

RESOLUTION NO.

ENTITLED: "A RESOLUTION TO APPROVE THE SUBMISSION OF A FY 2023 & 2024 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 \$247,527.14."

FOR THE PURPOSE OF: REQUESTED FUNDS WILL BE USED FOR THE LARAMIE COUNTY SHERIFF'S DEPARTMENT VICTIM SERVICES PROGRAM FOR OPERATIONS.

WITNESSETH

WHEREAS, the Governing Body of Laramie County desires to participate in the Wyoming Division of Victim Services grant program by sponsoring this grant to assist in financing the Victim Services Program of the Laramie County Sheriff's Department; and

WHEREAS, the Wyoming Division of Victim Services requires that certain criteria be met, as described in the divisions rules governing the program, and to the best of our knowledge this application meets those criteria; and

WHEREAS, the Governing Body of Laramie County has been provided with preliminary cost estimates and information on the project; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LARAMIE COUNTY that a grant application be submitted to the Wyoming Division of Victim Services in the amount of \$247,527.14 for consideration of funding the Laramie County Sheriff's Department Victim Services Program for FY2023 and FY2024.

Laramie County commits a maximum of \$76,381.53 to be split between the two-year period in matching cash funds for benefits and payroll deductions to be included in Laramie County's FY2023 and FY2024 budget. Laramie County commits in-kind matching funds for grant administration, office supplies, equipment, emergency assistance donation funds, email and internet services estimated at a total of \$23,402 for the two-year period.

BE IT FURTHER RESOLVED, that Sandra Newland, or her successor in the position of Laramie County Grants Manager, is appointed as agent of the Laramie County Board of Commissioners to execute and submit applications and certifications for these funds and to receive funds and implement the programs funded under this grant.

PASSED, APPROVED AND ADOPTED THIS 1st DAY OF MARCH 2022.

By: _____
Troy Thompson, Chairman

ATTEST:

Debra Lee, Laramie County Clerk

Date

Received and Approved as to Form only By:

Laramie County Attorney's Office

Date 2/27/22

**SFY 2023 & 2024 Victim Services Funds
Cover Sheet**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

Program Name: Laramie County Sheriff's Department Victim Services

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

Universal Entity Identification Number (SAM Number) If not known, click [HERE](#). E9DLJC1HGNQ8

State of Wyoming Vendor Code:

(Vendor Code available from DVS) 86730

Type of Program:

- ✓ Victim/Witness Program
- Dual DV/VW Program
- CAC Program
- Other (specify)

DV/SA Program
CASA Program
SART/SANE Program

Check the boxes for funding streams your organization would like to be considered for. Please refer to the Administrator's Guide for each fund's eligibility requirements.

Formula Funding

- ✓ State Formula DV/SA
- ✓ State Formula V/W
- ✓ State Formula Surcharge
- FVPSA 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

In order to assist DVS with the proper distribution of VAWA STOP funds, please describe any project that meaningfully addresses sexual assault, including stranger rape, alcohol or drug-facilitated rape, and rape within the context of intimate partner relationships. We are not requesting VAWA STOP funds.

Cover Sheet

SFY-2023/24-Laramie-LCSO VW-00019

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

Governmental or Non-Profit:

Non-Profit

E-mail address: dory.clark@laramiecountywy.gov

SFY 2023 & 2024 Victim Services Funds

Cover Sheet

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

Total amount of funds the program is requesting for SFY2023: \$120,681.10

Total amount of funds the program is requesting for SFY2024: \$126,846.04

Total amount of funds the program was awarded in SFY2022: \$119,545.30

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:

We kept our FY2023 and FY2024 budget close to what we received in the previous fiscal years. We did not add any requests to Emergency Assistance or operations. We did request funding in publications and training that were cut in FY 2022, however if deemed ineligible or if cuts are needed these will be the first areas to be cut. We did budget for a 5% increase to payroll items for FY2024. We feel this is an accurate representation of our needs to efficiently run our program with being realistic of the confinements of the state and federal revenue streams.

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?	5
What is your agency's Workers Compensation rate?	6.2 %
What is your agency's Unemployment Insurance rate?"	0 %

SFY 2023 & 2024 Victim Services Funds
New Project (optional)

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

Project #1

NA

Project #2

NA

**SFY 2023 & 2024 Victim Services Funds
Budget - Personnel: Victim Services Advocate**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

- 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 Services Advocate

New Position ✓ **Previously Funded with DVS**

Salary Rate: 1560 OR **Hourly Rate:**

Average Hours Worked Per Week 40

Brief description of duties:

The advocate position assists the coordinator in reviewing and processing crime reports and serving victims of crime. This position works with victims to provide immediate crisis intervention. Tracy Walton has been the Victim Advocate since April 2021. Ms. Walton notifies victims of case status, criminal proceedings, trials, court hearings, case dispositions and is responsible for providing clients with information on resource programs. This position provides direct services at a rate of 100%; total salary for the two-year period is \$83,148.00 (\$40,560 in FY2023 and \$42,588.00 in FY2024). We are requesting 80% of the salary from grant funds for a total of \$66,518.40 (\$32,448 in FY2023 and \$34,070.40 in FY2024). Match for payroll is a total of \$16,629.60 (\$8,112 for FY2023 and \$8,517.60 for FY2024).

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

The Victim Advocate position provides direct 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.

The success of the program through the number of victims served and the 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. Walton's position is fundamental to the support of the program and the Victim Coordinator . Through 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 is able to highlight an increased program presence within the community to include outlining Laramie County jurisdictions such as Albin, Burns and Pine Bluffs.

	Funding Request from the DVS					Anticipated Other Resources			TOTAL Budget	
	SFY 2022	SFY 2023	%	SFY 2024	%	SFY 2022	SFY 2023	SFY 2024	SFY 2023	SFY 2024
Salary	\$31,027.36	\$32,448.00	4	\$34,070.40	5	\$7,756.84	\$8,112.00	\$8,517.60	\$40,560.00	\$42,588.00

SFY 2023 & 2024 Victim Services Funds
Budget - Personnel: Victim Services Advocate

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

**SFY 2023 & 2024 Victim Services Funds
Budget - Personnel: Victim Services Advocate**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

Payroll Taxes										
	Funding Request from DVS			Anticipated Other Resources			TOTAL Budget			
	SFY 2022	SFY 2023	SFY 2024	SFY 2022	SFY 2023	SFY 2024	Total SFY 2023	%	Total SFY 2024	%
Medicare	\$449.90	\$470.50	\$492.02	\$112.47	\$117.62	\$123.51	\$588.12	1.45	\$615.53	1.45
Social Security	\$1,923.70	\$2,011.78	\$2,112.36	\$480.92	\$502.94	\$528.09	\$2,514.72	6.20	\$2,640.46	6.20
Unemployment	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	
Workers Comp	\$701.22	\$733.32	\$769.99	\$175.30	\$188.33	\$192.50	\$921.65		\$962.49	
Subtotal	\$3,074.82	\$3,215.60	\$3,374.37	\$768.69	\$808.89	\$844.10	\$4,024.49		\$4,218.47	

Explanation (optional):

Payroll taxes for this position include Medicare, social security, and workers compensation.

Medicare is calculated at the rate of 1.45% for a total of \$1,205.65 (\$588.12 for FY2023 and \$617.53 for FY2024). We are requesting 80% of Medicare costs which equals \$964.52 (\$470.50 for FY2023 and \$494.02 for FY2024). Match (20%) for Medicare for the two-year period is \$241.13 (\$117.62 in FY2023 and \$123.51 in FY2024).

Social security is calculated at a rate of 6.2% for a total of \$5,155.18 (\$2,514.72 for FY2023 and \$2,640.46 for FY2024). The requested 80% of payroll expenses brings this total to \$4,124.14 (\$2,011.78 for FY2023 and \$2,112.36 for FY2024). Match (20%) for social security for the two-year period is \$1,031.03 (\$502.94 in FY2023 and \$528.09 for FY2024).

Workers compensation is calculated at 2.26% of payroll totals for a two-year amount of \$1,879.15 (\$916.66 in FY2023 and \$962.49 in FY2024). Of this total, we are requesting 80%, which is \$1,503.31 (\$733.32 for FY2023 and \$769.99 for FY2024). Match (20%) for workers compensation for two years is a total of \$375.83 (\$183.33 for FY2023 and \$192.50 for FY2024).

Total grant request for the two-year period is \$6,591.97 and the match portion is \$1,647.99. If payroll taxes are budgeted under VOCA funds, the match will be increased to 25%.

These payroll taxes support the Victim Advocate position in order to provide direct services, community collaboration and engagement activities. 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 2022	SFY 2023	SFY 2024	SFY 2022	SFY 2023	SFY 2024	Total SFY 2023	Total SFY 2024
Health/Med Benefits	\$14,817.99	\$15,669.31	\$16,452.86	\$3,704.49	\$3,917.33	\$4,113.22	\$19,586.64	\$20,566.08

Describe Health Insurance/Medical Benefits:

For health insurance, we are basing our amounts on FY2022 actuals and predicting a 5% increase in FY2023. Health insurance actuals for the Victim Advocate for FY2022 are \$18,643.44 (\$1,350.04 per month). For FY2024 an estimated 5% increase would bring it to \$19,575.60 (\$1,631.30 per month) Health insurance for the two-year period is a total cost of \$38,219.04 (\$18,643.44 for

**SFY 2023 & 2024 Victim Services Funds
Budget - Personnel: Victim Services Advocate**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

FY2023 and \$19,575.60 for FY2024). Our grant request for the period is at 80% of the expense rate for a total of \$30,575.23 (\$14,914.75 in FY2023 and \$15,660.48 in FY2024). Match (20%) total for the two-year period is \$7,643.81 (\$3,728.69 for FY2023 and \$3,915.12 for FY2024).

We are also requesting funding for dental insurance and this is combined into the medical benefits section. Dental insurance being based off actuals for FY2022, which is \$943.20, we are anticipating a 5% increase into FY2024. Total expense for dental insurance is \$1,933.68 for the two-year period (\$943.20 for FY2023 and \$990.48 for FY2024). Total grant request is \$1,546.94, 80% of the total (\$754.56 for FY2023 and \$792.38 for FY2024). Match (20%) for dental insurance for the two-year period is \$386.74 (\$188.64 for FY2023 and \$198.10 for FY2024).

Total medical benefit expenses are \$40,152.72 with the 80% requested reimbursement rate bringing the total grant request to \$32,122.17 (\$15,669.31 in FY2023 and \$16,452.86 in FY2024). The remaining amount of \$8,030.55 will be match (\$3,917.33 in FY2023 and \$4,113.22 in FY2024), to support the Victim Advocate position. The County strives to offer competitive benefits to employees to retain the quality of services provided to victims.

Other Benefits								
	Funding Request from the DVS			Anticipated Other Resources			TOTAL Budget	
	SFY 2022	SFY 2023	SFY 2024	SFY 2022	SFY 2023	SFY 2024	Total SFY 2023	Total SFY 2024
Retirement	\$2,907.26	\$3,040.38	\$3,192.40	\$2,762.82	\$2,990.84	\$3,140.42	\$6,031.22	\$6,332.82
Other (specify below)								
Life Insurance	\$65.66	\$65.66	\$68.93	\$16.42	\$16.42	\$17.23	\$82.08	\$86.16
Subtotal	\$2,972.92	\$3,106.04	\$3,261.33	\$2,779.24	\$3,007.26	\$3,157.65	\$6,113.30	\$6,418.98

Describe other benefits:

Other benefits that are included within our budget are retirement and life insurance.

Retirement is calculated at the county level at 14.12%. The County currently pays the 8.87% for the county portion, and the 5.25% that the county pays for the employee. We recognize that this amount is above what is eligible, so our calculations for the grant request only take the 9.37% and uses this to base our 80% split. The match will cover the difference, which is higher than 20%.

Total retirement for the two-year period is \$12,364.04 (\$6,031.22 in FY2023 and \$6,332.82 in FY2024). The 80% rate request at the 9.37% brings our total to \$6,232.78 (\$3,040.38 for FY2023 and \$3,192.40 for FY2024). Match for retirement for the two-year period will be \$6,131.26 (\$2,990.84 for FY2023 and \$3,140.42 for FY2024). Again, the match covers the difference of the total cost to what is eligible under the grant.

Life Insurance was also estimated based off FY2022 actuals; with a 5% increase estimated for FY2024. Total expense for life insurance is \$168.24 (\$82.08 for FY2023 and \$86.16 for FY2024). The requested rate at 80% is \$134.59 (\$65.66 in FY2023 and \$68.93 in FY2023). Match (20%) will be a total of \$33.65 (\$16.42 for FY2023 and \$17.23 for FY2024).

Total expenses for the "other benefits" category are \$12,532.28 for the FY2023/2024 application period, of which we are requesting expenses for \$6,367.37 (\$3,106.04 in FY2023 and \$3,261.33 in FY2024), and a match of \$6,164.91 (\$3,007.26 in FY2023 and \$3,157.65), please see breakdown above for details.

**SFY 2023 & 2024 Victim Services Funds
Budget - Personnel: Victim Services Coordinator**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

- 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 Services Coordinator

New Position	✓	Previously Funded with DVS
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Salary Rate: 2063	OR	Hourly Rate:
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Average Hours Worked Per Week 40

Brief description of duties:

The Coordinator 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 coordinator 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 provides direct services to victims and witnesses, as well as, assessing victim needs in the community and handles the administrative components. This position dedicates over 90% of its time to providing direct services, and 10% of its time conducting administrative duties.

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

The Victim Services Coordinator 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 Victim Coordinator, and has been in the position since 1999. 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, 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. Ms. Clark uses community collaboration to avoid duplication of resources within the community and to also ensure victims are being served appropriately.

The Victim Coordinator 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

SFY 2023 & 2024 Victim Services Funds
Budget - Personnel: Victim Services Coordinator

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

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.

	Funding Request from the DVS					Anticipated Other Resources			TOTAL Budget	
	SFY 2022	SFY 2023	%	SFY 2024	%	SFY 2022	SFY 2023	SFY 2024	SFY 2023	SFY 2024
Salary	\$44,183.68	\$40,231.62	-8	\$42,243.24	5	\$11,958.22	\$13,410.54	\$14,081.08	\$53,642.16	\$56,324.32

**SFY 2023 & 2024 Victim Services Funds
Budget - Personnel: Victim Services Coordinator**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

Payroll Taxes										
	Funding Request from DVS			Anticipated Other Resources			TOTAL Budget			
	SFY 2022	SFY 2023	SFY 2024	SFY 2022	SFY 2023	SFY 2024	Total SFY 2023	%	Total SFY 2024	%
Medicare	\$583.36	\$583.36	\$612.53	\$194.95	\$194.45	\$204.18	\$777.81	1.45	\$816.71	1.45
Social Security	\$2,494.35	\$2,494.36	\$2,619.08	\$831.45	\$831.45	\$873.03	\$3,325.81	6.20	\$3,492.11	6.20
Unemployment	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	
Workers Comp	\$909.23	\$909.23	\$954.70	\$303.08	\$303.08	\$318.23	\$1,212.31		\$1,272.93	
Subtotal	\$3,986.94	\$3,986.95	\$4,186.31	\$1,329.48	\$1,328.98	\$1,395.44	\$5,316.93		\$5,581.75	

Explanation (optional):

Total payroll for the two-year period is \$109,966.48 (\$53,642.16 in FY23 and \$56,324.32 in FY24). We are requesting that 75% of the positions payroll, which is \$82,474.86 (\$40,231.62 in FY2023 and \$42,243.24 in FY24) come from grant funds. Match is currently calculated at 25%, \$13,410.54 for FY23 and \$14,081.08 for FY24 for a total of \$27,491.62. Payroll taxes for this position include Medicare, social security, and workers compensation.

