



**OFFICE OF THE CITY ATTORNEY**  
ROCKARD J. DELGADILLO  
CITY ATTORNEY

June 10, 2005

The Honorable James Hahn  
Mayor of Los Angeles  
City Hall  
Los Angeles, CA 90012  
Attention: June Lagmay, Mayor's Office

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

Re: Victim Assistance Program Grant for Fiscal year 2005-2006--**C.F. No. 02-1820**

Contact persons: Derek Tennell      Tel. 213 485-5009  
                         Michiko Reyes      Tel. 213 978-7007  
                         Lucie F. Mazmanian      Tel. 213 978-8727  
                         Kathy Colobong      Tel. 213 485-0744

The Office of the City Attorney is transmitting for your review, approval and processing the Victim Assistance Program grant for its twenty-sixth-year funding. This grant transmittal is being submitted to request authorization for the City Attorney to accept the proposed Grant Award Agreement. The agreement is between the City, acting as a sub-contractor, and the County of Los Angeles. The agreement extends the operation of the Office of the City Attorney Victim Assistance Program for the period July 1, 2005 to June 30, 2006. The Program provides comprehensive services to victims and witnesses of crimes and survivors of homicide at eleven locations throughout the City.

California Penal Code Section 13835 requires the funding of local "Victim Assistance Programs" from fines and penalties assessed by judges against offenders at the time of sentencing. In addition, the State receives federal VOCA & VAWA funds to finance the program. The Law Enforcement & Victim Services Division of the Governor's Office of Emergency Services funds the grant and is extending the grant award agreement for all grantees for the fiscal year 2005-2006.

The County of Los Angeles has been awarded \$3,423,490 from the State and has confirmed its intent to make \$855,871 available to the City for the continued operation of the City of Los Angeles Victim Assistance Program. The City participates in the grant program as a sub-grantee of the County of Los Angeles. The total cost of this program is \$ 957,539. The grant funds total \$855,871.00 and will be reimbursed by the State of California Office of Emergency Services through the County. The required City match of \$101,668 will pay for employee benefits.

The State will reimburse the City for salaries in the amount of \$800,321, employee benefits in the amount of \$44,750 and program operating expenses in the amount of \$10,800 totaling \$855,871.00. These program expenditures will be reimbursed upon submission of proper monthly invoices to the County.

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

1. Authorize the City Attorney or designee to **SUBMIT** the grant program extension in the amount of 855,871.00 to the County for the twenty-sixth (26th) year funding of the City of Los Angeles Victim Assistance Program for the grant duration of twelve (12) months, from July 1, 2005 to June 30, 2006.
2. Authorize the City Attorney or designee to **APPROVE** the extension of the grant for an additional year from July 1, 2005 to June 30, 2006.
3. Authorize the City Attorney or designee to **ACCEPT** the funding in the amount of \$855,871 from the Law Enforcement & Victim Services Division of the Governor's Office of Emergency Service and the County of Los Angeles.
4. Authorize the City Attorney or designee to **EXECUTE** said contract, subject to the approval of the Office of the City Attorney as to form and legality.
5. That the City Council, subject to the approval of the Mayor, **AUTHORIZE** the Controller to:
  - a. Transfer \$10,800 from the Reserve Fund to the Unappropriated Balance and appropriate as a reimbursable advance into a newly established appropriation account in Fund 368--City Attorney Grant Fund, Department 12, as follows:  
  
Account No.: Y303  
Account Name: Operating Expenses  
Amount: \$10,800
  - b. Establish the following accounts within Fund 368--City Attorney Grant Fund, Department 12, as follows:

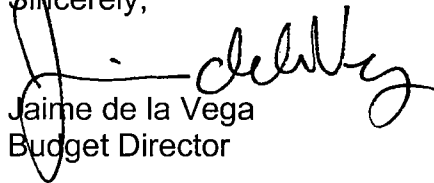
Account No.: Y301  
Account Name: Personal Services  
Amount: \$800,321

Account No.: Y302  
Account Name: Fringe Benefits  
Amount: \$44,750

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

Thank you for your consideration in this matter.

