

RESOLUTION _____

ENTITLED: "A RESOLUTION TO APPROVE THE SUBMISSION OF A FY 2021 & 2022 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 \$298,013.91."

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

Whereas, Laramie County commits a maximum of \$77,175.79 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 2021 & 2022 budget and In-Kind matching funds for, grant administration, office supplies, equipment and email and internet services estimated at a total of \$12,700 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 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 3rd DAY OF MARCH 2020

Amber Ash, Chairman

ATTEST:

Debra Lee, Laramie County Clerk

Date

Received And Approved As To Form Only By:

Mark Voss
County Attorney

Date

2/19/20

Victim Coordinator Position (Dory)																			
24 26										24 26									
2021	2 week pay period	x 26 pay periods	Total Comp 2021	83%	17%	Percentages	Total Amount	New 83% Total	New 17% Total	2021	2 week pay period	x 26 pay periods	Total Comp 2022	83%	17%	Percentages	Total Amount	New 83% Total	New 17% Total
Payroll	\$ 2,166.32	\$ 56,324.32	\$ 56,324.32	\$ 46,749.19	\$ 9,575.13					Payroll	\$ 2,274.64	\$ 59,140.64	\$ 59,140.64	\$ 49,086.73	\$ 10,053.91				
WC	\$ 46.63	\$ 1,212.38	\$ 1,212.38	\$ 1,006.28	\$ 206.10	2.26%	\$ 1,272.93	\$ 1,056.53	\$ 216.40	WC	\$ 46.63	\$ 1,212.38	\$ 1,212.38	\$ 1,006.28	\$ 206.10	2.26%	\$ 1,336.58	\$ 1,109.36	\$ 227.22
Retire	\$ 291.32	\$ 7,574.32	\$ 7,952.99	\$ 6,600.98	\$ 1,352.01	9.12%	\$ 5,136.78	\$ 4,263.53	\$ 3,689.46	Retire	\$ 291.32	\$ 7,574.32	\$ 8,350.64	\$ 6,931.03	\$ 1,419.61	9.12%	\$ 5,393.63	\$ 4,476.71	\$ 3,873.93
Health	\$ 347.54	\$ 8,340.96	\$ 8,340.96	\$ 6,923.00	\$ 1,417.96					Health	\$ 364.92	\$ 8,758.08	\$ 8,758.08	\$ 7,269.21	\$ 1,488.87				
Dental	\$ 15.22	\$ 365.28	\$ 378.06	\$ 313.79	\$ 64.27					Dental	\$ 15.22	\$ 378.06	\$ 391.29	\$ 324.77	\$ 66.52				
SS	\$ 124.07	\$ 3,225.82	\$ 3,225.82	\$ 2,677.43	\$ 548.39	6.20%	\$ 3,492.11	\$ 2,898.45	\$ 593.66	SS	\$ 124.07	\$ 3,225.82	\$ 3,225.82	\$ 2,677.43	\$ 548.39	6.20%	\$ 3,666.72	\$ 3,043.38	\$ 623.34
Medicare	\$ 29.02	\$ 754.52	\$ 754.52	\$ 626.25	\$ 128.27	1.45%	\$ 816.70	\$ 677.86	\$ 138.84	Medicare	\$ 29.02	\$ 754.52	\$ 754.52	\$ 626.25	\$ 128.27	1.45%	\$ 857.54	\$ 711.76	\$ 145.78
Life	\$ 3.42	\$ 82.08	\$ 82.08	\$ 68.13	\$ 13.95					Life	\$ 3.42	\$ 82.08	\$ 82.08	\$ 68.13	\$ 13.95				
	\$ 3,023.54	\$ 77,879.68	\$ 78,271.13	\$ 64,965.04	\$ 13,306.09						\$ 3,149.24	\$ 81,125.90	\$ 81,915.45	\$ 67,989.83	\$ 13,925.63				

Victim Advocate Position (Brenda)																			
24 26										24 26									
2022	2 week pay period	x 26 pay periods	Total Comp 2021	83%	17%	Percentages	Total Amount	New 83% Total	New 17% Total	2022	2 week pay period	x 26 pay periods	Total Comp 2022	83%	17%	Percentages	Total Amount	New 83% Total	New 17% Total
Payroll	\$ 1,569.55	\$ 40,808.30	\$ 40,808.30	\$ 33,870.89	\$ 6,937.41					Payroll	\$ 1,648.03	\$ 42,848.78	\$ 42,848.78	\$ 35,564.49	\$ 7,284.29				
Overtime		\$ 5,000.00	\$ 5,000.00	\$ 4,150.00	\$ 850.00					Overtime		\$ 6,000.00	\$ 6,000.00	\$ 4,980.00	\$ 1,020.00				
WC	\$ 33.78	\$ 878.28	\$ 878.28	\$ 728.97	\$ 149.31	2.26%	\$ 922.27	\$ 765.48	\$ 156.79	WC	\$ 33.78	\$ 878.28	\$ 878.28	\$ 728.97	\$ 149.31	2.26%	\$ 968.38	\$ 803.76	\$ 164.63
Retire	\$ 211.07	\$ 5,487.82	\$ 5,762.13	\$ 4,782.57	\$ 979.56	9.12%	\$ 3,721.72	\$ 3,089.03	\$ 2,673.10	Retire	\$ 211.07	\$ 5,487.82	\$ 6,050.24	\$ 5,021.70	\$ 1,028.54	9.12%	\$ 3,907.81	\$ 3,243.48	\$ 2,806.76
Health	\$ 729.77	\$ 17,514.48	\$ 17,514.48	\$ 14,537.02	\$ 2,977.46					Health	\$ 766.26	\$ 18,390.24	\$ 18,390.24	\$ 15,263.90	\$ 3,126.34				
Dental	\$ 36.76	\$ 882.24	\$ 913.12	\$ 757.89	\$ 155.23					Dental	\$ 36.76	\$ 913.12	\$ 945.08	\$ 784.42	\$ 160.66				
SS	\$ 85.27	\$ 2,217.02	\$ 2,217.02	\$ 1,840.13	\$ 376.89	6.20%	\$ 2,530.11	\$ 2,100.00	\$ 430.12	SS	\$ 85.27	\$ 2,217.02	\$ 2,217.02	\$ 1,840.13	\$ 376.89	6.20%	\$ 2,656.62	\$ 2,205.00	\$ 451.63
Medicare	\$ 19.94	\$ 518.44	\$ 518.44	\$ 430.31	\$ 88.13	1.45%	\$ 591.72	\$ 491.13	\$ 100.59	Medicare	\$ 19.94	\$ 518.44	\$ 518.44	\$ 430.31	\$ 88.13	1.45%	\$ 621.31	\$ 515.69	\$ 105.62
Life	\$ 3.77	\$ 90.48	\$ 90.48	\$ 75.10	\$ 15.38					Life	\$ 3.77	\$ 90.48	\$ 90.48	\$ 75.10	\$ 15.38				
	\$ 2,689.91	\$ 68,397.06	\$ 73,702.25	\$ 61,172.87	\$ 12,529.38						\$ 2,804.88	\$ 71,344.18	\$ 77,938.56	\$ 64,689.00	\$ 13,249.56				

=	Grant Amounts
=	Match Amounts

DORY	2021 Grant	2021 Match	2022 Grant	2022 Match
Payroll	\$ 46,749.19	\$ 9,575.13	\$ 49,086.73	\$ 10,053.91
WC	\$ 1,056.53	\$ 216.40	\$ 1,109.36	\$ 227.22
Retire	\$ 4,263.53	\$ 3,689.46	\$ 4,476.71	\$ 3,873.93
Health	\$ 6,923.00	\$ 1,417.96	\$ 7,269.21	\$ 1,488.87
Dental	\$ 313.79	\$ 64.27	\$ 324.77	\$ 66.52
SS	\$ 2,898.45	\$ 593.66	\$ 3,043.38	\$ 623.34
Medicare	\$ 677.86	\$ 138.84	\$ 711.76	\$ 145.78
Life	\$ 68.13	\$ 13.95	\$ 68.13	\$ 13.95
	\$ 62,950.47	\$ 15,709.68	\$ 66,090.04	\$ 16,493.53

Brenda	2021 Grant	2021 Match	2022 Grant	2022 Match
Payroll	\$ 33,870.89	\$ 6,937.41	\$ 35,564.49	\$ 7,284.29
Overtime	\$ 4,150.00	\$ 850.00	\$ 4,980.00	\$ 1,020.00
WC	\$ 765.48	\$ 156.79	\$ 803.76	\$ 164.63
Retire	\$ 3,089.03	\$ 2,673.10	\$ 3,243.48	\$ 2,806.76
Health	\$ 14,537.02	\$ 2,977.46	\$ 15,263.90	\$ 3,126.34
Dental	\$ 757.89	\$ 155.23	\$ 784.42	\$ 160.66
SS	\$ 2,100.00	\$ 430.12	\$ 2,205.00	\$ 451.63
Medicare	\$ 491.13	\$ 100.59	\$ 515.69	\$ 105.62
Life	\$ 75.10	\$ 15.38	\$ 75.10	\$ 15.38
	\$ 59,836.52	\$ 14,296.09	\$ 63,435.82	\$ 15,135.31

Victim Coordinator Position (Dory)

2021	Total Comp 2021		2022	Total Comp 2022
Payroll	\$ 56,324.32		Payroll	\$ 59,140.64
WC	\$ 1,272.93		WC	\$ 1,336.58
Retire	\$ 7,952.99		Retire	\$ 8,350.64
Health	\$ 8,340.96		Health	\$ 8,758.08
Dental	\$ 378.06		Dental	\$ 391.29
SS	\$ 3,492.11		SS	\$ 3,666.72
Medicare	\$ 816.70		Medicare	\$ 857.54
Life	\$ 82.08		Life	\$ 82.08
	\$ 78,660.15			\$ 82,583.57

Victim Advocate Position (Brenda)

2022	Total Comp 2021		2022	Total Comp 2022
Payroll	\$ 40,808.30		Payroll	\$ 42,848.78
Overtime	\$ 5,000.00		Overtime	\$ 6,000.00
WC	\$ 922.27		WC	\$ 968.38
Retire	\$ 5,762.13		Retire	\$ 6,050.24
Health	\$ 17,514.48		Health	\$ 18,390.24
Dental	\$ 913.12		Dental	\$ 945.08
SS	\$ 2,530.11		SS	\$ 2,656.62
Medicare	\$ 591.72		Medicare	\$ 621.31
Life	\$ 90.45		Life	\$ 90.48
	\$ 74,132.58			\$ 78,571.13

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Cover Sheet

About Program

Program Legal Name

Laramie County Sheriff's Department Victim Services

County

Laramie ▼

Street Address

1910 Pioneer Ave.

Mailing Address

1910 Pioneer Ave.

City

Cheyenne

State

Wyoming ▼

ZIP

82001

Phone

307 633 4756

Fax Number

307 633 4723

DUNS Number

197732709

State of Wyoming Vender Code

Wyoming

Type of Program

- ☐ Child Advocacy Center
- ☐ Court Appointed Special Advocates
- ☐ Domestic Violence and Sexual Assault (DV/SA)
- ☐ Dual DV/VW
- ☐ SART/SANE
- ☒ Victim/Witness

Other (specify)

Other Program Type

Funding

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

Formula Funding

- ☐ Domestic Violence and Sexual Assault
- ☐ Family Violence Prevention & Services Act
- ☒ State Surcharge
- ☐ VAWA-SASP
- ☐ VAWA STOP Victim Service
- ☒ State VW

Competitive Funding

- ☐ VAWA STOP Culturally Specific
- ☐ VAWA STOP Discretionary
- ☐ VAWA STOP Law Enforcement
- ☐ VAWA STOP Prosecution
- ☒ Victims of Crime Act
- ☒ Victims of Crime Act Match

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

2. Please provide a description of any project that meaningfully addresses sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship.

