

**Wyoming Office of the
Attorney General
Division of Victim Services**

**FY 2009
Funding Resource
Manual**



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Wyoming Division of Victim Services

The Wyoming Division of Victim Services (DVS) mission statement is to improve the treatment of all victims of crime by providing them with the assistance and services essential to their restoration. The DVS administers programs dedicated to serving crime victims. The DVS assists victims of crime, provide awareness, education and training to the general community, and support legislative, judicial and social reforms beneficial to crime victims. The DVS believes the criminal justice system and allied agencies must ultimately be measured by their treatment of victims, for that goal will surely best serve society.

The DVS administers the Wyoming Crime Victim Compensation Program (CVCP) that provides financial assistance to hundreds of victims each year that have suffered personal injury as a result of a criminal act. Benefits are awarded for out-of-pocket expenses, medical expenses, lost wages and counseling costs related to emotional and physical injury suffered by the victim and the victim's family as a direct result of a violent crime. The program does not compensate victims for damaged or stolen property. The CVCP is funded solely through fines and fees paid by criminal offenders in district, circuit and some municipal courts throughout Wyoming, and Victim of Crime Act (VOCA) funds, a federal grant that is funded by fines and fees paid by offenders in federal court. This year the DVS established the Restitution Recovery Program to coordinate initiatives statewide that will support and enhance restitution recovery for victims of crime to assure the maximum amount of monies are collected or recovered on behalf of eligible victims for the CVCP.

The DVS was recently awarded a federal grant for a Statewide Automated Victim Information and Notification Program (SAVIN). Wyoming is the 23rd state to launch a statewide automated victim notification service and by 2009 all the county jails and correctional facilities in Wyoming will be able to offer the VINE (Victim Information and Notification Everyday) services. The SAVIN program will serve hundreds of crime victims in Wyoming by providing the capability to track the custody status of their offender by telephone or online 24 hours a day. Users will be able to call a toll-free number or go online to find out if an offender is in jail or prison. They can also register to be notified automatically when an offender is released, transferred, or escapes. This program will help the many victims that live in fear the offender who victimized them may someday return to do so again. For these victims and their families and friends, it is important to know if that offender is incarcerated in a correctional facility - and to know if and when that offender is released from custody.

Regional Program Management Team

The DVS Regional Program Management Team (RPMT) is an essential part of DVS achieving its mission. The RPMT administers federal and state funds and provides technical assistance to support service delivery for victim service providers as well as administering special programs that enhance victim services throughout the state according to federal and state statutes. The RPMT commitment and strength lies in the success of the victim service providers and are dedicated to providing the tools and resources necessary to maximize their accomplishments.

The RPMT administers Victim of Crime Act (VOCA) funds, Violence Against Women Act (VAWA) funds, Domestic Violence Prevention Services Act (FVPSA), as well as state general funds to local service providers, either by formula or non-formula distribution. These funds support victim/witness programs, family violence programs and specialized victim service programs.

Also, the VAWA funds administered by the RPMT specifically provide funding to law enforcement, prosecutors' offices, the courts, and victim service providers so they may improve the criminal justice system's response to violence against women, and enhance the services available to women who are victims of violent crimes.

Regional Program Managers – Contact Information

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Laramie, Albany, Campbell, Niobrara, Crook, Weston, Platte, Goshen, Converse

Available Funds & Distribution of Funds

Proposals are funded through the Violence Against Women Act (VAWA), the Victims of Crime Act (VOCA), Family Violence Prevention Services Act (FVPSA) and state general funds for the purpose of providing services to victims of crime in Wyoming.

In FY 2008 the DVS received request for funding in the amount of \$7,027,003.00. The DVS funded programs totaling \$6,416,622.00 (this amount includes a carry over amount from previous years in the amount of \$200,155.00).

The DVS in FY 2008 provided funding to 24 domestic violence and sexual assault shelter service providers, 30 victim/witness programs located in government agencies including law enforcement, district & county attorney's offices and dual programs that offer services to all victims of crime including domestic violence, sexual assault & stalking.

The DVS funded in FY 2008 15 special projects with VOCA funds. These projects include SART Teams, CASA programs, and SANE programs.

State V/W Funds - \$1,000,000.00

The state general funds for victim witness programs are distributed on a formula basis to eligible programs in each county and on the WRIR. The distribution is as follows:

- ❑ Base amount of 2% of the legislatively appropriated funds to each county and the WRIR and the remainder of funds is distributed to each county and the WRIR based on population.
- ❑ The population will be figured on the Federal U.S. Census figures.
- ❑ If more than one program within one county submits a proposal for funding the total funds available to the county or WRIR will be divided equally between the eligible programs in the county or reservation.