Sincerely,



Jaime de la Vega  
Budget Director

cc: Derek Tennell  
Kathy Colobong  
Michiko Reyes  
Lucie F. Mazmanian  
Beryl Taylor--CAO



**LAW ENFORCEMENT AND VICTIM SERVICES DIVISION  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES**

3650 Schriever Avenue  
Mather, CA 95655  
(916) 324-9100  
FAX: 327-5674



**APPLICATION COVER SHEET**

**RFA PROCESS**

**Victim/Witness Assistance Program**

**Deliver to Victim/Witness Section**

Submitted by:

Los Angeles Office of the City Attorney  
Victim Assistance Program  
222 S. Hill Street, Room 650  
Los Angeles, CA 90012  
(213) 485-6976

Office of the Los Angeles City Attorney Victim Witness Assistance Program FY 05-06 BUDGET CATEGORY AND LINE - ITEM DETAIL		GRANT FUNDS
<b>A. Personal Services: Salaries/Employee Benefits</b>		
<b>SALARIES:</b>		
1	Administrative Coordinator III: 50%	43,394
1	Administrative Coordinator II	73,455
1	Legal Secretary I	49,709
1	Legal Clerk II	41,828
1	Senior Victim Service Coordinator	57,141
12	Victim Service Coordinators: VOCA & VAWA match	611,199
<b>TOTAL SALARIES</b>		<b>876,726.00</b>
Salary savings		(76,405)
<b>NET SALARIES</b>		<b>800,321.00</b>
<b>EMPLOYEE BENEFITS:</b>		
Rate for FY 05-06 not available--used CAP 27 rate for FY 04-05 (25.51%)		
Total benefits: \$204,162		44,750
<b>TOTAL SALARIES/EMPLOYEE BENEFITS</b>		<b>\$ 845,071</b>

<b>Office of the Los Angeles City Attorney</b> <b>Victim Witness Assistance Program FY 05-06</b> <b>BUDGET CATEGORY AND LINE - ITEM DETAIL</b>		<b>GRANT FUNDS</b>
<b>B. Operating Expenses</b>		
		-
	<b>Office Supplies</b>	3,000
	<b>Travel:</b>	3,800
	<b>V/W Coordinating Council Mtg.: 4 Meetings</b>	
	Airfare, Lodging, Per Diem, Registration fees and Miscellaneous expenses	
	<b>Victim Emergency Funds</b>	4,000
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 10,800</b>

Office of the Los Angeles City Attorney Victim Witness Assistance Program FY 05-06 BUDGET CATEGORY AND LINE - ITEM DETAIL		GRANT FUNDS
<b>C. Equipment</b>		
<b>CATEGORY TOTAL</b>		<b>0.00</b>
<b>TOTALS</b>		<b>\$ 855,871</b>

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
CRIMINAL JUSTICE PROGRAMS DIVISION**

**EMERGENCY FUND PROCEDURES**

Los Angeles Office of the City Attorney  
Victim Assistance Program

SUBGRANTEE NAME

GRANT NUMBER

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

Because of the nature of the fund, it needs to be easily accessible. It is also necessary, however, that some safeguards and accountability of the fund be maintained. For effective management and audit purposes, the following procedures must be maintained:

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



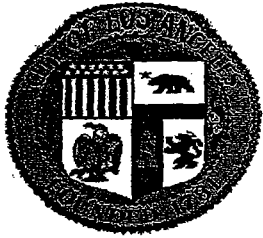
## GOALS AND OBJECTIVES

The City of Los Angeles establishes the following grant objectives:

County	NEW VICTIMS	WITNESSES

Subgrant	NEW VICTIMS	WITNESSES
Los Angeles City	7,000	500

(General witness services are optimal service. Optional services cannot interfere with the delivery of primary mandated services. Witness services objectives cannot exceed 10% of victim objectives, unless specifically authorized by OES. Projects must *substantially* support the need to exceed the 10% limit).



Rockard J. Delgadillo  
Office of the City Attorney

# Program Administrator

## VICTIM ASSISTANCE PROGRAM ORGANIZATION CHART

REV. 4/26/05

Assistant Administrator  
Administrative Coordinator II

Services Supervisor  
(1) Sr. Victim Service Coordinator

Program Secretary  
Legal Secretary I

Verification Unit Supervisor  
Administrative Coordinator I

(1) Legal Secretary I  
(1) Legal Clerk II

(1-6) Volunteers  
Recruitment & Training

Central Office  
(1) Victim Service Coordinator

(1) Legal Clerk II

LAPD-Newton  
(1) Witness Service Coordinator

(1) Sr. Witness Service Coordinator

Van Nuys City Attorney's Office  
(2) Victim Service Coordinators

LAPD-77th  
(2) Witness Service Coordinator

(1) Verifier

San Pedro City Attorney's Office  
(1) Victim Service Coordinator

LAPD-Hollenbeck  
(1) Witness Service Coordinator

(1) Verifier

Special Emphasis (SEVAP)  
Victim Assistance Program  
(2) Victim Service Coordinators