Medicare is calculated at the rate of 1.45% of the payroll, for a total of \$1,594.51 (\$777.81 in FY23 and \$816.70 in FY24). We are proposing a 75/25% split for all payroll taxes. Total Medicare costs at 75% for a two-year period are \$1,195.89 (\$583.36 for FY23 and \$612.53 for FY24). Match is estimated at (25%) for Medicare with a total of \$398.63 (\$194.45 for FY23 and \$204.18 for FY24). Social security is calculated at a rate of 6.2% of payroll, for a total of \$6,817.92 (\$3,325.81 in FY23 and \$3,492.11 in FY24). We are proposing a 75/25% split, with the 75% amount being \$5,113.44 (\$2,494.36 for FY23 and \$2,619.08 for FY2024). Match is based on 25% of the total for social security, which is \$1,704.48 (\$831.45 in FY23 and \$873.03 in FY24).

Workers compensation is 2.26% of payroll, for a total of \$2,485.24 (\$1,212.31 in FY23 and \$1,272.93 in FY24). For FY23 and FY24 we are estimating 75% to come from grant funds in the total amount of \$1,863.93 (\$909.23 in FY23 and \$954.70 in FY24). Match is estimated at 25% for workers comp with a total of \$621.31 (\$303.08 in FY23 and \$318.23 for FY24).

These payroll taxes support the Victim Coordinator position by allowing Ms. Clark to provide fundamental services to victims. 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 2022	SFY 2023	SFY 2024	SFY 2022	SFY 2023	SFY 2024	Total SFY 2023	Total SFY 2024
Health/Med Benefits	\$6,947.28	\$7,348.32	\$7,715.70	\$2,315.76	\$2,449.44	\$2,571.90	\$9,797.76	\$10,287.60

Describe Health Insurance/Medical Benefits:

Health insurance actuals for the Victim Coordinator for FY2023 is based upon FY22 actuals. For FY23 we are requesting a total of \$9,407.52 (\$783.96 per month). For FY24 we are estimating a 5% increase would bring it to \$9,877.90 (\$823.16 per month). Health

**SFY 2023 & 2024 Victim Services Funds
Budget - Personnel: Victim Services Coordinator**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

insurance for the two-year period is a total cost of \$19,285.42 and our grant request for the period is at 75% of the expense rate for a total of \$14,464.08 (\$7,055.64 in FY23 and \$7,408.44 in FY24). Match (25%) total for the two-year period is \$4,821.36 (\$2,351.88 for FY23 and \$2,469.48 for FY24).

We are also requesting funding for dental insurance and this is combined into the medical benefits section. Dental insurance being based off actuals for FY2022, which is \$390.24, we are anticipating a 5% increase into FY2024. Total expense for dental insurance is \$799.92 for the two-year period (\$390.24 in FY23 and \$409.68 in FY24). Total grant request is \$599.94, 75% of the total (\$292.68 for FY23 and \$307.26 for FY24). Match (25%) for dental insurance for the two-year period is \$199.98 (\$97.56 for FY23 and \$102.42 for FY24).

Total medical benefit expenses are \$20,085.34 with the 75% requested reimbursement rate bringing the total grant request to \$15,064.02 (\$7,348.32 in FY23 and \$7,715.70 in FY24), with the remaining amount of \$5,021.34 to be match (\$2,449.44 in FY23 and \$2,571.90 in FY24), to support the Victim Coordinator position. The County strives to offer competitive benefits to employees to retain the quality of service provided to victims.

Other Benefits								
	Funding Request from the DVS			Anticipated Other Resources			TOTAL Budget	
	SFY 2022	SFY 2023	SFY 2024	SFY 2022	SFY 2023	SFY 2024	Total SFY 2023	Total SFY 2024
Retirement	\$3,769.68	\$3,769.70	\$3,958.19	\$4,072.70	\$4,206.84	\$4,417.19	\$7,976.54	\$8,375.38
Other (specify below)								
Life Insurance	\$61.56	\$61.56	\$64.64	\$20.52	\$20.52	\$21.55	\$82.08	\$86.19
Subtotal	\$3,831.24	\$3,831.26	\$4,022.83	\$4,093.22	\$4,227.36	\$4,438.74	\$8,058.62	\$8,461.57

Describe other benefits:

Other benefits that are included within our budget are retirement and life insurance.

Retirement is calculated at the county level at 14.12% of payroll. The county currently pays the 8.87% for the county portion, and the 5.25% that the county pays for the employee. We recognize that this amount is above what is eligible, so our calculations for the grant request only take the 9.37% rate and uses this to base our 8% split. The match will cover the difference, which is higher than 25%.

These calculations would equal \$16,351.92 (\$7,976.54 in FY2023 and \$8,375.38 in FY2024). The 75% of the allotted 9.37% rate request brings our total to \$7,727.89 (\$3,769.70 for FY2023 and \$3,958.19 for FY2024). Match for retirement for the two-year period will be \$8,624.03 (\$4,206.84 for FY2023 and \$4,417.19 for FY2024). Again, match covers the difference of the total cost to what is eligible under the grant.

Life Insurance was also estimated based off FY2022 actuals; we do not predict any increases to this line item for FY2023 and we budgeted a 5% increase for FY2024. Total expense for life insurance is \$168.26 (\$82.08 FY2023 and \$86.18 for FY2024). The requested rate at 75% is \$126.20 (\$61.56 in FY2023 and \$64.64 in FY2024). Match (25%) will be a total of \$42.07 (\$20.52 for FY2023 and \$21.55 for FY2024).

Total expenses for the "other benefits" category are \$16,520.18 for the FY2023/2024 application period, of which we are requesting expenses in the amount of \$7,854.09, and a match of \$8,666.10, please see breakdown above for details.

**SFY 2023 & 2024 Victim Services Funds
Budget - Operating Expenses**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

Budget - Operating Expenses										
	Funding Request from the DVS					Anticipated Other Resources			TOTAL Budget	
	SFY 2022	SFY 2023	%	SFY 2024	%	SFY 2022	SFY 2023	SFY 2024	SFY 2023	SFY 2024
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/ Email/ Internet	\$2,400.00	\$2,148.00	-10	\$2,148.00	0	\$1,666.00	\$1,666.00	\$1,666.00	\$3,814.00	\$3,814.00
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	\$350.00	\$350.00	0	\$350.00	0	\$950.00	\$1,000.00	\$1,000.00	\$1,350.00	\$1,350.00
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: VS Tracking	\$684.00	\$690.00	0	\$690.00	0				\$690.00	\$690.00
Total	\$3,434.00	\$3,188.00	-7	\$3,188.00	0	\$5,651.00	\$5,701.00	\$5,701.00	\$8,889.00	\$8,889.00

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

The communication line item will include expenditures for landlines, cell phones, and tablet data charges. For FY2023 and FY2024 we are keeping this budget based off actuals for FY2022, which is lower than the budgeted totals for the previous grant. Total tablet/cell phone per month is \$168.00 (12 months \$2,016), total landline per month averages \$11 per month (12 months is \$132.00). Total request for FY2023/2024 is \$4,296.00 (\$2,148 per FY). 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 (services, repairs, on call around \$139 per month). 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 (\$83.00 for two positions per month), for a requested total of \$2,000. Operational support from the County allows our program to continue with the level of services our victims deserve. All resources for the continued success in FY2023 and FY2024 have been established within the program. These estimates are unchanged from FY2022.

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 Victim Coordinator, but the Victim Advocate uses her personal vehicle to respond to calls and provide outreach services. The mileage line item covers Ms. Walton's mileage for providing services within the community. Our request remains the same for FY2023 and FY2024 as our previous application. The mileage

**SFY 2023 & 2024 Victim Services Funds
Budget - Operating Expenses**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

line item allows the Victim Advocate to be available at various locations throughout the county to provide services . We are requesting \$350 (Federal mileage rate of .56 allows over 625 miles each year. Total line item request is \$700. Requested mileage is primarily used for travel to the smaller jurisdictions such as Albin , Burns and Pine Bluffs and to provide direct services within the surrounding areas of Cheyenne. In this line item, we show in-kind matching for the Victim Coordinator's vehicle for \$1,000 per year (\$2,000 total) to include fuel and vehicle maintenance. Access to services can often be a roadblock for many victims in a rural community. Travel and mileage allows our advocates to reach out to victims of crime at their location.

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 at an estimated value of \$1,065 per year (\$2,130 for two years); this is based on what the county is charged for audit services. The county provides equipment to include computers, printers, scanners, and telephones from county resources valued at \$970 per year (\$1,940 for two years). The support to the program through administration and equipment allows the Victim Coordinator and the Victim Advocate to focus on providing services to victims . These amounts remain unchanged from FY2022.

Our final operating expense is for the VS Tracking Software . The program uses this software to track all cases and provide accurate reporting information to the division on a quarterly basis. This service costs the program \$690 per fiscal year based on actuals. 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 the staff has 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. We also utilize hard copies of case files and excel spreadsheets to double check our statistics. We have confirmed with VS Tracking that our rates will not be increasing for FY2023 or FY2024; we would like to estimate \$700 for each year, a total of \$1,400.00. This is identical to our previous application.

**SFY 2023 & 2024 Victim Services Funds
Budget - Emergency Assistance**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

Budget - Emergency Assistance										
	Funding Request from the DVS					Anticipated Other Resources			TOTAL Budget	
	SFY 2022	SFY 2023	%	SFY 2024	%	SFY 2022	SFY 2024	SFY 2024	SFY 2023	SFY 2022
Emergency Fin. Asst.	\$3,600.00	\$3,600.00	0	\$3,600.00	0	\$1,000.00	\$5,000.00	\$7,000.00	\$8,600.00	\$10,600.00
Other: Storage Locker	\$390.00	\$400.00	2	\$450.00	12	\$0	\$0	\$0	\$400.00	\$450.00
Subtotal	\$3,990.00	\$4,000.00	0	\$4,050.00	1	\$1,000.00	\$5,000.00	\$7,000.00	\$9,000.00	\$11,050.00

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

The program has seen a 93% increase in victim service cases since 2000, and this victim count was exacerbated by the pandemic. We currently average around 665 cases a year that is almost two cases per day. However, not all cases require financial emergency assistance. 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. For FY2022 we are on track to utilize our total amount of \$3,600, and we use donation funding to cover our additional needs. We spend on average \$3,000 for emergency shelter needs, \$6,000 for repairs and services, and \$3,000 for other emergent needs such as damaged property from a crime. Emergency assistance funds are needed to support the victim services program clients. The emergency assistance line item is where the program is able to reach out and effect a large number of victims. Our program is able to provide fundamental services such as repairs, safe housing assistance, 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 well established and secure moving into 2023 and 2024. We are requesting the max amount of \$3,600 per year for a total request of \$7,200 for the two-year period. The victims we serve, what we can provide, and the feedback we receive, measure success. The program also provides matching funds through a donation line item that the county manage. This donation line item comes from community activities and is used to supplement and enhance the program. We are estimating that we will use a minimum of \$5,000 in FY2023 and \$7,000 in FY2024 out of the donations account. These donations allow the program to fund items not eligible for grant funding and help meet any gaps in Federal and State funding. The donation funds have been a wonderful resource to help our victims with needs that exceed the grant capabilities and are necessary for recovery and sustaiment.

Our final line item under the emergency assistance section is for the rental of a storage locker. The rental of the storage locker is in partnership with the City of Cheyenne Victim Witness Program and has been 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 2023 and 2024. We are requesting \$400 for FY2023 this allows for one full year of service at a rate of \$33.33 per month and an increase to \$450 for FY2024 at a rate of \$37.50 per month. Total request in this line item is \$850, a decrease since the last application based upon actuals. 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 space. 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. Each of our programs in FY2023 and FY2024 will continually monitor the usefulness of the storage locker. The locker provides the needed space we would not have access to otherwise.

**SFY 2023 & 2024 Victim Services Funds
Budget - Training**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

Budget - Training										
	Funding Request from the DVS					Anticipated Other Resources			TOTAL Budget	
	SFY 2022	SFY 2023	%	SFY 2024	%	SFY 2022	SFY 2023	SFY 2024	SFY 2023	SFY 2024
Registration(s)	\$400.00	\$800.00	100	\$925.00	15	\$0	\$0	\$0	\$800.00	\$925.00
Trav/Mile/Hotel/Meals	\$400.00	\$856.00	114	\$856.00	0	\$0	\$0	\$0	\$856.00	\$856.00
Other:			0		0				\$0	\$0
Subtotal	\$800.00	\$1,656.00	107	\$1,781.00	7	\$0	\$0	\$0	\$1,656.00	\$1,781.00

Provide detailed information for each requested line item. Please note: For SFY2023/2024 DVS will only consider training costs for the Wyoming Joint Symposium on Children and Youth, the Wyoming Conference on Violence Prevention and Response, and the DVS Mandatory Meeting. Refer to the Administrator's Guidebook for further information.

We have a new victim advocate that has been actively searching for all trainings offered to get up to speed in the field. She has currently utilized as many free web-based trainings as possible, but needs the hands on trainings. If we have to make funding cuts, this will be the first item to be reduced.

Below are the three trainings we would like to be considered for in FY2023.

- Mandated VW Meeting in 2023: costs estimated at Casper prices for up to two individuals to attend (Victim Coordinator and the Victim Advocate). No registration fee, hotels \$192 (\$96 for two nights for 1 shared room), meals \$236 (2 days for two people or \$59 per day per person). Total of \$428.00
- Joint Symposium 2023: Estimated Cheyenne prices for up to four personnel to attend (Victim Coordinator, Victim Advocate, and two deputies). Registration fee for four \$500.00, no hotels or meals needed if held in Cheyenne. Total cost of \$500.00
- Wyoming Conference on Violence Prevention and Response-could not find a registration cost so we are estimating \$150 per person (Coordinator and Advocate) \$300. Hotel room in Casper for two nights for one shared room (\$192 total-\$96 per night). Meals \$236 (2 days for two people or \$59 per day per person). Total of \$728.00 for training. We are requesting \$1,656.00 (\$800.00 in registration & \$856.00 in Travel/Meals/Lodging) for FY2023.

We would like to attend the following trainings in FY2024:

- Mandated VW Meeting in 2024: Costs estimated at Casper prices for up to two individuals to attend (Victim Coordinator and Victim Advocate). No registration fee, hotels \$200 (\$100 per night for two nights for 1 shared room), meals \$236 (2 days for two people or \$59.00 per day per person). Total of \$436.00.
- Joint Symposium 2024: Estimated Cheyenne prices for up to five personnel to attend (Victim Coordinator, Victim Advocate, and three deputies). Registration fee for four individuals for a total of \$625.00, no hotels or meals needed if held in Cheyenne. Total cost of \$625.00
- Wyoming Conference on Violence Prevention and Response-could not find a registration cost so we are estimating \$150 per person (Coordinator and Advocate) \$300. Hotel room in Casper for two nights for one shared room (\$192 total-\$96 per night). Meals \$236 (2 days for two people or \$59 per day per person). Total of \$728.00 for training.

We are requesting \$1,781.00 (\$925 in registration and \$856.00 in Travel/Meals/Lodging) for FY2024.

Total training request is \$3,437 for the two-year period.

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. Our program also utilizes all local training opportunities and available webinars to offset needs within the community at no cost. The reason for the high percentage increase is that in FY2022 these items were cut and we did not include the Wyoming Conference on Violence Prevention and Response.

**SFY 2023 & 2024 Victim Services Funds
Budget - Other**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

Budget - Other										
	Funding Request from the DVS					Anticipated Other Resources			TOTAL Budget	
	SFY 2022	SFY 2023	%	SFY 2024	%	SFY 2022	SFY 2023	SFY 2024	SFY 2023	SFY 2024
Pub/ Adv/ Outreach/ Engage	\$479.07	\$2,000.00	317	\$2,500.00	25	\$0	\$0	\$0	\$2,000.00	\$2,500.00
Prevention			0		0				\$0	\$0
Other:			0		0				\$0	\$0
Subtotal	\$479.07	\$2,000.00	317	\$2,500.00	25	\$0	\$0	\$0	\$2,000.00	\$2,500.00

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

The program uses the publications/outreach 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 \$1,000 for FY2023 and \$1,000 for FY2024 to cover these expenses. This request is based off actuals and should be noted that our request is a decrease from our previous application. We print on average of 1000-1500 brochures per year based on need, at a cost under \$2.00 per brochure. 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 an uninformed citizen to becoming an educated citizen and possibly avoid being victimized.