State D/V Funds - \$2,675,470.00

The state general funds for domestic violence/sexual assault programs are distributed on a formula basis to eligible programs in each county and on the WRIR. The distribution is as follows:

- ❑ Base amount of \$30,000 and the remainder of funds to be split 80% population 20% square miles.
- ❑ The population will be figured on the Federal U.S. Censes figures.
- ❑ Geography will be based upon total area and will use the numbers from the Wyoming Department of Administration and Information, Division of Economic Analysis.
- ❑ County square miles will take into account the whole county including the portion occupied by the Wind River Indian Reservation (WRIR).
- ❑ The WRIR square miles will be figured on actual size.

State Surcharge - \$200,000.00

Surcharge funds are available to all victim witness programs on a formula basis. Surcharge funds must be used to serve victims of ALL crimes. In counties with more than one victim/witness program, surcharge funds will be split equally between the victim/witness programs in the county.

VAWA (anticipated and based on FY 2008 Figures) \$662,155

The following federally mandated percentages of the VAWA allotment must be spent in each of the following priority program areas:

- ❑ Prosecution 25%
- ❑ Law Enforcement 25%
- ❑ Formula Non-profit, nongovernmental direct victim services 30% (10% Cultural Specific)
- ❑ Courts 5%
- ❑ Discretionary 15%

FVPSA (anticipated and based on FY 2008 Figures) \$659,703

FVPSA funds for domestic violence/sexual assault programs are distributed on a formula basis to eligible programs in each county and on the WRIR. The funds are distributed by a formula base amount and the balance of the fund distribution is based on a percentage of the statewide population of their county, per federal the FVPS Act.

VOCA Basic Service (anticipated and based on FY 2008 Figures) \$592,515.00

VOCA funds are distributed on a competitive non formula basis to eligible victim service programs in every county and on the WRIR. VOCA funds must be used to provide direct services to victims of crime.

VOCA Special Project (anticipated and based on FY 2008 Figures) \$423,624.00

Each year a portion of VOCA funds are set aside for special projects. Examples of special projects include: Sexual Assault Nurse Examiner (SANE), Sexual Assault Response Team (SART), Child Advocacy Centers (CAC) and Court Appointed Special Advocate (CASA) Programs.

FY 2009 Funding Priorities

After surveying Wyoming victim service providers, the DVS has identified three (3) funding priorities for FY2009. The funding review team will give priority to proposals that have chosen the following goals and have clearly outlined the activities to achieve these goals.

Goal # 1 – Fundamental Services to Victims of Crime - describes quality and basic services for victims of crime, acquiring quality staff, retaining experienced staff, client needs, and community needs.

Goal # 2 - Strong Community Collaboration - narratives must demonstrate community agencies and programs working together to best serve victims of crime.

Goal # 3 - Community Engagement - narratives must clearly describe activities that promote victim rights, crime victim services, and raising awareness on crime victims' issues.

Eligible Applicants

Eligible applicants must be an agency or program operated by a public, tribal or nonprofit organization or a combination of such organizations and provides direct services to crime victims.

Eligible Programs:

- ❑ Nonprofit organizations established for the purpose of providing direct services to crime victims.
- ❑ Nonprofit organizations not currently providing services to crime victims but desire an expansion to result in the delivery of services.
- ❑ Nonprofit organizations, in addition to providing services to crime victims, serve individuals whose experiences are not statutorily classified as a crime are eligible if it is demonstrated the organization is prepared to distinguish between the two for purposes of the proposed project.
- ❑ Faith-based organizations are eligible recipients if the proposed service is not dependent on the victim's participation in religious activities and the delivery of service is designed to be all-inclusive.
- ❑ Criminal justice agencies such as law enforcement agencies, prosecutors offices, courts, corrections, probation and parole authorities for victim services exceeding the boundaries of their mandates;
- ❑ Governmental entities currently serving crime victims, as well as those who do not but desire an expansion to result in a specialized unit being developed. As a general rule, federal funds cannot support activities mandated by state law; however, prosecuting attorneys, law enforcement agencies and courts desiring to create or enhance a specialized unit dedicated to sexual assault, domestic violence, stalking and dating violence are eligible.
- ❑ Hospitals and emergency medical facilities that provide services to crime victims.

