

RESOLUTION \_\_\_\_\_

**ENTITLED: "A REVISED RESOLUTION TO APPROVE THE RE-SUBMISSION OF A  
FY 2019 & 2020 VICTIM WITNESS GRANT APPLICATION TO THE WYOMING  
OFFICE OF THE ATTORNEY GENERAL DIVISION OF VICTIM SERVICES TO  
PROVIDE FUNDING TO SUPPORT THE LARAMIE COUNTY VICTIM WITNESS  
PROGRAM IN AN AMOUNT NOT TO EXCEED \$294,421.81."**

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

**Whereas**, Laramie County commits a maximum of \$60,180.42 to be split between the two  
year period in cash matching funds for benefits and payroll deductions to be included in Laramie  
County's FY 2019 & 2020 budget and In-Kind matching funds for office space, grant  
administration, office supplies, start up equipment and email and internet services estimated at a  
total of \$12,952 for the two year period; and

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

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

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

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

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

That the Laramie County Board of Commissioners endorses this application.

**PRESENTED, READ AND ADOPTED THIS 17<sup>th</sup> DAY OF APRIL 2018**

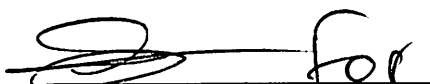
\_\_\_\_\_  
K.N. Buck Holmes, Chairman

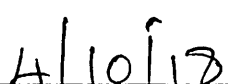
ATTEST:

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

\_\_\_\_\_  
Date

Received And Approved As To Form Only By:

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

  
\_\_\_\_\_  
Date

## Sandra Newland

---

**From:** Jason Petry <jason.petry1@wyo.gov>  
**Sent:** Thursday, March 29, 2018 1:45 PM  
**To:** ag-vs-directorcoordinator; ag-vs-governingentity; ag-vs-secondaryprogramcontacts  
**Subject:** DVS 2019/20 Funding Applications

Good Afternoon,

I want to take a quick moment to give all of our programs and applicants an update on the funding review process. As you all know we are embarking on a new funding review process which we hope enhances our ability to make funding awards and ensure program's applications are clearly understood.

Both the Division and the Funding Review Committee have completed their initial review of all funding applications. All programs will receive an e-mail from their program manager with feedback from this initial review by the end of the day tomorrow. If the Division and/or the Funding Review Committee require additional information or corrections to your program's application, your program manager will provide you with clear guidance in their e-mail. E-mails will be sent to both the Governing Entity and Director/Coordinator listed in the application.

Any corrections or additional information that is required of your program as outlined in the e-mail from your program manager must be submitted to the Division by April 15th. Any revisions submitted to the Division after the April 15th deadline will not be considered by the Funding Review Committee as part of their final review.

Any changes required by the Division to your program's application for funding must be made to the original application in IntelliGrants. The Division will return to the application to you in IntelliGrants. The application will show up in your task box or you can access it through your organization documents. If you open up any section of the application and do not see the save button in the upper right hand corner there is an issue; if you find you cannot resubmit your application there is an issue, please contact your program manager or myself.

Now for the wrench in our new system! IntelliGrants neglected to give the Division the ability to return the application to you; we are waiting for them to correct this oversight. IntelliGrants assures us the correction will be made today in which case everything will take place as outlined above. If IntelliGrants fails to make the change today you will receive further guidance from me. The guidance may include new submission requirements, and/or an extended deadline.

--

Jason Petry  
Senior Program Manager  
Division of Victim Services  
320 W. 25th St., Second Floor  
Cheyenne, WY 82002  
(307) 777-3718 - office line  
(307) 777-7200 - main desk  
(307) 777-6683 - fax  
[jason.petry1@wyo.gov](mailto:jason.petry1@wyo.gov)

ATTENTION: This e-mail transmission and any attachments to it contains information from the Wyoming Attorney General's Office which is confidential and/or privileged. The information is intended to be solely for the use of the individual or entity named above. If you are not the intended recipient, any disclosure, copying, distribution or the use of the contents of this information is prohibited. If you have received this e-mail in error, please immediately notify me by telephone or return e-mail so that I can arrange for the deletion of the information and destruction of any copies that have been made at no cost to you.

PLEASE NOTE: E-Mail to and from me, in connection with the transaction of public business, is subject to the Wyoming Public Records Act.

E-Mail to and from me, in connection with the transaction of public business, is subject to the Wyoming Public Records Act and may be disclosed to third parties.

--

You received this message because you are subscribed to the Google Groups "ag-vs-governingentity" group. To unsubscribe from this group and stop receiving emails from it, send an email to [ag-vs-governingentity+unsubscribe@wyo.gov](mailto:ag-vs-governingentity+unsubscribe@wyo.gov).

## Sandra Newland

---

**From:** Karen Wiltanger <karen.wiltanger1@wyo.gov>  
**Sent:** Friday, March 30, 2018 12:04 PM  
**To:** Sandra Newland; Dory Clark  
**Subject:** SFY 19/20 Funding Application Review

These are the overall comments that we wanted to be sure to provide to all the programs...

### Salary/Personnel Expense Guidance...

- DVS is only willing to support 91% of MMP for positions based on the State's pay classification scale - this is a strict cap.
  - Position salaries are at the program's discretion, but be prepared to use *other funding sources* to make up the difference.
  - Please refer to the State of Wyoming's Classification and Pay Structure tables for MMP information.
- Executive Director Salaries
  - Based on the extensive job duties of an Executive Director, it is unlikely that all duties are allowable uses of DVS funding. For example, Division funds cannot be used to support fundraising or lobbying activities. For this reason DVS **will not support 100% of Executive Director salaries** and a portion of the annual salary should come from other funding sources.
  - You will be expected to provide justification for the percentage of salary you are requesting from DVS, so please provide a break-down of the activities you are requesting support for (i.e. 15% of time is spent on direct services, 10% of time is spent on fundraising, etc.).
- Salary and personnel expenses
  - The Division will only support personnel expenses (payroll taxes, health benefits, etc.) at the same ratio that you are requesting funding for the position's salary.
    - Ex: If DVS funds 75% of the annual salary, we will not support more than 75% of additional payroll expenses for the position and the remainder will need to be supported by other funding sources.
- On-Call and Over Time Pay
  - Please separate all on-call and call-out time, as well as overtime pay, from employee salaries and include in one large pool for all funded positions. These pools should be indicated as separate positions on your application (i.e. "On-call/ call out pool" and "Overtime pool").
- AmeriCorp positions
  - Annual stipend for a full-time AmeriCorp position (payroll taxes and benefits included) is **\$10,387.00**
- Please ensure that all tax rates are correct. For reference, the Social Security rate is 6.2% and the Medicare rate is 1.45%.
- Ensure that you are including your unemployment and Worker's Comp rates in your explanations.
- If you are a part of the Wyoming Retirement System please ensure that you are using the correct rates. The minimum rates are listed with the appropriate time lines.
  - 8.37% until Sept. 2018
  - 8.62% starting Sept 1, 2018
  - 8.87% starting July 1, 2019
  - 9.12% starting July 1, 2020
- If you are a part of the Wyoming Retirement System AND contributing more than the above listed minimum, please provide confirmation.
- Please note that DVS does not fund the employee contribution to retirement.

- If you are requesting funds for health insurance, please indicate how you obtained the amounts, i.e. they are based on current rates, quotes from insurance company, etc.
- If you are requesting a stipend of any kind (health, education, retirement), please be aware that you will need to provide verification that the stipend is going towards verified costs (premium payments, doctor visits, Helpside cafeteria plan, tuition costs, 401K payment) as part of your monthly reimbursements.