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, tote bags, mugs, pencils, and pens. The values calculated below are based on FY2022 actuals. We are requesting \$1,000 in FY2023; this will allow us to purchase 250 Stress Balls (\$250 at \$1.00 each), 60 mugs (\$210 at \$3.50 each), 140 tote bags (\$361.20 at \$2.58 each), 100 pencils (\$110.00 at \$1.10 each) and 55 pens (\$68.75 at \$1.25 each). We are also requesting \$1,500 in FY2024 for these purposes, see breakdown for FY2023. This is not an increase over the last application. We are aware that this line item may be determined ineligible for the funding allocations and we would cut this portion from our request at that point.

In FY2023, our request is \$2,000, \$1,000 in publications and \$1,000 for outreach activities. In FY2024, we are requesting \$2,500, \$1,000 in publications and \$1,500 in outreach items. Outreach services allow our program to interact with the community and engage them in our program and the services that we provide. In FY2023 and FY2024, 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.

These amounts are what was included in our FY2021 and FY2022 application and were the first items to be cut from our budget with reductions. Hence the % of increased value above.

**SFY 2023 & 2024 Victim Services Funds
Budget - Proposed**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

	SFY 2023 DVS Proposed	SFY 2023 Anticipated other Resources	SFY 2023 Total Budget	SFY 2024 DVS Proposed	SFY 2024 Anticipated other Resources	SFY 2024 Total Budget
Personnel						
Salaries	\$72,679.62	\$21,522.54	\$94,202.16	\$76,313.64	\$22,598.68	\$98,912.32
Payroll Taxes	\$7,202.55	\$2,137.87	\$9,340.42	\$7,560.68	\$2,239.54	\$9,800.22
Health Insurance/Med. Benefits	\$23,017.63	\$6,366.77	\$29,384.40	\$24,168.56	\$6,685.12	\$30,853.68
Other Benefits	\$6,937.30	\$7,234.62	\$14,171.92	\$7,284.16	\$7,596.39	\$14,880.55
Subtotal	\$109,837.10	\$37,261.80	\$147,098.90	\$115,327.04	\$39,119.73	\$154,446.77
Operating Expenses						
Office Rent	\$0	\$0	\$0	\$0	\$0	\$0
Shelter Rent	\$0	\$0	\$0	\$0	\$0	\$0
Utilities-Office	\$0	\$0	\$0	\$0	\$0	\$0
Utilities-Shelter	\$0	\$0	\$0	\$0	\$0	\$0
Communication	\$2,148.00	\$1,666.00	\$3,814.00	\$2,148.00	\$1,666.00	\$3,814.00
E-mail/Internet						
Supplies-Office	\$0	\$1,000.00	\$1,000.00	\$0	\$1,000.00	\$1,000.00
Supplies-Shelter	\$0	\$0	\$0	\$0	\$0	\$0
Travel/Mileage	\$350.00	\$1,000.00	\$1,350.00	\$350.00	\$1,000.00	\$1,350.00
Administration/Bookkeeping	\$0	\$1,065.00	\$1,065.00	\$0	\$1,065.00	\$1,065.00
Equipment Leases/Maint.	\$0	\$970.00	\$970.00	\$0	\$970.00	\$970.00
Office/Shelter Repairs/Maint.	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$0	\$0	\$0	\$0	\$0	\$0
Professional fees/services	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating	\$690.00	\$0	\$690.00	\$690.00	\$0	\$690.00
Subtotal	\$3,188.00	\$5,701.00	\$8,889.00	\$3,188.00	\$5,701.00	\$8,889.00
Emergency Assistance						
Emergency Shelter						
Emergency Financial Asst.	\$3,600.00	\$5,000.00	\$8,600.00	\$3,600.00	\$7,000.00	\$10,600.00
Other Emergency Assistance	\$400.00	\$0	\$400.00	\$450.00	\$0	\$450.00
Subtotal	\$4,000.00	\$5,000.00	\$9,000.00	\$4,050.00	\$7,000.00	\$11,050.00
Training						

**SFY 2023 & 2024 Victim Services Funds
Budget - Proposed**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

Trainer's fees						
Registration	\$800.00	\$0	\$800.00	\$925.00	\$0	\$925.00
Travel/Hotel/Meals	\$856.00	\$0	\$856.00	\$856.00	\$0	\$856.00
Other Training	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$1,656.00	\$0	\$1,656.00	\$1,781.00	\$0	\$1,781.00
Other						
Publications	\$2,000.00	\$0	\$2,000.00	\$2,500.00	\$0	\$2,500.00
Advert./Outreach/Engagement						
Prevention Edu. & Awareness	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$2,000.00	\$0	\$2,000.00	\$2,500.00	\$0	\$2,500.00
TOTAL	\$120,881.10	\$47,982.80	\$168,843.90	\$128,848.04	\$51,820.73	\$178,668.77

**SFY 2023 & 2024 Victim Services Funds
DVS Expectations**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

All recipient receiving DVS funding are required to meet the following expectations:

- 1. Fundamental Services to Victims of Crime**
- 2. Strong Community Collaboration**
- 3. Community Engagement**

The narratives for each of the expectations should:

- * Describe the planning, development, and implementation it will take to achieve each expectation.
- * Describe the means by which efforts will be measured.
- * Demonstrate how efforts will address the community needs.

1. Fundamental Services to Victims of Crime:

Objective: Continue and enhance delivery of victim services:

Activity 1A: The coordinator, advocate and volunteers review the calls for service and make contact with victims of crime on a daily basis. We provide clients with services offered by the program including: crisis intervention, personal advocacy, safety and security planning, extra patrol (law enforcement intervention), transportation, act as a liaison between the victim and law enforcement on questions regarding the status of the case, emergency financial assistance, assist in requesting crime victim compensation, provide emergency shelter and food, hospital response, assist with referral to other agencies for counseling, and follow up contact regarding the status of the case, orientation to the criminal justice system and provide written information to them, and provide information on the Wyoming Statewide Automated Victim Information and Notification System SAVIN/VINE. Through these services, we provide quality care to our clients to aid them with the assistance and services they need. We are continually developing ways of streamlining our services for the public. If we are unable to provide resources, we rely heavily on our community partner organizations and refer those clients to those community services.

Activity 1B: Victim Services are successful in Laramie County, due to our team of dedicated volunteers. As with any volunteer service, it often becomes hard to retain and recruit new volunteers. All of our volunteers attend a 40-hour initial training with updated monthly trainings. Volunteers are on call on the off hours of the paid staff during nights and weekends. All volunteers are trained to provide all of the above services and can assist victims of crime immediately when requested by victims or called out by deputies. Recruitment of volunteers is continual through word of mouth and community collaboration. The department is active in putting out information and requests for volunteers, as they are always needed. Without these volunteers, our services are not effective or efficient within our community. We are finding it increasingly difficult to attract quality volunteers who can assist on a long-term basis. We are excited to welcome a new volunteer manager into our program to help with this task in the spring of 2022.

Activity 1C: We strive to continue our education and coordination with law enforcement officers in various trainings and services, as they are usually the first contact for victims. The Victim Services Coordinator attends weekly briefings with the sergeants and deputies for the purpose of case review and interagency contact. The coordinator will ask for extra patrols if requested by the victims and discuss the cases involving victims and what services we are providing to the crime victims. It is a team effort that builds a positive working environment and best meets the needs of our clients. Our department has been providing a more intense orientation and partnership with new and existing deputies to facilitate open communication and resource coordination. This has made a significant change in our departmental operations to better assist victims.

Activity 1D: We enhance our provided victim services by identifying and training a cadre of committed, long-term volunteers in the advanced elements of victim services, including case management and data access. The Victim Services Coordinator will work with the Sheriff's command and human resources staff to obtain necessary clearances for these identified volunteers and to provide additional training over the course of the volunteer period. The intent is to increase outreach to remote rural residents and utilize all of the volunteers to better serve our victims. We also collaborate with the City of Cheyenne Victim Services program for managing and coordinating our volunteers.

Measurement of Activities: We will measure our objective by the ability to provide resources to both victims and other partnerships within the community. Feedback is critical, as is participation in our program and the involvement from the Sheriff's Department. Our main measurement is the ability to provide sufficient outreach services and resources to victims of crime.

SFY 2023 & 2024 Victim Services Funds

DVS Expectations

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

2. **Strong Community Collaboration:**

Objective: Connect victims to community resources by attending and staffing cases in collaboration with community partners.

Activity 2A: The coordinator, advocate and advanced volunteers will attend monthly meetings with the Coordinating Community Response Team (CCRT) to coordinate services and avoid duplication of efforts for victims of sexual assault and domestic violence cases. We work closely with the City of Cheyenne to coordinate efforts and services to the victims within our community. This team also provides community awareness by talking to students at the local high schools on sexual assault and domestic violence. Agencies that participate in these meetings are Safehouse Sexual Assault and Domestic Violence program, FE Warren Air Force Base Victim/ Witness Coordinator, Cheyenne Police Department Victim Assistance, City/County Health Department, Sexual Assault Nurse Examiner (SANE), and the District Attorney's Victim Witness Assistant.

Activity 2B: The coordinator, advocate and advanced volunteers attend and participate in the Child Protection Team meetings. At these meetings, cases involving physical and sexual abuse to children are staffed and discussed. Each case that is staffed includes a plan to connect child victims along with family members to the appropriate service agencies within the community. The plan is put into place and the service agencies that work with the child victim and family members follow up and make sure that the services are being utilized appropriately. Our Coordinator makes the initial contact with the victim and assists in these meetings as required. We are very careful to keep juvenile information confidential when outside agencies attend.

Activity 2C: The coordinator, advocate and advanced volunteers will attend the Drug Endangered Children Team meetings. There is a representation from both high schools, the Meth Coordinator, Department of Family Services, and both law enforcement agencies to discuss at risk teenagers and provide services to children that are at risk. Many of these children have once been victims of a family member, so a plan is put in to place for that child and we will work accordingly with the victim. Again, we ensure that coordination of all community services are made and are not duplicated.

Activity 2D: The coordinator, advocate and advanced volunteers will attend and participate in the Underserved Family Assistance Committee. When meetings are held all services agencies from Laramie County are invited to talk about their programs and services that are provided along with contact information to disseminate. A resource guide of all agencies in the county with contact information is available to each service provider. All service agencies receive a hard copy of the guide and an electronic copy for use in serving the community. They serve as a database for connections to services and are updated every six months.

Activity 2E: The coordinator, advocate and advanced volunteers will attend Adult Protection Team meetings with the purpose of connecting services with vulnerable adults. Our program conducts welfare checks and follows up procedures on the elderly population. We work in connection with the Adult Protection Team to ensure this population is receiving the services they need, including medical services. Over the past year, the elderly have been increasingly victimized with frauds to include telephone, mail and identify theft in Laramie County. They are a vulnerable population and are subject to numerous victimization attempts that prey specifically on the elderly.

Activity 2F: We participate in the sex-offender containment team launched by state probation and parole during quarterly meetings. This team involves probation and parole, law enforcement, victim advocates, and specialized mental health professionals in working with sex offenders. The team takes a victim-centered approach to reduce recidivism and holds offenders accountable to society and to the victim.

Measurement of Activities: We will measure our activities by our ability to avoid duplication of resources, and our involvement and active participation in collaborating with other community providers and programs.

3. **Community Engagement:**

Objective: To increase awareness and responsiveness to victims' issues throughout Laramie County communities.

Activity 3A: The Victim Services Coordinator and Advocate will provide outreach training to advanced volunteers and other deputies to allow for an increased outreach effort to community organizations. Various outreach activities include, classroom presentations and community and church appearances. We also provide brochures and promotional materials for awareness of crime victims throughout all of the communities. We participate in Sexual Assault Awareness, Violence against Women Awareness and other fundraising activities held within the community.

**SFY 2023 & 2024 Victim Services Funds
DVS Expectations**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

to raise funds to support crime victims throughout the year. These activities occur countywide and are often used to include the outlying communities. It is the department's goal to work with the Pine Bluffs Police Department in outreach efforts in Pine Bluffs. The Pine Bluffs Police Department has new leadership that has increased our presence within the community. We are always looking for qualified volunteers to assist us in outreach efforts in Eastern Laramie County. It is our hope through various activities and outreach that we will find volunteers that live and work in these outlying communities.

Activity 3B: During each year's national campaign for Crime Victims' Rights Week in April, our program will participate in the activities are be held during that weeklong campaign to distribute materials. This is done to promote victims' rights and the services available to the community. During this month, it is important to provide sufficient outreach to our community letting them know about the various services we can provide. It is also a great time to coordinate with other agencies in our community. The Laramie County community is very diverse due to the outlying communities such as Albin, Burns, and Pine Bluffs as well as smaller towns such as Carpenter. During the month of April, the department will work in coordination with these communities to bring the national campaign to them. Displays, pamphlets and information will be provided to the town halls and community centers.

Activity 3C: In the FY 2023-2024, our program will continue to work with the Cheyenne Police Department to contact local community organizations. It is our goal to attend community clubs and community organizations to present resources offered through victim services, provide brochures, and contact information. Our program has had an increased partnership and involvement with the Laramie County Community College and frequently provide outreach materials, support and forums to discuss sexual assault and victimization issues specific to the college atmosphere at least twice a year. We are also working on internet cyber safety, a growing concern within the community.

During crime victim's rights week, advanced volunteers disseminate posters, pamphlets, and brochures throughout the community with program contact information. In addition to written information, promotional items with service information on them are disbursed as a remembrance of the week. A number of special events are incorporated into the week's activities. Advanced volunteers and community experts go into our local schools to warn teenagers on the dangers of predators on the internet, dating violence and sexual assault. Advocates appear on the local news stations and radio stations talking about the victim service agencies and what services they provide as well as creating awareness for CVRW. We provide news features and advertisements to run this week in local media outlets. During the week, local advocates and volunteers distribute program information and collaborative brochures at local grocery stores, churches and other community gathering spaces.

Measurement of Activities: We will measure our activities by our ability to coordinate with partner agencies to provide information on victim rights and the dissemination of materials. Particular emphasis will be placed on Eastern Laramie County outreach and involvement.

**SFY 2023 & 2024 Victim Services Funds
Services**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

What hours are services available?

Regular office hours: M-F 8:00-5:00PM

On-call hours (if applicable): 24/7

Who does your program serve (check all that apply)?

- ✓ Adults
- ✓ Children

Indicate the primary types of victimization your program serves.

- | | |
|--|--|
| ✓ Adult Physical Assault | ✓ Adult Sexual Assault |
| ✓ Adults Sexually Abused/Assaulted as Children | ✓ Arson |
| ✓ Bullying | ✓ Burglary |
| ✓ Child Physical Abuse or Neglect | ✓ Child Pornography |
| ✓ Child Sexual Abuse/Assault | ✓ Domestic and/or Family Violence |
| ✓ DUI/DWI Incidents | ✓ Elder Abuse or Neglect |
| ✓ Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other | ✓ Human Trafficking: Labor |
| ✓ Human Trafficking: Sex | ✓ Identity Theft/Fraud/Financial Crime |
| ✓ Kidnapping (non-custodial) | ✓ Kidnapping (custodial) |
| ✓ Mass Violence (Domestic/International) | ✓ Other Vehicular Victimization |
| ✓ Robbery | ✓ Stalking/Harassment |
| ✓ Survivors of Homicide Victims | ✓ Teen Dating Victimization |
| ✓ Terrorism (Domestic/International) | ✓ Other (Specify Other) |
| | Larceny and Destruction of Property |

Indicate the primary types of victimization your program serves.