Eligible Agencies include, but are not limited to:

- ❑ Domestic Violence Shelters
- ❑ Rape Crisis Centers
- ❑ Victim Advocate Agencies
- ❑ Prosecutors' Offices
- ❑ Courts
- ❑ Social Service Agencies
- ❑ Culturally Specific Community Based Organizations
- ❑ Religious Organizations
- ❑ Adult Protective Services
- ❑ Law Enforcement Agencies

- ❑ Mental Health Agencies
- ❑ Child Treatment Facilities
- ❑ Correctional Facilities
- ❑ Public Housing Agencies
- ❑ Hospitals/Emergency Medical Facilities

Eligibility Requirements

An agency must meet the following criteria to receive DVS contracted state and/or federal funds:

- ❑ Demonstrate a capacity to provide effective direct services to crime victims;
- ❑ Meet program match requirements (match must be derived from non-federal dollars, dollars not specifically marked for same services, and must be used for eligible activities);
- ❑ Meet the Rules for the Wyoming Division of Victim Services;
- ❑ Promote, within the community, coordinated public and private efforts to aide crime victims;
- ❑ Assist victims in seeking Crime Victim Compensation benefits;
- ❑ Comply with federal program guidelines and the Federal Financial and Administrative Guide for Grants;
- ❑ Provide services to victims of federal crimes on the same basis as victims of state crimes;
- ❑ Provide services to victims of crime at no charge,
- ❑ Abide by criteria in contract between the grantee and Wyoming Division of Victim Services.
- ❑ Own a computer with access to email, internet and have the ability to complete documents electronically.

Preparedness to Administer a Sub grant

In addition to meeting the eligibility requirements listed above, applicants must demonstrate preparedness to properly administer a funding award. The following issues will be taken into consideration:

- ❑ The organization's internal policies and procedures or standard operating procedures regarding personnel, work protocol and activity accountability.
- ❑ Its internal policies and procedures regarding proper accounting and financial accountability.
- ❑ The professional conduct of the organization and staff.
- ❑ The organization's confidentiality policies and procedures concerning the provision of services to victims of crime.
- ❑ The organization's readiness or ability to become ready to perform the activities and tend to administrative matters involving the funding award.
- ❑ Its possession of equipment and office materials needed to conduct ordinary business, including access to Internet services and e-mail.
- ❑ The support and dedication of the governing body, including its determination to ensure proper administration of the funding award.

- ❑ The organization must be accessible to victims of crime. Determination of accessibility will include its readiness to serve victims with special needs, such as physical handicaps and victims with limited English proficiency.
- ❑ The organization should operate during regular business hours. If the nature of the organization's business entails 24-hour crisis intervention to victims, it should have provisions for telephones to be answered by individuals equipped to provide immediate assistance, preventing the victim from having to leave a message.

Fiscal Administration

Each sub grantee must have written financial policies governing internal control procedures in accordance with generally accepted accounting practices to ensure adequate financial checks and balances. The policies shall include controls for separation of financial duties.

Each sub grantee shall have an operating budget approved by the DVS. The budget shall categorize revenues and expenses for each grant project and position by the expense categories of the approved budget.

Fiscal accounting record with documentation are to be maintained on a current basis and balanced monthly.

Sub grantees must submit a financial report twice for the granting period. A Fiscal Mid Year Report is due January 15th, 2009 and a Fiscal Year End Report is due August 15, 2009.

Program Match Requirements

Matches

- ❑ VOCA - 20% - may be cash or in-kind but no federal or otherwise obligated funds. (Exception- Native American Tribes, who have a - 5% total match)
- ❑ VAWA - 25% - applies to only those VAWA grants that do not entail direct services to victims. May be cash or in-kind but no federal or otherwise obligated funds.
- ❑ FVPSA - 20% - for all recipients-may be cash or in-kind but no federal or otherwise obligated funds.

Computing the Match Funds: All federal matching funds must be computed in this way:

Federal dollars requested (divide by) Federal percent (equals) Total Project Cost
 Next
 Total Project Cost (minus) Federal dollars requested (equals) Required Match

Example: $\$12,000 \div 80\% = \$15,000$ (total)
 $\$15,000 - \$12,000 = \$3,000$ (match)

The purpose of matching contributions is to increase the amount of resources available to projects supported by federal funds. Matching contributions vary from grant to grant but must be derived from non-federal sources. Also, it is not allowable to match a federal grant with state funds as state funds have already been designated to cover specific activities. All funds designated as match are restricted to the same uses as the grant itself and must be expended within the funding period. Match can be reported at an accelerated rate to meet the match requirement early, however, you cannot delay reporting match until the end of the contract.