Our program is not requesting VAWA Stop funds.

4954 characters remaining

Organization Info

Governmental or Non-Profit

- ☒ Government
- ☐ Non-Profit

Governing Entity Contact

Name

Sandra Newland

Title

Grants Manager

Phone

307 633 4201

Fax Number

307 633 4285

Email

snewland@laramiecounty.com

Director/Program Coordinator**Name**

Dory Clark

Title

Victim Witness Coordinator

Phone

307 633 4756

Fax Number

307 633 4723

Email

dclark@laramiecounty.com

Funding Request**Award History**

Total amount of funds the program was awarded by the Division of Vistim Services in SFY2020	\$	139,484.00
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Total amount of funds the program is requesting for SFY2021	\$	144,805.02
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Total amount of funds the program is requesting for SFY2022	\$	153,208.89
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Comments

Provide a brief overview 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 FY2021 and FY2022. Our program is keeping its operating expenses down, but our program is serving more victims each year. Our budget increases are located within the areas of salaries and benefits to account for merit increases and the rising costs of benefits. With this in mind, we have tried to limit and reduce our other budget areas based upon FY2020 actuals. All line items outside of payroll and benefits either have stayed the same or were reduced. If we are funded with VOCA funds, it is our intention to utilize them for payroll and benefits, thus reducing the burden on federal funds and increasing the Laramie County match from the outlined 17% to 25%. 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 to serve the goals of the division.

22 characters remaining

Personnel

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

This information will be used to assist in the development of personnel costs for each DVS funded position.

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What is your Agency's Unemployment Insurance Rate? 0 %

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DVS Expectations

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

1. [Fundamental Services to Victims of Crime](#) [#expect-services]>
2. [Strong Community Collaboration](#) [#expect-collab]
3. [Community Engagement](#) [#expect-engage]

The narratives for each of the expectations should:

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

1. Fundamental Services to Victims of Crime

Objective: Continue and enhance delivery of victim services:

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

728 characters remaining

2. Strong Community Collaboration

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

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

Activity 2B: The coordinator, advocate and advanced volunteers will attend and participate in the Child Protection Team meetings. At these meetings, cases involving physical and sexual abuse to children are staffed and discussed. Each case that

836 characters remaining

3. Community Engagement

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

Activity 3A: The Victim Services Coordinator and Advocate will provide outreach training to advanced volunteers and other deputies to allow for an increased outreach effort to community organizations. Various outreach activities include, classroom presentations and community and church appearances. We also provide brochures and promotional materials for awareness of crime victims throughout all of the communities. We participate in Sexual Assault Awareness, Violence against Women Awareness and other fundraising activities held within the community to raise funds to support crime victims throughout the year. These activities occur countywide and are often used to include the outlying communities. It is the department's goal to work with the Pine Bluffs Police Department in outreach efforts in Pine Bluffs. The Pine Bluffs Police Department recently has new leadership that has increased our presence within the community. We are always looking for qualified volunteers to assist us in outreach efforts in Eastern Laramie County. It is our hope through various activities and outreach that we will find volunteers that live and work in these outlying communities.

Activity 3B: During each year's national campaign for Crime Victims' Rights Week in April, our program will participate in

595 characters remaining

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New Projects

Existing programs seeking additional DVS funding for new projects must provide a description of how it supports one or more of the DVS expectations.

New Project #1

No new projects for the Department.

4965 characters remaining

New Project #2

5000 characters remaining

18%

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Budget - Personnel: Victim Services Coordinator

Position Title

Victim Services Coordinator

- ☒ Position currently funded by DVS
- ☐ Existing position not currently funded by DVS
- ☐ Newly created position

Hourly Rate

\$ 25.79

Average hours worked per week

40.00 hrs/wk

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 dedicates over 90% of its time to providing direct services, and 10% of its time conducting administrative duties. We anticipate the majority of salary funds will come from VOCA if available, and if that is the case, we will match 25%, not the 17% proposed above. These payroll numbers include a 5% increase from FY2020 and then an additional 5% into FY2022.

17 characters remaining

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

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

41 characters remaining

Personnel Budget Categories

☐ Existing position not currently funded by DVS

☐ Newly created position

Hourly Rate \$ 25.79

Average hours worked per week 40.00 hrs/wk

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 dedicates over 90% of its time to providing direct services, and 10% of its time conducting administrative duties. We anticipate the majority of salary funds will come from VOCA if available, and if that is the case, we will match 25%, not the 17% proposed above. These payroll numbers include a 5% increase from FY2020 and then an additional 5% into FY2022.

17 characters remaining

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

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

41 characters remaining

Personnel Budget Categories

Category Total 2020

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Salary \$55,650.00

Payroll
deductions \$5,514.92

Health
Insurance \$7,511.10

Victim Services Coordinator - Salary

Funding Requests from DVS

	SFY 2020	SFY 2021	%	SFY 2022	%
Salary	46,189.50	46,749.19	1.21	49,086.73	5.00

Anticipated Other Resources

	SFY 2020	SFY 2021	SFY 2022
Salary	9,460.50	9,575.13	10,053.91

Total Budgeted

	Total SFY 2020	Total SFY 2021	%	Total SFY 2022	%
Salary	55,650.00	56,324.32	1.21	59,140.64	5.00

Victim Services Coordinator - Health Insurance

	Total 2020	Total 2021	Total 2022
Specified Salary	\$55,650.00	\$56,324.32	\$59,140.64

Funding Requests from DVS

	SFY 2020	SFY 2021	SFY 2022
Health Insurance	6,229.12	7,236.79	7,593.98
Subtotal	6,229.12	7,236.79	7,593.98

Anticipated Other Resources

	SFY 2020	SFY 2021	SFY 2022
Health Insurance	1,281.98	1,482.23	1,555.39
Subtotal	1,281.98	1,482.23	1,555.39

Total Budgeted

	Total SFY 2020	Total SFY 2021	Total SFY 2022
Health Insurance	7,511.10	8,719.02	9,149.37
Subtotal	7,511.10	8,719.02	9,149.37

Describe Health Insurance/Medical Benefits

For health insurance, we are estimating a 5% increase between FY2020 and FY2021 and an additional 5% in FY2022. Health insurance actuals for the Victim Coordinator for FY2020 are \$7,943.76 (\$661.98 per month). For FY2021 an estimated 5% increase would bring it to \$8,340.96 (\$695.08 per month) and a 5% increase for FY2022 will bring the total to \$8,758.08 (\$729.84 per month). Health insurance for the two-year period is a total cost of \$17,099.04 and our grant request for the

292 characters remaining

Victim Services Coordinator - Payroll deductions

Calculations:

- Social Security Tax Rate: 6.2%
- Medicare Tax Rate : 1.45%
- Unemployment Insurance : 0% (based on Grant Application Cover Sheet)
- Workers Compensation : 2.26% (based on Grant Application Cover Sheet)

	Total 2020	Total 2021	Total 2022
Specified Salary	\$55,650.00	\$56,324.32	\$59,140.64

Funding Requests from DVS

	SFY 2020	SFY 2021	%	SFY 2022	%
Social Security	2,863.75	2,898.45	1.21	3,043.38	5.00
Medicare	669.75	677.86	1.21	711.76	5.00
Workers Compensation	1,043.88	1,056.53	1.21	1,109.36	5.00
Unemployment	0.00	0.00	0.00	0.00	0.00
Subtotal	4,577.38	4,632.84	1.21	4,864.50	5.00

Anticipated Other Resources

	SFY 2020	SFY 2021	SFY 2022
Social Security	586.55	593.66	623.34
Medicare	137.18	138.84	145.78
Workers Compensation	213.81	216.40	227.22
Unemployment	0.00	0.00	0.00
Subtotal	937.54	948.90	996.34

Total Budgeted

	Total SFY 2020	Total SFY 2021	Total SFY 2022
Social Security	3,450.30	3,492.11	3,666.72
Medicare	806.93	816.70	857.54
Workers Compensation	1,257.69	1,272.93	1,336.58

Victim Services Coordinator - Other benefits

	Total 2020	Total 2021	Total 2022
Specified Salary	\$55,650.00	\$56,324.32	\$59,140.64
Funding Requests from DVS			
	SFY 2020	SFY 2021	SFY 2022
Retirement	3,813.22	4,263.53	4,476.71
Life Insurance	82.08	68.13	68.13
Other benefits	0.00	0.00	0.00
Subtotal	3,895.30	4,331.66	4,544.84
Anticipated Other Resources			
	SFY 2020	SFY 2021	SFY 2022
Retirement	3,372.67	3,689.46	3,873.93
Life Insurance	22.62	13.95	13.95
Other benefits	0.00	0.00	0.00
Subtotal	3,395.29	3,703.41	3,887.88
Total Budgeted			
	Total SFY 2020	Total SFY 2021	Total SFY 2022
Life Insurance	104.70	82.08	82.08
Other benefits	0.00	0.00	0.00
Retirement	7,185.89	7,952.99	8,350.64
Subtotal	7,290.59	8,035.07	8,432.72

Describe Other Benefits

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

Retirement is calculated at the county level at 14.12% of payroll. The county currently pays the 8.87% for the county portion, and the 5.25% that the county pays for the employee. We recognize that this amount is above what is eligible, so our calculations for the grant request only take the 9.12% (estimated to begin on 7/1/20) and uses this to base our 83% split. The

484 characters remaining

Budget - Personnel: Advocate

Position Title

Advocate

- ☒ Position currently funded by DVS
- ☐ Existing position not currently funded by DVS
- ☐ Newly created position

Hourly Rate

\$ 18.69

Average hours worked per week

40.00 hrs/wk

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%. Overtime is estimated at \$5,000 for FY2021, this would provide 180 hours (Hourly rate of \$18.49 x 1.5 = \$27.74 \$5,000/27.74=180 hours). For FY2022 we are requesting \$6,000 that would provide 216 hours (Hourly rate of \$18.49 x 1.5=\$27.74 \$27.74/6000=216 hours). We are requesting 83%, which is a total of \$9,130.00 (\$4,150.00 for FY2021 and \$4,980.00 for FY2022 of the total for the two-year period with a match of \$1,870.00 (\$850 for FY2021 and \$1,020 for FY2022).