Information and Referral

- | | |
|--|---|
| ✓ Information about the criminal justice process | ✓ Information about victim rights, how to obtain notifications. |
| ✓ Referral to other victim service programs | ✓ Referral to other services, supports, and resources |

Personal Advocacy/Accompaniment

- | | |
|---|--|
| ✓ Victim advocacy accompaniment to emergency medical care | ✓ Victim advocacy/accompaniment to medical forensic exam |
| ✓ Law enforcement interview advocacy/accompaniment | ✓ Individual advocacy |
| ✓ Performance of medical or non-medical forensic exam or interview or medical evidence collection | ✓ Immigration assistance |
| ✓ Intervention with employer, creditor, landlord, or academic institution | ✓ Child or dependent care assistance |
| ✓ Transportation Assistance | ✓ Interpreter Services |

Emotional Support or Safety Services

- | | |
|----------------------------------|-------------------------------------|
| ✓ Crisis Intervention | ✓ Hotline or crisis line counseling |
| ✓ On-Scene crisis response | ✓ Individual counseling |
| ✓ Support Groups | ✓ Other therapy |
| ✓ Emergency financial assistance | |

Shelter/Housing Services

- | | |
|-----------------------------------|------------------------|
| ✓ Emergency Shelter or Safe house | ✓ Transitional housing |
|-----------------------------------|------------------------|

**SFY 2023 & 2024 Victim Services Funds
Services**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

✓ Relocation assistance

Criminal/Civil Justice System Assistance

✓ Notification of criminal justice events

✓ Assistance with restitution

✓ Civil Legal assistance with family law issues

✓ Immigration assistance

✓ Law enforcement interview advocacy accompaniment

✓ Other legal advice and/or counseling

✓ Victim impact statement assistance

✓ Civil legal assistance in obtain protection or restraining order

✓ Other emergency justice related assistance

✓ Prosecution interview advocacy accompaniment

✓ Criminal advocacy accompaniment

SFY 2023 & 2024 Victim Services Funds

Mission Statement

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

Provide the program mission statement.

The purpose and the goal of the Laramie County Sheriff's Department Victim Witness Program , is to enhance the treatment of victims and survivors of crime, and non-criminal crisis situations by providing victims with the assistance and services necessary to speed their physical and emotional recovery; to support and aid them through the criminal justice system; and to make referrals of victims of criminal acts to appropriate assistance agencies.

It is the policy of this department to exercise a leadership role in ensuring that victims are treated with courtesy, respect and fairness. This department will also comply with all state statutes in regards to this area.

**SFY 2023 & 2024 Victim Services Funds
Statement Of Need**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

What is the nature of the community need that the proposed project will address? Use trends and statistical information of the state, region, and community, as well as any other information deemed necessary to justify the request for funding to serve victims of crime.

Laramie County has a population of 35,180 persons residing in Laramie County's jurisdiction outside of the City of Cheyenne limits in an area of 2,686.5 square miles (2021 Census Estimate). Laramie County is also the first most populated County in Wyoming. This population has grown 10.2% since 2000 compared to a 5.9% increase for incorporated Cheyenne. Within this geography, three communities have been identified as areas of special interest for victim services. While our program in all of these communities provides general and primary victim services, each community presents unique issues and needs.

1. Metropolitan Cheyenne is defined by the high-density urban fringe around the incorporated City of Cheyenne. This community is marginalized, in a sense both geographically and socio-economically from mainstream Cheyenne and its services. According to Laramie County Consensus data from 2009-2020, 7.4% of the population is living below poverty guidelines. From a perspective of victim services, higher crime rates, low-income population, rental or substandard housing, substance abuse and mental illness characterize this community. Criminal activity in Metropolitan Cheyenne tends towards domestic violence, vandalism, theft, burglary and destruction of property.

2. Remote Rural: Almost the entire land area of Laramie County has an average population density of one to five persons per square mile (2021 Census Estimate). Agricultural production or unimproved prairie, seclusion, long distances from employment centers, subsistence lifestyles and isolation characterize these areas. Criminal activity in remote rural settings of Laramie County tends towards domestic violence and property crimes to include vehicle thefts. We have seen an increase in sexual assaults within this population as well.

3. Small Towns: The small incorporated communities of Albin 203 residents, Burns 321 residents and Pine Bluffs 1,141 (2021 Census Estimate). Laramie County also has small communities that are not considered jurisdictions such as Carpenter and Hillsdale, which both have populations under 100. The majority of the small town population commutes to Cheyenne or Nebraska for employment. Criminal activities in the small towns tend towards burglaries and domestic violence. With this pattern, we also see an increase in elder abuse along with a rise in domestic violence cases with intense violence such as strangulation. Victim Services responds to all calls for assistance within Laramie County and serves the distinct populations present. Two primary groups within Laramie County require special attention and assistance from Victim Services. These are the Non-English speaking and the elderly. According to the Laramie County 2009-2019 Consensus data, 6.8% of the population speaks a language other than English. Our county's national origin breakdown is 78.6% white, 14.9% Hispanic and 2.5% Black with 4.0% other. These populations face victimization issues compounded by other factors unique to their community, for example, isolation or economic dependence. Since 2010, our service volume for Hispanic or Latino persons has increased by 9%. The brochures that have been translated into Spanish have been very helpful, but recently we are running into populations that speak different dialects and pose a greater challenge. Based on observations made during outreach efforts in the past couple of years, there is a population of primarily Spanish only speakers living in the remote rural and small town communities who are unable to access services and are reluctant to contact law enforcement. Our program has utilized Sheriff Department employees that are able to assist us in translation in various dialects; we have relied heavily on them in numerous cases. Our new volunteer coordinator is contributing her time for translation in our Spanish speaking communities.

Since the last application, the department has seen an increase in the number of larcenies, burglaries and destruction of property crimes committed within the county. The increase has been both in absolute terms and in percentage of crime and percentage of victim contacts. From Calendar year 2021, the UCR data shows that Laramie County had 123 assaults, 634 burglaries and 548 larcenies as the high markers of crime in our community. These crimes typically do not have suspects or prosecutions and involve loss of cash, property and due to the theft of personal effects requires efforts to prevent identity theft. During the last year, we have seen an increase in severe domestic violence cases, property crimes and crimes involving victims with mental health or substance use. We are lucky to have another Victim Service provider within the City of Cheyenne, as we work closely together to ensure the population is taken care of to the best of our abilities and with the resources available.

SFY 2023 & 2024 Victim Services Funds

Evaluation / Outcomes

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

How does your program evaluate its success in providing meaningful services to victims of crime? Describe how the program will measure outcomes and evaluate quality services. Identify the data that will be collected to address your outcomes and how the data will be used to improve services.

The effectiveness of the assistance that the Victim Services program offers is measured directly by the victims . The program is in contact with crime victims by phone, direct contact, letter or e-mail on a daily basis. The victim is tracked on a victim intake form, with contacts made and the services that are provided being documented. The program measures the quality and quantity of services based on our four established goals: fundamental services to victims of crime, strong community collaboration, community engagement and service of special populations.

After initial contact, the victim is mailed an evaluation form with a self-addressed stamped envelope and asked to comment and rate the services that they received. This survey is returned to the departmental command staff. Historically, the response rate on these surveys has been very poor. To increase responses, we have been working with the command staff to identify which victims responded and to follow-up by phone and mail contacts with victims who have not completed surveys to gather the information. Our goal for FY 2023-2024 is a 25% survey completion through these methods, not counting victims who have left the area or are otherwise unreachable. This is a lofty goal based on our historical participation rates on these surveys, but we recognize that they are important for maintaining funding and providing documentation on services provided. The coordinator and advocate keep track of statistical information on each victim served, and what services were given until the completion of the case. Then a file is maintained that includes all of the statistics relating to each case for a period of five years. This provides access for continual measurement and future victim contact information. After that five-year period, these files are properly destroyed.

Each client's situation is unique and we learn from each experience on a case-by-case basis. The clients dictate how we measure the impact of services. We often see patterns or instances of high rates of a certain crime or need in the community . Our success is measured by how we meet that need. The full circle comes down to the resources that we have available to work with for assisting our clients effectively. Word of mouth is currently our best measure for the outcomes of the population that we serve . We put out the surveys, but often times the population we serve are at a point in their lives where a simple survey is not important to them. The department measures the outcome of our referrals through follow-ups on referred cases in the various collaborative meetings that are held. Similarly, other agencies provide feedback on our services based on their experiences with referrals to our agency. We receive this feedback through emails, mail, voice and face-to-face communication. We then take this feedback and continuously modify our program and evaluate our weaknesses.

Each client that the department meets is tracked to include age, race, gender, economic status, employment, address, phone number, relations and also rural remoteness, Spanish speaking, special needs/disabilities. This data is then used to determine the services needed for each client and what resources we can provide. We use the data to address and fine-tune our future response efforts for meeting the community needs. As advocates we are able to measure the quality of services provided to victims through personal contact and feedback from the victims themselves, collaboration on victim information with responding deputies/detectives, statistical information and follow up contact and case review as to the services offered . We make notes on if there were more services that could have been provided. Sometimes we lack the resources necessary to provide the quality and quantity we wish we could. This is where our community partnerships come into play along with our donation funds.

**SFY 2023 & 2024 Victim Services Funds
Outreach**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

How do crime victims find the program and access services? Describe outreach activities and how the program enhances awareness of victims' issues and services in the community.

When a victim is identified during a call for service, deputies provide a victim rights notification form with the programs contact information. Once on scene the Victim Witness Coordinator and Advocate establishes a support system for the victim. We also respond to the department and hospital for several cases. Our proximity within the law enforcement agency allows the program to review all calls for services on a daily basis. If there is an apparent victim related to the call for service, our program makes contact by phone or letter for an immediate follow up. Our contact information is also located on our Sheriff's Department website, in the local phone book, through other resource books such as the InterService Family Assistance Committee book, program brochures, and various other human services guides.

We have identified three major underserved populations: remote rural, elderly and Spanish-only speakers as well as special needs populations to include the LGBTQ. These populations are discussed further in the Statement of Need. Our efforts to serve these populations are described under the special populations section of this application. Other community outreach activities are described under Activity 3 of the Goals / Objectives / Activities / Outcomes section of this application. Other CVRW activities in which the program participates includes programs at the Boys and Girls Club, a vigil march and victims' tree and various programs at the community college (LCCC). Our Victim Services program works with community churches and schools as often as possible to provide information and give presentations.

Laramie County extends to the towns of Albin, Hillsdale, Carpenter, Burns and Pine Bluffs. To assist in reaching these areas, we need volunteers that live in these small communities, we also need bi-lingual volunteers, which have been challenging to find and keep. In attending the local, state and adult protection team meetings, the program serves the elderly population and adults with disabilities, in doing so we allow services from typical Cheyenne-based programs to become countywide.

Currently, our program has five dedicated volunteers and we are continually searching for more. To recruit volunteers we use word of mouth from other volunteers and people who may express interest in getting into this line of work. Trainings are offered through our local program, volunteers are notified of statewide trainings, and our program absorbs the cost. As part of our new direction towards program sustainability, we will be expanding and deepening our volunteer program. Our program and the Cheyenne Police Department jointly offer a 40-hour training each spring to replenish our supply of trained volunteers. We coordinate with the Police Department and our volunteers to ensure that no one person is burdened with the majority of calls after hours. Both of our agencies are able to coordinate training in order to prevent duplication of efforts. We are excited to have a new volunteer coordinator on board with our program to help manage and facilitate this component. We hope to have a more robust volunteer program as a result. Due to recent patterns of crime and victimization, it has become evident that we need to strengthen our outreach efforts to include more expansive limited English services, as well as, special population services to include the elderly and the LGBTQ population. These populations are increasingly targeted for victimization and additional time and resources are spent on these cases. These cases often are complex, require detailed resources, and follow up services.

We are noticing increased patterns of victims in these communities and want to be able to address and provide appropriate support and resources. These smaller communities are isolated and the general population is unaware of victim services and the support our programs can offer. The cycle of violence is often perpetual in these communities; we need to provide additional support, resources and efforts to break the progression of violence.

What underserved populations has your program identified within your service area? How do the identified populations access services?

Objective: To increase outreach efforts to remote rural populations, Spanish-only speakers and the elderly.

Activity 1A: Utilize advanced volunteers and specialist deputies to staff satellite locations in Albin, Pine Bluffs and Burns and other smaller communities as needed. These offices are already available, but requires volunteer training and coordination by the Victim Services coordinator and advocate to implement. This is an area of our program that needs additional resources and support. We are actively recruiting potential volunteers to bolster our efforts in this area.

Activity 1B: In the towns of Albin, Burns and Pine Bluffs, we will put forth effort to attend at least one town meeting annually. We put together information to familiarize elected and appointed officials with the services that extend to Eastern Laramie County, distribute information, and appropriate contact numbers to call for victim services. It has been our experience that these outlying communities are unaware of the services we provide. It is important to continue the education effort to provide all of those victims with the services they need. As our county has grown, we have seen victims that are unfamiliar with programs, agencies and community resources. We see this as a special population to address and serve. We need to continue our outreach efforts to reach all citizens.

SFY 2023 & 2024 Victim Services Funds

Outreach

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

Activity 1C: We will continue to produce bilingual versions of victim services materials and distribute foreign language VINES materials available to these populations.

There has been an increase in violent cases that involve Spanish speaking families and victims and this has presented new challenges to our department and law enforcement as a whole. These crimes often involve severe injuries that are made complicated by an illegal or temporary visa status of the victims. We are finding it very challenging to work with the population around the regulations and legalization for treatment and getting services to these victims with the added complexity of language barriers. We rely on our Spanish-speaking deputies and our volunteer coordinator (certified translator in Albany and Laramie County) for assistance with translations.

Activity 1D: Our department is realizing the increased need for assisting the elderly. The department has established a goal of focusing on continuum of care in creating community ties and connections for health care in the elderly population. The elderly population continues to grow in Laramie County, as it does in other locations. We are finding that many of our cases involve this population. The department will meet with various agencies in the coming years to work towards better understanding of Medicaid and Medicare services available. It has been our experience that communicating directly with Medicaid and Medicare on behalf of the individual is not well accepted. The topic of Medicaid and Medicare has given the department a new experience and education on health care boundaries within this population. The coordinator will continue to be involved in various steering committees every six months to stay up to date on this topic to better help the population we serve. This is an area where increased training opportunities would benefit our program.

Activity 1E: To serve the special needs and LGBTQ communities, the Laramie County Sheriff's Department Victim Witness Program reviews each case individually and attunes its response to the special factors of that case. Our department does not conduct specific activities to the special needs population or the LGBTQ population. Our coordinator and volunteers are trained to be competent in any situation and work hard to provide an equal level of services to all clients we serve. This is an area where our department would benefit from additional training and an educational opportunity as this population continues to diversify.

Activity 1F: To serve and address the increased need for response to victims who are unemployed or underemployed due to the pandemic. We are encountering victims that are vulnerable and are not linked to community resources or have seen significant cuts in available community resources. Along with this, we have seen an increase on multi-family dwellings where friends or families join to support extended members due to unemployment. Victimization in these situations have a trickledown effect to others living within the home.

Measurement of Activities: We will measure our activities by our ability to provide quality services regardless of the case and any barriers. We will address in particular cases of the Elderly, Spanish Speaking, LGBTQ and Human Trafficking victims and handle them just as we do every other unique case.

**SFY 2023 & 2024 Victim Services Funds
Sustainability**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

What efforts has your program taken to enhance financial resources apart from DVS funding?

The County, Sheriff's Department and our program are committed to working together to make this program succeed. These commitments show the level of appreciation for victim services over time through the DVS's efforts and by our program's efforts to demonstrate the value of the services throughout the community. We will continue to serve our community with the ongoing support of the Laramie County Sheriff's Department and the Laramie County Board of Commissioners.