Match records must be maintained and clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment, and space must be documented. Volunteer services must be documented and supported in the same methods used by the programs' own paid employees. It is not recommended for a program to over match.

Cash Match

Cash match (sometimes called 'hard' match) includes actual dollars spent for the project-related costs. For example, dollars spent on pro-rated portion of the rent, or for direct service providers' salaries. Cash match must be tied to the overall cost of the specific grant activity.

In-Kind Match

In-kind match (sometimes called 'soft' match) is the value of goods or services received or provided that has no associated cost to the program. Examples of in-kind match are: donated time by professionals or volunteers, equivalent rental value of donated equipment, etc. It is recommended the hourly rate assigned the volunteer match be the hourly rate of an entry-level advocate in your program. Allowable in-kind match may be all hours during which a volunteer provides direct services to victims. You may also count on-call hours as long as they are consistent with your personnel policies for paid staff. For example, if paid staff receives compensation for a minimum of two hours of an eight-hour on-call shift, even if they are not actually called out, then you may count the volunteer's hours in the same fashion. If your personnel policies do not cover this, you may want to contact your local human resource office for assistance in drafting this type of policy.

In-kind match may include donations of expendable equipment; office supplies; workshop or education and training materials; work space; or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor, if the services provided are an integral and necessary part of a funded project. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation

paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation.

Volunteer services must be documented and, to the extent feasible, supported by the same valuation methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space, as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The value for donated tangible goods shall be reasonable and not exceed the fair market value at the time of the donation. The basis for determining the value of personal services, materials, equipment, and space must be documented.

Following are some specific examples of possible sources of match for this program:

- ❑ If an entity other than the sub-grantee donates office space free of charge to the sub-grantee for the project, the rental value of the space may be used as match. For example, a police department may donate an office to house a victim advocate from a domestic violence shelter. Similarly, the cost of utilities, insurance, security, janitorial services and the like may be used as in-kind match to the extent they are not being paid out of grant funds. Programs also may receive short-term donations of space, such as a room to hold a meeting or a training event, which may be used as match.
- ❑ The salaries of any employees of the sub-grantee that are working on grant-related purposes but are not paid with grant funds may be used. For example, a hotline coordinator at a shelter, a police officer or prosecutor working on a sexual assault unit, or other employees could be used as match to the extent that they are not paid by Federal funds.
- ❑ If the sub-grantee has a board of directors or advisory board and the members are not compensated for their time, the time spent by the council members may be used as match. Any other volunteers involved in the project, such as trainers and speakers, pro bono attorneys and other professionals, hotline volunteers, people volunteering to give public presentations about the sub-grantee or about violence against women, volunteers facilitating support groups, and child care volunteers also may be used as match.
- ❑ The reasonable value of other donated tangible goods may be used as match. For example, a program may receive donations of used clothing, the reasonable value of which may be used. A funded shelter may also solicit donations both from individuals and from companies such as supermarkets of food and items such as shampoo and toothpaste for use by victims, toys and other supplies such as diapers or formula for victims' children, and supplies for the program itself such as furniture or computers.
- ❑ Sub-grantees also may receive donations of services that can be used as match. For example, a local printing company may agree to print some training materials

Required Reporting

WyoSafe

All sub grantees must submit data concerning services to victims through the DVS case management software called WyoSafe.

WyoSafe is a web-based statistical reporting program the DVS developed in partnership with Wyoming Statistical Analysis Center (WYSAC). Each sub grantee must have WyoSafe installed on their desk top and upload frequently and daily is recommended.

Aggregate, non-personally identifying data than is collected on the WYSAC server for sub grantees and DVS program managers to review statistical information located at <https://wysac.uwyo.edu/WyoSafe>.

If you have any questions about WyoSafe or need technical assistance regarding the WyoSafe software please contact the Computer Support Department at the Wyoming Survey & Analysis Center, University of Wyoming, 307-766-2345.

Mid Year & Year End Reports

Additionally, sub grantees are required to submit a Mid Year Narrative Report and a Mid Year Fiscal Report due January 15, 2009 and a Year End Narrative Report and a Year End Fiscal Report due August 15, 2009. Forms will be available on the DVS website located at [//victimservices.wyoming.gov/funding](http://victimservices.wyoming.gov/funding). Reports may be faxed, mailed or e-mailed. If you fax or e-mail them please DO NOT send another hard copy via regular mail. Hard copies are needed where an original signature is required, i.e.: financial reports, contracts, etc.