**Over all comments for remaining budget sections:**

Other Anticipated Resources is a requirement for the application. You must list all other anticipated resources in every section of the application. This provides a clearer picture of what funding is being provided.

Volunteers are a very important part of running an effective program. The Division will want to know how many volunteers you have and what kinds of services they are providing. In the very near future we will want even more information regarding your volunteer base and recruitment / retention plans.

**Under Budget – Operating Expenses:**

Please provide very detailed explanation and information for any and all decreases and increases in funding. How you get to the total request entered into the budget and most important show your work and math calculations.

With regard to food expenses for training. The Division will only pay for food / snacks for training of direct service volunteers. This funding can only come for STATE funding not federal funding. This food is for direct service volunteers only and not to be used for activities of the board to include meetings, training, or retreats. Most important the cost must be within reason.

Make sure you know how much VS tracking or whichever data system you use will be charging for the next two years. The Division will pay no more than \$1000 towards the data collection system that your program uses. The cost of VS Tracking has increased for SFY 2019.

**Under Budget – Emergency Assistance:**

Again, please provide detailed explanation for any decrease and/or increase in funding. Tell us what the anticipated victim numbers are and show us how you get to the calculations. You can also list everything under Emergency Financial Assistance ~ this line item allows you to cover emergency shelter for a victim, fuel, clothing, and food.

**Under Budget – Training:**

If you plan on having a specific trainer come to your county... we need to know all the details. The success of your training event is important to us; we want to insure the event you are planning is feasible. Additionally, funds provided for training events hosted by your agency can only be used for this event. If the event does not take place the funds cannot be transferred to other costs.

Please provide very detailed explanation of each line item. Travel/Mile/Hotel/Meals ~ we want to know where you are going, when you are going, how you plan on getting to the destination and who is going. We will not accept TBD.

**A few comments specific to your program application:**

The highest we can go with DVS funds for the Senior Advocate position is 91% of SOVS-08 is \$47,152.56. We can certainly discuss this position and if it could be considered an SOVS-09.

Check the medicare and social security rates. See info. above.

Much more detailed explanation regarding Budget - Emergency Assistance and show your work / how did you get these numbers?

Much more detailed explanation regarding Budget - Training and show your work / how did you get these numbers?

Much more detailed explanation regarding Budget - Other and show your work / how did you get these numbers? Also, breakdown 2019 & 2020 separate.

Over all good job!!

Let me know if you have any further questions or concerns. I will be out of the office starting this afternoon and will return on Thursday 4/5.

Thanks for all that you do!!

***Karen S. Wiltanger***

Regional Program Manager

Wyoming Division of Victim Services

Office of the Attorney General

Capitol Hill Building - 2nd Floor

Direct Line: (307) 777-7338

Main Line: (307) 777-7200

Fax: (307) 777-6683

Email: [karen.wiltanger1@wyo.gov](mailto:karen.wiltanger1@wyo.gov)

E-Mail to and from me, in connection with the transaction of public business, is subject to the Wyoming Public Records Act and may be disclosed to third parties.

# 2019 Calculations

## Victim Coordinator Position (Dory)

24 26

| 2019     | 2 week pay period | x 26 pay periods | Total Comp 2019 | 83%          |
|----------|-------------------|------------------|-----------------|--------------|
| Payroll  | \$ 2,118.73       | \$ 55,087.00     | \$ 55,650.00    | \$ 46,189.50 |
| WC       | \$ 48.69          | \$ 1,265.94      | \$ 1,329.24     | \$ 1,103.27  |
| Retire   | \$ 286.34         | \$ 7,444.85      | \$ 4,797.03     | \$ 3,981.53  |
| Health   | \$ 270.00         | \$ 6,480.00      | \$ 6,804.00     | \$ 5,647.32  |
| Dental   | \$ 15.00          | \$ 360.00        | \$ 378.00       | \$ 313.74    |
| SS       | \$ 124.50         | \$ 3,237.00      | \$ 3,450.30     | \$ 2,863.75  |
| Medicare | \$ 29.12          | \$ 757.12        | \$ 806.93       | \$ 669.75    |
| Life     | \$ 3.00           | \$ 72.00         | \$ 72.00        | \$ 59.76     |
|          | \$ 2,895.38       | \$ 74,703.91     | \$ 73,287.50    | \$ 60,828.63 |

### 17% Match

|                     |
|---------------------|
| \$ 9,460.50         |
| \$ 225.97           |
| \$ 3,971.51         |
| \$ 1,156.68         |
| \$ 64.26            |
| \$ 586.55           |
| \$ 137.18           |
| \$ 12.24            |
| <b>\$ 15,614.89</b> |

5.00%  
8.62%  
5.00%  
5.00%  
6.20%  
1.45%

# 2020 Calculations

26

| 2020     | 2 week pay period | x 26 pay periods | Total Comp 2020 | 83%          |
|----------|-------------------|------------------|-----------------|--------------|
| Payroll  | \$ 2,140.38       | \$ 55,650.00     | \$ 55,650.00    | \$ 46,189.50 |
| WC       | \$ 51.12          | \$ 1,329.24      | \$ 1,395.70     | \$ 1,158.43  |
| Retire   | \$ 184.50         | \$ 4,797.03      | \$ 4,936.16     | \$ 4,097.01  |
| Health   | \$ 283.50         | \$ 6,804.00      | \$ 7,144.20     | \$ 5,929.69  |
| Dental   | \$ 15.75          | \$ 378.00        | \$ 396.90       | \$ 329.43    |
| SS       | \$ 132.70         | \$ 3,450.30      | \$ 3,450.30     | \$ 2,863.75  |
| Medicare | \$ 31.04          | \$ 806.93        | \$ 806.93       | \$ 669.75    |
| Life     | \$ 3.00           | \$ 72.00         | \$ 72.00        | \$ 59.76     |
|          | \$ 2,842.00       | \$ 73,287.50     | \$ 73,852.19    | \$ 61,297.32 |

### 17% Match

|                     |
|---------------------|
| \$ 9,460.50         |
| \$ 237.27           |
| \$ 4,253.68         |
| \$ 1,214.51         |
| \$ 67.47            |
| \$ 586.55           |
| \$ 137.18           |
| \$ 12.24            |
| <b>\$ 15,969.41</b> |

5.00%  
8.87%  
5.00%  
5.00%  
6.20%  
1.45%

## 2 year totals

|          | Grant                | Match               |
|----------|----------------------|---------------------|
| Payroll  | \$ 92,379.00         | \$ 18,921.00        |
| WC       | \$ 2,261.70          | \$ 463.24           |
| Retire   | \$ 8,078.55          | \$ 8,225.19         |
| Health   | \$ 11,577.01         | \$ 2,371.19         |
| Dental   | \$ 643.17            | \$ 131.73           |
| SS       | \$ 5,727.50          | \$ 1,173.10         |
| Medicare | \$ 1,339.50          | \$ 274.36           |
| Life     | \$ 119.52            | \$ 24.48            |
|          | <b>\$ 122,125.94</b> | <b>\$ 31,584.30</b> |

2019 Calculations

Victim Advocate Position (Brenda)