This program has been successful in obtaining donations from local businesses to meet victim needs (reducing emergency services costs) and for promotional items used in outreach activities. We will continue these local efforts and partnerships, as well as, work to seek funding from community organizations to finance service expansions, (i.e. Spanish-only population outreach). The local community is receptive and supportive of our efforts and often contributes services and goods. Our program has been hosting a golf tournament for the past five years and this has aided the program tremendously. We purchase all gift cards out of this funding stream, as well as, items such as food and clothing and it even meets the needs of some of our unique cases, such as crime scene clean up.

We have discussed internally a sustainability plan, and we have commitment from the County and Sheriff's Department that this program is vital and if funding were to disappear, we would do everything possible to allow the program to continue its work in the community. If funding from the division was removed, the Sheriff's command staff and County Commissioners would be notified immediately and meetings would be scheduled to detail the transition of the program from grant funds to county operations. Realistically speaking, the transition that would be very complex and detailed and is something cannot be predicted until it happens.

How will community trust, credibility, and support for the program be sustained?

The Laramie County Sheriff's Victim Witness program has been working every year in the community since 1999. We work with churches, schools, law enforcement, government, community functions and fundraisers as well as organizations etc... to ensure that people are aware of our ability to help. The communities we serve are very important to our department's success and us. Referrals and word of mouth is incredibly important in these small communities and we want our clients to trust us in the efforts that we put forth. We are continuously evaluating our department and the services that we provide. Our department experiences changing dynamics based on the year or economy and the need to be able to adapt to those changes. With this awareness, we are continuing to build trust in our community of Laramie County.

Our program cannot be successful in these efforts without relying heavily on our excellent volunteers. The department command staff, County Commissioners and Victim Services Coordinator have developed a plan to increase the role and responsibility of the volunteer pool currently utilized by the program. These volunteers will be trained and cleared to access criminal information and victim files. It is a factor also that we have a limited number of volunteers in our larger community and need additional resources. Our new volunteer coordinator will assist in these efforts.

Even with the ability of volunteers to assist, our department is increasingly finding it hard to attract and retain quality volunteers that can handle the stressful nature of victim services. A large number of our calls for assistance have become increasingly time consuming and are complex in nature and require detailed assistance and resources. Furthermore, by operating a more efficient program, we will have reduced potential liability incurred by the county if this program were required to be funded internally.

**SFY 2023 & 2024 Victim Services Funds
Collaboration**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

What other agencies and community partners does your organization work with in your community? Describe how your program collaborates with these agencies and community partners to serve victims of crime.

The Laramie County Sheriff's Department Victim/Witness Program has a strong working relationship with other victim services agencies within our community. In working closely as an interdependent web with the other service agencies, we ensure that the victim is getting the appropriate service with no duplications. The current working relationship with other agencies continues to build and work more efficiently with the influence of outside forces such as the economy.

We work closely with the Cheyenne Police Department Victim Assistance Program, Safehouse Sexual Assault Services, Laramie County District Attorney's Office Victim/Witness Program, Cheyenne Regional Medical Center (Sexual Assault Nurse Examiner) SANE Program, Life Choice Pregnancy Center, CASA of Laramie County (Court Appointed Special Advocate), F.E Warren Air Force Base Sexual Assault and Prevention and Response Office, LCCC Security Services, Equity to Justice, VOA Counselors, Home Instead, LIV Health Services, Community Action, Non-profits, Department of Family Services Family Support, Case Managers and Benefit Support Specialists, along with private counseling practices, We also work with the Beast Foundation, churches, schools and the Peeps Program at LCSD#1 and the Family Support Program. Our community has also initiated a 211 system that provides a great deal of support to our program and allows easy access to other social service assistance agencies. The various local interagency groups provide a platform for these relationships, i.e. the Coordinated Community Response Team, Adult Protection Team, Drug Endangered Children Team, and the InterService Family Assistance Committee (IFSAC).

We rely on the working relationship that we have established with these agencies throughout the years and we rely on other service providers in the community to help in delivering quality services. Our program provides victims with referrals to the Salvation Army and Needs Inc., (food, clothing and household items), COMEA Shelter (homeless), and other agencies within the Laramie County Community Partnership. The coordinator as time allows, wants to become more involved in these partnering agencies and maybe even serve on a few of the boards.

Since the last application, we have relied heavily on our working relationships with Liv Health Services and Home Instead to coordinate wrap around services for the elderly population to include case coordination, Medicaid waivers and supporting the unique needs of the elderly within the community. This has been a large need within our community and we see the elderly being increasingly exposed to crimes.

Our program works in conjunction with the law enforcement agency, that allows us to identify and assist victims of crimes where no suspect is identified and no charges are filed. Nine out of ten calls for services does not result in a charge; with our current partnership, we are able to have immediate knowledge of these victims.

The population of Laramie County will greatly benefit from this proposal. The Laramie County Sheriff's Department Victim Witness program has been active over twenty-one years and has been very successful at reaching and serving a large percentage of the population through different instances of victimization or crime. We have made a presence in the community and continue to provide outreach efforts to broaden our services. Our program recognizes that we would not be successful without the funding and support of the Division of Victim Services and the trust of our community.

**SFY 2023 & 2024 Victim Services Funds
Eligibility Documents**

Organization: Laramie Co Sheriff's Office VW Program

SFY-2023/24-Laramie-LCSO VW-00019

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

https://grants.wyoming.gov/_Upload/89210_891979-OrganizationalFlowCharts.pdf

Organizational Flowchart

https://grants.wyoming.gov/_Upload/89210_891980-Unemployment.pdf

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.)

https://grants.wyoming.gov/_Upload/89210_891981-WorkersComp.pdf

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

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

SFY 2023 & 2024 Victim Services Funds

Assurances

Organization: Laramie Co Sheriff's Office VW Program

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- ✓ 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 have read and approved this request for funding.

Governing Entity
Laramie County, Wyoming

Date
3/1/2022

Goals/Objectives/Activities

Goal 1: Fundamental and Direct Services to Victims of Crime 5,000 characters allowed (At 4,269)

Objective: Continue and enhance delivery of victim services:

Activity 1A: The coordinator, advocate and volunteers review the calls for service and make contact with victims of crime on a daily basis. We provide clients with services offered by the program including: crisis intervention, personal advocacy, safety and security planning, extra patrol (law enforcement intervention), transportation, act as a liaison between the victim and law enforcement on questions regarding the status of the case, emergency financial assistance, assist in requesting crime victim compensation, provide emergency shelter and food, hospital response, assist with referral to other agencies for counseling, and follow up contact regarding the status of the case, orientation to the criminal justice system and provide written information to them, and provide information on the Wyoming Statewide Automated Victim Information and Notification System SAVIN/VINE. Through these services, we provide quality care to our clients to aid them with the assistance and services they need. We are continually developing ways of streamlining our services for the public. If we are unable to provide resources, we rely heavily on our community partner organizations and refer those clients to those community services.

Activity 1B: Victim Services are successful in Laramie County, due to our team of dedicated volunteers. As with any volunteer service, it often becomes hard to retain and recruit new volunteers. All of our volunteers attend a 40-hour initial training with updated monthly trainings. Volunteers are on call on the off hours of the paid staff during nights and weekends. All volunteers are trained to provide all of the above services and can assist victims of crime immediately when requested by victims or called out by deputies. Recruitment of volunteers is continual through word of mouth and community collaboration. The department is active in putting out information and requests for volunteers, as they are always needed. Without these volunteers, our services are not effective or efficient within our community. We are finding it increasingly difficult to attract quality volunteers who can assist on a long-term basis. We are excited to welcome a new volunteer manager into our program to help with this task in the spring of 2022.

Activity 1C: We strive to continue our education and coordination with law enforcement officers in various trainings and services, as they are usually the first contact for victims. The Victim Services Coordinator attends weekly briefings with the sergeants and deputies for the purpose of case review and interagency contact. The coordinator will ask for extra patrols if requested by the victims and discuss the cases involving victims and what services we are providing to the crime victims. It is a team effort that builds a positive working environment and best meets the needs of our clients. Our department has been providing a more intense orientation and

partnership with new and existing deputies to facilitate open communication and resource coordination. This has made a significant change in our departmental operations to better assist victims.

Activity 1D: We enhance our provided victim services by identifying and training a cadre of committed, long-term volunteers in the advanced elements of victim services, including case management and data access. The Victim Services Coordinator will work with the Sheriff's command and human resources staff to obtain necessary clearances for these identified volunteers and to provide additional training over the course of the volunteer period. The intent is to increase outreach to remote rural residents and utilize all of the volunteers to better serve our victims. We also collaborate with the City of Cheyenne Victim Services program for managing and coordinating our volunteers.

Measurement of Activities: We will measure our objective by the ability to provide resources to both victims and other partnerships within the community. Feedback is critical, as is participation in our program and the involvement from the Sheriff's Department. Our main measurement is the ability to provide sufficient outreach services and resources to victims of crime.

Goal 2 Strong Community Collaboration 5,000 characters Allowed (At 4,246)

Objective: Connect victims to community resources by attending and staffing cases in collaboration with community partners.

Activity 2A: The coordinator, advocate and advanced volunteers will attend monthly meetings with the Coordinating Community Response Team (CCRT) to coordinate services and avoid duplication of efforts for victims of sexual assault and domestic violence cases. We work closely with the City of Cheyenne to coordinate efforts and services to the victims within our community. This team also provides community awareness by talking to students at the local high schools on sexual assault and domestic violence. Agencies that participate in these meetings are Safehouse Sexual Assault and Domestic Violence program, FE Warren Air Force Base Victim/ Witness Coordinator, Cheyenne Police Department Victim Assistance, City/County Health Department, Sexual Assault Nurse Examiner (SANE), and the District Attorney's Victim Witness Assistant.

Activity 2B: The coordinator, advocate and advanced volunteers attend and participate in the Child Protection Team meetings. At these meetings, cases involving physical and sexual abuse to children are staffed and discussed. Each case that is staffed includes a plan to connect child victims along with family members to the appropriate service agencies within the community. The plan is put into place and the service agencies that work with the child victim and family members follow up and make sure that the services are being utilized appropriately. Our Coordinator makes the initial contact with the victim and assists in these meetings as required. We are very careful to keep juvenile information confidential when outside agencies attend.

Activity 2C: The coordinator, advocate and advanced volunteers will attend the Drug Endangered Children Team meetings. There is a representation from both high schools, the Meth Coordinator, Department of Family Services, and both law enforcement agencies to discuss at risk teenagers and provide services to children that are at risk. Many of these children have once been victims of a family member, so a plan is put in to place for that child and we will work accordingly with the victim. Again, we ensure that coordination of all community services are made and are not duplicated.

Activity 2D: The coordinator, advocate and advanced volunteers will attend and participate in the Underserved Family Assistance Committee. When meetings are held all services agencies from Laramie County are invited to talk about their programs and services that are provided along with contact information to disseminate. A resource guide of all agencies in the county with contact information is available to each service provider. All service agencies receive a hard copy of the guide and an electronic copy for use in serving the community. They serve as a database for connections to services and are updated every six months.

Activity 2E: The coordinator, advocate and advanced volunteers will attend Adult Protection Team meetings with the purpose of connecting services with vulnerable adults. Our program conducts welfare checks and follows up procedures on the elderly population. We work in connection with the Adult Protection Team to ensure this population is receiving the services they need, including medical services. Over the past year, the elderly have been increasingly victimized with frauds to include telephone, mail and identify theft in Laramie County. They are a vulnerable population and are subject to numerous victimization attempts that prey specifically on the elderly.

Activity 2F: We participate in the sex-offender containment team launched by state probation and parole during quarterly meetings. This team involves probation and parole, law enforcement, victim advocates, and specialized mental health professionals in working with sex offenders. The team takes a victim-centered approach to reduce recidivism and holds offenders accountable to society and to the victim.

Measurement of Activities: We will measure our activities by our ability to avoid duplication of resources, and our involvement and active participation in collaborating with other community providers and programs.

Goal 3 Community Engagement 5,000 characters allowed (At 4,107)

Objective: To increase awareness and responsiveness to victims' issues throughout Laramie County communities.

Activity 3A: The Victim Services Coordinator and Advocate will provide outreach training to advanced volunteers and other deputies to allow for an increased outreach effort to community organizations. Various outreach activities include, classroom presentations and community and

church appearances. We also provide brochures and promotional materials for awareness of crime victims throughout all of the communities. We participate in Sexual Assault Awareness, Violence against Women Awareness and other fundraising activities held within the community to raise funds to support crime victims throughout the year. These activities occur countywide and are often used to include the outlying communities. It is the department's goal to work with the Pine Bluffs Police Department in outreach efforts in Pine Bluffs. The Pine Bluffs Police Department has new leadership that has increased our presence within the community. We are always looking for qualified volunteers to assist us in outreach efforts in Eastern Laramie County. It is our hope through various activities and outreach that we will find volunteers that live and work in these outlying communities.

Activity 3B: During each year's national campaign for Crime Victims' Rights Week in April, our program will participate in the activities are be held during that weeklong campaign to distribute materials. This is done to promote victims' rights and the services available to the community. During this month, it is important to provide sufficient outreach to our community letting them know about the various services we can provide. It is also a great time to coordinate with other agencies in our community. The Laramie County community is very diverse due to the outlying communities such as Albin, Burns, and Pine Bluffs as well as smaller towns such as Carpenter. During the month of April, the department will work in coordination with these communities to bring the national campaign to them. Displays, pamphlets and information will be provided to the town halls and community centers.

Activity 3C: In the FY 2023-2024, our program will continue to work with the Cheyenne Police Department to contact local community organizations. It is our goal to attend community clubs and community organizations to present resources offered through victim services, provide brochures, and contact information. Our program has had an increased partnership and involvement with the Laramie County Community College and frequently provide outreach materials, support and forums to discuss sexual assault and victimization issues specific to the college atmosphere at least twice a year. We are also working on internet cyber safety, a growing concern within the community.

During crime victim's rights week, advanced volunteers disseminate posters, pamphlets, and brochures throughout the community with program contact information. In addition to written information, promotional items with service information on them are disbursed as a remembrance of the week. A number of special events are incorporated into the week's activities. Advanced volunteers and community experts go into our local schools to warn teenagers on the dangers of predators on the internet, dating violence and sexual assault. Advocates appear on the local news stations and radio stations talking about the victim service agencies and what services they provide as well as creating awareness for CVRW. We provide news features and advertisements to run this week in local media outlets. During the week, local advocates and volunteers distribute program information and collaborative brochures at local grocery stores, churches and other community gathering spaces.

Measurement of Activities: We will measure our activities by our ability to coordinate with partner agencies to provide information on victim rights and the dissemination of materials. Particular emphasis will be placed on Eastern Laramie County outreach and involvement.

Budget Personnel Dory Victim Coordinator:

Brief description of duties (1,000 characters) currently at 1,182 characters

The Victim Coordinator 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 Coordinator 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 provides direct services to victims and witnesses, as well as, assessing victim needs in the community and handles the administrative components. The Coordinator is the supervisor to the Advocate. This position dedicates over 90% of its time to providing direct services, and 10% of its time conducting administrative duties. Total payroll for the two-year period is \$109,966.48 (\$53,642.16 in FY23 and \$56,324.32 in FY24). We are requesting that 75% of the positions payroll, which is \$82,474.86 (\$40,231.62 in FY2023 and \$42,243.24 in FY24) come from grant funds. Match is currently calculated at 25%, \$13,410.54 for FY23 and \$14,081.08 for FY24 for a total of \$27,491.62. The payroll numbers for FY23 are based off actuals for FY2022 and then adding 5% for FY24.

How does this position support one or more of the DVS Expectations? (3,000 characters) Currently at 2,959 characters

The Victim Services Coordinator 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 Victim Coordinator, and has been in the position since 1999. 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, 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. Ms. Clark uses community collaboration to avoid duplication of resources within the community and to also ensure victims are being served appropriately.

The Victim Coordinator 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.