Failure to meet reporting deadlines may lead to suspended funding.

Due January 15, 2009

- Narrative Mid Year Report on the status of the application goals, objectives and activities,
- Mid Year Fiscal Report
- Up to date uploaded victim data through WyoSafe.

Due August 15, 2009

- ❑ Narrative Year End Report on the status of the application goals, objectives and activities,
- ❑ Year End Fiscal Report
- ❑ Up to date uploaded victim data through WyoSafe.

Funding Guidelines

State General Funds for Serving Victims of ALL Crimes

The 2005 legislature appropriated state general funds to provide resources for programs across the state to provide basic services for victims of all crime.

Eligible Activities

- ❑ Crisis Intervention
- ❑ Assistance and support during criminal justice proceedings, including post-conviction assistance
- ❑ Information on compensation and assistance in filing claims
- ❑ Emergency financial and shelter assistance
- ❑ Referrals to other service providers as needed
- ❑ Assistance in securing victim's rights and intervening as needed with employers, creditors and others

State General Funds for DV/SA Services

In 1984, the Wyoming Legislature appropriated state general funds for the purpose of providing shelter, crisis intervention and prevention education relating to family violence and sexual assault.

Eligible Activities

- ❑ Crisis Intervention
- ❑ Support Groups
- ❑ Prevention Education
- ❑ Shelter Services
- ❑ Legal advocacy
- ❑ Personal Advocacy
- ❑ Medical Advocacy
- ❑ Children's programs (for children who are exposed to DV)
- ❑ Assist victims in completing victim compensation applications

State Surcharge Funds

Wyoming Courts assess a surcharge on criminal offenders in addition to other fines and penalties. A portion of these state surcharge funds are distributed to eligible victim service programs which serve victims of all crimes. A portion of surcharge funds must be used exclusively for emergency victim assistance. The remainder may be used for a variety of purposes, including but not limited to: staff enhancements, training, outreach, and supplies.

Eligible Activities

- ❑ A minimum of 15% of each individual programs allocation must be used for emergency victim services. Programs may use these funds to assist victims with expenses for damages not covered by victim's compensation, i.e. property damage, change locks, replace broken windows, etc.
- ❑ The remaining 85% may be allocated at the discretion of each program. Acceptable uses include: salary enhancements, training, public relations, outreach, etc.
- ❑ Each program receiving state surcharge funds must submit a final report on the use of the funds by August 15 of each year. The report shall include a financial expenditure report, a narrative explaining how the program used the funds, and a statistical report which details the number and type of victims served with these funds.

Violence Against Women Act (VAWA) Funds

Since 1995, Violence Against Women Act (VAWA) - STOP funds have been appropriated annually by Congress specifically to enhance services to adults who are victims of domestic violence, sexual assault, and stalking.

The Violence Against Women Act of 2000, Public Law No. 106-386m (VAWA II) was enacted on October 28, 2000. VAWA II reauthorizes important grant programs that were created under the Violence Against Women Act of 1994 and other legislation, establishes new programs, and strengthens federal laws.

VAWA 2005 was passed near the end of 2005, extending the VAWA program through 2008. Due to VAWA's limited funding span, VAWA grants are funded for one year. Grant funding may be renewed for additional years; however, all grant applications compete yearly on an equal basis.

For the purpose of the VAWA program, "Direct Services" are defined as those efforts:

- ❑ to respond to the emotional and physical needs of crime victims,
- ❑ to assist victims of crime in stabilizing their lives after a victimization,
- ❑ to assist victims in understanding and participating in the criminal justice system, and
- ❑ to provide victims of crime with a measure of safety.

With the new changes made to VAWA 2005, there were some clarifications and expansions of who can be served with VAWA funds:

- ❑ Adult victims (female or male) of domestic violence and their children. This may include a support group for child witnessing domestic violence, for instance, and does not depend upon the parent receiving services.
- ❑ Adult victims (female or male) of sexual assault.
- ❑ Agencies may provide services to non-perpetrating spouses/partners of sexual assault victims.
- ❑ Adult victims of stalking.
- ❑ Teens who are victims of dating violence. (Dating violence may include sexual assault and/or stalking within the context of a dating relationship.)

VAWA funds **cannot** be used for outreach or public relation programs.