26

| 2019     | 2 week pay period | x 26 pay periods | Total Comp 2019 | 83%          |
|----------|-------------------|------------------|-----------------|--------------|
| Payroll  | \$ 1,450.58       | \$ 37,715.00     | \$ 38,469.25    | \$ 31,929.48 |
| Overtime | \$ 153.85         | \$ 4,000.00      | \$ 5,000.00     | \$ 4,150.00  |
| WC       | \$ 40.10          | \$ 1,042.55      | \$ 1,094.68     | \$ 908.58    |
| Retire   | \$ 220.29         | \$ 5,727.54      | \$ 3,316.05     | \$ 2,752.32  |
| Health   | \$ 566.00         | \$ 13,584.00     | \$ 14,263.20    | \$ 11,838.46 |
| Dental   | \$ 35.50          | \$ 852.00        | \$ 894.60       | \$ 742.52    |
| SS       | \$ 91.99          | \$ 2,391.72      | \$ 2,385.09     | \$ 1,979.62  |
| Medicare | \$ 21.51          | \$ 559.29        | \$ 557.80       | \$ 462.97    |
| Life     | \$ 3.36           | \$ 81.00         | \$ 81.00        | \$ 67.23     |
|          | \$ 2,583.17       | \$ 65,953.10     | \$ 66,061.67    | \$ 54,831.19 |

17% Match

|              |
|--------------|
| \$ 6,539.77  |
| \$ 850.00    |
| \$ 186.10    |
| \$ 3,261.60  |
| \$ 2,424.74  |
| \$ 152.08    |
| \$ 405.47    |
| \$ 94.83     |
| \$ 13.77     |
| \$ 13,928.36 |

5.00%  
5.00%  
8.62%  
5.00%  
5.00%  
6.20%  
1.45%

2020 Calculations

26

| 2020     | 2 week pay period | x 26 pay periods | Total Comp 2020 | 83%          |
|----------|-------------------|------------------|-----------------|--------------|
| Payroll  | \$ 1,479.59       | \$ 38,469.25     | \$ 40,392.71    | \$ 33,525.95 |
| Overtime | \$ 192.31         | \$ 5,000.00      | \$ 6,000.00     | \$ 4,980.00  |
| WC       | \$ 42.10          | \$ 1,094.68      | \$ 1,149.41     | \$ 954.01    |
| Retire   | \$ 127.54         | \$ 3,316.05      | \$ 3,582.83     | \$ 2,973.75  |
| Health   | \$ 594.30         | \$ 14,263.20     | \$ 14,976.36    | \$ 12,430.38 |
| Dental   | \$ 37.28          | \$ 894.60        | \$ 939.33       | \$ 779.64    |
| SS       | \$ 91.73          | \$ 2,385.09      | \$ 2,504.35     | \$ 2,078.61  |
| Medicare | \$ 21.45          | \$ 557.80        | \$ 585.69       | \$ 486.12    |
| Life     | \$ 3.36           | \$ 81.00         | \$ 81.00        | \$ 67.23     |
|          | \$ 2,589.66       | \$ 66,061.67     | \$ 70,211.68    | \$ 58,275.69 |

17% Match

|              |
|--------------|
| \$ 6,866.76  |
| \$ 1,020.00  |
| \$ 195.40    |
| \$ 3,340.86  |
| \$ 2,545.98  |
| \$ 159.69    |
| \$ 425.74    |
| \$ 99.57     |
| \$ 13.77     |
| \$ 14,667.76 |

5.00%  
5.00%  
8.87%  
5.00%  
5.00%  
6.20%  
1.45%

2 year totals

|          | Grant         | Match        |
|----------|---------------|--------------|
| Payroll  | \$ 65,455.43  | \$ 13,406.53 |
| Overtime | \$ 9,130.00   | \$ 1,870.00  |
| WC       | \$ 1,862.59   | \$ 381.50    |
| Retire   | \$ 5,726.07   | \$ 6,602.46  |
| Health   | \$ 24,268.83  | \$ 4,970.73  |
| Dental   | \$ 1,522.16   | \$ 311.77    |
| SS       | \$ 4,058.24   | \$ 831.20    |
| Medicare | \$ 949.10     | \$ 194.39    |
| Life     | \$ 134.46     | \$ 27.54     |
|          | \$ 113,106.88 | \$ 28,596.12 |

**Budget Calculations**

|                        | <b>2019</b>  | <b>2020</b>  | <b>Total</b> |
|------------------------|--------------|--------------|--------------|
| Communications         | \$ 2,700.00  | \$ 2,835.00  | \$ 5,535.00  |
| Travel/Mileage         | \$ 550.00    | \$ 600.00    | \$ 1,150.00  |
| Tracking Software      | \$ 1,000.00  | \$ 1,000.00  | \$ 2,000.00  |
| Emergency Shelter      | \$ 6,000.00  | \$ 7,000.00  | \$ 13,000.00 |
| Emergency Assistance   | \$ 8,000.00  | \$ 9,000.00  | \$ 17,000.00 |
| Storage Locker Rental  | \$ 500.00    | \$ 550.00    | \$ 1,050.00  |
| Registration           | \$ 1,575.00  | \$ 1,100.00  | \$ 2,675.00  |
| Travel/Hotels/Meals    | \$ 3,083.00  | \$ 2,196.00  | \$ 5,279.00  |
| Publications           | \$ 2,000.00  | \$ 2,500.00  | \$ 4,500.00  |
| Advertisement/Outreach | \$ 3,200.00  | \$ 3,800.00  | \$ 7,000.00  |
|                        | \$ 28,608.00 | \$ 30,581.00 | \$ 59,189.00 |

# SFY 2019 & 2020 Victim Services Funds

## Cover Sheet

Organization: Laramie Co Sheriff's Office VW Program

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

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

**County:** Laramie County

**Street Address:** 1910 Pioneer Ave.

**Mailing Address:** 1910 Pioneer Ave.

**City:** Cheyenne

**State:** Wyoming

**Zip:** 82001

**Phone Number:** (307) 633-4756

**Fax Number:** 307-633-4723

**Duns Number:** 197732709

**State of Wyoming Vendor Code:**

**Type of Program:**

|                        |   |                   |
|------------------------|---|-------------------|
| Victim/Witness Program | ✓ | DV/SA Program     |
| Dual DV/VW Program     |   | CASA Program      |
| CAC Program            |   | SART/SANE Program |
| Other (specify)        |   |                   |

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

**Formula Funding**

|   |                                          |
|---|------------------------------------------|
|   | State Formula DV/SA                      |
| ✓ | State Formula V/W                        |
| ✓ | State Formula Surcharge                  |
|   | 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       |
|   | VAWA STOP Culturally Specific |

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

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

**Governmental or Non-Profit:\***

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

Organization: Laramie Co Sheriff's Office VW Program

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

✓

Government

Non-Profit

**Governing Entity Contact:**

Name: Sandra Newland

Title: Grants Manager

Phone: 307-633-4201

Fax: 307-633-4285

E-mail address: [snewland@laramiecounty.com](mailto:snewland@laramiecounty.com)

**Director/Program Coordinator:**

Name: Dory Clark

Title: Program Coordinator

Phone: 307-633-4756

Fax: 307-633-4768

E-mail address: [dclark@laramiecounty.com](mailto:dclark@laramiecounty.com)

# SFY 2019 & 2020 Victim Services Funds

## Cover Sheet

Organization: Laramie Co Sheriff's Office VW Program

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

Total amount of funds the program is requesting for SFY2019: \$140,117.80

Total amount of funds the program is requesting for SFY2020: \$145,174.01

Total amount of funds the program was awarded in SFY2018: \$144,933.00

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

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

### Staffing

How many full time staff members does the program have? 2

How many part time staff members does the program have? 0

How many direct service volunteers does the program have? 4

- 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 Coordinator**

**Brief description of duties:**

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 provides over 90% of its time providing direct services, and 10% of its time conducting administrative duties. We are requesting that 83% of payroll, which is \$92,379 (\$46,189.50 in FY2019 and \$46,189.50 in FY2020) come from grant funds. VOCA match will be \$9,460.50 for FY2019 and \$9,460.50 for FY2020 for a total of \$18,921.00 representing 17 percent of the total.

