINTING SERVICES DIVISION

DEFINITION OF EQUIPMENT

Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

This Rate Agreement is issued in accordance with the Customer Service Agreement between DHHS/CAS and the U.S. Department of Housing and Urban Development.

STATE/LOCALITY: City of Los Angeles

AGREEMENT DATE: December 21, 2020

SECTION IV: GENERAL

A. LIMITATIONS: The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the department/agency and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES: This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES: If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. BILLED COSTS: Charges for the services listed in Section III will be billed in accordance with rates established by the State/locality. These rates will be based on the estimated costs of providing the services. Adjustments for variances between billed costs and the actual allowable costs of providing the services, as defined by 2 CFR 200, will be made in accordance with procedures agreed to between the State/locality and the approving agency.

E. USE BY OTHER FEDERAL AGENCIES: The rates in this Agreement were approved in accordance with the authority in 2 CFR 200, and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in Paragraph A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

BY THE STATE/LOCALITY:

ON BEHALF OF THE FEDERAL GOVERNMENT:  
DEPARTMENT OF HEALTH AND HUMAN SERVICES

City of Los Angeles

(STATE/LOCALITY)

  
(SIGNATURE)

Eric Garcetti

(NAME)

Mayor, City of Los Angeles

(TITLE)

December 31, 2020

(DATE)

(AGENCY)  
Arif M. Karim -S

Digitally signed by Arif M. Karim -S  
Date: 2020.12.24 07:37:27 -06'00'

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

December 21, 2020

(DATE)

HHS Representative: Cora Coleman

Telephone: (415) 437-7820

Approved

December 30 20 20

MICHAEL N. FEUER, City Attorney

By 

**Office of the Los Angeles City Attorney  
Victim Assistance Program (VAP)  
Duty Statements  
Federal Fiscal Year 2023-24**

The Administrative Coordinator IV (Program Director) administers the Victim Assistance Program (VAP) and is responsible for supervising one Administrative Coordinator III (AC III) and 18 Victim Service Coordinators (VSCs). The VSCs are located in 21 branch offices throughout the City. Thirteen VSCs are assigned to Los Angeles Police Department (LAPD) stations and five VSCs are located in branches of the Los Angeles City Attorney's Office (LACA). Other responsibilities of the Program Director include: monitoring and tracking of primary services to crime victims as outlined by Penal Code section 13835.5; submitting and monitoring of all grant activities through the various governmental agencies (i.e., City of Los Angeles (City), County of Los Angeles (County), California Governor's Office of Emergency Services (Cal OES)); developing all program procedures and documents; establishing and maintaining a volunteer component plan; training of program staff, attorneys and volunteers; preparing and updating pamphlets and information brochures on court procedures and program services; preparing news media and public service announcements about program services for city-wide distribution; collecting statistical information specific to the VAP; providing the LADA and Cal OES with data information on program operations and services; acting as a liaison with local

law enforcement agencies; conducting program presentations to the community; and attending various statewide Victim Advisory Committees.

The Administrative Coordinator III (Assistant Director) assists the Program Director in the day-to-day supervision of the program's operations and staff assigned to the 21 facilities located throughout the City. Other responsibilities of the Assistant Director include: training, assigning, and evaluating staff, volunteers and student interns; planning, developing, and implementing program policies, procedures and a training manual; collecting statistical data relevant to Cal OES reporting; developing community resources; drafting correspondence and written reports; disseminating program information to staff and interns; maintaining the program's California Victim Compensation Board (CalVCB) case records; assisting the Program Director with the submission and monitoring of the grant's activities through the various governmental agencies; monitoring program expenditures and recommending program notifications; conducting staff meetings; planning and conducting community outreach; cooperating and coordinating with local, state and federal law enforcement and social service agencies; and analyzing existing and proposed legislation and proposing recommendations.

The Victim Service Coordinators (VSCs) are assigned to one of 18 VAP staffed offices throughout the City, thirteen of which are located in LAPD Divisions. All

VAP grant funded VSCs meet the minimum standards pursuant to Penal Code section 13835.10(c) and are trained to provide assistance to all victims of crime (robbery, assault, driving under the influence, hit and run, sexual assault, domestic violence, child and elder abuse, and hate crimes.)

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 California Victims of Crime Compensation claims
9. Recruit, train and supervise program volunteers
10. Program presentations