(1-15)  
Volunteers

LAPD-North Hollywood  
(1) Witness Service Coordinator

(1) Verifier

LAPD-Northeast  
(1) Witness Service Coordinator

(1) Verifier

LAPD-West Los Angeles  
(1) Witness Service Coordinator

(1) Verifier

LAPD-Wilshire  
(1) Witness Service Coordinator

(1) Verifier

(1) Verifier

Direct Services

Verification Unit

**Los Angeles City Attorney's Office  
Victim Assistance Program  
Duty Statements**

**Administrative Coordinator III:** The Administrative Coordinator administers the Victim Assistance Program; supervises (1) Administrative Coordinator II, (2) Sr. Victim Service Coordinators, (14) Victim Coordinators and (2) support staff in located in (11) branch offices (City Attorney facilities and Los Angeles Police Stations); (2) Victim Service Coordinators assigned to the Special Emphasis Victim Assistance Korean Outreach Project; is responsible for the monitoring and tracking of the primary services to crime victims as outlined by Penal Code Section 13835.5; is responsible for the submission and monitoring of all grant activities through the various governmental agencies (i.e., City of Los Angeles, County of Los Angeles, Office of Criminal Justice Planning); develops all program procedures and documents, establishes and maintains a volunteer component plan and conducts training for program staff, attorneys and volunteers; prepares and updates pamphlets and information brochures on court procedures and program services; arranges for news media and public service announcements about program services for city-wide distribution; collects statistical information specific to the Victim Assistance Program and its refunding; provides the Los Angeles County District Attorney and Office of Criminal Justice Planning (OCJP) with data information on Program functions and services as required by Senate Bill 383; establishes and maintains liaison with the City Council and local law enforcement agencies; represents the program in the community as well as on various statewide Victim Advisory Committees.

**Administrative Coordinator II:** The Administrative Coordinator II assists the Program Administrator in the day-to-day supervision of a total of (2) Sr. Victim Service Coordinators, (14) Victim Service Coordinators and (2) clerical support staff in (11) City Attorney facilities and L.A.P.D. stations located throughout the City of Los Angeles; assist in the training, assigning, planning and evaluating of staff, volunteers and student interns; assist with the planning, developing, initiating and implementation of program policies, procedures and training manual; assist in the collection of statistical data relevant to OCJP reporting, assist in the development of community resources; preparing correspondence and written reports, disseminate program information to staff and interns; review and approve Victim of Violent Crime (VOC) claims for submission to the State Victim Compensation and Government Claims Board; maintain the program's (VOC) records, assist the Program Administrator in the submission and monitoring of the grant's activities through the various governmental agencies; monitoring program expenditures and recommending program notifications; assist in conducting staff meetings; planning and conducting community outreach; cooperating and coordinating with local state and federal law enforcement and social service agencies; analyzing and proposing recommendations on existing and proposed legislation.

Los Angeles City Attorney's Office  
Victim Assistance Program  
Duty Statements

**Senior Victim Service Coordinator:** The Sr. Victim Service Coordinators reviews and approves VOC claims prepared by staff for submission to the State Board; provides field support in the absence of field coordinators; assists the Administrative Coordinator in the collection of information and statistical data relevant to OCJP requirements; responsible for the direct supervision of assigned Victim Service Coordinators located in City Attorney and L.A.P.D. Station Branch offices; assists in the preparation of personnel evaluations and implementation of program policy and procedures; assists the Program Administrator and Assistant Administrator in the preparation and submission of written reports and correspondence; maintains program (VOC) case records; assists in the planning and conducting of staff training and monitoring and also submits monthly statistical reports.

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

**Legal Secretary I:** The Legal Secretary provides secretarial support to the Program Administrators and Victim Assistance Program staff; types statistical and narrative reports, VOC claims, memoranda and correspondence; filing and maintaining of program records, maintaining of the Program's travel and emergency fund ledger records; distributes work to and assists in the supervision of the Central Legal Clerk; orders program supplies and correspondence forms; schedules appointments and arranges conferences and meetings for the Program Administrator and program staff; submits a monthly statistical report and provides introductory information about program services to incoming callers. The secretary is also responsible for inputting and maintaining the Program's case-tracking and statistical record keeping system.