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

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

919 characters remaining

Personnel Budget Categories

Advocate - Salary

Funding Requests from DVS

	SFY 2020	SFY 2021	%	SFY 2022	%
Salary	38,505.95	38,020.89	-1.26	40,544.49	6.64

Anticipated Other Resources

	SFY 2020	SFY 2021	SFY 2022
Salary	9,154.39	7,787.41	8,304.29

Total Budgeted

	Total SFY 2020	Total SFY 2021	%	Total SFY 2022	%
Salary	47,660.34	45,808.30	-3.89	48,848.78	6.64

Advocate - Payroll deductions

Calculations:

- Social Security Tax Rate: 6.2%
- Medicare Tax Rate : 1.45%
- Unemployment Insurance : 0% (based on Grant Application Cover Sheet)
- Workers Compensation : 2.26% (based on Grant Application Cover Sheet)

	Total 2020	Total 2021	Total 2022
Specified Salary	\$47,660.34	\$45,808.30	\$48,848.78

Funding Requests from DVS

	SFY 2020	SFY 2021	%	SFY 2022	%
Social Security	2,387.37	2,100.00	-12.04	2,205.00	5.00
Medicare	558.34	491.13	-12.04	515.69	5.00
Workers Compensation	870.23	765.48	-12.04	803.76	5.00
Unemployment	0.00	0.00	0.00	0.00	0.00
Subtotal	3,815.94	3,356.61	-12.04	3,524.45	5.00

Anticipated Other Resources

	SFY 2020	SFY 2021	SFY 2022
Social Security	567.57	430.12	451.63
Medicare	132.74	100.59	105.62
Workers Compensation	206.89	156.79	164.63
Unemployment	0.00	0.00	0.00
Subtotal	907.20	687.50	721.88

Total Budgeted

	Total SFY 2020	Total SFY 2021	Total SFY 2022
Social Security	2,954.94	2,530.12	2,656.63
Medicare	691.08	591.72	621.31
Workers Compensation	1,077.12	922.27	968.39

Advocate - Health Insurance

	Total 2020	Total 2021	Total 2022
Specified Salary	\$47,660.34	\$45,808.30	\$48,848.78

Funding Requests from DVS

	SFY 2020	SFY 2021	SFY 2022
Health Insurance	14,950.24	15,294.91	16,048.32
Subtotal	14,950.24	15,294.91	16,048.32

Anticipated Other Resources

	SFY 2020	SFY 2021	SFY 2022
Health Insurance	3,112.48	3,132.69	3,287.00
Subtotal	3,112.48	3,132.69	3,287.00

Total Budgeted

	Total SFY 2020	Total SFY 2021	Total SFY 2022
Health Insurance	18,062.72	18,427.60	19,335.32
Subtotal	18,062.72	18,427.60	19,335.32

Describe Health Insurance/Medical Benefits

For health insurance, we are estimating a 5% increase between FY2020 and FY2021 and an additional 5% in FY2022. Health insurance actuals for the Victim Advocate for FY2020 are \$16,680.48 (\$1,390.04 per month). For FY2021 an estimated 5% increase would bring it to \$17,514.48 (\$1,459.54 per month) and a 5% increase for FY2022 will bring the total to \$18,390.24 (\$1,532.52 per month). Health insurance for the two-year period is a total cost of \$35,904.72. Our grant request for the period

284 characters remaining

Advocate - Other benefits

	Total 2020	Total 2021	Total 2022
Specified Salary	\$47,660.34	\$45,808.30	\$48,848.78

Funding Requests from DVS

	SFY 2020	SFY 2021	SFY 2022
Retirement	2,973.75	3,089.03	3,243.48
Life Insurance	67.23	75.10	75.10
Other benefits	0.00	0.00	0.00
Subtotal	3,040.98	3,164.13	3,318.58

Anticipated Other Resources

	SFY 2020	SFY 2021	SFY 2022
Retirement	3,340.86	2,673.10	2,806.76
Life Insurance	13.77	15.38	15.38
Other benefits	0.00	0.00	0.00
Subtotal	3,354.63	2,688.48	2,822.14

Total Budgeted

	Total SFY 2020	Total SFY 2021	Total SFY 2022
Life Insurance	81.00	90.48	90.48
Other benefits	0.00	0.00	0.00
Retirement	6,314.61	5,762.13	6,050.24
Subtotal	6,395.61	5,852.61	6,140.72

Describe Other Benefits

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

Retirement is calculated at the county level at 14.12%. The County currently pays the 8.87% for the county portion, and the 5.25% that the county pays for the employee. We recognize that this amount is above what is eligible, so our calculations for the grant request only take the 9.12% (estimated to begin on 7/1/20) and uses this to base our 83% split. The match will

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Budget - Personnel

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Victim Services Coordinator

Advocate

Total

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Budget – Operating Expenses

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Office Rent

Shelter Rent

Utilities - Office

Utilities - Shelter

Communication/Email/Internet

Supplies - Office

Supplies - Shelter

Travel/Mileage

Administration/Bookkeeping

Equipment -
Leases/Maintenance

Office/Shelter -
Repairs/Maintenance

Insurance

Professional - Fee/Services

Other Operating

Total

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

The communication line item will include expenditures for landlines, cell phones, and tablet data charges. For FY2021 and FY2022 we are keeping this budget line item in line with what was requested in FY2020 for a total of \$2,712. Total tablet/cell phone per month is \$191.00 (12 months \$2,292), total landline per month averages \$35 per month (12 months is \$420.00). Total request for FY2021/2022 is \$5,424.00 (\$2,712 per FY). All equipment is in place for the continued

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Budget – Emergency Assistance

	<u>Total 2020</u>
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Emergency Financial Assistance	16,750.00
Storage Locker	550.00
Storage Locker Rental	550.00
Other Emergency Assistance	0.00
Total	17,850.00

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

The program has seen a 93% increase in victim service cases since 2000. We currently average around 189 cases a year that is almost one case every other day. However, not all cases require financial emergency assistance. The emergency assistance line item is where we see the largest impact to our program, as it allows us to provide direct services to victims.

For FY2021 we are requesting \$13,000, this will allow us to assist over 87 victims at approximately \$149.43 per victim. We

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Budget – Training

	Total 20
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Registration(s)	1,100
Travel/Hotel/Meals	2,196
Total	3,296

Provide detailed information for each requested line item. Please note: The Division will only consider training costs for the Wyoming Joint Symposium on Children and Youth, Wyoming Conference on Violence Prevention and Response, and the Mandatory Meeting. Please refer to the Subgrantee Administrator's Guidebook for more information.

We are requesting \$1,156.00 for FY2021 travel and registration costs. (\$500 registration and \$656 meals/hotels/lodging). This represents a decrease from our 2020 requests to account for the budget cuts in training. Below are the two trainings we would like to be considered for in FY2021.

Mandated VW Meeting in 2021: costs estimated at Casper prices for up to three personnel to attend (Victim Coordinator,

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42%

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Budget - Other

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Publications/Advertising/Outreach/Engagement

Prevention

Other

Total

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

The program uses the publications/outreach line item to provide printed materials such as brochures, handouts, and business cards to our clients. We use the brochures to describe our services in both English and Spanish. We also offer brochures on sexual assault to give to our deputies to use on calls. Our program would like to request \$1,000 for FY2021 and \$1,500 for FY2022 to cover these expenses. This request is based off actuals and should be noted that our request is a

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Budget - Proposed

Budget - Proposed

	SFY 2020 Total Budget	SFY 2021 DVS Proposed	SFY 2021 Anticipated Other Resources	SFY 2021 Total Budget	SFY 2022 DVS Proposed	SFY 2022 Anticipated Other Resources	SFY 2022 Total Budget
Salary	103,310.34	84,770.08	17,362.54	102,132.62	89,631.22	18,358.20	107,989.42
Payroll deductions	10,238.06	7,989.45	1,636.40	9,625.85	8,388.95	1,718.22	10,107.17
Health Insurance	25,573.82	22,531.70	4,614.92	27,146.62	23,642.30	4,842.39	28,484.69
Other benefits	13,686.20	7,495.79	6,391.89	13,887.68	7,863.42	6,710.02	14,573.44
Subtotal	152,808.42	122,787.02	30,005.75	152,792.77	129,525.89	31,628.83	161,154.72
Office Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Shelter Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Utilities - Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utilities - Shelter	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Communication/Email/ Internet	5,306.43	2,712.00	2,666.00	5,378.00	2,712.00	2,666.00	5,378.00
Supplies - Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplies - Shelter	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel/Mileage	1,500.00	550.00	950.00	1,500.00	550.00	950.00	1,500.00
Administration/Bookkeeping	1,065.00	0.00	1,065.00	1,065.00	0.00	1,065.00	1,065.00
Equipment - Leases/Maintenance	970.00	0.00	970.00	970.00	0.00	970.00	970.00
Office/Shelter - Repairs/Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional - Fee/Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Other Operating	1,000.00	700.00	0.00	700.00	700.00	0.00	700.00
Subtotal	9,841.43	3,962.00	5,651.00	9,613.00	3,962.00	5,651.00	9,613.00
Emergency Financial Assistance	16,750.00	13,000.00	1,000.00	14,000.00	14,000.00	1,000.00	15,000.00
Other Emergency Assistance	550.00	450.00	0.00	450.00	500.00	0.00	500.00
Other Emergency Assistance	550.00	450.00	0.00	450.00	500.00	0.00	500.00
Other Emergency Assistance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal	17,850.00	13,900.00	1,000.00	14,900.00	15,000.00	1,000.00	16,000.00
Registration(s)	1,100.00	500.00	0.00	500.00	500.00	0.00	500.00
Travel/Hotel/Meals	2,196.00	656.00	0.00	656.00	721.00	0.00	721.00
Subtotal	3,296.00	1,156.00	0.00	1,156.00	1,221.00	0.00	1,221.00

Publications/Advertising/Outreach/Engagement	6,300.00	3,000.00	0.00	3,000.00	3,500.00	0.00	3,500.00
Prevention	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal	6,300.00	3,000.00	0.00	3,000.00	3,500.00	0.00	3,500.00
Total	190,095.85	144,805.02	36,656.75	181,461.77	153,208.89	38,279.83	191,488.72

54%

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Services

What hours are services available?

