

RESOLUTION \_\_\_\_\_

**ENTITLED: "A RATIFIED RESOLUTION APPROVING THE SUBMISSION OF A FY 2019 & 2020 VICTIM WITNESS GRANT APPLICATION TO THE WYOMING OFFICE OF THE ATTORNEY GENERAL DIVISION OF VICTIM SERVICES TO PROVIDE FUNDING TO SUPPORT THE LARAMIE COUNTY VICTIM WITNESS PROGRAM IN AN AMOUNT NOT TO EXCEED \$308,842.81."**

**Whereas,** the Laramie County Board of Commissioners is eligible to receive these funds; and

**Whereas,** Laramie County commits a maximum of \$48,609.67 to be split between the two year period in cash matching funds for benefits and payroll deductions to be included in Laramie County's FY 2019 & 2020 budget and In-Kind matching funds for office space, grant administration, office supplies, start up equipment and email and internet services estimated at a total of \$12,952 for the two year period; and

**Whereas,** the Laramie County Board of Commissioners has knowledge of this application.

**THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LARAMIE COUNTY, WYOMING**

That the Laramie County Board of Commissioners approves submission of an application to the Wyoming Office of the Attorney General Division of Victim Services for the Laramie County Victim Witness Program; and

That Laramie County Grants Manager, Sandra Newland, be named the Laramie County, Wyoming agent for this funding; and

To authorize Dory Clark, or her successor in the position of Laramie County Victim Witness Coordinator, to implement programs funded by this grant and to make programmatic and performance reports relating to this grant on behalf of the Laramie County Board of Commissioners; and

That the Laramie County Board of Commissioners endorses this application.

**PRESENTED, READ AND ADOPTED THIS 20<sup>th</sup> DAY OF MARCH 2018**


\_\_\_\_\_  
K.N. Buck Holmes, Chairman

ATTEST:

\_\_\_\_\_  
Debra Lee, Laramie County Clerk

\_\_\_\_\_  
Date

Received And Approved As To Form Only By:

  
\_\_\_\_\_  
Mark Voss  
County Attorney

  
\_\_\_\_\_  
Date

# SFY 2019 & 2020 Victim Services Funds Cover Sheet

Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

Program Name: Laramie County Sheriff's Department Victim Witness Program

County: Laramie County

Street Address: 1910 Pioneer Ave.

Mailing Address: 1910 Pioneer Ave.

City: Cheyenne State: Wyoming Zip: 82001

Phone Number: (307) 633-4756 Fax Number: 307-633-4723

Duns Number: 197732709

State of Wyoming Vendor Code:

Type of Program:

Victim/Witness Program

DV/SA Program

Dual DV/VW Program

CASA Program

CAC Program

SART/SANE Program

Other (specify)

Please check the boxes for the funding streams your organization would like to be considered for.

Formula Funding

State Formula DV/SA

State Formula V/W

State Formula Surcharge

FV/PSA Formula Funding

VAWA STOP Victim Service Formula Funding

VAWA SASP Formula Funding

Competitive Funding

VOCA

VAWA STOP Law Enforcement

VAWA STOP Prosecution

VAWA STOP Discretionary

VAWA STOP Culturally Specific

Notice: If you select VAWA STOP Culturally Specific funds please provide a description of the eligible project. See the Administrative Guidebook for additional information.

The Laramie County Sheriff's Department is a law enforcement based victim services.

Governmental or Non-Profit:\*

03/02/2018

# SFY 2019 & 2020 Victim Services Funds

## Cover Sheet

Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

✓ Government

Non-Profit

### Governing Entity Contact:

Name: Sandra Newland

Title: Grants Manager

Phone: 307-633-4201

Fax: 307-633-4285

E-mail address: snewland@laramiecounty.com

### Director/Program Coordinator:

Name: Dory Clark

Title: Program Coordinator

Phone: 307-633-4756

Fax: 307-633-4768

E-mail address: dclark@laramiecounty.com

**SFY 2019 & 2020 Victim Services Funds  
Cover Sheet**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

Total amount of funds the program is requesting for SFY2019:

\$181,616.87

Total amount of funds the program is requesting for SFY2020:

\$188,767.61

Total amount of funds the program was awarded in SFY2018:

\$173,497.00

**Provide a brief explanation for increase/decrease in funding request. Detailed explanation for increases/decreases per line item are required in the budget section of the application.**

The Laramie County Victim Services Program is requesting a funding increase for both 2019 and 2020. Our program is keeping its operating expenses down, but our program is serving more victims each year. The increase in our case load results in the necessity to provide additional services. Our primary budget increases are located within the areas of emergency shelter, emergency assistance, training, and outreach. All four of these items allow the program to expand and provide direct services to victims. Since 2000, our program has had a 93% increase in cases. Each year our program becomes more engrained into Laramie County as awareness grows. This growth is wonderful for the community; however, these services require additional resources. Our program strives to be fiscally responsible with funding provided to us from Federal and State sources. Therefore we are conservatively requesting funding that can and will be used within the community to provide direct services.

**Staffing**

How many full time staff members does the program have?

2

How many part time staff members does the program have?

0

How many direct service volunteers does the program have?

4

**SFY 2019 & 2020 Victim Services Funds  
Budget - Personnel: Senior Victim Advocate**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

- The budget narrative must provide detailed information, including calculations, for each budget line item requested.
- Include the costs of all necessary components of the budget proposal.
- Demonstrate a clear link between the proposed activities, the proposed budget items, and provide adequate justification for all program-related costs.

**Position Title:** Senior Victim Advocate

**Brief description of duties:**

The Senior Victim Advocate is responsible for reviewing law enforcement crime reports and victim files in order to communicate with victims of crimes and act as a liaison with law enforcement and prosecutors. The Senior Advocate notifies victims of case status, criminal proceedings, trials, court hearings, and case dispositions and educates victims regarding the rights afforded to them under the law. This position is responsible for providing direct services to victims and witnesses as well as, assessing victim needs in the community. The position handles the administrative components of all funding streams. The Senior Victim Advocate is the supervisor to the Advocate at the Laramie County Sheriff's Department.