**Legal Clerk II:** The Legal Clerk II provides introductory information about program services to the public, directs telephone inquiries and in-person clients, assists program staff in routine office duties; the opening, sorting, classifying, indexing cross references and searching of VOC Claim files; State Board correspondence, City Attorney office memorandums, personnel memorandums and other correspondence relevant to the Program's activities and submits a monthly statistical report.



## OFFICE OF THE CITY ATTORNEY

ROCKARD J. DELGADILLO  
CITY ATTORNEY

### MULTIPLE OFFICE LOCATIONS

**CENTRAL OFFICE**  
222 South Hill Street, Room 650  
Los Angeles, CA 90012  
PHONE: (213) 485-6976  
FAX: (213) 847-8667

PROGRAM DIRECTOR: **Derek Tennell** (213) 485-5009  
ASSIST. ADMIN.: **Kathy Colobong** (213) 485-0744  
SR. COORDINATOR: **Marlene Ramos(s)**(213) 485-0743  
COORDINATORS: **Edwar Hulza (s)** (213) 485-6978  
PROG. SECRETARY: **Caiteline Lam (T/I)** (213) 847-8058  
LEGAL LERK II: **Violet Castro (T)** (213) 485-6976

**MARLENE RAMOS, SR. COORDINATOR**  
Supervisor-Phone (213) 485-0743

**KATHY COLOBONG, ASSISTANT ADMINISTRATOR**  
Supervisor-Phone (213) 485-0744

**Kawada Building-Central Office**

222 South Hill Street, Room 650  
Los Angeles, CA 90012

**EDWAR HUIZA (s)**  
(213) 485-6976 Phone Number  
(213) 847-8667 Fax Number

**NEWTON AREA L.A.P.D.**

3400 South Central  
Los Angeles, CA 90011

**VICTOR VEGA (s)**  
(323) 846-5374 Phone Number  
(323) 846-6586 Fax Number

**HOLLENBECK AREA L.A.P.D.**

2111 East First Street  
Los Angeles, CA 90033

**PAULA RAMOS (s)**  
(323) 526-3190 Phone Number  
(323) 485-8401 Fax Number

**NORTH HOLLYWOOD AREA L.A.P.D.**

11640 Burbank Boulevard  
North Hollywood, CA 91601

**ESTHER NIELL (s)**  
(818) 623-4056 Phone Number  
(818) 623-4121 Fax Number

**NORTHEAST AREA L.A.P.D.**

3353 San Fernando Road  
Los Angeles, CA 90065

**MAGDA TELLECHEA (s)**  
(213) 485-3240 Phone Number  
(213) 847-0669 Fax Number

**WILSHIRE AREA L.A.P.D.**

4861 Venice Boulevard  
Los Angeles, CA 90019

**DORIS CHIRIBOGA (s)**  
(213) 922-8238 Phone Number  
(213) 847-2516 Fax Number

**WEST L.A. AREA L.A.P.D.**

1663 Butler Avenue  
West Los Angeles, CA 90025

**JULIE BRIONES (s)**  
(310) 575-8441 Phone Number  
(310) 575-6710 Fax Number

**VAN NUYS CITY ATTORNEY'S OFFICE**

6262 Van Nuys Blvd., Rm 151  
Van Nuys, CA 91401

(818) 374-3333 Public Inquiry Phone Line  
(818) 374-3313 Fax Number  
**ROSA PRENDIZ, Coordinator (S)**  
**BELKY TYLER, Coord. (S)**

**77TH STREET AREA L.A.P.D.**

7600 South Broadway  
Los Angeles, CA 90003

(213) 485-8848 Public Inquiry Phone Line  
(213) 847-0667 Fax Number

**GAIL LOVE SHALLOWHORN**  
**ANGELA MORENO (S)**

(S) Spanish (K) Korean (T/IL) Tagalog/Ilocano

**SAN PEDRO CITY ATTORNEY'S OFFICE**

638 S. Beacon Street, Room 374  
San Pedro, CA 90731

**YOLANDA IRVINE**  
(310) 732-4611 Phone Number  
(310) 732-4618 Fax Number

AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER

200 NORTH MAIN STREET • LOS ANGELES, CA 90012-4131 • 213.486.6370 • 213.847.8082 TDD



**OFFICE OF CRIMINAL JUSTICE PLANNING**

**VICTIM WITNESS ASSISTANCE PROGRAM**

**FORTY HOUR ENTRY - LEVEL TRAINING**

The following staff are employed by the County / City of Los Angeles and are required to complete the Entry - Level Victim Advocate Training Curriculum pursuant to OCJP regulations.