Regular office hours

8-5pm

On-call office hours

24/7

Populations Served

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

☒ Adult ☒ Children

Indicate the primary types of victimization your program serves.

The Laramie County Victim Services Program serves all victims of crime within Laramie County. We serve a multitude of types of victimization to include: child physical abuse, child sexual abuse, domestic violence, adult sexual assault, stalking, dating violence, human trafficking, elder abuse, robber, assault, DUI/DWI crashes, survivors of homicides, adults molested as children, larceny, property destruction, burglary, breach of peace, fraud, identity theft, forgery, criminal intent and home invasion. Based off 2018 and 2019 actuals, 86.8% of our clients were Caucasian, 6% were Hispanic or Latino, 3.1% were African American and 4.1% were other races. Our program served around 65% females and 35% males in 2018 and 2019. The highest victimized age group was (25-59) at 60.4% followed by (18-24) at 15.8%, (60 and older) at 15.6%, (13-17) at 5.0% and (0-12) at 3.2%. In 2018 and 2019, we had nineteen cases that presented with more than one type of victimization and we helped forty-eight individuals with victim compensation applications.

During 2018 and 2019, the top crimes involving victims in our county were domestic violence at 35.8%, destruction of property at 20.6%, identity theft at 12%, and adult physical assault at 10.3%. Other crimes make up the balance of 21.3%. Our program serves all clients to include those with special classifications such as limited English proficiency, homeless, deaf, and LGBTQ etc. in 2018 and 2019, 9.5% of clients we served fell under this category.

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

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Indicate what services your program provides.

Our program provides a wide array of services for victims of crime; each case is unique in need and dictates the types of services delivered. The following services provide a snapshot of what our program encompasses: crisis intervention, individual counseling, group counseling, criminal justice support/advocacy, emergency legal advocacy, assistance with crime victims compensation, emergency financial assistance, sheltering, transportation, information and referral, social service advocacy, personal advocacy, forensic interviews, immigration assistance, SANE examine assistance, follow, law enforcement intervention, assistance with victim impact statements, property returns, and hospital response and advocacy. During 2018 and 2019 our program provided over 353 information and referral services, 333 personal advocacy and accompaniments, 346 cases of emotional support or safety services, 164 instances of shelter assistance, 299 cases that involved criminal/civil justice system assistance and 70 cases that fell under the other category.

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

Our program had more severe sexual assault and domestic violence cases this past year (2020). We notice that the severity and lethality of domestic violence cases are increasing to include strangulation. We are seeing more verbal domestics that are reported, however we cannot provide assistance at this point. These cases are usually cleared by law enforcement. It should be noted that the initial verbal domestics often time leads to more serious domestics and we are often called out to assist.

All of the services we provide are geared towards the needs of the victim, and most cases require complex resource gathering.

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60%

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Mission Statement

Provide the program mission statement

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

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

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Statement of Need

What is the nature of the community need that the proposed project will address?

Use trends and statistical information of the state, region, and community, as well as any other information deemed necessary to justify the request for funding to serve victims of crime.

Laramie County has a population of 30,661 persons residing in Laramie County's jurisdiction outside of the City of Cheyenne limits in an area of 2,686.5 square miles (2019 Census Estimate). Laramie County is also the first most populated County in Wyoming. This population has grown 10.2% since 2000 compared to a 5.9% increase for incorporated Cheyenne. A current estimate for the 2019 population increases shows a 7.7% increase since 2017. Within this geography, three communities have been identified as areas of special interest for victim services. While our program in all of these communities provides general and primary victim services, each community presents unique issues and needs.

1. Metropolitan Cheyenne is defined by the high-density urban fringe around the incorporated city of Cheyenne. This community is marginalized, in a sense both geographically and socio-economically from mainstream Cheyenne and its services. According to Laramie County Consensus data from 2009-2019, 9.1% of the population is living below poverty guidelines. From a perspective of victim services, higher crime rates, low-income population, rental or substandard housing, substance abuse and mental illness characterize this community. Criminal activity in Metropolitan Cheyenne tends towards domestic violence, vandalism, theft, burglary and destruction of property.
2. Remote Rural: Almost the entire land area of Laramie County has an average population density of one to five persons per square mile (2019 Census Estimate). Agricultural production or unimproved prairie, seclusion, long distances from employment centers, subsistence lifestyles and isolation characterize these areas. Criminal activity in remote rural settings of Laramie County tends towards domestic violence and property crimes to include vehicle thefts. We have seen an increase in sexual assaults within this population.
3. Small Towns: The small incorporated communities of Albin 181 residents, Burns 301 residents and Pine Bluffs 1129 (2019 Census Estimate). Laramie County also has small communities that are not considered jurisdictions such as Carpenter and Hillsdale, which both have populations under 100. The majority of the small town population commutes to Cheyenne or Nebraska for employment. Criminal activities in the small towns tend towards burglaries and domestic violence. With this pattern, we also see an increase in elder abuse along with a rise in domestic violence cases with intense violence such as

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Evaluation/Outcomes

How does your program evaluate its success in providing meaningful services to victims of crime?

Describe how the program will measure outcomes and evaluate quality services. Identify the data that will be collected to address your outcomes and how the data will be used to improve services.

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

After initial contact, the victim is mailed an evaluation form with a self-addressed stamped envelope and asked to comment and rate the services that they received. This survey is returned to the departmental command staff. Historically, the response rate on these surveys has been very poor. To increase responses, we have been working with the command staff to identify which victims responded and to follow-up by phone and mail contacts with victims who have not completed surveys to gather the information. Our goal for FY 2021-2022 is a 25% survey completion through these methods, not counting victims who have left the area or are otherwise unreachable. This is a lofty goal based on our historical participation rates on these surveys, but we recognize that they are important for maintaining funding and providing documentation on services provided. The Victim Services Coordinator and advocate keep track of statistical information on each victim served, and what services were given until the completion of the case. Then a file is maintained that includes all of the statistics relating to each case for a period of five years. This provides access for continual measurement and future victim contact information. After that five-year period, these files are properly destroyed.

Each client's situation is unique and we learn from each experience on a case-by-case basis. The clients dictate how we measure the impact of services. We often see patterns or instances of high rates of a certain crime or need in the community. Our success is measured by how we meet that need. A full circle comes down to the resources that we have available to work with our clients effectively. Word of mouth is currently our best measure for the outcomes of the population that we serve. We put out the surveys, but often times the population we serve are at a point in their lives where

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Outreach

How do crime victims find the program and access services?

Describe outreach activities and how the program enhances awareness of victims' issues and services in the community.

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

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

Laramie County extends to the towns of Albin, Hillsdale, Carpenter, Burns and Pine Bluffs. To assist in reaching these areas, we need volunteers that live in these small communities, we also need bi-lingual volunteers, which have been challenging to find and keep. In attending the local, state and adult protection team meetings, the program serves the elderly population and adults with disabilities, in doing so we allow services from typical Cheyenne-based programs to become countywide. Currently, our program shares four dedicated volunteers with the City of Cheyenne program, and we are continually searching for more. To recruit volunteers we use word of mouth from other volunteers and people who may express interest

in getting into this line of work. Trainings are offered through our local program, volunteers are notified of statewide
104 characters remaining

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

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

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

Activity 1B: In the towns of Albin, Burns and Pine Bluffs, we will put forth effort to attend at least one town meeting annually. We put together information to familiarize elected and appointed officials with the services that extend to Eastern Laramie County, distribute information, and appropriate contact numbers to call for victim services. It has been our experience that these outlining communities are unaware of the services we provide. It is important to continue the education effort to provide all of those victims with the services they need.

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To serve the isolated, rural Spanish-only population, the program's advocate has been providing regular interpretation services for DFS and Safehouse, as well as, for law enforcement. There has been an increase in violent cases that involve Spanish speaking families and victims and this has presented new challenges to our department and law enforcement as a whole. These crimes often involve severe injuries that are made complicated by an illegal or temporary visa status of the victims. We are finding it very challenging to work with the population around the regulations and legalization for treatment and getting services to these victims with the added complexity of language barriers.

Activity 1D: Our department is realizing the increased need for assisting the elderly. The department has established a goal of focusing on continuum of care in creating community ties and connections for health care in the elderly population. The elderly population continues to grow in Laramie County, as it does in other locations. We are finding that many of our cases

676 characters remaining

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Sustainability

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

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

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

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

73 characters remaining

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

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

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

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

136 characters remaining

90%

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Collaboration

What other agencies and community partners does your organization work with in your community?

Describe how your program collaborates with these agencies and community partners to serve victims of crime.

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

We work closely with the Cheyenne Police Department Victim Assistance Program, Safehouse Sexual Assault Services, Laramie County District Attorney's Office Victim/Witness Program, Cheyenne Regional Medical Center (Sexual Assault Nurse Examiner) SANE Program, Safe Harbor, The Children's Justice Center, CASA of Laramie County (Court Appointed Special Advocate), F.E. Warren Air Force Base Sexual Assault and Prevention and Response Office, Equality to Justice, Peak Wellness Counselors and the Family Support Program. Our community has also initiated a 211 system that provides a great deal of support to our program and allows easy access to other social service assistance agencies. The various local interagency groups provide a platform for these relationships, i.e. the Coordinated Community Response Team, Child Protective Team, Adult Protection Team, Drug Endangered Children Team, DUI Victim Impact Panel, and the InterService Family Assistance Committee (IFSAC).

We rely on the working relationship that we have established with these agencies and we rely on other service providers in the community to help in delivering quality services. Our program provides victims with referrals to the Salvation Army and Needs Inc., (food, clothing and household items), COMEA Shelter (homeless), and other agencies within the Laramie County Community Partnership. The Coordinator as time allows, wants to become more involved in these partnering agencies and maybe even serve on a few of the boards. We have collaborated with the Hospital and the City to create survivor kits and bags to be provided to victims with some supplies they need in emergencies.