**New Position**      ✓      **Previously Funded with DVS**

**Salary Rate:** 53642      OR      **Hourly Rate:**

**Average Hours Worked Per Week** 40

Salary									
Funding Request from the DVS				Anticipated Other Resources			TOTAL Budget		
SFY 2018	SFY 2019	%	SFY 2020	%	SFY 2018	SFY 2019	SFY 2020	SFY 2019	SFY 2020
Salary	\$55,087.00	\$55,650.00	1	\$55,650.00	0			\$55,650.00	\$55,650.00

**How does this position support one or more of the DVS Expectations:**

The Senior Victim Advocate position is critical to the division's expectation of providing fundamental services to victims of crime. The position is responsible for reviewing calls for service such as crisis intervention, personal advocacy, safety/security planning, extra patrol, and transportation. They act as a liaison between the victim and law enforcement regarding the status of the case, emergency financial assistance, requesting crime victim compensation, providing emergency shelter/food, hospital response, and assisting with referrals to other agencies. In addition, the position provides follow up contact, assistance with the criminal justice system, and provides information to the victim to include updates concerning the VINE system. This position is responsible for updating and maintaining accurate records and case files to include reporting within the Victim Services Tracking Database. Dory Clark, is the current Senior Victim Advocate, and has been in the position since 2000. Ms. Clark is continually developing, implementing and expanding victim services to the Laramie County community. Ms. Clark is responsible for providing strong community collaboration through ongoing communication and participation in Laramie County events and organizations. She attends collaborative meetings to include: Coordinating Community Response Team,

## SFY 2019 & 2020 Victim Services Funds

### **Budget - Personnel: Senior Victim Advocate**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

Safehouse Sexual Assault and Domestic Violence Program, FE Warren Air Force Base Coordinator, Cheyenne Police Department Victim Assistance Program, City/County Health Department, Sexual Assault Nurse Examiner, District Attorney, Child Protection Team, Drug Endangered Child Team, InterService Family Assistance Committee, Adult Protection Team, Sex Offender Containment Team, and the CARL team in Laramie County. Ms. Clark uses community collaboration to avoid duplication of resources within the community and to also ensure victims are being served appropriately. The Senior Victim Advocate has a strong presence in the community through various community engagement activities and partnerships to include: outreach, classroom presentations, community appearances, and providing printed reference materials. Ms. Clark participates in Sexual Assault Awareness, Violence Against Women Awareness, Crime Victims' Rights Week and various other community programs. Outreach is an ongoing activity for the program and includes multiple visits and presentations within the community to include schools, churches and outlying jurisdictions. The position is instrumental to the planning, development, and implementation of all services offered to victims within Laramie County. Ms. Clark is continually exploring and developing the program through community collaboration and engagement. The position is measured by the direct services provided, workload, references, and feedback. It is through direct services and feedback that the program receives, that we are able to demonstrate how and why our program assists victims in the community.

**SFY 2019 & 2020 Victim Services Funds  
Budget - Personnel: Senior Victim Advocate**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

	Funding Request from DVS			Payroll Taxes				Anticipated Other Resources				TOTAL Budget	
	SFY 2018	SFY 2019	SFY 2020	SFY 2018	SFY 2019	SFY 2020	Total SFY 2019	%	Total SFY 2020	%			
Medicare	\$0	\$0	\$0	\$757.12	\$794.98	\$834.73	\$794.98	1.43	\$834.73	1.50			
Social Security	\$0	\$0	\$0	\$3,237.00	\$3,398.85	\$3,568.79	\$3,398.85	6.11	\$3,568.79	6.41			
Unemployment										\$0			
Workers Comp	\$0	\$0	\$0	\$1,265.94	\$1,329.24	\$1,395.70	\$1,329.24		\$1,395.70				
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,260.06</b>	<b>\$5,523.07</b>	<b>\$5,799.22</b>	<b>\$5,523.07</b>		<b>\$5,799.22</b>				

**Explanation (optional):**

Payroll taxes for this position include: Medicare, social security, and workers compensation. These budget items are all used for VOCA matching purposes and are not being requested from grant funds for FY2019 and FY2020.

Medicare is a County provided item, our budget was \$757.12 in FY2018. We increased this budget by 5% per fiscal year for any unpredicted changes made to rates. Our total estimated match for the two year period is \$1,629.71.

Social security is another county provided item, our budget in FY2018 was \$3,237.00. Again we estimated a 5% increase for FY2019 and FY2020, bringing this total to \$6,967.64.

Workers compensation, also provided by the County was \$1,265.94 in FY2018. A 5% increase for FY2019 and FY2020 brings the total to \$2,724.94.

These payroll taxes support the Senior Victim Advocate position by allowing Ms. Clark to provide fundamental services to victims, to participate in the community. These services are measured through the need within the community and feedback received on the program.

Health Insurance/Medical Benefits									
Funding Request from the DVS			Anticipated Other Resources				TOTAL Budget		
SFY 2018	SFY 2019	SFY 2020	SFY 2018	SFY 2019	SFY 2020	Total SFY 2019	Total SFY 2020		
Health/Med Benefits	\$7,792.72	\$7,767.15	\$8,155.51	\$0	\$0	\$0	\$7,767.15	\$8,155.51	

**Describe Health Insurance/Medical Benefits:**

We are estimating a 5% increase for both FY2019 and FY2020 based off of FY2018 actuals. Health insurance for the Senior Victim Advocate for FY2019 is estimated at \$7,357.90. A 5% increase for FY2020 brings the total to \$7,725.80. Total request for health insurance for the two year period is \$15,083.70.

We are also requesting funding for dental insurance and this is combined into the medical benefits section. Dental insurance is based off of actuals for FY2018. For FY2019 we are requesting \$409.25 and \$429.71 in FY2020. Total request for dental insurance is \$838.96 for the 2019/2020 application.

**SFY 2019 & 2020 Victim Services Funds  
Budget - Personnel: Senior Victim Advocate**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

Total medical benefit requested amount is \$15,922.66 to support the Senior Victim Advocate position. The County strives to offer competitive benefits to employees to retain the quality of service provided to victims.

	Other Benefits						TOTAL Budget	
	Funding Request from the DVS			Anticipated Other Resources				
	SFY 2018	SFY 2019	SFY 2020	SFY 2018	SFY 2019	SFY 2020	Total SFY 2019	Total SFY 2020
Retirement	\$0	\$0	\$0	\$7,444.85	\$7,953.04	\$8,350.69	\$7,953.04	\$8,350.69
Other (specify below)								
Life Insurance	\$0	\$0	\$0	\$72.00	\$72.00	\$72.00	\$72.00	\$72.00
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,516.85</b>	<b>\$8,025.04</b>	<b>\$8,422.69</b>	<b>\$8,025.04</b>	<b>\$8,422.69</b>

Describe other benefits:

Other benefits that are included within our budget are retirement and life insurance. Both of these benefits will be used towards VOCA match and are not requested from grant funding.

Retirement was based off of FY2018 actuals, as this is a county provided benefit. We estimated a 5% increase for both FY2019 and FY2020. Total budget for retirement is \$16,303.73.