Payroll taxes explanation (2,000 characters) currently at 1,429 characters

Payroll taxes for this position include Medicare, social security, and workers compensation.

Medicare is calculated at the rate of 1.45% of the payroll, for a total of \$1,594.51 (\$777.81 in FY23 and \$816.70 in FY24). We are proposing a 75/25% split for all payroll taxes. Total Medicare costs at 75% for a two-year period are \$1,195.89 (\$583.36 for FY23 and \$612.53 for FY24). Match is estimated at (25%) for Medicare with a total of \$398.63 (\$194.45 for FY23 and \$204.18 for FY24).

Social security is calculated at a rate of 6.2% of payroll, for a total of \$6,817.92 (\$3,325.81 in FY23 and \$3,492.11 in FY24). We are proposing a 75/25% split, with the 75% amount being \$5,113.44 (\$2,494.36 for FY23 and \$2,619.08 for FY2024). Match is based on 25% of the total for social security, which is \$1,704.48 (\$831.45 in FY23 and \$873.03 in FY24).

Workers compensation is 2.26% of payroll, for a total of \$2,485.24 (\$1,212.31 in FY23 and \$1,272.93 in FY24). For FY23 and FY24 we are estimating 75% to come from grant funds in the total amount of \$1,863.93 (\$909.23 in FY23 and \$954.70 in FY24). Match is estimated at 25% for workers comp with a total of \$621.31 (\$303.08 in FY23 and \$318.23 for FY24).

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

Describe Health Insurance/Medical Benefits (2,000 characters) currently at 1,525 characters

Health insurance actuals for the Victim Coordinator for FY2023 is based upon FY22 actuals. For FY23 we are requesting a total of \$9,407.52 (\$783.96 per month). For FY24 we are estimating a 5% increase would bring it to \$9,877.90 (\$823.16 per month). Health insurance for the two-year period is a total cost of \$19,285.42 and our grant request for the period is at 75% of the expense rate for a total of \$14,464.08 (\$7,055.64 in FY23 and \$7,408.44 in FY24). Match (25%) total for the two-year period is \$4,821.36 (\$2,351.88 for FY23 and \$2,469.48 for FY24).

We are also requesting funding for dental insurance and this is combined into the medical benefits section. Dental insurance being based off actuals for FY2022, which is \$390.24, we are anticipating a 5% increase into FY2024. Total expense for dental Insurance is \$799.92 for the two-year period (\$390.24 in FY23 and \$409.68 in FY24). Total grant request is \$599.94, 75% of the total (\$292.68 for FY23 and \$307.26 for FY24). Match (25%) for dental insurance for the two-year period is \$199.98 (\$97.56 for FY23 and \$102.42 for FY24).

Total medical benefit expenses are \$20,085.34 with the 75% requested reimbursement rate bringing the total grant request to \$15,064.02 (\$7,348.32 in FY23 and \$7,715.70 in FY24), with the remaining amount of \$5,021.34 to be match (\$2,449.44 in FY23 and \$2,571.90 in FY24), to support the Victim Coordinator position. The County strives to offer competitive benefits to employees to retain the quality of service provided to victims.

Describe other benefits (2,000 characters) currently at 1,546 characters

Other benefits that are included within our budget are retirement and life insurance.

Retirement is calculated at the county level at 14.12% of payroll. The county currently pays the 8.87% for the county portion, and the 5.25% that the county pays for the employee. We recognize that this amount is above what is eligible, so our calculations for the grant request only take the 9.37% rate and uses this to base our 8% split. The match will cover the difference, which is higher than 25%.

These calculations would equal \$16,351.92 (\$7,976.54 in FY2023 and \$8,375.38 in FY2024). The 75% of the allotted 9.37% rate request brings our total to \$7,727.89 (\$3,769.70 for FY2023 and \$3,958.19 for FY2024). Match for retirement for the two-year period will be \$8,624.03 (\$4,206.84 for FY2023 and \$4,417.19 for FY2024). Again, match covers the difference of the total cost to what is eligible under the grant.

Life Insurance was also estimated based off FY2022 actuals; we do not predict any increases to this line item for FY2023 and we budgeted a 5% increase for FY2024. Total expense for life insurance is \$168.26 (\$82.08 FY2023 and \$86.18 for FY2024). The requested rate at 75% is \$126.20 (\$61.56 in FY2023 and \$64.64 in FY2024). Match (25%) will be a total of \$42.07 (\$20.52 for FY2023 and \$21.55 for FY2024).

Total expenses for the "other benefits" category are \$16,520.18 for the FY2023/2024 application period, of which we are requesting expenses in the amount of \$7,854.09, and a match of \$8,666.10, please see breakdown above for details.

Budget Personnel Tracy Victim Advocate:

Brief description of duties (1,000 characters). Currently at 911 Characters

The advocate position assists the coordinator in reviewing and processing crime reports and serving victims of crime. This position works with victims to provide immediate crisis intervention. Tracy Walton has been the Victim Advocate since April 2021. Ms. Walton notifies victims of case status, criminal proceedings, trials, court hearings, case dispositions and is responsible for providing clients with

information on resource programs. This position provides direct services at a rate of 100%; total salary for the two-year period is \$83,148.00 (\$40,560 in FY2023 and \$42,588.00 in FY2024). We are requesting 80% of the salary from grant funds for a total of \$66,518.40 (\$32,448 in FY2023 and \$34,070.40 in FY2024). Match for payroll is a total of \$16,629.60 (\$8,112 for FY2023 and \$8,517.60 for FY2024).

If VOCA funds are used the grant/match ratio will be changed to 75/25% for these payroll items.

How does this position support one or more of the DVS Expectations? (3,000 characters) **Currently at 1,349 characters**

The Victim Advocate position provides direct 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.

The success of the program through the number of victims served and the 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. Walton's position is fundamental to the support of the program and the Victim Coordinator. Through 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 is able to highlight an increased program presence within the community to include outlining Laramie County jurisdictions such as Albin, Burns and Pine Bluffs.

Payroll taxes explanation (2,000 characters) **currently at 1,557 Characters**

Payroll taxes for this position include Medicare, social security, and workers compensation.

Medicare is calculated at the rate of 1.45% for a total of \$1,205.65 (\$588.12 for FY2023 and \$617.53 for FY2024). We are requesting 80% of Medicare costs which equals \$964.52 (\$470.50 for FY2023 and \$494.02 for FY2024). Match (20%) for Medicare for the two-year period is \$241.13 (\$117.62 in FY2023 and \$123.51 in FY2024).

Social security is calculated at a rate of 6.2% for a total of \$5,155.18 (\$2,514.72 for FY2023 and \$2,640.46 for FY2024). The requested 80% of payroll expenses brings this total to \$4,124.14 (\$2,011.78 for FY2023 and \$2,112.36 for FY2024). Match (20%) for social security for the two-year period is \$1,031.03 (\$502.94 in FY2023 and \$528.09 for FY2024).

Workers compensation is calculated at 2.26% of payroll totals for a two-year amount of \$1,879.15 (\$916.66 in FY2023 and \$962.49 in FY2024). Of this total, we are requesting 80%, which is \$1,503.31 (\$733.32 for FY2023 and \$769.99 for FY2024). Match (20%) for workers compensation for two years is a total of \$375.83 (\$183.33 for FY2023 and \$192.50 for FY2024).

Total grant request for the two-year period is \$6,591.97 and the match portion is \$1,647.99. If payroll taxes are budgeted under VOCA funds, the match will be increased to 25%.

These payroll taxes support the Victim Advocate position in order to provide direct services, community collaboration and engagement activities. These services are measured through the need within the community and feedback received on the program.

Describe Health Insurance/Medical Benefits (2,000 characters) currently at 1,543 characters

For health insurance, we are basing our amounts on FY2022 actuals and predicting a 5% increase in FY2023. Health insurance actuals for the Victim Advocate for FY2022 are \$18,643.44 (\$1,390.04 per month). For FY2024 an estimated 5% increase would bring it to \$19,575.60 (\$1,631.30 per month) Health insurance for the two-year period is a total cost of \$38,219.04 (\$18,643.44 for FY2023 and \$19,575.60 for FY2024). Our grant request for the period is at 80% of the expense rate for a total of \$30,575.23 (\$14,914.75 in FY2023 and \$15,660.48 in FY2024). Match (20%) total for the two-year period is \$7,643.81 (\$3,728.69 for FY2023 and \$3,915.12 for FY2024).

We are also requesting funding for dental insurance and this is combined into the medical benefits section. Dental insurance being based off actuals for FY2022, which is \$943.20, we are anticipating a 5% increase into FY2024. Total expense for dental Insurance is \$1,933.68 for the two-year period (\$943.20 for FY2023 and \$990.48 for FY2024). Total grant request is \$1,546.94, 80% of the total (\$754.56 for FY2023 and \$792.38 for FY2024). Match (20%) for dental insurance for the two-year period is \$386.74 (\$188.64 for FY2023 and \$198.10 for FY2024).

Total medical benefit expenses are \$40,152.72 with the 80% requested reimbursement rate bringing the total grant request to \$32,122.17 (\$15,669.31 in FY2023 and \$16,452.86 in FY2024). The remaining amount of \$8,030.55 will be match (\$3,917.33 in FY2023 and \$4,113.22 in FY2024), to support the Victim Advocate position. The County strives to offer competitive benefits to employees to retain the quality of services provided to victims.

Describe other benefits (2,000 characters) currently at 1,550 Characters

Other benefits that are included within our budget are retirement and life insurance.

Retirement is calculated at the county level at 14.12%. The County currently pays the 8.87% for the county portion, and the 5.25% that the county pays for the employee. We recognize that this amount is above what is eligible, so our calculations for the grant request only take the 9.37% and uses this to base our 80% split. The match will cover the difference, which is higher than 20%.

Total retirement for the two-year period is \$12,364.04 (\$6,031.22 in FY2023 and \$6,332.82 in FY2024). The 80% rate request at the 9.37% brings our total to \$6,232.78 (\$3,040.38 for FY2023 and \$3,192.40 for FY2024). Match for retirement for the two-year period will be \$6,131.26 (\$2,990.84 for FY2023 and \$3,140.42 for FY2024). Again, the match covers the difference of the total cost to what is eligible under the grant.

Life Insurance was also estimated based off FY2022 actuals; with a 5% increase estimated for FY2024. Total expense for life insurance is \$168.24 (\$82.08 for FY2023 and \$86.16 for FY2024). The requested rate at 80% is \$134.59 (\$65.66 in FY2023 and \$68.93 in FY2023). Match (20%) will be a total of \$33.65 \$16.42 for FY2023 and \$17.23 for FY2024).

Total expenses for the “other benefits” category are \$12,532.28 for the FY2023/2024 application period, of which we are requesting expenses for \$6,367.37 (\$3,106.04 in FY2023 and \$3,261.33 in FY2024), and a match of \$6,164.91 (\$3,007.26 in FY2023 and \$23,157.65), please see breakdown above for details.

Budget-Operating Expenses

Explanation (5,000 characters) currently at 4,571 Characters

The communication line item will include expenditures for landlines, cell phones, and tablet data charges. For FY2023 and FY2024 we are keeping this budget based off actuals for FY2022, which is lower than the budgeted totals for the previous grant. Total tablet/cell phone per month is \$168.00 (12 months \$2,016), total landline per month averages \$11 per month (12 months is \$132.00). Total request for FY2023/2024 is \$4,296.00 (\$2,148 per FY). 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 (services, repairs, on call around \$139 per month). 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 (\$83.00 for two positions per month), for a requested total of \$2,000. Operational support from the County allows our program to continue with the level of services our victims deserve. All resources for the continued success in FY2023 and FY2024 have been established within the program. These estimates are unchanged from FY2022.

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 Victim Coordinator, but the Victim Advocate uses her personal vehicle to respond to calls and provide outreach services. The mileage line item covers Ms. Walton’s mileage for providing services within the community. Our request remains the same for FY2023 and FY2024 as our previous application. The mileage line item allows the Victim Advocate to be available at various locations throughout the county to provide services. We are requesting \$550 (Federal mileage rate of .56 allows over 982 miles each year. Total line item request is \$1,100. Requested mileage is primarily used for travel to the smaller jurisdictions such as Albin, Burns and Pine Bluffs and to provide direct services within the surrounding areas of Cheyenne. In this line item, we show in-kind matching for the Victim Coordinator’s vehicle for \$1,000 per year (\$2,000 total) to include fuel and vehicle maintenance. Access to services can often be a

roadblock for many victims in a rural community. Travel and mileage allows our advocates to reach out to victims of crime at their location.

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 at an estimated value of \$1,065 per year (\$2,130 for two years); this is based on what the county is charged for audit services. The county provides equipment to include computers, printers, scanners, and telephones from county resources valued at \$970 per year (\$1,940 for two years). The support to the program through administration and equipment allows the Victim Coordinator and the Victim Advocate to focus on providing services to victims. These amounts remain unchanged from FY2022.

Our final operating expense is for the VS Tracking Software. The program uses this software to track all cases and provide accurate reporting information to the division on a quarterly basis. This service costs the program \$690 per fiscal year based on actuals. 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 the staff has 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. We also utilize hard copies of case files and excel spreadsheets to double check our statistics. We have confirmed with VS Tracking that our rates will not be increasing for FY2023 or FY2024; we would like to estimate \$700 for each year, a total of \$1,400.00. This is identical to our previous application.

Budget-Emergency Assistance

Provide information for each requested line item. Include explanation of any increase/decrease of requested DVS funding amounts: (5,000 characters) currently at 3,233 Characters

The program has seen a 93% increase in victim service cases since 2000, and this victim count was exacerbated by the pandemic. We currently average around 665 cases a year that is almost two cases per day. However, not all cases require financial emergency assistance. 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. For FY2022 we are on track to utilize our total amount of \$3,600, and we use donation funding to cover our additional needs. We spend on average \$3,000 for emergency shelter needs, \$6,000 for repairs and services, and \$3,000 for other emergent needs such as damaged property from a crime. Emergency assistance funds are needed to support the victim services program clients. The emergency assistance line item is where the program is able to reach out and effect a large number of victims. Our program is able to provide fundamental services such as repairs, safe housing assistance, 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 well established and secure moving into 2023 and 2024. We are requesting the max amount of \$3,600 per year for a total request of \$7,200 for the two-year period. The victims we serve, what we can provide, and the feedback we receive, measure success. The program also provides matching funds through a donation line item that the

county manage. This donation line item comes from community activities and is used to supplement and enhance the program. We are estimating that we will use a minimum of \$5,000 in FY2023 and \$7,000 in FY2024 out of the donations account. These donations allow the program to fund items not eligible for grant funding and help meet any gaps in Federal and State funding. The donation funds have been a wonderful resource to help our victims with needs that exceed the grant capabilities and are necessary for recovery and sustainment.

Our final line item under the emergency assistance section is for the rental of a storage locker. The rental of the storage locker is in partnership with the City of Cheyenne Victim Witness Program and has been 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 2023 and 2024. We are requesting \$400 for FY2023 this allows for one full year of service at a rate of \$33.33 per month and an increase to \$450 for FY2024 at a rate of \$37.50 per month. Total request in this line item is \$850, a decrease since the last application based upon actuals. 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 space. 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. Each of our programs in FY2023 and FY2024 will continually monitor the usefulness of the storage locker. The locker provides the needed space we would not have access to otherwise.

Budget Training

Provide information for each requested line item. Include explanation of any increase/decrease of requested DVS funding amounts: (5,000 characters) currently at 2,950 Characters

We have a new victim advocate that has been actively searching for all trainings offered to get up to speed in the field. She has currently utilized as many free web-based trainings as possible, but needs the hands on trainings. If we have to make funding cuts, this will be the first item to be reduced.

Below are the three trainings we would like to be considered for in FY2023.