Wyoming has a current **State Implementation Plan** for the implementation of Violence Against Women Act (VAWA) funds. The plan may be reviewed on the Division website: <http://victimservices.wyoming.gov/funding> or a copy may be requested by calling the Division at (307) 777-7200. The federal VAWA 2005 Act outlines the percentages of the total formula grant the state receives to be distributed in the following discipline areas. Details of the VAWA federally required allocations are as follows:

Victim Services funds:

- ❑ Funded on a formula basis based on population to nonprofit, nongovernmental victim services agency providing services to victims of domestic violence, sexual assault and stalking.
- ❑ Maintain core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
- ❑ Emergency funds for direct services to victims of domestic violence, sexual assault or stalking.
- ❑ Salary for a person who provides direct services to victims of domestic violence, sexual assault or stalking.
- ❑ **Within the allocation of VAWA funds for direct victim services, 10% must go to culturally specific community-based organizations.**

Law Enforcement funds:

- ❑ Develop and enhance specialized units of law enforcement to respond to violent crimes against women.
- ❑ Training for law enforcement to identify and respond more effectively to violent crimes against women.
- ❑ Develop and implement local policies with prosecutors and victim advocate program(s) in responding to violent crimes against women.
- ❑ Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.

- ❑ Support the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) within law enforcement agencies.
- ❑ To provide funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and State, tribal, territorial, and local governments, (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote—
 - The development and implementation of training for local domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel:
 - The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police[‘Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project’ July 2003];
 - The development of such protocols in collaboration with State, tribal, territorial and local victim services providers and domestic violence coalitions.
- ❑ Other law enforcement projects targeting improving services to women who are victims of domestic violence, sexual assault and stalking may also be considered.

Prosecution funds:

- ❑ Create and implement specialized Prosecution Units for violence against women.
- ❑ Provide statewide or regional training for prosecutors on violence against women issues.
- ❑ Develop and implement local policies with law enforcement agencies and victim advocate program(s) in responding to violent crimes against women.
- ❑ Other needed prosecutor projects serving women who are victims of stalking, sexual assault or domestic violence.

Discretionary funds:

- ❑ Provide training, develop, install and expand data collection and communication systems to identify and track arrests, protection orders, violations of protection orders, prosecutions and convictions for violent crimes against women.
- ❑ Develop, enlarge and strengthen programs to assist law enforcement, prosecutors, courts and victim service providers to address and recognize the needs and circumstances of older and disabled individuals who are victims of domestic violence and sexual assault.
- ❑ Develop regional or statewide training on violent crimes against women.
- ❑ To provide direct services to women who are victims of DV, SA, and stalking. Funds could be used for salary for staff person providing the direct service; could be emergency funds for victims in need of ER services, transportation, relocation, food, housing, etc.

- ❑ To train sexual assault forensic medical personnel in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
- ❑ Other special projects aimed at improving services to women who are victims of violent crimes will be considered.

NOTE: A portion of these discretionary VAWA funds will be placed in a fund at the state level to pay for sexual assault forensic exams completed by trained examiners on adult victims who choose not to report to law enforcement or prosecution or who want to remain anonymous.

Courts funds:

- ❑ Improve the data collection and communication systems to identify and track protection orders and convictions for violent crimes against women.
- ❑ Provide training for judges on domestic violence, sexual assault and stalking.
- ❑ Address issues of full faith and credit for protection orders between the state/county courts and the tribal court.
- ❑ Address training needs for judges on jurisdictional issues of the tribal court and state/county courts in domestic violence cases.

VAWA fund applications, within the above areas of emphasis, may also be targeted in these areas:

Reaching underserved populations:

The term "underserved populations" includes populations underserved because of geographic location (such as rural isolation), underserved racial and ethnic populations, populations underserved because of special needs (such as limited English proficiency, disabilities, alien status, or age), and any other population determined to be underserved by the state planning process. Funding applications may target these activities:

- ❑ To provide training, awareness and community coordinated response to women who are victims of domestic violence and sexual assault and who are disabled.
- ❑ Production of materials for outreach and information to address violence against women in different languages such as Spanish.
- ❑ Efforts to provide outreach to remote and isolated rural ranch women.
- ❑ To provide training, awareness and community coordinated response to women who are victims of domestic violence and sexual assault and who are elderly.
- ❑ Efforts to reach immigrant/migrant/seasonal workers in counties such as Goshen, Washakie and Teton counties who may be victims of domestic violence, sexual assault or stalking.