Life Insurance was also estimated based off FY2018 actuals, we do not predict any increases to this line item. Total budget for life insurance is \$144.00.

Total for other benefits is \$16,447.73 for the FY2019/2020 application period, to be put towards VOCA match.



**SFY 2019 & 2020 Victim Services Funds  
Budget - Personnel: Victim Advocate**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

- The budget narrative must provide detailed information, including calculations, for each budget line item requested.
- Include the costs of all necessary components of the budget proposal.
- Demonstrate a clear link between the proposed activities, the proposed budget items, and provide adequate justification for all program-related costs.

**Position Title:** Victim Advocate

**Brief description of duties:**

The Victim Advocate position assists the Senior Victim Advocate, in carrying out the review and processing of crime reports and serving victims of crime. This position works with victims to provide immediate crisis intervention. Brenda Ramirez-Alvarado has been the Victim Advocate since October 2016. Ms. Ramirez-Alvarado notifies victims of case status, criminal proceedings, trials, court hearings, and case dispositions. This position is also responsible for providing clients with information on community resource programs. The Victim Advocate position assists the Senior Victim Advocate with all reporting requirements to maintain accurate case management. Ms. Ramirez-Alvarado coordinates presentations within the community and is Spanish speaking to assist with translation needs. This position also assists the program through overtime when needed.

**New Position**      ☒      **Previously Funded with DVS**

**Salary Rate:**                      OR                      **Hourly Rate:** 17.61

Average Hours Worked Per Week 42

Salary					
Funding Request from the DVS				Anticipated Other Resources	
	SFY 2018	SFY 2019	%	SFY 2018	SFY 2019
Salary	\$41,715.00	\$43,469.25	4	\$46,392.71	6
				TOTAL Budget	
				SFY 2019	SFY 2020
				\$43,469.25	\$46,392.71

How does this position support one or more of the DVS Expectations:

The Victim Advocate position directly provides services to victims of crime in Laramie County. Calls are reviewed on a daily basis and contact is made with each victim to provide services such as crisis intervention, emergency assistance, personal advocacy and assistance with the legal process. Ms. Ramirez-Alvarado provides all Spanish speaking translation services for the program and is instrumental in reaching out to the underserved populations within the community. The success of the program through the number of victims served and feedback received are the means by which we measure the success of our program and services. In this line of work, the needs within the community are dynamic and complex and require flexibility. This flexibility is often achieved through strong community collaboration. Our program works closely with other organizations in the community to provide complete services to the victim. We want to ensure that victims receive assistance from all available programs to deliver wrap around services. Ms. Ramirez-Alvarado's position is fundamental to the support of the program and the Senior Victim Advocate. Through

SFY 2019 & 2020 Victim Services Funds  
**Budget - Personnel: Victim Advocate**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

this working partnership, public outreach services are provided throughout the community and coordinated with other organizations such as Safehouse, SANE, and the City of Cheyenne Victim Witness program. This position will continue to coordinate efforts with these programs in FY2019 and FY2020.

Ms. Ramirez-Alvarado was brought into the program in 2016 to help meet the needs of the community through Spanish speaking translation. Her community engagement in the smaller jurisdictions, such as Albin, has proven to be instrumental in reaching victims that were previously neglected due to language barriers. For FY2019 and FY2020 we plan to continue to implement strong community outreach to the Spanish speaking populations in Laramie County. This outreach is to highlight an increased program presence within the outlying communities to offer services. Through planning, development and implementation of outreach efforts this position will be able to further demonstrate the importance of services to all residents.

**SFY 2019 & 2020 Victim Services Funds  
Budget - Personnel: Victim Advocate**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

Payroll Taxes										
Funding Request from DVS				Anticipated Other Resources			TOTAL Budget			
	SFY 2018	SFY 2019	SFY 2020	SFY 2018	SFY 2019	SFY 2020	Total SFY 2019	%	Total SFY 2020	%
Medicare	\$0	\$0	\$0	\$559.29	\$536.17	\$562.98	\$536.17	1.23	\$562.98	1.2
Social Security	\$0	\$0	\$0	\$2,391.72	\$2,291.84	\$2,406.43	\$2,291.84	5.27	\$2,406.43	5.16
Unemployment	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	
Workers Comp	\$0	\$0	\$0	\$1,042.55	\$945.00	\$992.25	\$945.00		\$992.25	
Subtotal	\$0	\$0	\$0	\$3,993.56	\$3,773.01	\$3,961.66	\$3,773.01		\$3,961.66	

**Explanation (optional):**

Payroll taxes for this position include: Medicare, social security, and workers compensation. These budget items are all used for VOCA matching purposes and are not being requested from grant funds for FY2019 and FY2020.

Medicare is a County provided item, our budget was \$559.29 in FY2018. We increased this budget by 5% per fiscal year for any unpredicted changes made to rates based off of FY2018 actuals. Our total estimated match for the two year period is \$1,099.15.

Social security is another county provided item, our budget in FY2018 was \$2,391.72. Again we estimated a 5% increase for FY2019 and FY2020 based off of actuals from FY2018, bringing this total to \$4,698.27.

Workers compensation, also provided by the County was \$1,045.22 in FY2018. A 5% increase for FY2019 and FY2020 based off of actuals, brings the total to \$1,937.25.

These payroll taxes support the Victim Advocate position in order to provide direct services, community collaboration and engagement activities.

Health Insurance/Medical Benefits									
Funding Request from the DVS				Anticipated Other Resources				TOTAL Budget	
SFY 2018	SFY 2019	SFY 2020	SFY 2018	SFY 2019	SFY 2020	Total SFY 2019	Total SFY 2020		
Health/Med Benefits	\$16,082.51	\$15,155.70	\$15,913.49	\$0	\$0	\$0	\$0	\$15,155.70	\$15,913.49

**Describe Health Insurance/Medical Benefits:**

We are estimating a 5% increase for both FY2019 and FY2020 based off of FY2018 actuals. Health insurance for the Victim Advocate position for FY2019 is estimated at \$14,263.20. A 5% increase for FY2020 brings the total to \$14,976.36. Total request for health insurance for the two year period is \$29,239.56.

We are also requesting funding for dental insurance and this is combined into the medical benefits section. Dental insurance is based off of FY2018 actuals with a 5% increase each year. For FY2019 we are requesting \$892.50 and for FY2020 \$937.13. Total request for dental insurance for the Victim Advocate position is \$1,829.63 for the 2019/2020 application.