| New Position | Previously Funded with DVS |
|--------------|----------------------------|
| ✓            | ✓                          |

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

Average Hours Worked Per Week 40

| Salary |             |                              |     |             |                             |          |            |              |             |
|--------|-------------|------------------------------|-----|-------------|-----------------------------|----------|------------|--------------|-------------|
|        |             | Funding Request from the DVS |     |             | Anticipated Other Resources |          |            | TOTAL Budget |             |
|        | SFY 2018    | SFY 2019                     | %   | SFY 2020    | %                           | SFY 2018 | SFY 2019   | SFY 2020     |             |
| Salary | \$55,087.00 | \$46,189.50                  | -16 | \$46,189.50 | 0                           |          | \$9,460.50 | \$9,460.50   | \$55,650.00 |

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

The Victim 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 2000. Ms. Clark is continually developing,

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

Organization: Laramie Co Sheriff's Office VW Program

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

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, and the CARL team in Laramie County. Ms. Clark uses community collaboration to avoid duplication of resources within the community and to also ensure victims are being served appropriately. The 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.

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

Organization: Laramie Co Sheriff's Office VW Program

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

| Payroll Taxes   |                          |                   |                   |                             |                 |                 |                   |      |                   |
|-----------------|--------------------------|-------------------|-------------------|-----------------------------|-----------------|-----------------|-------------------|------|-------------------|
|                 | Funding Request from DVS |                   |                   | Anticipated Other Resources |                 |                 | TOTAL Budget      |      |                   |
|                 | SFY 2018                 | SFY 2019          | SFY 2020          | SFY 2018                    | SFY 2019        | SFY 2020        | Total SFY 2019    | %    | Total SFY 2020    |
| Medicare        | \$0                      | \$669.75          | \$669.75          | \$757.12                    | \$137.18        | \$137.18        | \$806.93          | 1.45 | \$806.93          |
| Social Security | \$0                      | \$2,863.75        | \$2,863.75        | \$3,237.00                  | \$586.55        | \$586.55        | \$3,450.30        | 6.20 | \$3,450.30        |
| Unemployment    |                          |                   |                   |                             |                 |                 | \$0               |      | \$0               |
| Workers Comp    | \$0                      | \$1,103.27        | \$1,158.43        | \$1,265.94                  | \$225.97        | \$237.27        | \$1,329.24        |      | \$1,395.70        |
| <b>Subtotal</b> | <b>\$0</b>               | <b>\$4,636.77</b> | <b>\$4,691.93</b> | <b>\$5,260.06</b>           | <b>\$949.70</b> | <b>\$961.00</b> | <b>\$5,586.47</b> |      | <b>\$5,652.93</b> |

**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 \$1,613.86, for FY2019 \$806.93 and \$806.93 for FY2020. We are requesting 83% of Medicare costs which equals \$669.75 for FY2019 and \$669.75 for FY2020. The total for the two fiscal years will be \$1,339.50. VOCA match (17%) for Medicare is a total of \$274.36 (\$137.18 for FY2019 and \$137.18 for FY2020). Social security is calculated at a rate of 6.2% for a total of \$6,900.60 (\$3,450.30 for both FY2019 and FY2020). The requested 83% of payroll expenses brings this total to \$2,863.75 for both FY2019 and FY2020. The total for the two fiscal years is \$5,727.50. VOCA match (17%) for social security is a total of \$1,173.10 (\$586.55 in FY2019 and \$586.55 in FY2020). Workers compensation was \$1,265.94 in FY2018, with a 5% increase for FY2019 at \$1,329.24 and an additional 5% increase for FY2020 \$1,395.70 bringing the total to \$2,724.94. Of this total we are requesting 83% which is \$1,103.27 for FY2019 and \$1,158.43 for FY2020 for a total request of \$2,261.70. VOCA match (17%) for workers comp is a total of \$463.24 (\$225.97 in FY2019 and \$237.27 for FY2020). These payroll taxes support the Victim Coordinator position by allowing Ms. Clark to provide fundamental services to victims, to participate in the community. These services are measured through the need within the community and feedback received on the program.

| Health Insurance/Medical Benefits |                              |            |                             |          |              |                |
|-----------------------------------|------------------------------|------------|-----------------------------|----------|--------------|----------------|
|                                   | Funding Request from the DVS |            | Anticipated Other Resources |          | TOTAL Budget |                |
|                                   | SFY 2018                     | SFY 2019   | SFY 2020                    | SFY 2018 | SFY 2019     | Total SFY 2020 |
| Health/Med Benefits               | \$7,792.72                   | \$5,961.06 | \$6,259.12                  | \$0      | \$1,220.94   | \$7,182.00     |
|                                   |                              |            |                             |          |              | \$7,541.10     |

**Describe Health Insurance/Medical Benefits:**

For health and dental insurance are estimating a 5% increase for both FY2019 and FY2020 based off of FY2018 actuals. Health insurance actuals for the Victim Coordinator for FY2018 were \$6,480. For FY2019 an estimated 5% increase would bring it to \$6,804 and a 5% increase for FY2020 will bring the total to \$7,144.20. Health insurance for the two year period is a total cost of \$13,948.20 and our grant request for the period is at 83% of the expense rate for a total of \$11,577.01 (\$5,647.32 in FY2019 and \$5,930.69 in FY2020).

\$5,929.69 in FY2020). VOCA match (17%) total for the two year period is \$2,371.19 (\$1,156.68 for FY2019 and \$1,214.51 for FY2020).

We are also requesting funding for dental insurance and this is combined into the medical benefits section. Dental insurance is based off of actuals for FY2018 which were \$360. For FY2019 and FY2020 we are requesting a 5% increase each year, this will bring FY2019 to \$378 and \$396.90 in FY2020. Total expense for dental insurance is \$774.90, with our request at the 83% reimbursement rate. Total grant request is \$643.17 (\$313.74 for FY2019 and \$329.43 for FY2020). VOCA match (17%) for dental insurance for the two year period is \$131.73 (\$64.26 for FY2019 and \$67.47 for FY2020).

Total medical benefit expenses are \$14,723.10 with the 83% requested reimbursement rate bringing the total grant request to \$12,220.18, with the remaining amount of \$2,502.92 to be VOCA match, 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 2018                     | SFY 2019   | SFY 2020   | SFY 2018                    | SFY 2019   | SFY 2020     | Total SFY 2019 | Total SFY 2020 |
| Retirement            | \$0                          | \$3,981.53 | \$4,097.01 | \$7,444.85                  | \$3,971.51 | \$4,253.68   | \$7,953.04     | \$8,350.69     |
| Other (specify below) |                              |            |            |                             |            |              |                |                |
| Life Insurance        | \$0                          | \$59.76    | \$59.76    | \$72.00                     | \$12.24    | \$12.24      | \$72.00        | \$72.00        |
| Subtotal              | \$0                          | \$4,041.29 | \$4,156.77 | \$7,516.85                  | \$3,983.75 | \$4,265.92   | \$8,025.04     | \$8,422.65     |

**Describe other benefits:**

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

Retirement is calculated at 8.62% for FY2019 and 8.87% for FY2020. These calculations would equal \$9,733.19 (\$4,797.03 in FY2019 and \$4,936.16 in FY2020). The 83% rate request brings our total to \$8,078.54 (\$3,981.53 for FY2019 and \$4,097.01 for FY2020). The actuals for retirement with a 5% increase for both fiscal years is \$16,303.73, but we are basing our calculations off the allowed percentage rates, difference will be made up in the VOCA match. VOCA match for retirement for the two year period will be \$8,225.19 (\$3,971.51 for FY2019 and \$4,253.68 for FY2020).