Our program works in conjunction with the law enforcement agency, that allows us to identify and assist victims of crimes where no suspect is identified and no charges are filed. Nine out of ten calls for services does not result in a charge with our 1806 characters remaining

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Eligibility Documents

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

Governmental/Public Entities

- Organizational Flowchart
- 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
- Circular A-133 Audit (for programs who receive an aggregate of \$750,000 or more in federal funds)

Upload Attachments

Browse

Click Browse to select a file. Then click Upload Document to add it to your application.

Date	 Documents
2/11/2020	1. Organizational Chart.doc <small>[javascript: doPostBack('ctloo\$ctloo\$MainContent\$AppContent\$LvDocument\$ctrl0\$LbtnFileName','')]</small>
2/11/2020	2019 Laramie County Annual Financial Report.pdf <small>[javascript: doPostBack('ctloo\$ctloo\$MainContent\$AppContent\$LvDocument\$ctrl1\$LbtnFileName','')]</small>
2/11/2020	Certificate Unemployment Insurance Expires May 2020.pdf <small>[javascript: doPostBack('ctloo\$ctloo\$MainContent\$AppContent\$LvDocument\$ctrl2\$LbtnFileName','')]</small>
2/11/2020	Worker's Comp Certificate Expires May 2020.pdf <small>[javascript: doPostBack('ctloo\$ctloo\$MainContent\$AppContent\$LvDocument\$ctrl3\$LbtnFileName','')]</small>

98%

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Assurances

I have reviewed [W.S. 1-40-118 \[PDF\]](#) [\[https://wyoleg.gov/statutes/compress/title01.pdf\]](https://wyoleg.gov/statutes/compress/title01.pdf)

I have reviewed the [DVS Current Rules Chapters 1 through 11](#) [\[https://rules.wyo.gov/\]](https://rules.wyo.gov/)

Rules Advanced 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.

Governing Entity

Date

Laramie County, Wyoming

03/03/2020

100%

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Division of Victim Services FY 2021 & FY 2022 Application Narrative items

Cover Page Narrative:

*Provide a brief explanation for increase/decrease in funding request (1,000 characters) **currently at 978 Characters***

The Laramie County Victim Services Program is requesting a funding increase for both FY2021 and FY2022. Our program is keeping its operating expenses down, but our program is serving more victims each year. Our budget increases are located within the areas of salaries and benefits to account for merit increases and the rising costs of benefits. With this in mind, we have tried to limit and reduce our other budget areas based upon FY2020 actuals. All line items outside of payroll and benefits either have stayed the same or were reduced. If we are funded with VOCA funds, it is our intention to utilize them for payroll and benefits, thus reducing the burden on federal funds and increasing the Laramie County match from the outlined 17% to 25%. 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 to serve the goals of the division.

Goals/Objectives/Activities

Goal 1: Fundamental and Direct Services to Victims of Crime **5,000 characters allowed (At 4,268)**

Objective: Continue and enhance delivery of victim services:

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

Activity 1B: Victim Services are successful in Laramie County, due to our team of dedicated volunteers. As with any volunteer service, it often becomes hard to retain and recruit new volunteers. All of our volunteers attend a 40-hour initial training with updated monthly trainings. Volunteers are on call on the off hours of the paid staff during nights and weekends. All volunteers are trained to provide all of the above services and can assist victims of crime

immediately when requested by victims or called out by deputies. Recruitment of volunteers is continual through word of mouth and community collaboration. The department is active in putting out information and requests for volunteers, as they are always needed. Without these volunteers, our services are not effective or efficient within our community. We are finding it increasingly difficult to attract quality volunteers who can assist us on a long-term basis. Due to the nature of our work, it is extremely taxing for the common individual to do on a volunteer basis.

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

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

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

Goal 2 Strong Community Collaboration 5,000 characters Allowed (At 4,157)

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

Activity 2A: The coordinator, advocate and advanced volunteers will attend monthly meetings with the Coordinating Community Response Team (CCRT) to coordinate services and avoid duplication of effort for victims of sexual assault and domestic violence cases. We work closely with the City of Cheyenne to coordinate efforts and services to the victims within our

community. This team also provides community awareness by talking to students at the local high schools on sexual assault and domestic violence. Agencies that participate in these meetings are Safehouse Sexual Assault and Domestic Violence program, FE Warren Air Force Base Victim/ Witness Coordinator, Cheyenne Police Department Victim Assistance, City/County Health Department, Sexual Assault Nurse Examiner (SANE), and the District Attorney's Victim Witness Assistant.

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

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

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

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

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

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

Goal 3 Community Engagement 5,000 characters allowed (At 4,400)

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

Activity 3A: The Victim Services Coordinator and Advocate will provide outreach training to advanced volunteers and other deputies to allow for an increased outreach effort to community organizations. Various outreach activities include, classroom presentations and community and church appearances. We also provide brochures and promotional materials for awareness of crime victims throughout all of the communities. We participate in Sexual Assault Awareness, Violence against Women Awareness and other fundraising activities held within the community to raise funds to support crime victims throughout the year. These activities occur countywide and are often used to include the outlying communities. It is the department's goal to work with the Pine Bluffs Police Department in outreach efforts in Pine Bluffs. The Pine Bluffs Police Department recently has new leadership that has increased our presence within the community. We are always looking for qualified volunteers to assist us in outreach efforts in Eastern Laramie County. It is our hope through various activities and outreach that we will find volunteers that live and work in these outlying communities.

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

Activity 3C: In the FY 2021-2022, our program will continue to work with the Cheyenne Police Department to contact local community organizations. It is our goal to attend community clubs and community organizations to present services offered through victim services and provide

them with brochures and contact information. Both the City of Cheyenne Victim Services program and our program have had an increased partnership and involvement with the Laramie County Community College and frequently provide outreach materials, support and forums to discuss sexual assault and victimization issues specific to the college atmosphere at least twice a year. We are also working on internet cyber safety, a growing concern within the community. Another activity that is not funded through the division is the continuance of self-defense classes in partnership with the City of Cheyenne Victim Services Program. These classes are offered to the public at no cost.

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

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

Budget Personnel Dory Victim Coordinator:

Brief description of duties (1,000 characters) currently at 1,342 characters

The Victim Coordinator is responsible for reviewing law enforcement crime reports and victim files in order to communicate with victims of crimes and act as a liaison with law enforcement and prosecutors. The Coordinator notifies victims of case status, criminal proceedings, trials, court hearings, and case dispositions and educates victims regarding the rights afforded to them under the law. This position provides direct services to victims and witnesses, as well as, assessing victim needs in the community and handles the administrative components. The Coordinator is the supervisor to the Advocate. This position dedicates over 90% of its time to providing direct services, and 10% of its time conducting administrative duties. Total payroll for the two-year period is \$115,464.96 (\$56,324.32 in FY21 and \$59,140.64 in FY2022). We are requesting that 83% of the positions payroll, which is \$95,835.92 (\$46,749.19 in FY2021 and \$49,086.73 in FY2022) come from grant funds. Match is currently calculated at 17%, \$9,575.13 for FY2021 and \$10,053.91 for FY2022 for a total of \$19,629.04. We anticipate the majority of salary funds will come from VOCA if available, and if that is the case, we will match 25%, not the 17% proposed above. These payroll numbers include a 5% increase from FY2020 and then an additional 5% into FY2022.

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

The Victim Services Coordinator position is critical to the division's expectation of providing fundamental services to victims of crime. The position is responsible for reviewing calls for service such as crisis intervention, personal advocacy, safety/security planning, extra patrol, and transportation. They act as a liaison between the victim and law enforcement regarding the status of the case, emergency financial assistance, requesting crime victim compensation, providing emergency shelter/food, hospital response, and assisting with referrals to other agencies. In addition, the position provides follow up contact, assistance with the criminal justice system, and provides information to the victim to include updates concerning the VINE system. This position is responsible for updating and maintaining accurate records and case files to include reporting within the Victim Services Tracking Database. Dory Clark, is the current Victim Coordinator, and has been in the position since 2000. Ms. Clark is continually developing, implementing and expanding victim services to the Laramie County community. Ms. Clark is responsible for providing strong community collaboration through ongoing communication and participation in Laramie County events and organizations. She attends collaborative meetings to include Coordinating Community Response Team, Safehouse Sexual Assault and Domestic Violence Program, FE Warren Air Force Base Coordinator, Cheyenne Police Department Victim Assistance Program, City/County Health Department, Sexual Assault Nurse Examiner, District Attorney, Child Protection Team, Drug Endangered Child Team, InterService Family Assistance Committee, Adult Protection Team, Sex Offender Containment Team. Ms. Clark uses community collaboration to avoid duplication of resources within the community and to also ensure victims are being served appropriately. The Victim Coordinator has a strong presence in the community through various community engagement activities and partnerships to include: outreach, classroom presentations, community appearances, and providing printed reference materials. Ms. Clark participates in Sexual Assault Awareness, Violence Against Women Awareness, Crime Victims' Rights Week and various other community programs. Outreach is an ongoing activity for the program and includes multiple visits and presentations within the community to include schools, churches and outlying jurisdictions. The position is instrumental to the planning, development, and implementation of all services offered to victims within Laramie County. Ms. Clark is continually exploring and developing the program through community collaboration and engagement. The position is measured by the direct services provided, workload, references, and feedback. It is through direct services and feedback that the program receives, that we are able to demonstrate how and why our program assists victims in the community.

Payroll taxes explanation (2,000 characters) **currently at 1,568 characters**

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

Medicare is calculated at the rate of 1.45% of the payroll, for a total of \$1,674.24 (\$816.70 in FY21 and \$857.54 in FY2022). We are proposing an 83/17% split for all payroll taxes. Total Medicare costs at 83% for a two-year period are \$1,389.62 (\$677.86 for FY2021 and \$711.76 for FY2022). Match is estimated at (17%) for Medicare with a total of \$284.62 (\$138.84 for FY2021 and \$145.78 for FY2022).

Social security is calculated at a rate of 6.2% of payroll, for a total of \$7,158.83 (\$3,492.11 in FY2021 and \$3,666.72 in FY2022). We are proposing an 83/17% split, with the 83% amount being \$5,941.83 (\$2,898.45 for FY2021 and \$3,043.38 for FY2022). Match is based on 17% of the total for social security, which is \$ 1,217.00 (\$593.66 in FY2021 and \$623.34 in FY2022).