**SFY 2019 & 2020 Victim Services Funds  
Budget - Personnel: Victim Advocate**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

Other Benefits									
Funding Request from the DVS				Anticipated Other Resources			TOTAL Budget		
	SFY 2018	SFY 2019	SFY 2020	SFY 2018	SFY 2019	SFY 2020	Total SFY 2019	Total SFY 2020	
Retirement	\$0	\$0	\$0	\$5,727.54	\$6,313.65	\$6,629.33	\$6,313.65	\$6,629.33	
Other (specify below)									
Life Insurance	\$0	\$0	\$0	\$81.00	\$81.00	\$81.00	\$81.00	\$81.00	
Subtotal	\$0	\$0	\$0	\$5,808.54	\$6,394.65	\$6,710.33	\$6,394.65	\$6,710.33	

Describe other benefits:

Other benefits that are included within our budget are retirement and life insurance. Both of these benefits will be used towards VOCA match and are not requested from grant funding.

Retirement was based off of FY2018 actuals, as this is a county provided benefit. We estimated a 5% increase for both FY2019 and FY2020. Total budget for retirement is \$12,942.98.

Life Insurance was also estimated based off FY2018 actuals; we do not predict any increases to this line item. Total budget for life insurance is \$162.00.

Total for other benefits for the Victim Advocate position is \$13,104.98 for the FY2019/2020 application period, to be put towards VOCA match.

**SFY 2019 & 2020 Victim Services Funds  
Budget - Operating Expenses**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

	Budget - Operating Expenses				Anticipated Other Resources				TOTAL Budget	
	Funding Request from the DVS									
	SFY 2018	SFY 2019	%	SFY 2020	%	SFY 2018	SFY 2019	SFY 2020	SFY 2019	SFY 2020
Office-Rent/Mortgage			0		0				\$0	\$0
Shelter-Rent/Mortgage			0		0				\$0	\$0
Utilities - Office			0		0				\$0	\$0
Utilities - Shelter			0		0				\$0	\$0
Communication	\$2,700.00	\$2,700.00	0	\$2,835.00	5				\$2,700.00	\$2,835.00
E-mail/Internet			0		0	\$1,666.00	\$1,666.00	\$1,666.00	\$1,666.00	\$1,666.00
Supplies - Office			0		0	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Supplies - Shelter			0		0				\$0	\$0
Travel/Mileage	\$500.28	\$550.00	9	\$600.00	9	\$950.00	\$950.00	\$950.00	\$1,500.00	\$1,550.00
Admin/Bookkeeping			0		0	\$1,065.00	\$1,065.00	\$1,065.00	\$1,065.00	\$1,065.00
Equip. - Leases/Maint.			0		0	\$970.00	\$970.00	\$970.00	\$970.00	\$970.00
Office/Shelter-Rep/Maint			0		0				\$0	\$0
Insurance			0		0				\$0	\$0
Prof. - Fees/Services			0		0				\$0	\$0
Other: Software	\$1,000.00	\$1,000.00	0	\$1,000.00	0				\$1,000.00	\$1,000.00
<b>Total</b>	<b>\$4,200.28</b>	<b>\$4,250.00</b>	<b>1</b>	<b>\$4,435.00</b>	<b>4</b>	<b>\$5,651.00</b>	<b>\$5,651.00</b>	<b>\$5,651.00</b>	<b>\$9,901.00</b>	<b>\$10,086.00</b>

**Explanation:**

The communication line item will include expenditures for landlines, cell phones, and tablet data charges. For FY2019 we are keeping this budget line item the same as what was requested in FY2018, \$2,700. For FY2020, we anticipate a 5% increase due to inflation and other economic factors, bringing our total to \$2,835. Total request for FY2019/2020 is \$5,535.00. All equipment is in place for the continued operations of the program to utilize the landlines, cellphones and tablets. Efforts within communication will be measured by the usage of devices to connect with victims of crime and community partners. Having various media forms allows victims to reach and receive information on the program easily.

Email, internet and office supplies are being used for in-kind matching. These are services and supplies that the County provides for the Victim Witness Program. For email/internet needs, County IT provides services to all departments, and this is estimated to be a value of \$1,666 per year. For office supplies the Sheriff's Department provides these to the program through their county budget. We estimate the value of these supplies averages \$1,000 per year. Operational support from the County allows our program to continue with the level of services our victims deserve. All resources for success in FY2019 and FY2020 have been established within the program.

The travel/mileage line item covers expenditures for in state mileage for community outreach and for providing direct services to victims. The Sheriff's Department has provided a vehicle to the Senior Victim Advocate, but the Victim Advocate uses her personal vehicle to respond to calls and provide outreach services. The mileage line item covers Ms. Ramirez-Alvarado's mileage for providing services within the community. We are requesting an increase in this line item, as additional outreach activities have been planned in the community for FY2019 and FY2020. New Spanish speaking outreach efforts will be taking place at the smaller communities of

**SFY 2019 & 2020 Victim Services Funds  
Budget - Operating Expenses**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

Albin, Burns, and Pine Bluffs. The mileage line item allows the Victim Advocate to be available at various locations throughout the county to provide services. We are requesting \$550 in FY2019 and \$600 in FY2020 for a total of \$1,150. In this line item we show in-kind matching for the Senior Victim Advocate's vehicle in the amount of \$950 per year. Access to services can often be a road block for many victims in a rural community. Travel and mileage allows our advocates to reach out to victims of crime.

Additional operating budget items are being used for in-kind matching and include administration and equipment. The County provides audit and financial services to the Laramie County Victim Witness Program and is an estimated value of \$1,065 per year. The county provides equipment to include computers, printers, scanners, and telephones from county resources valued at \$970 per year. The support to the program through administration and equipment allows the Senior Victim Advocate and the Victim Advocate to focus on providing services to victims.

Our final operating expense is for the VS Tracking Software. This software is utilized by the program to track all cases and provide accurate reporting information to the division on a quarterly basis. This service is estimated to cost the program \$1,000 per fiscal year. The software allows our advocates to serve clients, while providing data to support the program's operations. VS Tracking Software was put into use by Laramie County in FY2018 and staff have been trained on input and output to provide accurate case management and reporting. The ability to continue to provide accurate reporting is the best measurement for comprehensive tracking software.