Life Insurance was also estimated based off FY2018 actuals; we do not predict any increases to this line item for FY2019 and FY2020. Total expense for life insurance is \$144.00 (\$72.00 per year). The requested rate at 83% is \$119.52 (\$59.76 in FY2019 and \$59.76 in FY2020). VOCA match (17%) will be a total of \$24.48 for both years (\$12.24 per FY).

Total expenses for the "other benefits" category are \$16,447.73 for the FY2019/2020 application period, of which we are requesting expenses in the amount of \$8,198.06, and a VOCA match of \$8,249.67, please see breakdown above for details.

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

Organization: Laramie Co Sheriff's Office VW Program

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

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

**Position Title:** Victim Advocate

**Brief description of duties:**

The 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. Brenda Ramirez has been the Victim Advocate since October 2016. Ms. Ramirez 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%, we are requesting 83% of the salary from grant funds \$31,929.48 in FY2019 and \$33,525.95 in FY2020. VOCA match for payroll is \$6,539.77 for FY2019 and \$6,866.76 for FY2020.

Overtime is estimated at \$5,000 for FY2019, this would provide 180 hours (Hourly rate of \$18.49 x 1.5 = \$27.74 / \$5,000). For FY2020 we are requesting \$6,000 to provide 205 hours (Hourly rate \$19.42 x 1.5 = \$29.13 / \$6,000). We are requesting \$4,150 in FY2019 and \$4,980 in FY2020, VOCA match will be \$1,870.

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

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

Average Hours Worked Per Week 42

| Salary                       |             |     |                             |             |              |
|------------------------------|-------------|-----|-----------------------------|-------------|--------------|
| Funding Request from the DVS |             |     | Anticipated Other Resources |             | TOTAL Budget |
| SFY 2018                     | SFY 2019    | %   | SFY 2020                    | SFY 2019    | SFY 2020     |
| \$41,715.00                  | \$36,079.48 | -13 | \$38,505.95                 | \$0         | \$7,886.76   |
| Salary                       |             |     |                             | \$43,469.25 | \$46,392.71  |

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

The Victim Advocate position directly provides services to victims of crime in Laramie County. Calls are reviewed on a daily basis and contact is made with each victim to provide services such as crisis intervention, emergency assistance, personal advocacy and assistance with the legal process. Ms. Ramirez-Alvarado provides all Spanish speaking translation services for the program and is instrumental in reaching out to the underserved populations within the community. The success of the program through the number of victims served and feedback received are the means by which we measure the success of our program and services. In this line of work, the needs within the community are dynamic and complex and require flexibility. This flexibility is often achieved through strong community collaboration.

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

Organization: Laramie Co Sheriff's Office VW Program

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

Our program works closely with other organizations in the community to provide complete services to the victim. We want to ensure that victims receive assistance from all available programs to deliver wrap around services. Ms. Ramirez-Alvarado's position is fundamental to the support of the program and the 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 will continue to coordinate efforts with these programs in FY2019 and FY2020.

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

SFY 2019 & 2020 Victim Services Funds

Budget - Personnel: Victim Advocate

Organization: Laramie Co Sheriff's Office VW Program

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

| Payroll Taxes   |                          |                   |                   |                             |                 |                 |                   |      |                   |
|-----------------|--------------------------|-------------------|-------------------|-----------------------------|-----------------|-----------------|-------------------|------|-------------------|
|                 | Funding Request from DVS |                   |                   | Anticipated Other Resources |                 |                 | TOTAL Budget      |      |                   |
|                 | SFY 2018                 | SFY 2019          | SFY 2020          | SFY 2018                    | SFY 2019        | SFY 2020        | Total SFY 2019    | %    | Total SFY 2020    |
| Medicare        | \$0                      | \$462.97          | \$486.12          | \$559.29                    | \$94.83         | \$99.57         | \$557.80          | 1.26 | \$585.69          |
| Social Security | \$0                      | \$1,979.62        | \$2,078.61        | \$2,391.72                  | \$405.47        | \$425.74        | \$2,385.09        | 5.49 | \$2,504.35        |
| Unemployment    | \$0                      | \$0               | \$0               | \$0                         | \$0             | \$0             | \$0               |      | \$0               |
| Workers Comp    | \$0                      | \$908.58          | \$954.01          | \$1,042.55                  | \$186.10        | \$195.40        | \$1,094.68        |      | \$1,149.41        |
| <b>Subtotal</b> | <b>\$0</b>               | <b>\$3,351.17</b> | <b>\$3,518.74</b> | <b>\$3,993.56</b>           | <b>\$686.40</b> | <b>\$720.71</b> | <b>\$4,037.57</b> |      | <b>\$4,239.45</b> |

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 \$1,143.49 (\$557.80 for FY2019 and \$585.69 for FY2020). We are requesting 83% of Medicare costs which equals \$949.09 (\$462.97 for FY2019 \$486.12 for FY2020). VOCA match (17%) for Medicare for the two year period is \$194.40 (\$94.83 in FY2019 and \$99.57 in FY2020). Social security is calculated at a rate of 6.2% for a total of \$4,889.44 (\$2,385.09 for FY2019 and \$2,504.35 for FY2020). The requested 83% of payroll expenses brings this total to \$4,058.23 (\$1,979.62 for FY2019 and \$2,078.61 for FY2020). VOCA match (17%) for social security for the two year period is \$831.21 (\$405.47 in FY2019 and \$425.74 for FY2020). Workers compensation was \$1,042.55 in FY2018, with a 5% increase for FY2019 at \$1,094.68 and an additional 5% increase for FY2020 \$1,149.41 bringing the total to \$2,244.09. Of this total we are requesting 83% which is \$908.58 for FY2019 and \$954.01 for FY2020 for a total request of \$1,862.59. VOCA match (17%) for workers compensation for two years is a total of \$381.50 (\$186.10 for FY2019 and \$195.40 for FY2020).

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 2018                     | SFY 2019    | SFY 2020                    | SFY 2019 | SFY 2020     |
| Health/Med Benefits               | \$16,484.00                  | \$12,580.98 | \$13,210.02                 | \$0      | \$2,576.82   |
|                                   |                              |             |                             |          | \$2,705.67   |
|                                   |                              |             |                             |          | \$15,157.80  |
|                                   |                              |             |                             |          | \$15,915.69  |

Describe Health Insurance/Medical Benefits:

For health and dental insurance are estimating a 5% increase for both FY2019 and FY2020 based off of FY2018 actuals. Health insurance actuals for the Victim Advocate for FY2018 were \$13,584.00. For FY2019 an estimated 5% increase would bring it to \$14,263.20 and a 5% increase for FY2020 will bring the total to \$14,976.36. Health insurance for the two year period is a total cost of \$29,239.56 and our grant request for the period is at 83% of the expense rate for a total of \$24,268.84 (\$11,838.46 in FY2019 and

Total medical benefit expenses are \$31,073.49 with the 83% requested reimbursement rate bringing the total grant request to \$25,791.00 to support the Victim Advocate position. VOCA match will be \$5,282.49. The County strives to offer competitive benefits to employees to retain the quality of service provided to victims.

**Describe other benefits:**

Total expenses for the "other benefits" category are \$12,490.53 for the FY2019/2020 application period, of which we are requesting expenses in the amount of \$5,860.53, and a VOCA match of \$6,630.00, please see breakdown above for details.