- Mandated VW Meeting in 2023: costs estimated at Casper prices for up to two individuals to attend (Victim Coordinator and the Victim Advocate). No registration fee, hotels \$192 (\$96 for two nights for 1 shared room), meals \$236 (2 days for two people or \$59 per day per person). Total of \$428.00
- Joint Symposium 2023: Estimated Cheyenne prices for up to four personnel to attend (Victim Coordinator, Victim Advocate, and two deputies). Registration fee for four \$500.00, no hotels or meals needed if held in Cheyenne. Total cost of \$500.00
- Wyoming Conference on Violence Prevention and Response-could not find a registration cost so we are estimating \$150 per person (Coordinator and Advocate) \$300. Hotel room in Casper for two nights for one shared room (\$192 total-\$96 per night). Meals \$236 (2 days for two people or \$59 per day per person. Total of \$728.00 for training.

We are requesting \$1,656.00 (\$800.00 in registration & \$856.00 in Travel/Meals/Lodging) for FY2023.

We would like to attend the following trainings in FY2024:

- Mandated VW Meeting in 2024: Costs estimated at Casper prices for up to two individuals to attend (Victim Coordinator and Victim Advocate). No registration fee, hotels \$200 (\$100 per night for two nights for 1 shared room), meals \$236 (2 days for two people or \$59.00 per day per person). Total of \$436.00.
- Joint Symposium 2024: Estimated Cheyenne prices for up to five personnel to attend (Victim Coordinator, Victim Advocate, and three deputies). Registration fee for four individuals for a total of \$625.00, no hotels or meals needed if held in Cheyenne. Total cost of \$625.00
- Wyoming Conference on Violence Prevention and Response-could not find a registration cost so we are estimating \$150 per person (Coordinator and Advocate) \$300. Hotel room in Casper for two nights for one shared room (\$192 total-\$96 per night). Meals \$236 (2 days for two people or \$59 per day per person). Total of \$728.00 for training.

We are requesting \$1,781.00 (\$925 in registration and \$856.00 in Travel/Meals/Lodging) for FY2024.

Total training request is \$3,437 for the two-year period.

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. Our program also utilizes all local training opportunities and available webinars to offset needs within the community at no cost. The reason for the high percentage increase is that in FY2022 these items were cut and we did not include the Wyoming Conference on Violence Prevention and Response.

Budget-Other

Provide information for each requested line item. Include explanation of any increase/decrease of requested DVS funding amounts: (5,000 characters) currently at 2,487 Characters

The program uses the publications/outreach 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 \$1,000 for FY2023 and \$1,000 for FY2024 to cover these expenses. This request is based off actuals and should be noted that our request is a decrease from our previous application. We print on average of 1000-1500 brochures per year based on need, at a cost under \$2.00 per brochure. 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 an uninformed citizen to becoming an educated citizen and possibly avoid being victimized.

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, tote bags, mugs, pencils, and pens. The values calculated below are based

on FY2022 actuals. We are requesting \$1,000 in FY2023; this will allow us to purchase 250 Stress Balls (\$250 at \$1.00 each), 60 mugs (\$210 at \$3.50 each), 140 tote bags (\$361.20 at \$2.58 each), 100 pencils (\$110.00 at \$1.10 each) and 55 pens (\$68.75 at \$1.25 each). We are also requesting \$1,500 in FY2024 for these purposes, see breakdown for FY2023. This is not an increase over the last application. We are aware that this line item may be determined ineligible for the funding allocations and we would cut this portion from our request at that point.

In FY2023, our request is \$2,000, \$1,000 in publications and \$1,000 for outreach activities. In FY2024, we are requesting \$2,500, \$1,000 in publications and \$1,500 in outreach items. Outreach services allow our program to interact with the community and engage them in our program and the services that we provide. In FY2023 and FY2024, 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.

Population Served: 5,000 characters allowed currently at 2,320

The Laramie County Victim Services Program serves all victims of crime within Laramie County. We serve a multitude of types of victimization to include: child physical abuse, child sexual abuse, domestic violence, adult sexual assault, stalking, dating violence, human trafficking, elder abuse, robber, assault, DUI/DWI crashes, survivors of homicides, adults molested as children, larceny, property destruction, burglary, breach of peace, fraud, identity theft, forgery, criminal intent and home invasion. Based off our 2021 and 2022 actuals (1,160 clients), 92% of our clients were Caucasian, .003% were Hispanic or Latino, .017% were African American and 7.98% were other races. Our program served around 49% males and 48% females and 3% not reported in 2021 and 2022. The highest victimized age group was (25-59) at 52% followed by (60+) at 20%, (18-24) at 13%, with smaller amounts in the other age categories. In 2021 and 2022 to date, we have had twenty-six cases that presented with more than one type of victimization and we helped sixty-six individuals with victim compensation applications.

During 2021 and 2022 to date, the top crimes involving victims in our county were domestic violence at 18%, vehicle victimization 17%, burglary 12%, larceny 11%, assault 10%, fraud or identify theft 9% and destruction of property at 8%. Other crimes make up the balance of 15%. Our program serves all clients to include those with special classifications such as limited English proficiency, homeless, deaf, and LGBTQ etc. in 2021 and 2022, 3% of clients we served fell under this category.

Our program has seen an increase in assisting victims that have mental health issues. Unfortunately, these individuals often end up incarcerated making them restricted to receiving our services. Those with mental illness often are victimized and the crimes go unreported or are not properly identified in time. We are currently working within the Sheriff's Department to try to identify and assist this population through a current prevention grant. This grant allows officers to make contact with the portion of our county population that have mental health or substance abuse issues. It is our hope that with early contact and open communication we can prevent these individuals from being further victimized.

Services we provide: 5,000 characters allowed currently at 3,132

Our program provides a wide array of services for victims of crime; each case is unique in need and dictates the types of services delivered. The following services provide a snapshot of what our program encompasses: crisis intervention, individual counseling, group counseling, criminal justice support/advocacy, emergency legal advocacy, assistance with crime victims compensation, emergency financial assistance, sheltering, transportation, information and referral, social service advocacy, personal advocacy, forensic interviews, immigration assistance, SANE examine assistance, law enforcement intervention, assistance with victim impact statements, property returns, and hospital response and advocacy.

During 2021 and 2022 to date, our program provided over 893 information and referral services, 681 personal advocacy and accompaniments, 232 cases of emotional support or safety services, 79 instances of shelter assistance, 84 cases that involved criminal/civil justice system assistance. All of the services we provide are geared towards the needs of the victim, and most cases require complex resource gathering and networking to properly assist the victim.

The majority of our calls involve an immediate on scene crisis response, especially on the domestic violence spectrum. We provide services to meet immediate needs such as housing in conjunction with Safehouse, transportation, hospitalization assistance, employment advocacy and coordination with law enforcement. Some of our more severe cases require assistance with mental health counseling for both adults and children and legal advocacy. We encounter complexities with our Spanish speaking populations with the fear of victims being sent to jail or being deported, this presents significant roadblocks in prosecution and victim assistance.

During FY2021 and FY2022 to date, we have seen a significant increase in victims that have substance use or mental health issues. These needs have complicated our ability to provide assistance and connect victims with appropriate community wrap-around services. We have also seen a substantial spike in property crimes to include vehicle thefts. These cases are time consuming and often involve multiple agencies and vendors to navigate; from the recovery, towing, repairs to the vehicle being returned to the owner. Another frequent theft is that of catalytic converters from vehicles, both on the street or in parking lots. We have seen an influx of identity and fraud cases that continue to target the elderly. The most common one that we have seen lately is the gift card scam to our elderly population in the community. We are taking measures to go to community vendors that sale gift cards to provide them with information and warnings for their customers about this scam. We also plan to reach out to the facility's in our community to warn them of these types of scams, to include telling individuals not to provide information online or over the phone. Thefts from porches and mailboxes are also increasing with identifiable information being stolen for credit card activations and purchases.

Mission Statement: 1,000 characters allowed (At 672)

The purpose and the goal of the Laramie County Sheriff's Department Victim Witness Program, is to enhance the treatment of victims and survivors of crime, and non-criminal crisis situations by providing victims with the assistance and services necessary to speed their physical and

emotional recovery; to support and aid them through the criminal justice system; and to make referrals of victims of criminal acts to appropriate assistance agencies.

It is the policy of this department to exercise a leadership role in ensuring that victims are treated with courtesy, respect and fairness. This department will also comply with all state statutes in regards to this area.

Statement of Need: 5,000 Characters allowed (At 4,906)

Laramie County has a population of 35,180 persons residing in Laramie County's jurisdiction outside of the City of Cheyenne limits in an area of 2,686.5 square miles (2021 Census Estimate). Laramie County is also the first most populated County in Wyoming. This population has grown 10.2% since 2000 compared to a 5.9% increase for incorporated Cheyenne. Within this geography, three communities have been identified as areas of special interest for victim services. While our program in all of these communities provides general and primary victim services, each community presents unique issues and needs.

1. Metropolitan Cheyenne is defined by the high-density urban fringe around the incorporated City of Cheyenne. This community is marginalized, in a sense both geographically and socio-economically from mainstream Cheyenne and its services. According to Laramie County Consensus data from 2009-2020, 7.4% of the population is living below poverty guidelines. From a perspective of victim services, higher crime rates, low-income population, rental or substandard housing, substance abuse and mental illness characterize this community. Criminal activity in Metropolitan Cheyenne tends towards domestic violence, vandalism, theft, burglary and destruction of property.

2. Remote Rural: Almost the entire land area of Laramie County has an average population density of one to five persons per square mile (2021 Census Estimate). Agricultural production or unimproved prairie, seclusion, long distances from employment centers, subsistence lifestyles and isolation characterize these areas. Criminal activity in remote rural settings of Laramie County tends towards domestic violence and property crimes to include vehicle thefts. We have seen an increase in sexual assaults within this population as well.

3. Small Towns: The small incorporated communities of Albin 203 residents, Burns 321 residents and Pine Bluffs 1,141 (2021 Census Estimate). Laramie County also has small communities that are not considered jurisdictions such as Carpenter and Hillsdale, which both have populations under 100. The majority of the small town population commutes to Cheyenne or Nebraska for employment. Criminal activities in the small towns tend towards burglaries and domestic violence. With this pattern, we also see an increase in elder abuse along with a rise in domestic violence cases with intense violence such as strangulation. Victim Services responds to all calls for assistance within Laramie County and serves the distinct populations present. Two primary groups within Laramie County require special attention and assistance from Victim Services. These are the Non-English speaking and the elderly. According to the Laramie County

2009-2019 Consensus data, 6.8% of the population speaks a language other than English. Our county's national origin breakdown is 78.6% white, 14.9% Hispanic and 2.5% Black with 4.0% other. These populations face victimization issues compounded by other factors unique to their community, for example, isolation or economic dependence. Since 2010, our service volume for Hispanic or Latino persons has increased by 9%. The brochures that have been translated into Spanish have been very helpful, but recently we are running into populations that speak different dialects and pose a greater challenge. Based on observations made during outreach efforts in the past couple of years, there is a population of primarily Spanish only speakers living in the remote rural and small town communities who are unable to access services and are reluctant to contact law enforcement. Our program has utilized Sheriff Department employees that are able to assist us in translation in various dialects; we have relied heavily on them in numerous cases. Our new volunteer coordinator is contributing her time for translation in our Spanish speaking communities.

Since the last application, the department has seen an increase in the number of larcenies, burglaries and destruction of property crimes committed within the county. The increase has been both in absolute terms and in percentage of crime and percentage of victim contacts. From Calendar year 2021, the UCR data shows that Laramie County had 123 assaults, 634 burglaries and 548 larcenies as the high markers of crime in our community. These crimes typically do not have suspects or prosecutions and involve loss of cash, property and due to the theft of personal effects requires efforts to prevent identity theft. During the last year, we have seen an increase in severe domestic violence cases, property crimes and crimes involving victims with mental health or substance use. We are lucky to have another Victim Service provider within the City of Cheyenne, as we work closely together to ensure the population is taken care of to the best of our abilities and with the resources available.

Evaluation/Outcomes: 4,000 characters allowed (At 3,945)

The effectiveness of the assistance that the Victim Services program offers is measured directly by the victims. The program is in contact with crime victims by phone, direct contact, letter or e-mail on a daily basis. The victim is tracked on a victim intake form, with contacts made and the services that are provided being documented. The program measures the quality and quantity of services based on our four established goals: fundamental services to victims of crime, strong community collaboration, community engagement and service of special populations.

After initial contact, the victim is mailed an evaluation form with a self-addressed stamped envelope and asked to comment and rate the services that they received. This survey is returned to the departmental command staff. Historically, the response rate on these surveys has been very poor. To increase responses, we have been working with the command staff to identify which victims responded and to follow-up by phone and mail contacts with victims who have not completed surveys to gather the information. Our goal for FY 2023-2024 is a 25% survey completion through these methods, not counting victims who have left the area or are otherwise

unreachable. This is a lofty goal based on our historical participation rates on these surveys, but we recognize that they are important for maintaining funding and providing documentation on services provided. The coordinator and advocate keep track of statistical information on each victim served, and what services were given until the completion of the case. Then a file is maintained that includes all of the statistics relating to each case for a period of five years. This provides access for continual measurement and future victim contact information. After that five-year period, these files are properly destroyed.

Each client's situation is unique and we learn from each experience on a case-by-case basis. The clients dictate how we measure the impact of services. We often see patterns or instances of high rates of a certain crime or need in the community. Our success is measured by how we meet that need. The full circle comes down to the resources that we have available to work with for assisting our clients effectively. Word of mouth is currently our best measure for the outcomes of the population that we serve. We put out the surveys, but often times the population we serve are at a point in their lives where a simple survey is not important to them. The department measures the outcome of our referrals through follow-ups on referred cases in the various collaborative meetings that are held. Similarly, other agencies provide feedback on our services based on their experiences with referrals to our agency. We receive this feedback through emails, mail, voice and face-to-face communication. We then take this feedback and continuously modify our program and evaluate our weaknesses.

Each client that the department meets is tracked to include age, race, gender, economic status, employment, address, phone number, relations and also rural remoteness, Spanish speaking, special needs/disabilities. This data is then used to determine the services needed for each client and what resources we can provide. We use the data to address and fine-tune our future response efforts for meeting the community needs. As advocates we are able to measure the quality of services provided to victims through personal contact and feedback from the victims themselves, collaboration on victim information with responding deputies/detectives, statistical information and follow up contact and case review as to the services offered. We make notes on if there were more services that could have been provided. Sometimes we lack the resources necessary to provide the quality and quantity we wish we could. This is where our community partnerships come into play along with our donation funds.

Outreach: 5,000 characters allowed (At 4,103)

When a victim is identified during a call for service, deputies provide a victim rights notification form with the programs contact information. Once on scene the Victim Witness Coordinator and Advocate establishes a support system for the victim. We also respond to the department and hospital for several cases. Our proximity within the law enforcement agency allows the program to review all calls for services on a daily basis. If there is an apparent victim related to the call for service, our program makes contact by phone or letter for an immediate follow up. Our contact information is also located on our Sheriff's Department website, in the local phone book,

through other resource books such as the InterService Family Assistance Committee book, program brochures, and various other human services guides.

We have identified three major underserved populations: remote rural, elderly and Spanish-only speakers as well as special needs populations to include the LGBTQ. These populations are discussed further in the Statement of Need. Our efforts to serve these populations are described under the special populations section of this application. Other community outreach activities are described under Activity 3 of the Goals / Objectives / Activities / Outcomes section of this application. Other CVRW activities in which the program participates includes programs at the Boys and Girls Club, a vigil march and victims' tree and various programs at the community college (LCCC). Our Victim Services program works with community churches and schools as often as possible to provide information and give presentations.

Laramie County extends to the towns of Albin, Hillsdale, Carpenter, Burns and Pine Bluffs. To assist in reaching these areas, we need volunteers that live in these small communities, we also need bi-lingual volunteers, which have been challenging to find and keep. In attending the local, state and adult protection team meetings, the program serves the elderly population and adults with disabilities, in doing so we allow services from typical Cheyenne-based programs to become countywide.