**SFY 2019 & 2020 Victim Services Funds  
Budget - Emergency Assistance**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

	Budget - Emergency Assistance				Anticipated OtherResources				TOTAL Budget	
	Funding Requestfrom the DVS								SFY 2019	SFY 2020
	SFY 2018	SFY 2019	%	SFY 2020	%	SFY 2018	SFY 2019	SFY 2020	SFY 2019	SFY 2020
Emergency Shelter	\$5,050.00	\$6,000.00	18	\$7,000.00	16				\$6,000.00	\$7,000.00
Emergency Fin. Asst.	\$7,050.00	\$8,000.00	13	\$9,000.00	12	\$735.48	\$800.00	\$850.00	\$8,800.00	\$9,850.00
Other: Rental of	\$500.00	\$500.00	0	\$550.00	10				\$500.00	\$550.00
Storage Locker										
Subtotal	\$12,600.00	\$14,500.00	15	\$16,550.00	14	\$735.48	\$800.00	\$850.00	\$15,300.00	\$17,400.00

Provide information for each requested line item. Include explanation of any increase/decrease of requested DVS funding amounts:

For the emergency shelter line item we are requesting \$6,000 in FY2019 and \$7,000 in FY2020. This reflects an increase resulting from an uptick in services needed for victims. We have seen more domestic violence cases with the majority resulting in the need for hotel stays or rental assistance. Our program has begun working with a new hotel in our community that provides immediate shelter when other resources are not available. This can be a temporary or long term need of the victim and our program tries to coordinate and plan accordingly. The funds we are requesting in 2019 and 2020 will allow us to help up to sixty victims. Sheltering is a fundamental need in the majority of our domestic violence cases. Through securing safe housing we can then work with victims on future needs. The measurement of emergency shelter success is relocating victims and providing them with the basic need of shelter. We work closely with our community partners to make this happen.

The program itself has seen a 32% increase in cases from 2016 to 2017 and in the past ten years, the program has seen an increase of 93% in victim service cases. The emergency assistance line item is where we see the largest impact to our program, as it allows us to provide direct services to victims. We are requesting a 13% increase from our current budget for FY2019 and a 12% increase for FY2020. For FY2019 we are requesting \$8,000 and for FY2020 we are requesting \$9,000. These increases are needed to support the large upsurge in cases that the victim services program handles on an annual basis. The emergency assistance line item is where the program is able to reach out and impact a large number of victims. Our program is able to provide fundamental services such as repairs, crime scene clean up, transportation, job coordination, and crisis intervention. Our program works with community partners to develop, plan and implement these services in the county. These partnerships are established moving into 2019 and 2020. Success is measured by the victims we serve, what we can provide, and the feedback we receive. This funding request will help up to one hundred-twenty victims over the two year period. The program also provides matching funds through a donation line item that the county manages. This donation line item comes from community activities and is used to supplement and enhance the program. We are estimating that we will use \$800 in FY2019 and \$850 in FY2020 out of the donations account. These donations allow the program to fund items not eligible for grant funding such as clothes or food.

Our final line item is for a storage locker rental. The rental of the storage locker in partnership with the City of Cheyenne Victim Witness Program has been very beneficial to our organization. We have adequate space to store items that are donated to our program that are not used on a daily basis. We would like to continue this partnership into 2019 and 2020. We are requesting \$500 for FY2019 and an increase to \$550 for FY2020. Total request in this line item is \$1,050.00. Having a storage space allows both of our programs to access the items we need for cases without limiting our ability to work in our office spaces. The partnership with the City of Cheyenne Program enhances our ability to provide services to victims in a timely fashion and through a coordinated effort. Usefulness of the storage locker will be continually monitored by each of our programs in FY2019 and FY2020. The locker provides the much needed space we would not have access to otherwise.

**SFY 2019 & 2020 Victim Services Funds  
Budget - Training**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

	Budget - Training				Anticipated Other Resources				TOTAL Budget	
	SFY 2018	SFY 2019	%	SFY 2020	%	SFY 2018	SFY 2019	SFY 2020	SFY 2019	SFY 2020
Trainer's Fees			0		0				\$0	\$0
Registration(s)	\$1,000.00	\$1,575.00	57	\$1,100.00	-30				\$1,575.00	\$1,100.00
Travel/Mile/Hotel/Meals	\$2,200.00	\$3,083.00	40	\$2,196.00	-28				\$3,083.00	\$2,196.00
Other:			0		0				\$0	\$0
<b>Subtotal</b>	<b>\$3,200.00</b>	<b>\$4,658.00</b>	<b>45</b>	<b>\$3,296.00</b>	<b>-29</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,658.00</b>	<b>\$3,296.00</b>

Provide information for each requested line item. Include explanation of any increase/decrease of requested DVS funding amounts:

We are requesting \$4,658 for FY2019 in registration and travel/hotels & meals; this is a 45% increase from our FY2018 budget to allow for more extensive training opportunities for both our Senior Victim Advocate and Victim Advocate. However this is a one year request, with a lower budget for FY2020. We would like to attend the following trainings in FY2019:

- Advanced Domestic and Sexual Violence Training (National Institute of Crime Prevention)-three full days with a registration fee of \$475.00. Currently scheduled to be held in Las Vegas October 2018. Approximate lodging cost is \$350 and estimated airfare to be \$415.00, Per Diem for meals x 3 days \$192. Total training cost for opportunity = \$1,432. Senior Victim Advocate would be attending this training.

- 44th NOVA Annual Training Event August 2018- Three full days with a registration fee of \$475. Currently scheduled to be held in Jacksonville, Florida. Estimated airfare of \$665 and hotel costs of \$550, meals Per Diem x 3 days \$153. Total training cost for opportunity = \$1,843. Training for Victim Advocate.

- Mandated VW Meeting in 2019: costs estimated at Casper prices for up to four personnel to attend (Senior Victim Advocate, Victim Advocate, Law Enforcement Supervisor and Grant Manager). No registration fee, hotels \$350, meals \$408. Total of \$758.00
- Joint Symposium 2019: Estimated Cheyenne prices for up to five personnel to attend (Senior Victim Advocate, Victim Advocate, and three deputies). Registration fee for five \$625.00, no hotels or meals needed if held in Cheyenne. Total cost of \$625.00

The registration total is \$1,575.00 and Travel/Hotels and Meals is \$3,083 for FY2019.  
We are requesting \$3,296 for FY2020; this is a decrease from our requested FY2019 budget. We would like to attend the following trainings in FY2020:

- Joint Symposium 2020: Estimated Cheyenne prices for up to five personnel to attend (Senior Victim Advocate, Victim Advocate, and three deputies). Registration fee for five individuals for a total of \$625.00, no hotels or meals needed if held in Cheyenne. Total cost of \$625.00

- Mandated VW Meeting in 2020: Costs estimated at Casper prices for up to four personnel to attend (Senior Victim Advocate, Victim Advocate, Law Enforcement Supervisor and Grant Manager). No registration fee, hotels \$400, meals \$428...increased 5% for inflation in FY2020. Total of \$828.