SFY 2019 & 2020 Victim Services Funds

Budget - Operating Expenses

Organization: Laramie Co Sheriff's Office VW Program

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

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

Explanation:

The communication line item will include expenditures for landlines, cell phones, and tablet data charges. For FY2019 we are keeping this budget line item the same as what was requested in FY2018, \$2,700. Total tablet/cell phone per month is \$190.00 (12 months \$2,280), total landline per month averages \$35 per month (12 months is \$420.00) and for FY2020, we anticipate a 5% increase due to inflation and other economic factors, bringing our total to \$2,835. Total request for FY2019/2020 is \$5,535.00. All equipment is in place for the continued operations of the program to utilize the landlines, cellphones and tablets. This equipment is used by the Coordinator and Advocate. 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 \$138 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). Operational support from the County allows our program to continue with the level of services our victims deserve. All resources for success in FY2019 and FY2020 have been established within the program.

The travel/mileage line item covers expenditures for in state mileage for community outreach and for providing direct services to victims. The Sheriff's Department has provided a vehicle to the Victim Coordinator, but the Victim Advocate uses her personal vehicle to respond to calls and provide outreach services. The mileage line item covers Ms. Ramirez-Alvarado's mileage for providing services within the community. We are requesting an increase in this line item, as additional outreach

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

Organization: Laramie Co Sheriff's Office VW Program

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

activities have been planned in the community for FY2019 and FY2020. New Spanish speaking outreach efforts will be taking place at the smaller communities of Albin, Burns, and Pine Bluffs. The mileage line item allows the Victim Advocate to be available at various locations throughout the county to provide services. We are requesting \$550 (Federal mileage rate of .545 allows over 1000 miles in FY2019). In FY2020 we are requesting \$600 (Federal mileage rate of .545 will allow for over 1100 miles). Total line item request is \$1,150. 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 in the amount of \$950 per year. Access to services can often be a road block for many victims in a rural community. Travel and mileage allows our advocates to reach out to victims of crime.

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

Our final operating expense is for the VS Tracking Software. This software is utilized by the program to track all cases and provide accurate reporting information to the division on a quarterly basis. This service is estimated to cost the program \$1,000 per fiscal year 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 staff have been trained on input and output to provide accurate case management and reporting. The ability to continue to provide accurate reporting is the best measurement for comprehensive tracking software. We checked with VS Tracking and our rates will not be increasing for FY2019 or FY2020.

SFY 2019 & 2020 Victim Services Funds

Budget - Emergency Assistance

Organization: Laramie Co Sheriff's Office VW Program

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

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

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

For the emergency shelter line item we are requesting \$6,000 in FY2019 and \$7,000 in FY2020. This reflects an increase resulting from an uptick in services needed for victims. We have seen more domestic violence cases with the majority resulting in the need for hotel stays or rental assistance. Our program has begun working with a new hotel in our community that provides immediate shelter when other resources are not available. This can be a temporary or long term need of the victim and our program tries to coordinate and plan accordingly. The funds we are requesting in 2019 and 2020 will allow us to help up to sixty victims each year. Sheltering is a fundamental need in the majority of our domestic violence cases. Through securing safe housing we can then work with victims on future needs. The measurement of emergency shelter success is relocating victims and providing them with the basic need of shelter. We work closely with our community partners to make this happen. Our requested amounts for each fiscal year are based on current actual costs for sheltering needs both in residences and hotels. We spend on average of \$5,000 in rental/mortgage assistance and \$1,000 in motel costs. We are requesting \$6,000 for FY2019 and an increase to \$7,000 in FY2020 in anticipation of increased need and costs.

The program itself has seen a 32% increase in cases from 2016 to 2017 and in the past ten years, the program has seen an increase of 93% in victim service cases. The emergency assistance line item is where we see the largest impact to our program, as it allows us to provide direct services to victims. We are requesting a 13% increase from our current budget for FY2019 and a 12% increase for FY2020 based on actuals. For FY2019 we are requesting \$8,000, this will allow us to assist over 53 victims. We spend on average \$4,000 for repairs and services, \$3,000 for cleanup and \$1,000 for other emergent needs. For FY2020 we are requesting \$9,000, this is an increase from our 2019 to request in anticipation of increased needs and costs with the same general breakdown. These increases are needed to support the large upsurge in cases that the victim services program handles on an annual basis. The emergency assistance line item is where the program is able to reach out and impact a large number of victims. Our program is able to provide fundamental services such as repairs, crime scene clean up, transportation, job coordination, and crisis intervention. Our program works with community partners to develop, plan and implement these services in the county. These partnerships are established moving into 2019 and 2020. Success is measured by the victims we serve, what we can provide, and the feedback we receive. This funding request will help up to one hundred-twenty victims over the two year period. The program also provides matching funds through a donation line item that the county manages. This donation line item comes from community activities and is used to supplement and enhance the program. We are estimating that we will use \$800 in FY2019 and \$850 in FY2020 out of the donations account. These donations allow the program to fund items not eligible for grant funding and help meet any gaps in State funding.

Our final line item is for a storage locker rental. The rental of the storage locker in partnership with the City of Cheyenne Victim Witness Program has been very beneficial to our organization. We have adequate space to store items that are donated to our program that are not used on a daily basis. We would like to continue this partnership into 2019 and 2020. We are requesting \$500 for FY2019 this allows for one full year of service at a rate of \$41 per month and an increase to \$550 for FY2020 at a rate of \$45 per month. Total request in this line item is \$1,050.00. Having a storage space allows both of our programs to access the items we need for cases without limiting our ability to work in our office spaces. The partnership with the City of Cheyenne Program enhances our ability to provide services to victims in a timely fashion and through a coordinated effort. Usefulness of the storage locker will be continually monitored by each of our programs in FY2019 and FY2020. The

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

Organization: Laramie Co Sheriff's Office VW Program

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

locker provides the much needed space we would not have access to otherwise.

## Budget - Training

Organization: Laramie Co Sheriff's Office VW Program

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

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

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

We are requesting \$4,658 for FY2019 in registration and travel/hotels & meals; this is a 45% increase from our FY2018 budget to allow for more extensive training opportunities for both our Victim Coordinator and Victim Advocate. All costs associated with travel were verified on the Federal Per Diem Site, this includes meals and lodging. Airfare was based upon actuals/estimated dates that were looked up at the time the application. However this is a one year request, with a lower budget for FY2020. We would like to attend the following trainings in FY2019:

- Advanced Domestic and Sexual Violence Training (National Institute of Crime Prevention)-three full days with a registration fee of \$475.00. Currently scheduled to be held in Las Vegas October 2018. Lodging cost is \$350(\$116.60 per night for three nights) and estimated airfare to be \$415.00 (round trip). Per Diem for meals x 3 days \$192 (\$64 per day). Total training cost for opportunity = \$1,432. Victim Coordinator would be attending this training.

- 44th NOVA Annual Training Event August 2018- Three full days with a registration fee of \$475. Currently scheduled to be held in Jacksonville, Florida. Estimated airfare of \$665 (round trip) and hotel costs of \$550 (\$183.33 per night), meals Per Diem x 3 days \$153 (\$51 per day). Total training cost for opportunity = \$1,843. Training for Victim Advocate.

- Mandated VW Meeting in 2019; costs estimated at Casper prices for up to four personnel to attend (Victim Coordinator, Victim Advocate, Law Enforcement Supervisor and Grant Manager). No registration fee, hotels \$350 (\$175 for two nights for 2 shared rooms), meals \$408 (2 days for 4 people or \$51 per day per person). Total of \$758.00

- Joint Symposium 2019: Estimated Cheyenne prices for up to five personnel to attend (Victim Coordinator, Victim Advocate, and three deputies). Registration fee for five \$625.00, no hotels or meals needed if held in Cheyenne. Total cost of \$625.00

The registration total is \$1,575.00 and Travel/Hotels and Meals is \$3,083 for FY2019.