<b><u>Employee Name</u></b>	<b><u>Date Hired</u></b>	<b><u>Meets Minimum Selections Requirements (Yes/No)</u></b>
-----------------------------	--------------------------	--

**\* ALL STAFF HAVE COMPLETED AND/OR MEETS THE MINIMUM SELECTION  
REQUIREMENTS**

## OUT-OF-STATE TRAVEL REQUEST WORKSHEET

Dates of Trip: August 7-12, 2005  
Destination: Atlanta, Georgia  
Purpose: National Organization of Victim Assistance Conference

### TRANSPORTATION

Airfare:	<u>\$ 400.00(approx)</u>
Airport Expenses:	
Mileage	<u>\$ 0.00</u>
Taxi/Shuttle	<u>\$ 0.00</u>
Parking	<u>\$ 0.00</u>
Auto Expenses:	
Private Car	<u>\$ 0.00</u>
Rental Car	<u>\$ 0.00</u>

### HOTEL/PER DIEM

Hotel:	<u>\$ 683.00</u>
Per Diem: <u>5</u> days @ <u>\$ 45.00</u>	<u>\$ 255.00</u>

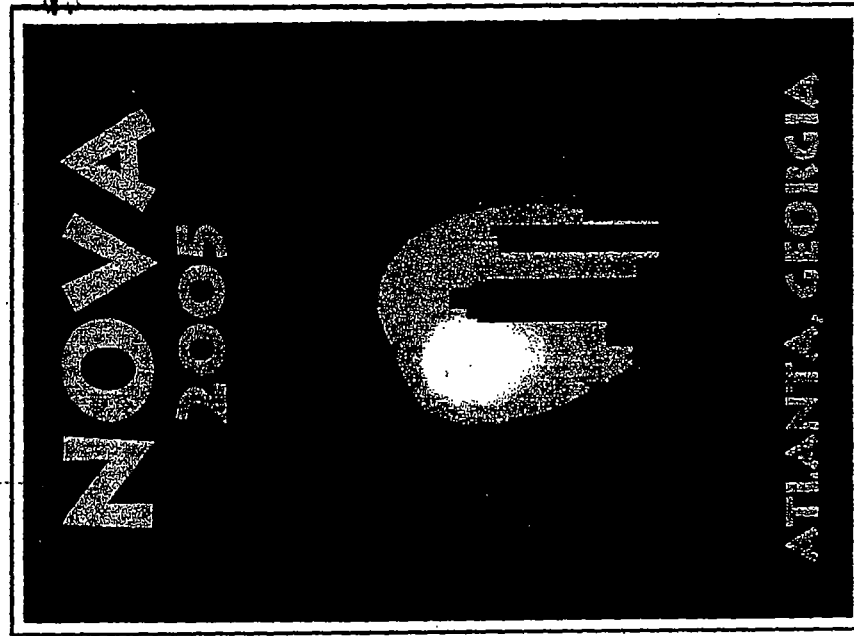
### OTHER EXPENSES

Registration/Conference Fee	
Registration Fee	<u>\$ 390.00</u>
Miscellaneous (ie., phone calls, shuttles, etc.)	<u>\$ 20.00</u>