- We would like to plan for an additional training in FY2020 and are estimating the costs to be equivalent to the 44th NOVA Annual Training to be held in FY2019. We would like to request a place holder for a specific training yet to be scheduled, therefore we are requesting the following associated budget items:

- o Three full days, registration \$475, Airfare \$665, Hotel at \$550 and Meals at \$153, for a total of \$1,843.



**SFY 2019 & 2020 Victim Services Funds  
Budget - Training**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

The registration request for FY2020 is \$1,100 and travel/mileage & meals is \$2,196.

Our program is requesting additional funding for training in FY2019 to bring our Victim Advocate up to speed on several evolving crime patterns in the community such as human trafficking, child sexual assault, strangulation, and suicide awareness. Ms. Ramirez-Alvarado has the fundamental trainings under her belt and is ready for more hands on training. Ms. Clark is requesting funding to provide a best case practice update in the field. All of the trainings listed above will assist our advocates in providing direct services to victims of crime in Laramie County. Our training plan for FY2020 is to continue to address developing needs within the community to keep our advocates up to date with best practices. The trainings will also lend to community collaboration and engagement. The information learned in the trainings in Las Vegas and Florida will be shared with our community partners and implemented into our programs on a local level. The other trainings that we participate in, on an annual basis, will further strengthen our community by combining all service providers. The success of the trainings will be measured and evaluated on the ability to use what we learn and implement new aspects into our program.

**SFY 2019 & 2020 Victim Services Funds  
Budget - Other**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

	Budget - Other				Anticipated Other Resources				TOTAL Budget	
	SFY 2018	SFY 2019	%	SFY 2020	%	SFY 2018	SFY 2019	SFY 2020	SFY 2019	SFY 2020
Publications	\$1,805.00	\$2,000.00	10	\$2,500.00	25				\$2,000.00	\$2,500.00
Advertise/Outreach	\$2,049.00	\$4,000.00	95	\$4,500.00	12				\$4,000.00	\$4,500.00
Prevention			0		0				\$0	\$0
Other:			0		0				\$0	\$0
<b>Subtotal</b>	<b>\$3,854.00</b>	<b>\$6,000.00</b>	<b>55</b>	<b>\$7,000.00</b>	<b>16</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,000.00</b>	<b>\$7,000.00</b>

Provide information for each requested line item. Include explanation of any increase/decrease of requested DVS funding amounts:

The program uses the publications line item to provide printed materials such as brochures, handouts, and business cards to our clients. We use the brochures to describe our services in both English and Spanish. We also offer brochures on sexual assault to give to our deputies to use on calls. Our program would like to request \$2,000 for FY2019 and \$2,500 for FY2020 to cover these expenses. This represents a small increase from our FY2018 budget. Publications are a critical component to the ability for our program to share information on victims' rights and concerns within the community. Most of our services are provided to victims who have heard of our program through outreach activities, prior to needing the services. Having a strong presence in the community facilitates the transition from being a citizen to becoming a victim.

The advertisement/outreach/engagement line item is used to provide outreach services within our community. Our program has been working with the Laramie County Community College recently to put on self-defense classes; this is in partnership with the City of Cheyenne Victim Witness Program. We provide the course at no cost and anyone can sign up. It is a day long course taught by law enforcement officials and the room is currently donated to us by the Community College and the time from the law enforcement officers is also donated. For these courses, advertisement has been a key component to bringing in more participants. We estimate being able to complete four of these trainings in FY2019, and six in FY2020. We estimate that we will spend around \$200 per training for advertisement, for a total of \$2,000. For publications we are requesting \$2,000 in FY2019 and \$2,500 in FY2020, for a total of \$4,500. The purpose for the increase is related to the self-defense courses. We have seen the benefit this class brings to the community and want to continue to provide it at no cost to the participants.

Additionally we are requesting funds to carry out further outreach activities within the community at schools, churches, and business presentations and events. We would like to be able to purchase items such as T-shirts, stress balls, mugs, pencils, and pens. We are requesting \$2,000 in FY2019 and \$2,000 in FY2020 for these purposes. This is an increase from our FY2018 budget, to be able to expand the capabilities of our program within the community and covers inflation costs for the next two years.

For advertisement and outreach services we are requesting an increase from our FY2018 funds. Total line item request is \$4,000 in FY2019 and \$4,500 in FY2020 for a total line item of \$8,500. In FY2018 we had \$2,049 budgeted and had expended those funds within six months into the fiscal year. Our program has been involved in dynamic community events that call for additional outreach efforts. Outreach services allow our program to interact with the community and engage them in our program and the services that we provide. In FY2019 and FY2020 our program will continue to participate in social organizations and community events. Success is measured by the ability to share our program with the community and from the feedback we receive.

**SFY 2019 & 2020 Victim Services Funds  
Budget - Proposed**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

	2018 Total Budget	SFY 2019 DVS Proposed	SFY 2019 Anticipated other Resources	SFY 2019 Total Budget	SFY 2020 DVS Proposed	SFY 2020 Anticipated other Resources	SFY 2020 Total Budget
<b>Personnel</b>							
Salaries	\$96,802.00	\$99,119.25	\$0	\$99,119.25	\$102,042.71	\$0	\$102,042.71
Payroll Taxes	\$9,253.62	\$0	\$9,296.08	\$9,296.08	\$0	\$9,760.88	\$9,760.88
Health Insurance/Med. Benefits	\$23,875.23	\$22,922.85	\$0	\$22,922.85	\$24,069.00	\$0	\$24,069.00
Other Benefits	\$13,325.39	\$0	\$14,419.69	\$14,419.69	\$0	\$15,133.02	\$15,133.02
<b>Subtotal</b>	<b>\$143,256.24</b>	<b>\$122,042.10</b>	<b>\$23,715.77</b>	<b>\$145,757.87</b>	<b>\$126,111.71</b>	<b>\$24,893.90</b>	<b>\$151,005.61</b>
<b>Operating Expenses</b>							
Office Rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Shelter Rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities-Office	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities-Shelter	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Communication	\$2,700.00	\$2,700.00	\$0	\$2,700.00	\$2,835.00	\$0	\$2,835.00
E-mail/Internet	\$1,666.00	\$0	\$1,666.00	\$1,666.00	\$0	\$1,666.00	\$1,666.00
Supplies-Office	\$1,000.00	\$0	\$1,000.00	\$1,000.00	\$0	\$1,000.00	\$1,000.00
Supplies-Shelter	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Travel/Mileage	\$1,450.28	\$550.00	\$950.00	\$1,500.00	\$600.00	\$950.00	\$1,550.00
Administration/Bookkeeping	\$1,065.00	\$0	\$1,065.00	\$1,065.00	\$0	\$1,065.00	\$1,065.00
Equipment Leases/Maint.	\$970.00	\$0	\$970.00	\$970.00	\$0	\$970.00	\$970.00
Office/Shelter Repairs/Maint.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Professional fees/services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating	\$1,000.00	\$1,000.00	\$0	\$1,000.00	\$1,000.00	\$0	\$1,000.00
<b>Subtotal</b>	<b>\$9,851.28</b>	<b>\$4,250.00</b>	<b>\$5,651.00</b>	<b>\$9,901.00</b>	<b>\$4,435.00</b>	<b>\$5,651.00</b>	<b>\$10,086.00</b>
<b>Emergency Assistance</b>							
Emergency Shelter	\$5,050.00	\$6,000.00	\$0	\$6,000.00	\$7,000.00	\$0	\$7,000.00
Emergency Financial Asst.	\$7,785.48	\$8,000.00	\$800.00	\$8,800.00	\$9,000.00	\$850.00	\$9,850.00
Other Emergency Assistance	\$500.00	\$500.00	\$0	\$500.00	\$550.00	\$0	\$550.00
<b>Subtotal</b>	<b>\$13,335.48</b>	<b>\$14,500.00</b>	<b>\$800.00</b>	<b>\$15,300.00</b>	<b>\$16,550.00</b>	<b>\$850.00</b>	<b>\$17,400.00</b>
<b>Training</b>							