We are requesting \$3,296 for FY2020; this is a decrease from our requested FY2019 budget. Again these numbers were calculated using Federal Per Diem rates and airfare based on actuals. We would like to attend the following trainings in FY2020:

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

- Mandated VW Meeting in 2020: Costs estimated at Casper prices for up to four personnel to attend (Victim Coordinator, Victim Advocate, Law Enforcement Supervisor and Grant Manager). No registration fee, hotels \$400 (\$200 per night for 2 shared rooms), meals \$428 (2 days for 4 people or \$53.50 per day per person)...increased 5% for inflation in FY2020. Total of \$828.

- We would like to plan for an additional training in FY2020 and are estimating the costs to be equivalent to the 44th NOVA Annual

## SFY 2019 & 2020 Victim Services Funds

### Budget - Training

Organization: Laramie Co Sheriff's Office VW Program

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

Training to be held in FY2019. We would like to request a place holder for a specific training yet to be scheduled, therefore we are requesting the following associated budget items:

- o Three full days, registration \$475, Airfare \$665 (round trip), Hotel at \$550 (\$183.33 per night, three nights) and Meals at \$153 (\$51 Per Diem), for a total of \$1,843.

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

Our program is requesting additional funding for training in FY2019 to bring our Victim Advocate up to speed on several evolving crime patterns in the community such as human trafficking, child sexual assault, strangulation, and suicide awareness. Ms.

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

# SFY 2019 & 2020 Victim Services Funds

## Budget - Other

Organization: Laramie Co Sheriff's Office VW Program

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

| Budget - Other     |                              |            |    |            |                             |          |          |              |            |
|--------------------|------------------------------|------------|----|------------|-----------------------------|----------|----------|--------------|------------|
|                    | Funding Request from the DVS |            |    |            | Anticipated Other Resources |          |          | TOTAL Budget |            |
|                    | SFY 2018                     | SFY 2019   | %  | SFY 2020   | %                           | SFY 2018 | SFY 2019 | SFY 2020     |            |
| Publications       | \$1,805.00                   | \$2,000.00 | 10 | \$2,500.00 | 25                          |          |          | \$2,000.00   | \$2,500.00 |
| Advertise/Outreach | \$2,049.00                   | \$3,200.00 | 56 | \$3,800.00 | 18                          |          |          | \$3,200.00   | \$3,800.00 |
| Prevention         |                              |            | 0  |            | 0                           |          |          | \$0          | \$0        |
| Other:             |                              |            | 0  |            | 0                           |          |          | \$0          | \$0        |
| Subtotal           | \$3,854.00                   | \$5,200.00 | 34 | \$6,300.00 | 21                          | \$0      | \$0      | \$5,200.00   | \$6,300.00 |

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

The program uses the publications line item to provide printed materials such as brochures, handouts, and business cards to our clients. We use the brochures to describe our services in both English and Spanish. We also offer brochures on sexual assault to give to our deputies to use on calls. Our program would like to request \$2,000 for FY2019 and \$2,500 for FY2020 to cover these expenses. This request is based off of actuals. We print on average of 1000-1500 brochures per year based on need at a cost under \$2.00 per brochure. We are anticipating an increase in costs in FY2020 and the additional \$5,000 requested will allow this same pattern of printed materials. This represents a small increase from our FY2018 budget. Publications are a critical component to the ability for our program to share information on victims' rights and concerns within the community. Most of our services are provided to victims who have heard of our program through outreach activities, prior to needing the services. Having a strong presence in the community facilitates the transition from being a citizen to becoming a victim.

For the advertisement section we provide outreach services within our community. Our program has been working with the Laramie County Community College recently to put on self-defense classes; this is in partnership with the City of Cheyenne Victim Witness Program. We provide the course at no cost and anyone can sign up. It is a day long course taught by law enforcement officials and the room is currently donated to us by the Community College and the time from the law enforcement officers is also donated. For these courses, advertisement has been a key component to bringing in more participants. We estimate being able to complete four of these trainings in FY2019, and six in FY2020. We estimate that we will spend around \$200 per training for advertisement (based on actual costs per Wyoming Tribune Eagle), times 4 trainings for a total of \$800 plus an additional \$400 for printed materials to advertise these trainings (brochures and handouts). For FY2020 we are estimating six courses (6 x \$200 = \$1,200.00 plus \$600 in printed materials). The purpose for the increase is related to the self-defense courses. We have seen the benefit this class brings to the community and want to continue to provide it at no cost to the participants.

Additionally we are requesting funds to carry out further outreach activities within the community at schools, churches, and business presentations and events. We would like to be able to purchase items such as T-shirts, stress balls, tote bags, mugs, pencils, and pens. The values calculated below are based on FY2018 actuals. We are requesting \$2,000 in FY2019, this will allow us to purchase 91 T-shirts (\$1,001 at approximately \$11 each), 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 \$2,000 in FY2020 for these purposes, see breakdown for FY2019. This is an increase from our FY2018 budget, to be able to expand the capabilities of our program within the community and covers inflation costs for the next two years.

For advertisement and outreach services we are requesting an increase from our FY2018 funds. Total line item request is \$3,200 in FY2019 and \$3,800 in FY2020 for a total line item of \$7,000. In FY2018 we had \$2,049 budgeted and had expended those funds within six months into the fiscal year. Our program has been involved in dynamic community events that call for additional outreach efforts. Outreach services allow our program to interact with the community and engage them in our program and the services that we provide. In FY2019 and FY2020 our program will continue to participate in social organizations and community events. Success is measured by the ability to share our program with the community and from the feedback we receive.