TOTAL COSTS NOT TO EXCEED:	<u>\$ 1,748.00</u>
----------------------------	--------------------

REGISTRATION  
FORM

NOVA'S  
31<sup>ST</sup> ANNUAL  
NORTH AMERICAN  
VICTIM ASSISTANCE  
CONFERENCE



August 7-12, 2005  
Atlanta, Georgia

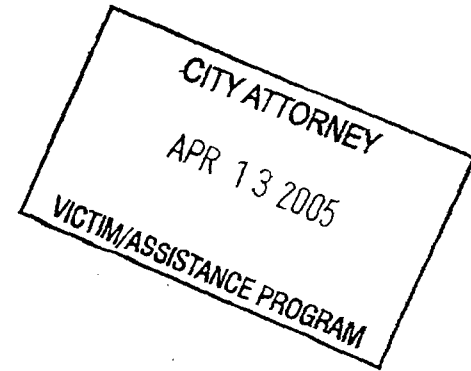


NATIONAL ORGANIZATION FOR VICTIM ASSISTANCE®

510 King Street, Suite 424  
Alexandria, VA 22314

PRSR FIRST CLASS  
U.S. POSTAGE PAID  
PERMIT # 1112  
MERRIFIELD, VA

\*\*\*\*\*3-DIGIT 900  
KATHY COLOBONG  
312 S. HILL STREET 2ND FLOOR  
LOS ANGELES, CA 90013-1109



Georgia on Our Minds - Victims in Our Hearts



## Who Should Attend?

NOVA's annual "family reunion" is for victim assistance and disaster professionals, survivors, and grassroots groups lobbying for change, and others providing crisis intervention and support services. It is also for the victims' allies in many professions – justice, health and mental health, the spiritual community, education and research – from across North America and around the globe!

## Preliminary Program

From late May on, you can check the NOVA Web site ([www.trynova.org](http://www.trynova.org)) for updates on workshops, plenary sessions, and keynote speakers.

The structure of the conference is as follows:

<b>Sunday, August 7</b>	Registration Mini Plenaries Welcoming Reception
<b>Monday, August 8</b>	Registration Opening Ceremonies Plenary Sessions Annual Membership Meeting Workshops Presidential Reception
<b>Tuesday, August 9</b>	Morning Workshops Awards Luncheon (optional) Afternoon Workshops
<b>Wednesday, August 10</b>	Victim Tribute Plenary Session Workshops Silent/Live Auction NOVA Superstar 2005
<b>Thursday, August 11</b>	Workshops Annual NOVA Olympics Annual Banquet

## Hotel Information

The conference will be held at the Atlanta Hilton. The Hilton is offering room rates of \$99 single occupancy and \$112 double occupancy, plus applicable taxes.

Rates are somewhat higher for triple and quad rooms.

The cutoff date for reservations is July 15, 2005. Call the Hilton toll-free (877-667-7210, code word "NOVA") to make reservations.

## Special Features

### Survivors' Scholarships

Thanks to a grant from the Office for Victims of Crime in the U.S. Department of Justice, NOVA will again offer a limited number of scholarships to survivors of crime who are working to help other victims. Applications can be found at NOVA's Web site:

<http://www.trynova.org/conference/2005/>

### Luncheon Keynote Speaker

We are honored to have **Dave Pelzer** give the Keynote Address at the annual Awards Luncheon. He is the author of *A Child Called "It"* – a riveting memoir about the



extreme abuse inflicted on him as a child – a book that was on the New York Times best seller list for six years. *A Child Called "It"* plus the sequels, *The Lost Boy* and *A Man Named Dave* have been an inspiration to those who have cared for children abused in their parental and foster homes. His address will be for an adult audience.

### The Annual Auction

Every year, NOVA faces "unfunded mandates of conscience" – notably volunteer crisis intervention services at disaster scenes. The annual auction is our major fundraiser to meet these expenses.

This is always a fun event with great things to take home – but only if our supporters bring great things for colleagues to take home. *Please go to our Web site to see how you can contribute auction items. And thank you!*

# The 31st Annual NOVA Conference

# The 31st Annual NOVA Conference

## 2005 Conference Registration Form

Please read these instructions before completing the registration form.

1. Fill out the registration form with care. Illegible forms will be returned. At the time of any re-submission of the form, the applicable registration rate will apply. You may also register at: [www.trynova.org](http://www.trynova.org).
2. NOVA's low registration rates are made possible in part by strict adherence to the cutoff dates. This form and payment must be received (not just postmarked) by close of business on the appropriate cutoff date. Payment must be by check or credit card. Purchase orders only reserve a space – they are not considered payment. Consequently, the current rate in effect will be applied to payment on a purchase order. Registrations must be paid in full before or at the conference.
3. The member rate is offered only to those who are current for the year 2005. If uncertain your membership is current – renewals were due in January 2005 – call or e-mail Tee Buckner, NOVA's Membership Coordinator, at (202) 232-6682, or [tee@trynova.org](mailto:tee@trynova.org).
4. Individual memberships are not transferable, even if paid by an agency.
5. An agency membership entitles up to five people from the same agency to the reduced rate. All registrants above five must either have individual memberships or pay the nonmember rate.
6. This form applies only to your Conference Registration. For hotel registration procedures, see the box in the far left panel.

**Cancellation Policy:** For all paid registrations, a full refund, less a \$50 handling charge, is available if a written cancellation request is received at the NOVA office by the close of business, July 15, 2005. No refunds are available for any reason after that date.