Workers compensation is 2.26% of payroll, for a total of \$2,609.51 (\$1,272.93 in FY2021 and \$1,336.58 in FY2022). For FY2021 and FY2022 we are estimating 83% to come from grant funds in the total amount of \$2,165.89 (\$1,056.53 in FY2021 and \$1,109.36 in FY2022). Match is estimated at 17% for workers comp with a total of \$443.62 (\$216.40 in FY2021 and \$227.22 for FY2022).

Payroll tax estimations are subject to change based on funding streams awarded. If VOCA funds are available, we will budget a 75/25% split.

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

Describe Health Insurance/Medical Benefits (2,000 characters) currently at 1,706characters

For health insurance, we are estimating a 5% increase between FY2020 and FY2021 and an additional 5% in FY2022. Health insurance actuals for the Victim Coordinator for FY2020 are \$7,943.76 (\$661.98 per month). For FY2021 an estimated 5% increase would bring it to \$8,340.96 (\$695.08 per month) and a 5% increase for FY2022 will bring the total to \$8,758.08 (\$729.84 per month). Health insurance for the two-year period is a total cost of \$17,099.04 and our grant request for the period is at 83% of the expense rate for a total of \$14,192.21 (\$6,923.00 in FY2021 and \$7,269.21 in FY2022). Match (17%) total for the two-year period is \$2,906.83 (\$1,417.96 for FY2021 and \$1,488.87 for FY2022).

We are also requesting funding for dental insurance and this is combined into the medical benefits section. Dental insurance being based off actuals for FY2020, which is \$365.28, we are anticipating a 3.5% increase into FY2021 and the same for FY2022. Total expense for dental Insurance is \$769.35 for the two-year period (\$378.06 in FY2021 and \$391.29 in FY2022). Total grant request is \$638.56, 83% of the total (\$313.79 for FY2021 and \$324.77 for FY2022). Match (17%) for dental insurance for the two-year period is \$130.79 (\$64.27 for FY2021 and \$66.52 for FY2022).

Total medical benefit expenses are \$17,868.40 with the 83% requested reimbursement rate bringing the total grant request to \$14,830.77 (\$7,236.79 in FY2021 and \$7,593.98 in FY2022), with the remaining amount of \$3,037.62 to be match (\$1,482.23 in FY2021 and \$1,555.39 in FY2022), to support the Victim Coordinator position. The County strives to offer competitive benefits to employees to retain the quality of service provided to victims.

Describe other benefits (2,000 characters) currently at 1,512characters

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

Retirement is calculated at the county level at 14.12% of payroll. The county currently pays the 8.87% for the county portion, and the 5.25% that the county pays for the employee. We recognize that this amount is above what is eligible, so our calculations for the grant request only take the 9.12% (estimated to begin on 7/1/20) and uses this to base our 83% split. The match will cover the difference, which is higher than 17%.

These calculations would equal \$16,303.63 (\$7,952.99 in FY2021 and \$8,350.64 in FY2022). The 83% of the allotted 9.12% rate request brings our total to \$8,740.24 (\$4,263.53 for FY2021 and \$4,476.71 for FY2022). Match for retirement for the two-year period will be \$7,563.39 (\$3,689.46 for FY2021 and \$3,873.93 for FY2022). Again, match covers the difference of the total cost to what is eligible under the grant.

Life Insurance was also estimated based off FY2020 actuals; we do not predict any increases to this line item for FY2021 and FY2022. Total expense for life insurance is \$164.16 (\$82.08 per year). The requested rate at 83% is \$136.26 (\$68.13 in FY2021 and \$68.13 in FY2022). Match (17%) will be a total of \$27.90 for both years (\$13.95 per FY).

Total expenses for the "other benefits" category are \$16,467.79 for the FY2021/2022 application period, of which we are requesting expenses in the amount of \$8,876.49, and a match of \$7,591.29, please see breakdown above for details.

Budget Personnel Brenda Victim Advocate:

Brief description of duties (1,000 characters). Currently at 1,510 Characters

The advocate position assists the coordinator in reviewing and processing crime reports and serving victims of crime. This position works with victims to provide immediate crisis intervention. 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%; total salary for the two-year period is \$83,657.08 (\$40,808.30 in FY2021 and \$42,848.78 in FY2022). We are requesting 83% of the salary from grant funds for a total of \$69,435.38 (\$33,870.89 in FY2021 and \$35,564.49 in FY2022). Match for payroll is a total of \$14,221.70 (\$6,937.41 for FY2021 and \$7,284.29 for FY2022).

Overtime is estimated at \$5,000 for FY2021, this would provide 180 hours (Hourly rate of \$18.49 x 1.5 = \$27.74 \$5,000/27.74=180 hours). For FY2022 we are requesting \$6,000 that would provide 216 hours (Hourly rate of \$18.49 x 1.5=\$27.74 \$27.74/6000=216 hours). We are requesting 83%, which is a total of \$9,130.00 (\$4,150.00 for FY2021 and \$4,980.00 for FY2022 of the total for the two-year period with a match of \$1,870.00 (\$850 for FY2021 and \$1,020 for FY2022).

If VOCA funds are used the grant/match ratio will be changed to 75/25% for these payroll items. If a merit raise were given in FY2021 or FY2022, the service hours for overtime above would be reduced accordingly.

How does this position support one or more of the DVS Expectations? (3,000 characters) **Currently at 2,079 characters**

The Victim Advocate position provides direct services to victims of crime in Laramie County. Calls are reviewed on a daily basis and contact is made with each victim to provide services such as crisis intervention, emergency assistance, personal advocacy and assistance with the legal process. Ms. Ramirez-Alvarado provides Spanish-speaking translation services for the program and is instrumental in reaching out to the underserved populations within the community.

The success of the program through the number of victims served and feedback received are the means by which we measure the success of our program and services. In this line of work, the needs within the community are dynamic and complex and require flexibility. This flexibility is often achieved through strong community collaboration. Our program works closely with other organizations in the community to provide complete services to the victim. We want to ensure that victims receive assistance from all available programs to deliver wrap around services. Ms. Ramirez-Alvarado's position is fundamental to the support of the program and the 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.

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 FY2021 and FY2022 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.

***Payroll taxes explanation (2,000 characters)* currently at 1,463 Characters**

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

Medicare is calculated at the rate of 1.45% for a total of \$1,213.03 (\$591.72 for FY2021 and \$621.31 for FY2022). We are requesting 83% of Medicare costs which equals \$1,006.82 (\$491.13 for FY2021 and \$515.69 for FY2022). Match (17%) for Medicare for the two-year period is \$206.21 (\$100.59 in FY2021 and \$105.62 in FY2022).

Social security is calculated at a rate of 6.2% for a total of \$5,186.73 (\$2,530.11 for FY2021 and \$2,656.62 for FY2022). The requested 83% of payroll expenses brings this total to \$4,305.00 (\$2,100.00 for FY2021 and \$2,205.00 for FY2022). Match (17%) for social security for the two-year period is \$881.75 (\$430.12 in FY2021 and \$451.63 for FY2022).

Workers compensation is calculated at 2.26% of payroll totals for a two-year amount of \$1,890.65 (\$922.27 in FY2021 and \$968.38 in FY2022). Of this total, we are requesting 83%, which is \$1,569.24

(\$765.48 for FY2021 and \$803.76 for FY2022). Match (17%) for workers compensation for two years is a total of \$321.42 (\$156.79 for FY2021 and \$164.63 for FY2022).

If payroll taxes are budgeted under VOCA funds, the match will be increased to 25%.

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

Describe Health Insurance/Medical Benefits (2,000 characters) currently at 1,714 characters

For health insurance, we are estimating a 5% increase between FY2020 and FY2021 and an additional 5% in FY2022. Health insurance actuals for the Victim Advocate for FY2020 are \$16,680.48 (\$1,390.04 per month). For FY2021 an estimated 5% increase would bring it to \$17,514.48 (\$1,459.54 per month) and a 5% increase for FY2022 will bring the total to \$18,390.24 (\$1,532.52 per month). Health insurance for the two-year period is a total cost of \$35,904.72. Our grant request for the period is at 83% of the expense rate for a total of \$29,800.92 (\$14,537.02 in FY2021 and \$15,263.90 in FY2022). Match (17%) total for the two-year period is \$6,103.80 (\$2,977.46 for FY2021 and \$3,126.34 for FY2022).

We are also requesting funding for dental insurance and this is combined into the medical benefits section. Dental insurance being based off actuals for FY2020, which is \$882.24, we are anticipating a 3.5% increase into FY2021 and the same for FY2022. Total expense for dental Insurance is \$1,858.20 for the two-year period (\$913.12 for FY2021 and \$945.08 for FY2022). Total grant request is \$1,542.31, 83% of the total (\$757.89 for FY2021 and \$784.42 for FY2022). Match (17%) for dental insurance for the two-year period is \$315.89 (\$155.23 for FY2021 and \$160.66 for FY2022).

Total medical benefit expenses are \$37,762.92 with the 83% requested reimbursement rate bringing the total grant request to \$31,343.23 (\$15,294.91 in FY2021 and \$16,048.32 in FY2022). The remaining amount of \$6,419.69 will be match (\$3,132.69 in FY2021 and \$3,287 in FY2022), to support the Victim Advocate position. The County strives to offer competitive benefits to employees to retain the quality of service provided to victims.

Describe other benefits (2,000 characters) currently at 1,565 Characters

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

Retirement is calculated at the county level at 14.12%. The County currently pays the 8.87% for the county portion, and the 5.25% that the county pays for the employee. We recognize that this amount is above what is eligible, so our calculations for the grant request only take the 9.12% (estimated to begin on 7/1/20) and uses this to base our 83% split. The match will cover the difference, which is higher than 17%.

Total retirement for the two-year period is \$11,812.37 (\$5,762.13 in FY2021 and \$6,050.24 in FY2022). The 83% rate request brings our total to \$6,332.51 (\$3,089.03 for FY2021 and \$3,243.48 for FY2022).

Match for retirement for the two-year period will be \$5,479.86 (\$2,673.10 for FY2021 and \$2,806.76 for FY2022). Again, the match covers the difference of the total cost to what is eligible under the grant.

Life Insurance was also estimated based off FY2020 actuals; we do not predict any increases to this line item for FY2021 and FY2022. Total expense for life insurance is \$180.96 (\$90.48 per year). The requested rate at 83% is \$150.20 (\$75.10 in FY2021 and \$75.10 in FY2022). Match (17%) will be a total of \$30.76 for both years (\$15.38 per FY).