SFY 2019 & 2020 Victim Services Funds

Budget - Proposed

Organization: Laramie Co Sheriff's Office VW Program

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

|                                | 2018 Total Budget | SFY 2019 DVS<br>Proposed | SFY 2019<br>Anticipated<br>other<br>Resources | SFY 2019 Total<br>Budget | SFY 2020 DVS<br>Proposed | SFY 2020<br>Anticipated<br>other<br>Resources | SFY 2020 Total<br>Budget |
|--------------------------------|-------------------|--------------------------|-----------------------------------------------|--------------------------|--------------------------|-----------------------------------------------|--------------------------|
| <b>Personnel</b>               |                   |                          |                                               |                          |                          |                                               |                          |
| Salaries                       | \$96,802.00       | \$82,268.98              | \$16,850.27                                   | \$99,119.25              | \$84,695.45              | \$17,347.26                                   | \$102,042.71             |
| Payroll Taxes                  | \$9,253.62        | \$7,987.94               | \$1,636.10                                    | \$9,624.04               | \$8,210.67               | \$1,681.71                                    | \$9,892.38               |
| Health Insurance/Med. Benefits | \$24,276.72       | \$18,542.04              | \$3,797.76                                    | \$22,339.80              | \$19,469.14              | \$3,987.65                                    | \$23,456.79              |
| Other Benefits                 | \$13,325.39       | \$6,860.84               | \$7,259.12                                    | \$14,119.96              | \$7,197.75               | \$7,620.55                                    | \$14,818.30              |
| Subtotal                       | \$143,657.73      | \$115,659.80             | \$29,543.25                                   | \$145,203.05             | \$119,573.01             | \$30,637.17                                   | \$150,210.18             |
| <b>Operating Expenses</b>      |                   |                          |                                               |                          |                          |                                               |                          |
| Office Rent                    | \$0               | \$0                      | \$0                                           | \$0                      | \$0                      | \$0                                           | \$0                      |
| Shelter Rent                   | \$0               | \$0                      | \$0                                           | \$0                      | \$0                      | \$0                                           | \$0                      |
| Utilities-Office               | \$0               | \$0                      | \$0                                           | \$0                      | \$0                      | \$0                                           | \$0                      |
| Utilities-Shelter              | \$0               | \$0                      | \$0                                           | \$0                      | \$0                      | \$0                                           | \$0                      |
| Communication                  | \$2,700.00        | \$2,700.00               | \$0                                           | \$2,700.00               | \$2,835.00               | \$0                                           | \$2,835.00               |
| E-mail/Internet                | \$1,666.00        | \$0                      | \$1,666.00                                    | \$1,666.00               | \$0                      | \$1,666.00                                    | \$1,666.00               |
| Supplies-Office                | \$1,000.00        | \$0                      | \$1,000.00                                    | \$1,000.00               | \$0                      | \$1,000.00                                    | \$1,000.00               |
| Supplies-Shelter               | \$0               | \$0                      | \$0                                           | \$0                      | \$0                      | \$0                                           | \$0                      |
| Travel/Mileage                 | \$1,450.28        | \$550.00                 | \$950.00                                      | \$1,500.00               | \$600.00                 | \$950.00                                      | \$1,550.00               |
| Administration/Bookkeeping     | \$1,065.00        | \$0                      | \$1,065.00                                    | \$1,065.00               | \$0                      | \$1,065.00                                    | \$1,065.00               |
| Equipment Leases/Maint.        | \$970.00          | \$0                      | \$970.00                                      | \$970.00                 | \$0                      | \$970.00                                      | \$970.00                 |
| Office/Shelter Repairs/Maint.  | \$0               | \$0                      | \$0                                           | \$0                      | \$0                      | \$0                                           | \$0                      |
| Insurance                      | \$0               | \$0                      | \$0                                           | \$0                      | \$0                      | \$0                                           | \$0                      |
| Professional fees/services     | \$0               | \$0                      | \$0                                           | \$0                      | \$0                      | \$0                                           | \$0                      |
| Other Operating                | \$1,000.00        | \$1,000.00               | \$0                                           | \$1,000.00               | \$1,000.00               | \$0                                           | \$1,000.00               |
| Subtotal                       | \$9,851.28        | \$4,250.00               | \$5,651.00                                    | \$9,901.00               | \$4,435.00               | \$5,651.00                                    | \$10,086.00              |
| <b>Emergency Assistance</b>    |                   |                          |                                               |                          |                          |                                               |                          |
| Emergency Shelter              | \$5,050.00        | \$6,000.00               | \$0                                           | \$6,000.00               | \$7,000.00               | \$0                                           | \$7,000.00               |
| Emergency Financial Asst.      | \$7,785.48        | \$8,000.00               | \$800.00                                      | \$8,800.00               | \$9,000.00               | \$850.00                                      | \$9,850.00               |
| Other Emergency Assistance     | \$500.00          | \$500.00                 | \$0                                           | \$500.00                 | \$550.00                 | \$0                                           | \$550.00                 |
| Subtotal                       | \$13,335.48       | \$14,500.00              | \$800.00                                      | \$15,300.00              | \$16,550.00              | \$850.00                                      | \$17,400.00              |
| <b>Training</b>                |                   |                          |                                               |                          |                          |                                               |                          |

SFY 2019 & 2020 Victim Services Funds

Budget - Proposed

Organization: Laramie Co Sheriff's Office VW Program

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

|                             |                     |                     |                    |                     |                     |                    |                     |                   |            |
|-----------------------------|---------------------|---------------------|--------------------|---------------------|---------------------|--------------------|---------------------|-------------------|------------|
| Trainer's fees              | \$0                 | \$0                 | \$0                | \$0                 | \$0                 | \$0                | \$0                 | \$0               | \$0        |
| Registration                | \$1,000.00          | \$1,575.00          | \$0                | \$1,575.00          | \$1,100.00          | \$0                | \$0                 | \$1,100.00        | \$0        |
| Travel/Hotel/Meals          | \$2,200.00          | \$3,083.00          | \$0                | \$3,083.00          | \$2,196.00          | \$0                | \$0                 | \$2,196.00        | \$0        |
| Other Training              | \$0                 | \$0                 | \$0                | \$0                 | \$0                 | \$0                | \$0                 | \$0               | \$0        |
| <b>Subtotal</b>             | <b>\$3,200.00</b>   | <b>\$4,658.00</b>   | <b>\$0</b>         | <b>\$4,658.00</b>   | <b>\$3,296.00</b>   | <b>\$0</b>         | <b>\$0</b>          | <b>\$3,296.00</b> | <b>\$0</b> |
| <b>Other</b>                |                     |                     |                    |                     |                     |                    |                     |                   |            |
| Publications                | \$1,805.00          | \$2,000.00          | \$0                | \$2,000.00          | \$2,500.00          | \$0                | \$0                 | \$2,500.00        | \$0        |
| Advert./Outreach/Engagement | \$2,049.00          | \$3,200.00          | \$0                | \$3,200.00          | \$3,800.00          | \$0                | \$0                 | \$3,800.00        | \$0        |
| Prevention Edu. & Awareness | \$0                 | \$0                 | \$0                | \$0                 | \$0                 | \$0                | \$0                 | \$0               | \$0        |
| Other                       | \$0                 | \$0                 | \$0                | \$0                 | \$0                 | \$0                | \$0                 | \$0               | \$0        |
| <b>Subtotal</b>             | <b>\$3,854.00</b>   | <b>\$5,200.00</b>   | <b>\$0</b>         | <b>\$5,200.00</b>   | <b>\$6,300.00</b>   | <b>\$0</b>         | <b>\$0</b>          | <b>\$6,300.00</b> | <b>\$0</b> |
| <b>TOTAL</b>                | <b>\$173,898.49</b> | <b>\$144,267.80</b> | <b>\$35,994.25</b> | <b>\$180,262.05</b> | <b>\$150,154.01</b> | <b>\$37,138.17</b> | <b>\$187,292.18</b> |                   |            |

## Eligibility Documents

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

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

## Non-Profit Organizations

**IRS confirmation of Federal Identification Number**

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

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

## Articles of Incorporation

## Organizational by-laws

**Current Board of Directors Roster including mailing addresses and contact information**

### Current Secretary of State Annual Report

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

### Governmental/Public Entities

[http://grants.wyoming.gov/\\_Upload/39507/39507-Organizationa  
nizationalChart.doc](http://grants.wyoming.gov/_Upload/39507/39507-Organizationa%20Flowchart%20nizationalChart.doc)

http://grants.wyoming.gov/\_Upload/355971-a-Certificate of Good Standing with the unemployment insurance requirements of Wyoming  
eCountyUnemploymentCertificateExpiresMay2018.pdf  
18.pdf

[http://grants.wyoming.gov/\\_Upload/595971WCSertificateofGoodStandingwiththeWyomingWorker'sSafetyandCompensationActCertificateofGoodStanding2018\(3\).pdf](http://grants.wyoming.gov/_Upload/595971WCSertificateofGoodStandingwiththeWyomingWorker'sSafetyandCompensationActCertificateofGoodStanding2018(3).pdf)

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

SFY 2019 & 2020 Victim Services Funds

**Assurances**

Organization: Laramie Co Sheriff's Office VW Program

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

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

Governing Entity  
Laramie County

Date  
4/4/2018