**VOCA Sub-Recipients:** The Victims of Crime Act provides funding through the states for local victim services ("VOCA sub-recipients"). The U.S. Office for Victims of Crime (OVC), which administers VOCA, gives discretion to state VOCA administrators to allow sub-recipients to use their VOCA funds to attend NOVA's annual conference. Sub-recipients should contact their state VOCA administrator's office for its policy on this issue.

**Note:** OVC regulations permit sub-recipients to use VOCA funds to purchase an agency (not individual) membership; those dues are \$125 per calendar year.

Type or print clearly. Photocopy and complete this form for each registration. Enter an e-mail address to get faster confirmation and updates.

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ City \_\_\_\_\_  
 St/Prov \_\_\_\_\_ ZIP/Postal \_\_\_\_\_ Country \_\_\_\_\_ Tel ( ) \_\_\_\_\_  
 Fax ( ) \_\_\_\_\_ E-mail \_\_\_\_\_  
 Will this be your first NOVA conference?  Yes  No  
 Please specify mobility, food, or communication needs:  
 \_\_\_\_\_

	NOVA	Non-
Registration Fees (circle one)	Member	Member
Early-bird rates (recv'd by May 15)	\$265 (U.S.)	\$315
Standard rates (received by July 9)	\$340 (U.S.)	\$390
On-site rates (beginning July 10)	\$415 (U.S.)	\$465
On-site daily rates	\$125 (U.S.)	\$125

I'm adding \$40 to attend Tuesday's Awards Luncheon.

**Note: These are the only forms of payment accepted. Please check one:**

Check\* (payable to NOVA)  PO Number\*\* \_\_\_\_\_  
 VISA  MasterCard  American Express  
 Number \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Name \_\_\_\_\_ Signature: \_\_\_\_\_

\*\$50 fee for returned checks. \*\*In submitting Purchase Orders, use NOVA's Federal Tax ID number: 59-1669254.

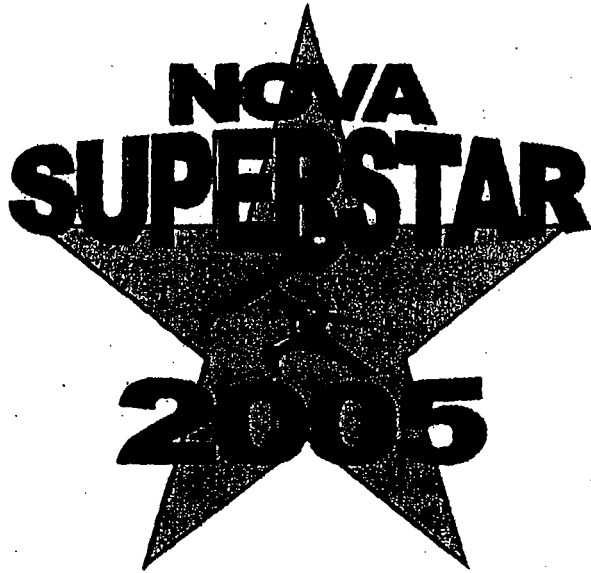
**Please note:** The registration fee remains low, increased by only \$15 over the past five years. It includes two receptions, NOVA Superstar 2005, the Banquet, a goodie bag—and priceless fellowship. On-site registrations are not guaranteed meals.

**Membership issues:** If you are uncertain if you are a NOVA member, go to NOVA's Web page and try to log on as a member. There will be instructions on how to check your membership status. If you are registering for the conference at the non-member rate, you are also purchasing a NOVA membership. While 2005 memberships generally lapse in December of 2005, your membership extends through 2006 when you register for the conference.

Return form to, or for more information, contact:  
 NOVA, 510 King Street, Suite 424, Alexandria, VA 22314  
 (202) 232-6682, Fax: (202) 462-2255; e-mail:  
[nova@trynova.org](mailto:nova@trynova.org)

## **NOVA Superstar 2005**

Calling on all singers, poets, dancers, comedians, and instrumentalists attending the 2005 NOVA Conference – the search is on for our 2005 NOVA SUPERSTARS!



If you are an entertainer or performer of any description, we want you to enter this year's Talent Show. To be a NOVA.SUPERSTAR, you need only to be courageous, creative, or just plain entertaining (at least, that's what your Mom always said!). At our annual (mostly playful) get-together, everyone is a winner – and this year the performers will have an opportunity to receive one of six grand prizes in the NOVA SUPERSTAR drawing!