Total expenses for the “other benefits” category are \$11,993.33 for the FY2021/2022 application period, of which we are requesting expenses for \$6,482.71 (\$3,164.13 in FY2021 and \$3,318.58 in FY2022), and a match of \$5,510.62 (\$2,688.48 in FY2020 and \$2,822.14), please see breakdown above for details.

Budget-Operating Expenses

Explanation (5,000 characters) currently at 4,470 Characters

The communication line item will include expenditures for landlines, cell phones, and tablet data charges. For FY2021 and FY2022 we are keeping this budget line item in line with what was requested in FY2020 for a total of \$2,712. Total tablet/cell phone per month is \$191.00 (12 months \$2,292), total landline per month averages \$35 per month (12 months is \$420.00). Total request for FY2021/2022 is \$5,424.00 (\$2,712 per FY). All equipment is in place for the continued operations of the program to utilize the landlines, cellphones and tablets. Efforts within communication will be measured by the usage of devices to connect with victims of crime and community partners. Having various media forms allows victims to reach and receive information on the program easily.

Email, internet and office supplies are being used for in-kind matching. These are services and supplies that the County provides for the Victim Witness Program. For email/internet needs, County IT provides services to all departments, and this is estimated to be a value of \$1,666 per year (services, repairs, on call around \$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 FY2021 and FY2022 have been established within the program. These estimates are unchanged from FY2020.

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. Our request remains the same for FY2021 and FY2022 as our previous application. 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 .575 allows over 956 miles in FY2021 and FY2022. Total line item request is \$1,100. Requested mileage is primarily used for travel to the smaller jurisdictions such as Albin, Burns and Pine Bluffs and to provide direct services

within the surrounding areas of Cheyenne. In this line item, we show in-kind matching for the Victim Coordinator's vehicle for \$950 per year to include fuel and vehicle maintenance. Access to services can often be a roadblock for many victims in a rural community. Travel and mileage allows our advocates to reach out to victims of crime.

Additional operating budget items are being used for in-kind matching and include administration and equipment. The County provides audit and financial services to the Laramie County Victim Witness Program at an estimated value of \$1,065 per year 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. These amounts remain unchanged from FY2020.

Our final operating expense is for the VS Tracking Software. The program uses this software to track all cases and provide accurate reporting information to the division on a quarterly basis. This service costs the program \$690 per fiscal year based on actuals. The software allows our advocates to serve clients, while providing data to support the program's operations. VS Tracking Software was put into use by Laramie County in FY2018 and the staff has been trained on input and output to provide accurate case management and reporting. The ability to continue to provide accurate reporting is the best measurement for comprehensive tracking. We checked with VS Tracking and our rates will not be increasing for FY2021 or FY2022, we would like to estimate \$700 for each year, a total of \$1,400.00. This is a decrease from our FY2020 budget based on actuals.

Budget-Emergency Assistance

Provide information for each requested line item. Include explanation of any increase/decrease of requested DVS funding amounts: (5,000 characters) currently at 3,551 Characters

The program has seen a 93% increase in victim service cases since 2000. We currently average around 189 cases a year that is almost one case every other day. However, not all cases require financial emergency assistance. The emergency assistance line item is where we see the largest impact to our program, as it allows us to provide direct services to victims. For FY2021 we are requesting \$13,000, this will allow us to assist over 87 victims at approximately \$149.43 per victim. We spend on average \$6,000 for emergency shelter needs, \$4,000 for repairs and services, and \$3,000 for other emergent needs such as damaged property from a crime. For FY2022 we are requesting \$14,000, this is status quo to our 2020 actuals. However, these totals do reflect a decrease from our 2019/2020 application to stay in conjunction with actuals and keep in mind the budget reductions. In FY2022, we are estimating serving approximately 93 victims at the \$149.43 amount. Emergency assistance funds are needed to support the victim services program clients. The emergency assistance line item is where the program is able to reach out and effect a large number of victims. Our program is able to provide fundamental services such as repairs, safe housing assistance, transportation, job coordination, and crisis intervention. Our program works with community partners to develop, plan and implement these services in the county. These partnerships are well established and secure moving into 2021 and 2022.

The victims we serve, what we can provide, and the feedback we receive, measure success. This funding request will help up to one hundred-eighty 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 a minimum of \$1,000 in FY2021 and \$1,000 in FY2022 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. With the City of Cheyenne program being cut in the past, our program often steps in to help with emergency assistance needs. These donation funds have been a wonderful resource to help our program with needs that exceed the grant capabilities.

Our final line item under the emergency assistance section is for the rental of a storage locker. The rental of the storage locker is in partnership with the City of Cheyenne Victim Witness Program and has been beneficial to our organization. We have adequate space to store items that are donated to our program that are not used on a daily basis. We would like to continue this partnership into 2021 and 2022. We are requesting \$450 for FY2021 this allows for one full year of service at a rate of \$37.50 per month and an increase to \$500 for FY2022 at a rate of \$41.67 per month. Total request in this line item is \$950, a decrease since the last application based upon actuals. Having a storage space allows both of our programs to access the items we need for cases without limiting our ability to work in our office space. The partnership with the City of Cheyenne Program enhances our ability to provide services to victims in a timely fashion and through a coordinated effort. Each of our programs in FY2021 and FY2022 will continually monitor the usefulness of the storage locker. The locker provides the needed space we would not have access to otherwise.

Budget Training

Provide information for each requested line item. Include explanation of any increase/decrease of requested DVS funding amounts: (5,000 characters) currently at 1,926 Characters

We are requesting \$1,156.00 for FY2021 travel and registration costs. (\$500 registration and \$656 meals/hotels/lodging).

This represents a decrease from our 2020 requests to account for the budget cuts in training. Below are the two trainings we would like to be considered for in FY2021.

Mandated VW Meeting in 2021: costs estimated at Casper prices for up to three personnel to attend (Victim Coordinator, Grant Manager and option for 1 additional person). No registration fee, hotels \$350 (\$175 for two nights for 2 shared rooms), meals \$306 (2 days for three people or \$51 per day per person). Total of \$656.00

- Joint Symposium 2021: Estimated Cheyenne prices for up to four personnel to attend (Victim Coordinator, Victim Advocate, and two deputies). Registration fee for four \$500.00, no hotels or meals needed if held in Cheyenne. Total cost of \$500.00

We are requesting \$1,221.00 (\$500 in registration & \$721 in Travel/Meals/Lodging) for FY2022. We would like to attend the following trainings in FY2022:

- Mandated VW Meeting in 2022: Costs estimated at Casper prices for up to three personnel to attend (Victim Coordinator, Grant Manager and option for 1 additional person). No registration fee, hotels \$400 (\$200 per night for 2 shared rooms), meals \$321 (2 days for three people or \$53.50 per day per person)...increased for inflation in FY2022. Total of \$721.
- Joint Symposium 2022: Estimated Cheyenne prices for up to four personnel to attend (Victim Coordinator, Victim Advocate, and three deputies). Registration fee for four individuals for a total of \$500.00, no hotels or meals needed if held in Cheyenne. Total cost of \$500.00

The success of the trainings will be measured and evaluated on the ability to use what we learn and implement new aspects into our program. Our program also utilizes all local training opportunities and available webinars to offset needs within the community at no cost.

Budget-Other

Provide information for each requested line item. Include explanation of any increase/decrease of requested DVS funding amounts: (5,000 characters) currently at 2,365 Characters

The program uses the publications/outreach line item to provide printed materials such as brochures, handouts, and business cards to our clients. We use the brochures to describe our services in both English and Spanish. We also offer brochures on sexual assault to give to our deputies to use on calls. Our program would like to request \$1,000 for FY2021 and \$1,500 for FY2022 to cover these expenses. This request is based off actuals and should be noted that our request is a decrease from our previous application. We print on average of 1000-1500 brochures per year based on need, at a cost under \$2.00 per brochure. Publications are a critical component to the ability for our program to share information on victims' rights and concerns within the community. Most of our services are provided to victims who have heard of our program through outreach activities, prior to needing the services. Having a strong presence in the community facilitates the transition from being an uninformed citizen to becoming an educated citizen and possibly avoid being victimized.

Additionally we are requesting funds to carry out further outreach activities within the community at schools, churches, and business presentations and events. We would like to be able to purchase items such as T-shirts, stress balls, tote bags, mugs, pencils, and pens. The values calculated below are based on FY2020 actuals. We are requesting \$2,000 in FY2021; 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 FY2022 for these purposes, see breakdown for FY2021. This is not an increase over FY2020.

In FY2021, our request is \$3,000, \$1,000 in publications and \$2,000 for outreach activities. In FY2022, we are requesting \$3,500, \$1,500 in publications and \$2,000 in outreach items. Outreach services allow our program to interact with the community and engage them in our program and the services that we

provide. In FY2021 and FY2022, our program will continue to participate in social organizations and community events. Success is measured by the ability to share our program with the community and from the feedback we receive.

Population Served: 5,000 characters allowed currently at 2,221

The Laramie County Victim Services Program serves all victims of crime within Laramie County. We serve a multitude of types of victimization to include: child physical abuse, child sexual abuse, domestic violence, adult sexual assault, stalking, dating violence, human trafficking, elder abuse, robber, assault, DUI/DWI crashes, survivors of homicides, adults molested as children, larceny, property destruction, burglary, breach of peace, fraud, identity theft, forgery, criminal intent and home invasion. Based off 2018 and 2019 actuals, 86.8% of our clients were Caucasian, 6% were Hispanic or Latino, 3.1% were African American and 4.1% were other races. Our program served around 65% females and 35% males in 2018 and 2019. The highest victimized age group was (25-59) at 60.4% followed by (18-24) at 15.8%, (60 and older) at 15.6%, (13-17) at 5.0% and (0-12) at 3.2%. In 2018 and 2019, we had nineteen cases that presented with more than one type of victimization and we helped forty-eight individuals with victim compensation applications.

During 2018 and 2019, the top crimes involving victims in our county were domestic violence at 35.8%, destruction of property at 20.6%, identity theft at 12%, and adult physical assault at 10.3%. Other crimes make up the balance of 21.3%. Our program serves all clients to include those with special classifications such as limited English proficiency, homeless, deaf, and LGBTQ etc. in 2018 and 2019, 9.5% of clients we served fell under this category.