Sexual Assault:

A special focus will be made to expand training, and the provision of services to adult victims of sexual assault, including but not limited to victims of sexual assault in conjunction with domestic violence and sexual assault that may occur in the context of teen dating violence. Funding applications may include serving victims of stranger and

date rape, drug assisted rape, incest and other types of sexual abuse. This focus should be achieved by:

- ❑ Expansion of efforts to create and expand Sexual Assault Response Team (SART) activities in each county.
- ❑ Funding and providing technical support for the development of Sexual Assault Nurse Examiner (SANE) program/activities.
- ❑ Development of support groups for young adults who are victims of sexual assault.

VAWA funds will be used to supplement, not supplant, funds otherwise available for activities funded through this Program

VAWA Service Element Definitions

Culturally specific community-based organization: A culturally specific community based organization is defined as an organization that: (1) focuses primarily on domestic violence, dating violence, sexual assault, or stalking; (2) has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking; (3) has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or (4) obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration.

Dating Violence: The term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of the relationship; and (iii) the frequency of interaction between the persons involved in the relationship. Sexual assault occurring in the context of a dating relationship may also be included in dating violence.

Domestic Abuse: The term "domestic abuse", is defined in W.S. 6-2-501 to 502. It should be understood that domestic abuse applies to any pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation, and economic control.

Forensic Medical Examination: The term forensic medical examination means an examination provided to a sexual assault victim by medical personnel trained to gather evidence of a sexual assault in a manner suitable for use in a court of law as defined in W.S. 6-2-309.

Indian Tribe: The term "Indian tribe" means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or Village Corporation, which is recognized as eligible for the special programs

and services provided by the United States to Indians because of their status as Indians.

Jessica Gonzales Victim Assistants: The term 'Jessica Gonzales Victim Advocate' is an advocate in local law enforcement agencies to serve as liaison between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies. The advocate shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities—

- ❑ Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;
- ❑ Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
- ❑ Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
- ❑ Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

Law Enforcement: The term "law enforcement" means a public agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs).

Prosecution: The term "prosecution" means any public office or agency charged with direct responsibility for prosecution criminal offenders, including such offices or agency's component departments or bureaus (such as governmental victim's services programs). Prosecution support services, such as overseeing or participating in statewide or multi-jurisdictional domestic violence task forces, conducting training for State and local prosecutors; or enforcing victim compensation and domestic violence-related restraining orders shall be considered "direct responsibility" for purpose of this program.

Sexual Assault: The term "sexual assault" means any conduct as defined in W.S. 6-2-301 to 312. Sexual assaults are committed by offenders who are strangers to the victim and committed by offenders who are known or are related by blood or marriage to the victim. VAWA proscribed behavior includes knowingly causing another person to engage in a sexual act by using force against that other person or by threatening or placing that other person in fear. It also includes engaging in a sexual act with a person after knowingly rendering that person unconscious, or after administering to another person by force or threat of force, or without the knowledge or permission of that person, a drug, intoxicant, or other similar substance, thereby substantially impairing the ability of that person to appraise or control conduct. Sexual assault also includes knowingly engaging in a sexual act with another person if that other person is incapable of appraising the nature of the conduct; or physically incapable of declining participation in, or communicating unwillingness to engage in, that sexual act. Sexual assault also includes knowingly engaging in sexual contact with another person without the other

person's permission. The VAWA statute also proscribes any attempts to commit any of these acts.

Eligible Activities

- ❑ To maintain fundamental victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
- ❑ To support statewide, multidisciplinary efforts to coordinate the response of state law enforcement agencies, prosecutors, courts, victim service agencies, and other state agencies and departments to violent crimes against women.
- ❑ To address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault.
- ❑ To assist victims of domestic violence and sexual assault in immigration matters.
- ❑ Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
- ❑ Developing, expanding, or strengthening programs addressing stalking.
- ❑ To provide direct services to women who are victims of DV, SA, and Stalking. Funds could be used for salary for staff person providing the direct service; could be emergency funds for victims in need of ER services, transportation, relocation, food, housing, etc.
- ❑ To support formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of State law enforcement agencies, prosecutors, courts, victim services agencies, and other State agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
- ❑ To train sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.

Ineligible Activities

- ❑ VAWA funds may not support legal or defense services for perpetrators of violence against women, but they may support batterers' intervention programs, if the intervention is part of a graduated range of sanctions that use the coercive power of the criminal justice system to hold abusers accountable for their criminal actions and for changing their behavior.
- ❑ VAWA funds may support the expansion of shelter services for battered women to include programs for their children but not to support violence prevention curricula in schools.

Match Requirements

VAWA funds used solely to provide direct services to victims do not require any match. 25% match is required for special projects not providing direct services, such as funding for training. Match may be in kind or cash. The costs of activities counted as match must be directly related to the project goals and objectives.