For those of you who are a little stage shy, we will have door prizes available for audience members cheering on our 2005 NOVA SUPERSTARS!

Sign-ups will take place at the conference site.

### **Workshops & Information Exchange**

If you have an interest in presenting a workshop or participating in the Information Exchange, please contact Fern Washington, Conference Coordinator, by email ([fern@trynova.org](mailto:fern@trynova.org)) or phone (202-232-6682); or go to our Web site at [www.trynova.org](http://www.trynova.org).

Closing date for workshop applications is April 15.

### **Your Official Air Carrier: AirTran**

The official air carrier for the conference is AirTran Airways. Book your flight through the special number to receive 10% off AirTran's lowest available fare. The number to call is 866-683-8368, code number ATL 080 705.

## **"Georgia on Our Minds Victims in Our Hearts"**

The 31st Annual North American Victim Assistance Conference is co-hosted by the Georgia Office of the Governor's Criminal Justice Coordinating Council and the Fulton County District Attorney's Office.

On April 24, 1979, "Georgia On My Mind," with music by Hoagy Carmichael and lyrics by Stuart Gorrell, was designated Georgia's official state song. The lyrics of the song are reproduced as follows in the Official Code of Georgia Annotated, Section 50-3-60.

*Melodies bring memories  
That linger in my heart  
Make me think of Georgia  
Why did we ever part?  
Some sweet day when blossoms fall  
And all the world's a song,  
I'll go back to Georgia  
'Cause that's where I belong.*

*Georgia, Georgia, the whole day through  
Just an old sweet song keeps Georgia on my mind.  
Georgia, Georgia, a song of you  
Comes as sweet and clear as moonlight through the pine*

*Other arms reach out to me  
Other eyes smile tenderly  
Still in peaceful dreams I see  
The road leads back to you.*

*Georgia, Georgia, no peace I find  
Just an old sweet song keeps Georgia on my mind.*

### **Planned Workshop Tracks**

Counseling and Advocacy	Care for the Caregivers
Law Enforcement	Training Initiatives
Prosecution	Victim Services Innovations
Restorative Justice	Crisis Response
Program Management	Domestic Violence
Faith Based/Spiritual Issues	Sexual Assault
Mental Health Issues	Child and Adolescent Victims
Public Policy	Innovations
Survivors of Homicide	Professional Development
Issues of Age and Disability	

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**STAFF PAID WITH OES FUNDS**

Employee Name	<u>Date of Hire</u>	Job Classification	% Funded by Grant	Date of 40 Hour <u>Entry Level</u>	Date of 40 Hour Adv. Level
Briones, Julie	12/1/99	Victim Service Coordinator	100%	Feb. 2000	March 2001
Caballero, Belky	1/2000	Victim Service Coordinator	100%	July 2001	March 2001
Castro, Violeta	3/20/00	Legal Clerk II	100%	N/A	N/A
Chiriboga, Doris	1/18/00	Victim Service Coordinator	100%	Feb. 2000	March 2001
Colobong, Kathy	6/12/84	Administrative Coord. II	100%	*	Feb. 1999
Huiza, Edwar	11/16/98	Victim Service Coordinator	100%	June 1999	Oct. 1999
Irvine, Yolanda	1/25/88	Victim Service Coordinator	100%	*	Feb. 1999
Lam, Caiteline	2/23/05	Legal Secretary I	100%	N/A	N/A
L-Shallowhorn, Gail	6/15/95	Victim Service Coordinator	100%	1rst Trg.	June 1999
Moreno, Angela	10/2/00	Victim Service Coordinator	100%	July 2001	April 2003
Niell, Esther	7/28/97	Victim Service Coordinator	100%	Nov. 1997	Oct. 2000
Prendiz, Rosa	9/19/90	Victim Service Coordinator	100%	*	June 1999
Ramos, Marlene	1/29/90	Victim Service Coordinator	100 %	*	Feb. 2000
Ramos, Paula	7/23/83	Victim Service Coord.	100%	*	June 1999
Tellechea, Magda	6/3/96	Victim Service Coord.	100%	1rst Trg.	Feb. 2000
Tennell, Derek	11/30/04	Administrative Coord. III	50%	May 2005	Pending
Vega, Victor	1/3/00	Victim Service Coordinator	100%	Feb. 2000	March 2001

\* Hired Prior to Start Date of Required 40 Hour Entry Level Training Requirement