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

Services we provide: 5,000 characters allowed currently at 2,373

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

During 2018 and 2019 our program provided over 353 information and referral services, 333 personal advocacy and accompaniments, 346 cases of emotional support or safety services, 164 instances of shelter assistance, 299 cases that involved criminal/civil justice system assistance and 70 cases that fell under the other category.

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

Our program had more severe sexual assault and domestic violence cases this past year (2020). We notice that the severity and lethality of domestic violence cases are increasing to include strangulation. We are seeing more verbal domestics that are reported, however we cannot provide assistance at this point. These cases are usually cleared by law enforcement. It should be noted that the initial verbal domestics often time leads to more serious domestics and we are often called out to assist.

All of the services we provide are geared towards the needs of the victim, and most cases require complex resource gathering and networking to properly assist the victim.

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

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

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

Statement of Need: 5,000 Characters allowed (At 4,897)

Laramie County has a population of 30,661 persons residing in Laramie County's jurisdiction outside of the City of Cheyenne limits in an area of 2,686.5 square miles (2019 Census Estimate). Laramie County is also the first most populated County in Wyoming. This population has grown 10.2% since 2000 compared to a 5.9% increase for incorporated Cheyenne. A current estimate for the 2019 population increases shows a 7.7% increase since 2017. Within this geography, three communities have been identified as areas of special interest for victim services. While our program in all of these communities provides general and primary victim services, each community presents unique issues and needs. 1. Metropolitan Cheyenne is

defined by the high-density urban fringe around the incorporated city of Cheyenne. This community is marginalized, in a sense both geographically and socio-economically from mainstream Cheyenne and its services. According to Laramie County Consensus data from 2009-2019, 9.1% of the population is living below poverty guidelines. From a perspective of victim services, higher crime rates, low-income population, rental or substandard housing, substance abuse and mental illness characterize this community. Criminal activity in Metropolitan Cheyenne tends towards domestic violence, vandalism, theft, burglary and destruction of property.

2. Remote Rural: Almost the entire land area of Laramie County has an average population density of one to five persons per square mile (2019 Census Estimate). Agricultural production or unimproved prairie, seclusion, long distances from employment centers, subsistence lifestyles and isolation characterize these areas. Criminal activity in remote rural settings of Laramie County tends towards domestic violence and property crimes to include vehicle thefts. We have seen an increase in sexual assaults within this population.

3. Small Towns: The small incorporated communities of Albin 181 residents, Burns 301 residents and Pine Bluffs 1129 (2019 Census Estimate). Laramie County also has small communities that are not considered jurisdictions such as Carpenter and Hillsdale, which both have populations under 100. The majority of the small town population commutes to Cheyenne or Nebraska for employment. Criminal activities in the small towns tend towards burglaries and domestic violence. With this pattern, we also see an increase in elder abuse along with a rise in domestic violence cases with intense violence such as strangulation. Victim Services responds to all calls for assistance within Laramie County and serves the distinct populations present. Two primary groups within Laramie County require special attention and assistance from Victim Services. These are the Non-English speaking and the elderly. According to the Laramie County 2009-2013 Consensus data, 6.8% of the population speaks a language other than English. Our county's national origin breakdown is 78.5% white, 14.8% Hispanic and 2.7% Black with 4.0% other. These populations face victimization issues compounded by other factors unique to their community, for example, isolation or economic dependence. Since 2010, our service volume for Hispanic or Latino persons has increased by 9%. The brochures that have been translated into Spanish have been very helpful, but recently we are running into populations that speak different dialects and pose a greater challenge. Based on observations made during outreach efforts in the past couple of years, there is a population of primarily Spanish only speakers living in the remote rural and small town communities who are unable to access services and are reluctant to contact law enforcement. Our program has utilized Sheriff Department employees that are able to assist us in translation in various dialects; we have relied heavily on them in numerous cases.

Since the last application, the department has seen an increase in the number of larcenies and burglaries committed against property in automobiles and residencies within the County. The increase has been both in absolute terms and in percentage of crime and percentage of victim contacts. From Calendar year 2019, the UCR data shows that Laramie County had 308 assault arrests, 80 burglaries and 270 larcenies as the high markers of crime in our community. These crimes typically do not have suspects or prosecutions and involve loss of cash, property and due

to the theft of personal effects requires efforts to prevent identity theft. During the last year, we have had an increase in severe assault cases to including kidnapping, stabbing and other violent and extreme domestic violence instances. We are lucky to have another Victim Service provider within the City of Cheyenne, as we work closely together to ensure the population is taken care of to the best of our abilities and with the resources available.

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

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

After initial contact, the victim is mailed an evaluation form with a self-addressed stamped envelope and asked to comment and rate the services that they received. This survey is returned to the departmental command staff. Historically, the response rate on these surveys has been very poor. To increase responses, we have been working with the command staff to identify which victims responded and to follow-up by phone and mail contacts with victims who have not completed surveys to gather the information. Our goal for FY 2021-2022 is a 25% survey completion through these methods, not counting victims who have left the area or are otherwise unreachable. This is a lofty goal based on our historical participation rates on these surveys, but we recognize that they are important for maintaining funding and providing documentation on services provided. The Victim Services Coordinator and advocate keep track of statistical information on each victim served, and what services were given until the completion of the case. Then a file is maintained that includes all of the statistics relating to each case for a period of five years. This provides access for continual measurement and future victim contact information. After that five-year period, these files are properly destroyed.

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

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

Outreach: 5,000 characters allowed (At 4,890)

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

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

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

Currently, our program shares four dedicated volunteers with the City of Cheyenne program, and we are continually searching for more. To recruit volunteers we use word of mouth from other volunteers and people who may express interest in getting into this line of work. Trainings are offered through our local program, volunteers are notified of statewide trainings, and our program absorbs the cost. As part of our new direction towards program sustainability, we will be expanding and deepening our volunteer program. Our program and the Cheyenne Police Department jointly offer a 40-hour training each spring to replenish our supply of trained volunteers (we currently have a list of 12 interested volunteers). We coordinate with the Police Department and our volunteers to ensure that no one person is burdened with the majority of calls after hours. Both of our agencies are able to coordinate training in order to prevent duplication of efforts.

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

Another increasing area of special needs groups is that of human trafficking victims. The Laramie County Sheriff's Department has become more involved in and more aware of several cases in our community that involve human trafficking aspects. The majority of these cases do not originate in Wyoming; however, they end up in our jurisdiction through other crime related activities such as drug abuse. These are crimes unique to the victim services arena, as the victims involved do not generally see themselves in the victim role. They are typically runaways that are wrapped up in bad situations that find being in the human trafficking industry as self-sustaining in having their needs met. They feel threatened and trapped and are often times uncooperative in seeking assistance. Our department finds it increasingly difficult to address these cases, as they are time intensive and resource dependent.

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

Special Populations in Laramie County: 5,000 characters allowed (At 4,316)

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

Activity 1A: Utilize advanced volunteers and specialist deputies to staff satellite locations in Albin, Pine Bluffs and Burns and other smaller communities as needed. These offices are already available, but requires volunteer training and coordination by the Victim Services

coordinator and advocate to implement. This is an area of our program that needs additional resources and support. We are actively recruiting potential volunteers to bolster our efforts in this area.

Activity 1B: In the towns of Albin, Burns and Pine Bluffs, we will put forth effort to attend at least one town meeting annually. We put together information to familiarize elected and appointed officials with the services that extend to Eastern Laramie County, distribute information, and appropriate contact numbers to call for victim services. It has been our experience that these outlining communities are unaware of the services we provide. It is important to continue the education effort to provide all of those victims with the services they need.

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

To serve the isolated, rural Spanish-only population, the program's advocate has been providing regular interpretation services for DFS and Safehouse, as well as, for law enforcement. There has been an increase in violent cases that involve Spanish speaking families and victims and this has presented new challenges to our department and law enforcement as a whole. These crimes often involve severe injuries that are made complicated by an illegal or temporary visa status of the victims. We are finding it very challenging to work with the population around the regulations and legalization for treatment and getting services to these victims with the added complexity of language barriers.

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

Activity 1E: To serve the special needs and LGBTQ communities, the Laramie County Sheriff's Department Victim Witness Program reviews each case individually and attunes its response to the special factors of that case. Our department does not conduct specific activities to the special needs population or the LGBTQ population. Our coordinator and volunteers are trained to be competent in any situation and work hard to provide an equal level of services to all clients we

serve. This is an area where our department would benefit from additional training and an educational opportunity as this population continues to diversify.

Activity 1F: To serve and address the increased need for response to human trafficking victims in Laramie County. This increasing problem in our community and one requires significant time, dedication and resources. These cases will be discussed in detail in the outreach section.

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

Sustainability: 2,000 each section characters allowed (At 1,926 and 1,863)

PART 1

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

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

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

PART 2

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

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

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

Collaborating Agencies: 4,000 characters allowed (At 3,190)

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

We work closely with the Cheyenne Police Department Victim Assistance Program, Safehouse Sexual Assault Services, Laramie County District Attorney's Office Victim/Witness Program, Cheyenne Regional Medical Center (Sexual Assault Nurse Examiner) SANE Program, Safe Harbor, The Children's Justice Center, CASA of Laramie County (Court Appointed Special Advocate), F.E Warren Air Force Base Sexual Assault and Prevention and Response Office, Equality to Justice, Peak Wellness Counselors and the Family Support Program. Our community has also initiated a 211 system that provides a great deal of support to our program and allows

easy access to other social service assistance agencies. The various local interagency groups provide a platform for these relationships, i.e. the Coordinated Community Response Team, Child Protective Team, Adult Protection Team, Drug Endangered Children Team, DUI Victim Impact Panel, and the InterService Family Assistance Committee (IFSAC).

We rely on the working relationship that we have established with these agencies and we rely on other service providers in the community to help in delivering quality services. Our program provides victims with referrals to the Salvation Army and Needs Inc., (food, clothing and household items), COMEA Shelter (homeless), and other agencies within the Laramie County Community Partnership. The Coordinator as time allows, wants to become more involved in these partnering agencies and maybe even serve on a few of the boards. We have collaborated with the Hospital and the City to create survivor kits and bags to be provided to victims with some supplies they need in emergencies.

Our program works in conjunction with the law enforcement agency, that allows us to identify and assist victims of crimes where no suspect is identified and no charges are filed. Nine out of ten calls for services does not result in a charge; with our current partnership, we are able to have immediate knowledge of these victims. In 2019, our department provided direct services to over 189 clients with around 400 calls for investigation and follow up. We are on track to meet or exceed this in 2020.

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