Currently, our program has five dedicated volunteers and we are continually searching for more. To recruit volunteers we use word of mouth from other volunteers and people who may express interest in getting into this line of work. Trainings are offered through our local program, volunteers are notified of statewide trainings, and our program absorbs the cost. As part of our new direction towards program sustainability, we will be expanding and deepening our volunteer program. Our program and the Cheyenne Police Department jointly offer a 40-hour training each spring to replenish our supply of trained volunteers. We coordinate with the Police Department and our volunteers to ensure that no one person is burdened with the majority of calls after hours. Both of our agencies are able to coordinate training in order to prevent duplication of efforts. We are excited to have a new volunteer coordinator on board with our program to help manage and facilitate this component. We hope to have a more robust volunteer program as a result.

Due to recent patterns of crime and victimization, it has become evident that we need to strengthen our outreach efforts to include more expansive limited English services, as well as, special population services to include the elderly and the LGBTQ population. These populations are increasingly targeted for victimization and additional time and resources are spent on these cases. These cases often are complex, require detailed resources, and follow up services.

We are noticing increased patterns of victims in these communities and want to be able to address and provide appropriate support and resources. These smaller communities are isolated and the general population is unaware of victim services and the support our programs can offer.

The cycle of violence is often perpetual in these communities; we need to provide additional support, resources and efforts to break the progression of violence.

Special Populations in Laramie County: 5,000 characters allowed (At 4,774)

Objective: To increase outreach efforts to remote rural populations, Spanish-only speakers and the elderly.

Activity 1A: Utilize advanced volunteers and specialist deputies to staff satellite locations in Albin, Pine Bluffs and Burns and other smaller communities as needed. These offices are already available, but requires volunteer training and coordination by the Victim Services coordinator and advocate to implement. This is an area of our program that needs additional resources and support. We are actively recruiting potential volunteers to bolster our efforts in this area.

Activity 1B: In the towns of Albin, Burns and Pine Bluffs, we will put forth effort to attend at least one town meeting annually. We put together information to familiarize elected and appointed officials with the services that extend to Eastern Laramie County, distribute information, and appropriate contact numbers to call for victim services. It has been our experience that these outlining communities are unaware of the services we provide. It is important to continue the education effort to provide all of those victims with the services they need. As our county has grown, we have seen victims that are unfamiliar with programs, agencies and community resources. We see this as a special population to address and serve. We need to continue our outreach efforts to reach all citizens.

Activity 1C: We will continue to produce bilingual versions of victim services materials and distribute foreign language VINES materials available to these populations.

There has been an increase in violent cases that involve Spanish speaking families and victims and this has presented new challenges to our department and law enforcement as a whole. These crimes often involve severe injuries that are made complicated by an illegal or temporary visa status of the victims. We are finding it very challenging to work with the population around the regulations and legalization for treatment and getting services to these victims with the added complexity of language barriers. We rely on our Spanish-speaking deputies and our volunteer coordinator (certified translator in Albany and Laramie County) for assistance with translations.

Activity 1D: Our department is realizing the increased need for assisting the elderly. The department has established a goal of focusing on continuum of care in creating community ties and connections for health care in the elderly population. The elderly population continues to grow in Laramie County, as it does in other locations. We are finding that many of our cases involve this population. The department will meet with various agencies in the coming years to work towards better understanding of Medicaid and Medicare services available. It has been our experience that communicating directly with Medicaid and Medicare on behalf of the individual

is not well accepted. The topic of Medicaid and Medicare has given the department a new experience and education on health care boundaries within this population. The coordinator will continue to be involved in various steering committees every six months to stay up to date on this topic to better help the population we serve. This is an area where increased training opportunities would benefit our program.

Activity 1E: To serve the special needs and LGBTQ communities, the Laramie County Sheriff's Department Victim Witness Program reviews each case individually and attunes its response to the special factors of that case. Our department does not conduct specific activities to the special needs population or the LGBTQ population. Our coordinator and volunteers are trained to be competent in any situation and work hard to provide an equal level of services to all clients we serve. This is an area where our department would benefit from additional training and an educational opportunity as this population continues to diversify.

Activity 1F: To serve and address the increased need for response to victims who are unemployed or underemployed due to the pandemic. We are encountering victims that are vulnerable and are not linked to community resources or have seen significant cuts in available community resources. Along with this, we have seen an increase on multi-family dwellings where friends or families join to support extended members due to unemployment. Victimization in these situations have a trickledown effect to others living within the home.

Measurement of Activities: We will measure our activities by our ability to provide quality services regardless of the case and any barriers. We will address in particular cases of the Elderly, Spanish Speaking, LGBTQ and Human Trafficking victims and handle them just as we do every other unique case.

Sustainability: 2,000 each section characters allowed (At 1,901 and 1,922)

PART 1

The County, Sheriff's Department and our program are committed to working together to make this program succeed. These commitments show the level of appreciation for victim services over time through the DVS's efforts and by our program's efforts to demonstrate the value of the services throughout the community. We will continue to serve our community with the ongoing support of the Laramie County Sheriff's Department and the Laramie County Board of Commissioners.

This program has been successful in obtaining donations from local businesses to meet victim needs (reducing emergency services costs) and for promotional items used in outreach activities. We will continue these local efforts and partnerships, as well as, work to seek funding from community organizations to finance service expansions, (i.e. Spanish-only population outreach). The local community is receptive and supportive of our efforts and often contributes services and goods. Our program has been hosting a golf tournament for the past five years and this has aided

the program tremendously. We purchase all gift cards out of this funding stream, as well as, items such as food and clothing and it even meets the needs of some of our unique cases, such as crime scene clean up.

We have discussed internally a sustainability plan, and we have commitment from the County and Sheriff's Department that this program is vital and if funding were to disappear, we would do everything possible to allow the program to continue its work in the community. If funding from the division was removed, the Sheriff's command staff and County Commissioners would be notified immediately and meetings would be scheduled to detail the transition of the program from grant funds to county operations. Realistically speaking, the transition that would be very complex and detailed and is something cannot be predicted until it happens.

PART 2

The Laramie County Sheriff's Victim Witness program has been working every year in the community since 1999. We work with churches, schools, law enforcement, government, community functions and fundraisers as well as organizations etc... to ensure that people are aware of our ability to help. The communities we serve are very important to our department's success and us. Referrals and word of mouth is incredibly important in these small communities and we want our clients to trust us in the efforts that we put forth. We are continuously evaluating our department and the services that we provide. Our department experiences changing dynamics based on the year or economy and the need to be able to adapt to those changes. With this awareness, we are continuing to build trust in our community of Laramie County.

Our program cannot be successful in these efforts without relying heavily on our excellent volunteers. The department command staff, County Commissioners and Victim Services Coordinator have developed a plan to increase the role and responsibility of the volunteer pool currently utilized by the program. These volunteers will be trained and cleared to access criminal information and victim files. It is a factor also that we have a limited number of volunteers in our larger community and need additional resources. Our new volunteer coordinator will assist in these efforts.

Even with the ability of volunteers to assist, our department is increasingly finding it hard to attract and retain quality volunteers that can handle the stressful nature of victim services. A large number of our calls for assistance have become increasingly time consuming and are complex in nature and require detailed assistance and resources. Furthermore, by operating a more efficient program, we will have reduced potential liability incurred by the county if this program were required to be funded internally.

Collaborating Agencies: 4,000 characters allowed (At 3,565)

The Laramie County Sheriff's Department Victim/Witness Program has a strong working relationship with other victim services agencies within our community. In working closely as an interdependent web with the other service agencies, we ensure that the victim is getting the appropriate service with no duplications. The current working relationship with other agencies continues to build and work more efficiently with the influence of outside forces such as the economy.

We work closely with the Cheyenne Police Department Victim Assistance Program, Safehouse Sexual Assault Services, Laramie County District Attorney's Office Victim/Witness Program, Cheyenne Regional Medical Center (Sexual Assault Nurse Examiner) SANE Program, Life Choice Pregnancy Center, CASA of Laramie County (Court Appointed Special Advocate), F.E Warren Air Force Base Sexual Assault and Prevention and Response Office, LCCC Security Services, Equity to Justice, VOA Counselors, Home Instead, LIV Health Services, Community Action, Non-profits, Department of Family Services Family Support, Case Managers and Benefit Support Specialists, along with private counseling practices, We also work with the Beast Foundation, churches, schools and the Peeps Program at LCSD#1 and the Family Support Program. Our community has also initiated a 211 system that provides a great deal of support to our program and allows easy access to other social service assistance agencies. The various local interagency groups provide a platform for these relationships, i.e. the Coordinated Community Response Team, Adult Protection Team, Drug Endangered Children Team, and the InterService Family Assistance Committee (IFSAC).

We rely on the working relationship that we have established with these agencies throughout the years and we rely on other service providers in the community to help in delivering quality services. Our program provides victims with referrals to the Salvation Army and Needs Inc., (food, clothing and household items), COMEA Shelter (homeless), and other agencies within the Laramie County Community Partnership. The coordinator as time allows, wants to become more involved in these partnering agencies and maybe even serve on a few of the boards.

Since the last application, we have relied heavily on our working relationships with Liv Health Services and Home Instead to coordinate wrap around services for the elderly population to include case coordination, Medicaid waivers and supporting the unique needs of the elderly within the community. This has been a large need within our community and we see the elderly being increasingly exposed to crimes.

Our program works in conjunction with the law enforcement agency, that allows us to identify and assist victims of crimes where no suspect is identified and no charges are filed. Nine out of ten calls for services does not result in a charge; with our current partnership, we are able to have immediate knowledge of these victims.

The population of Laramie County will greatly benefit from this proposal. The Laramie County Sheriff's Department Victim Witness program has been active over twenty-one years and has

been very successful at reaching and serving a large percentage of the population through different instances of victimization or crime. We have made a presence in the community and continue to provide outreach efforts to broaden our services. Our program recognizes that we would not be successful without the funding and support of the Division of Victim Services and the trust of our community.

2023

Victim Coordinator Position (Dory)

	24	26							
	2 week pay period	x26 pay periods	Total Comp 2023	75%	25%	Percentages	Total Amount	New 75% Total	New Match Total
Payroll	\$ 2,063.16	\$ 53,642.16	\$ 53,642.16	\$ 40,231.62	\$ 13,410.54				
WC	\$ 27.85	\$ 724.10	\$ 724.10	\$ 543.08	\$ 181.03	2.26%	\$ 1,212.31	\$ 909.23	\$ 303.08
Retire	\$ 306.79	\$ 7,976.54	\$ 7,976.54	\$ 5,982.41	\$ 1,994.14	9.37%	\$ 5,026.27	\$ 3,769.70	\$ 4,206.84
Health	\$ 391.98	\$ 9,407.52	\$ 9,407.52	\$ 7,055.64	\$ 2,351.88				
Dental	\$ 16.26	\$ 390.24	\$ 390.24	\$ 292.68	\$ 97.56				
SS	\$ 123.46	\$ 3,209.96	\$ 3,209.96	\$ 2,407.47	\$ 802.49	6.20%	\$ 3,325.81	\$ 2,494.36	\$ 831.45
Medicare	\$ 28.87	\$ 750.62	\$ 750.62	\$ 562.97	\$ 187.66	1.45%	\$ 777.81	\$ 583.36	\$ 194.45
Life	\$ 3.42	\$ 82.08	\$ 82.08	\$ 61.56	\$ 20.52				
	\$ 2,961.79	\$ 76,183.22	\$ 76,183.22	\$ 57,137.42	\$ 19,045.81				

2024

Victim Coordinator Position (Dory)

	24	26							
	2 week pay period	x26 pay periods	Total Comp 2024	75%	25%	Percentages	Total Amount	New 75% Total	New Match Total
Payroll	\$ 2,166.32	\$ 56,324.32	\$ 56,324.32	\$ 42,243.24	\$ 14,081.08				
WC	\$ 29.24	\$ 760.24	\$ 760.24	\$ 570.18	\$ 190.06	2.26%	\$ 1,272.93	\$ 954.70	\$ 318.23
Retire	\$ 322.13	\$ 8,375.38	\$ 8,375.38	\$ 6,281.54	\$ 2,093.85	9.37%	\$ 5,277.59	\$ 3,958.19	\$ 4,417.19
Health	\$ 411.58	\$ 9,877.92	\$ 9,877.92	\$ 7,408.44	\$ 2,469.48				
Dental	\$ 17.07	\$ 409.68	\$ 409.68	\$ 307.26	\$ 102.42				
SS	\$ 129.63	\$ 3,370.38	\$ 3,370.38	\$ 2,527.79	\$ 842.60	6.20%	\$ 3,492.11	\$ 2,619.08	\$ 873.03
Medicare	\$ 30.31	\$ 788.06	\$ 788.06	\$ 591.05	\$ 197.02	1.45%	\$ 816.70	\$ 612.53	\$ 204.18
Life	\$ 3.59	\$ 86.18	\$ 86.18	\$ 64.64	\$ 21.55				
	\$ 3,109.87	\$ 79,992.16	\$ 79,992.16	\$ 59,994.12	\$ 19,998.04				

5%

2023

Victim Advocate Position (Tracy)

	24	26							
	2 week pay period	x26 pay periods	Total Comp 2023	80%	20%	Percentages	Total Amount	New 80% Total	New Match Total
Payroll	\$ 1,560.00	\$ 40,560.00	\$ 40,560.00	\$ 32,448.00	\$ 8,112.00				
WC	\$ 21.06	\$547.56	\$547.56	\$438.05	\$109.51	2.26%	\$ 916.66	\$ 733.32	\$ 183.33
Retire	\$ 231.97	\$6,031.22	\$6,031.22	\$4,824.98	\$1,206.24	9.37%	\$ 3,800.47	\$ 3,040.38	\$ 2,990.84
Health	\$ 776.81	\$18,643.44	\$18,643.44	\$14,914.75	\$3,728.69				
Dental	\$ 39.30	\$943.20	\$943.20	\$754.56	\$188.64				
SS	\$ 87.94	\$2,286.44	\$2,286.44	\$1,829.15	\$457.29	6.20%	\$ 2,514.72	\$ 2,011.78	\$ 502.94
Medicare	\$ 20.57	\$534.82	\$534.82	\$427.86	\$106.96	1.45%	\$ 588.12	\$ 470.50	\$ 117.62
Life	\$ 3.42	\$82.08	\$82.08	\$65.66	\$16.42				
	\$ 2,741.07	\$ 69,628.76	\$ 69,628.76	\$ 55,703.01	\$ 13,925.75				

2024

Victim Advocate Position (Tracy)

	24	26							
	2 week pay period	x26 pay periods	Total Comp 2024	80%	20%	Percentages	Total Amount	New 80% Total	New Match Total
Payroll	\$ 1,638.00	\$ 42,588.00	\$ 42,588.00	\$ 34,070.40	\$ 8,517.60				
WC	\$ 22.11	\$574.86	\$574.86	\$459.89	\$114.97	2.26%	\$ 962.49	\$ 769.99	\$ 192.50
Retire	\$ 243.57	\$6,332.82	\$6,332.82	\$5,066.26	\$1,266.56	9.37%	\$ 3,990.50	\$ 3,192.40	\$ 3,140.42
Health	\$ 815.65	\$19,575.60	\$19,575.60	\$15,660.48	\$3,915.12				
Dental	\$ 41.27	\$990.48	\$990.48	\$792.38	\$198.10				
SS	\$ 92.34	\$2,400.84	\$2,400.84	\$1,920.67	\$480.17	6.20%	\$ 2,640.46	\$ 2,112.36	\$ 528.09
Medicare	\$ 21.60	\$561.60	\$561.60	\$449.28	\$112.32	1.45%	\$ 617.53	\$ 494.02	\$ 123.51
Life	\$ 3.59	\$86.16	\$86.16	\$68.93	\$17.23				
	\$ 2,878.13	\$ 73,110.36	\$ 73,110.36	\$ 58,488.29	\$ 14,622.07				

5%