**SFY 2019 & 2020 Victim Services Funds  
Budget - Proposed**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

Trainer's fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Registration	\$1,000.00	\$1,575.00	\$0	\$1,575.00	\$1,100.00	\$0	\$1,100.00	\$0
Travel/Hotel/Meals	\$2,200.00	\$3,083.00	\$0	\$3,083.00	\$2,196.00	\$0	\$2,196.00	\$0
Other Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<b>\$3,200.00</b>	<b>\$4,658.00</b>	<b>\$0</b>	<b>\$4,658.00</b>	<b>\$3,296.00</b>	<b>\$0</b>	<b>\$3,296.00</b>	<b>\$0</b>
<b>Other</b>								
Publications	\$1,805.00	\$2,000.00	\$0	\$2,000.00	\$2,500.00	\$0	\$2,500.00	\$0
Advert./Outreach/Engagement	\$2,049.00	\$4,000.00	\$0	\$4,000.00	\$4,500.00	\$0	\$4,500.00	\$0
Prevention Edu. & Awareness	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<b>\$3,854.00</b>	<b>\$6,000.00</b>	<b>\$0</b>	<b>\$6,000.00</b>	<b>\$7,000.00</b>	<b>\$0</b>	<b>\$7,000.00</b>	<b>\$0</b>
<b>TOTAL</b>	<b>\$173,497.00</b>	<b>\$151,450.10</b>	<b>\$30,166.77</b>	<b>\$181,616.87</b>	<b>\$157,392.71</b>	<b>\$31,394.90</b>	<b>\$188,787.61</b>	<b>\$0</b>

SFY 2019 & 2020 Victim Services Funds

Eligibility Documents

Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

Each proposal must include one set of current eligibility documents (1 copy of each).  
Applications with missing eligibility documents will be considered incomplete.

Non-Profit Organizations

IRS confirmation of Federal Identification Number

Current Certificate of Good Standing with the unemployment insurance requirements of Wyoming  
(exempt if fewer than 4 employees or employees work less than 20 weeks in a calendar year.)

Current Certificate of Good Standing with the Wyoming Worker's Safety and Compensation Act

Articles of Incorporation

Organizational by-laws

Current Board of Directors Roster including mailing addresses and contact information

Current Secretary of State Annual Report

Circular A-133 Audit (for programs who receive an aggregate of \$500,000 or more in federal funds)

Governmental/Public Entities

[http://grants.wyoming.gov/\\_Upload/55559271-2018-2019%20Annual%20Flowchart%20OrganizationalChart.doc](http://grants.wyoming.gov/_Upload/55559271-2018-2019%20Annual%20Flowchart%20OrganizationalChart.doc)

[http://grants.wyoming.gov/\\_Upload/55559271-2018-2019%20Certificate%20of%20Good%20Standing%20with%20the%20unemployment%20insurance%20requirements%20of%20Wyoming%20County%20UnemploymentCertificateExemptionCriteria.pdf](http://grants.wyoming.gov/_Upload/55559271-2018-2019%20Certificate%20of%20Good%20Standing%20with%20the%20unemployment%20insurance%20requirements%20of%20Wyoming%20County%20UnemploymentCertificateExemptionCriteria.pdf)

[http://grants.wyoming.gov/\\_Upload/55559271-2018-2019%20Certificate%20of%20Good%20Standing%20with%20the%20Wyoming%20Worker's%20Safety%20and%20Compensation%20Act%20CertificateofGoodStanding2018\(3\).pdf](http://grants.wyoming.gov/_Upload/55559271-2018-2019%20Certificate%20of%20Good%20Standing%20with%20the%20Wyoming%20Worker's%20Safety%20and%20Compensation%20Act%20CertificateofGoodStanding2018(3).pdf)

Circular A-133 Audit (for programs who receive an aggregate of \$500,000 or more in federal funds)

SFY 2019 & 2020 Victim Services Funds

Assurances

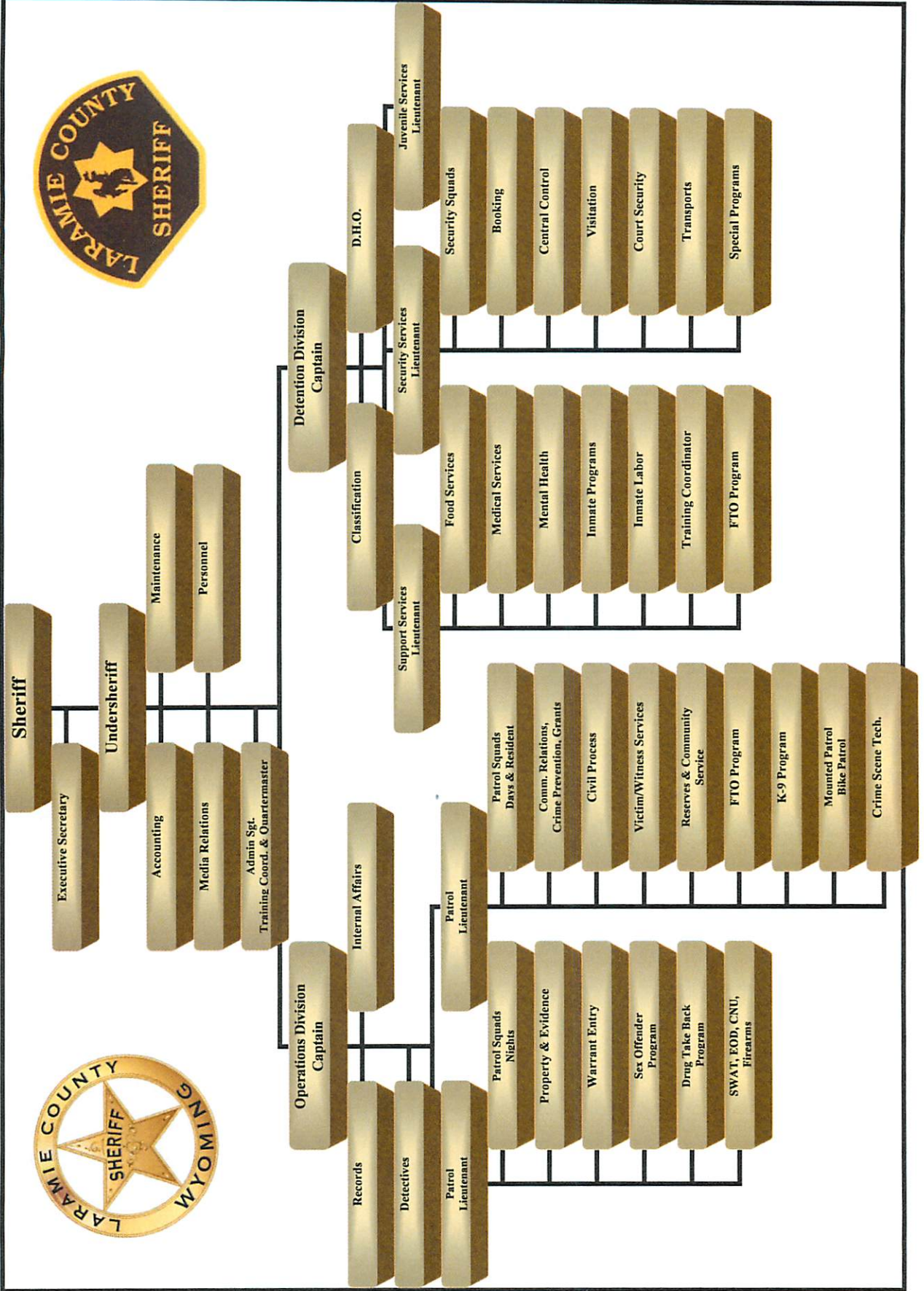
Organization: Laramie Co Sheriff's Office VW Program

SFY-2019/20-Laramie-LCSO VW-00088

- ✓ I have reviewed W.S. 1-40-118
- ✓ I have reviewed the DVS Current Rules Chapters 1 through 11  
Rules Search Criteria  
Agency: Select Attorney General  
Program: Select Victim Services  
Rule Type: Select Current Rules and Regulations
- ✓ I understand if awarded federal VOCA funds there will be a required match of 20% of cash or in kind funds.
- ✓ I have read and approved this request for funding.

Governing Entity  
Laramie County

Date  
3/2/2018







**Matthew H. Mead**  
Governor

**State of Wyoming**  
**Department of Workforce Services**  
THE DIVISION OF WORKERS' COMPENSATION  
1510 East Pershing Boulevard  
Cheyenne, WY 82002  
<http://www.wyomingworkforce.org>



**John Cox**  
Director  
**John Ysebaert**  
Deputy Director

Recipient:

Employer:

WYOMING DIVISION OF VICTIM SERVICES  
Attn: KAREN WILTANGER  
320 WEST 25TH STREET  
CHEYENNE, WY 82002

LARAMIE COUNTY  
C/O HUMAN RESOURCES DEPT  
310 W 19TH ST STE 320  
CHEYENNE, WY  
82001-2001

**WORKERS' COMPENSATION CERTIFICATE OF GOOD STANDING**

Mail Date: 2/7/2018  
EXPIRATION DATE: 2/7/2019  
Job Reference: DVS grant

This is to certify that the above named employer is in compliance with the Wyoming Workers' Compensation Act. The account is in good standing as of the above date. Sole proprietors and partners are not eligible for coverage under the Wyoming Workers' Compensation Act if they do not employ regular employees.

Wyoming Workers' Compensation monthly/quarterly payroll reports shall be submitted and payments made on or before the last day of the month following the month for which the earnings are computed and paid.

In private work, a contractor is liable for the payment of Workers' Compensation premiums for the employees of any subcontractor, if the subcontractor primarily liable has not paid the premiums as provided in the Act, pursuant to Wyoming Statute 27-14-206. Contractors should request a Certificate of Good Standing from the subcontractor before making final settlement of the contract.

If you have any further questions or concerns, please contact our office at 307-777-6763.

Sincerely,

Office Support Specialist  
Division of Workers' Compensation





THE STATE

OF WYOMING

# Department of Workforce Services

## UNEMPLOYMENT TAX

P.O. BOX 2760, CASPER WY 82602 2760

PHONE - 307-235-3217

FAX - 307-235-3278

LARAMIE COUNTY GOVERNMENT  
ATTN: HUMAN RESOURCES  
310 W 19TH #320  
CHEYENNE, WY 82001

### UNEMPLOYMENT INSURANCE CERTIFICATE OF GOOD STANDING

#### CERTIFICATE

NUMBER:

2017133227

ONLY VALID AS ISSUED

LARAMIE COUNTY GOVERNMENT

TO:

EFFECTIVE DATE:

Tuesday, May 16, 2017

EXPIRATION DATE:

Wednesday, May 16, 2018

PROJECT:

A review of the Department files indicates that LARAMIE COUNTY GOVERNMENT is in compliance with the Wyoming Unemployment Insurance requirements as of the effective date shown above.

This certificate holds you, the recipient, harmless for unpaid Unemployment Insurance debt owed by the certified company during the period set forth above. If you continue to use LARAMIE COUNTY GOVERNMENT after the expiration date of this certificate, you may be held liable for their unpaid Unemployment Insurance debt pursuant to Wyoming Statute 27-3-502(f).

To request a new certificate, use our website: <https://doe.state.wy.us/cert/default.aspx>

LARAMIE COUNTY GOVERNMENT  
ATTN: HUMAN RESOURCES  
310 W 19TH #320  
CHEYENNE, WY 82001