Funds appropriated by the Congress for the activities of any agency of an Indian tribal

government or of the Bureau of Indian Affairs performing law enforcement functions on any Indian lands may be used to provide the non-Federal share of the cost of programs or projects funded under this grant program. (§ 42 USC 3796gg-1(g)).

Family Violence Prevention Services Act (FVPSA)

FVPSA funds are for programs who work with domestic violence victims and offer shelter services and prevention education.

Eligible Activities

- ❑ Primary activity must be sheltering of family violence victims
- ❑ Services to women and children
- ❑ 24-hour, 7-day a week crisis intervention services
- ❑ Prevention education
- ❑ May use a portion of FVPSA funds to make modifications to safe house and public office to improve accessibility
- ❑ Not less than 70% of funds are to be used for shelter and shelter related activities
- ❑ Remaining up to 30% can be used for prevention and outreach for DV victims and their children
- ❑ No more than 5% of FVPSA funds may be used for administration
- ❑ No direct payments to victims can be made

Match Requirements

FVPSA - 20% - for all recipients-may be cash or in-kind but match funds may not be federal or otherwise obligated funds.

Victim of Crime Act (VOCA) Funds

VOCA funds must be used to provide direct services to victims of crime. "Services to victims of crime," means those activities directly benefiting *individual* crime victims to ensure the availability of comprehensive services to all victims of crime in Wyoming. Each year a portion of VOCA funds are set aside for special projects

Purposes: Funds are to be used to start a new victim assistance program OR enhance or expand existing services to victims in the community. ***VOCA funds may not be used to supplant other available or mandated funding sources.***

- 1) To start a new victim assistance program* OR to provide, enhance or expand direct services to all victims of crime:
 - ❑ By responding to both the emotional and physical needs of victims.
 - ❑ Assist victims in understanding and participating in the criminal justice system.
 - ❑ Serving underserved victim populations.
 - ❑ Provide victims with a measure of safety and security.

- 2) Provide direct services to children of crime through child abuse programs, CASA programs, child visitation programs and other types of child programs.
- 3) Provide direct services to victims of domestic violence or sexual assault.
- 4) To expand or enhance direct services to elderly crime victims.

***New Programs** – Those programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that a minimum of 25 percent of their financial support comes from non-federal sources. It is important organizations have a variety of funding sources besides federal funding in order to ensure their financial stability.

Volunteers: Federal VOCA guidelines require the use of volunteers in programs receiving VOCA funds.

Free Services: Federal guidelines require no income eligibility standard will be imposed on individuals receiving assistance or services from programs supported with VOCA funds.

VOCA Service Element Definitions

Crisis Counseling: VOCA funds can be used to provide in-person crisis intervention, emotional support, guidance and counseling provided by advocates, counselors, mental health professional, or peers. Such counseling may occur at the scene of the crime, immediately after a crime or on an ongoing basis.

Information and Referral: (In-Person): VOCA funds can be used for in-person contacts with victims during which time services, and available support are identified.

Follow-up: VOCA funds can be used to provide in-person or telephone contact and written communication with victims to offer emotional support, provide empathetic listening, check on victim's progress, etc.

Therapy: VOCA funds can be used to provide intensive professional psychological or psychiatric treatment for individuals, couples and family members related to counseling for emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

Group Treatment/Support: VOCA funds can be used to provide coordination and provide supportive group activities -which can include self-help, peer, social support, etc.

Shelter/Safe House: VOCA funds can be used to provide short-term or long-term housing and related support services to victims and members of their families following victimization.

Crisis Hotline: VOCA funds can be used to provide services through the operation of a 24-hour telephone service, 7 days a week, and includes telephone counseling for victims and survivors.

Criminal Justice Support/Advocacy: VOCA funds can be used for assistance and advocacy to victims at any stage of the criminal justice process, to include post-sentencing services and support.

Emergency Financial Assistance: VOCA funds can be used to assist victims with transportation, food, clothing, and emergency housing. This includes services which offer an immediate measure of safety to crime victims, such as boarding up broken windows and replacing or repairing locks.

Emergency Legal Advocacy: VOCA funds can be used to file, assist in filing or completing protection orders, injunctions, elder abuse petitions and child abuse petitions, but does not include criminal prosecution or employment of private attorneys for non-emergency purposes, divorces, or civil restitution recovery efforts. VOCA funds can be used for providing victims of domestic violence with legal assistance such as child custody and visitation proceedings "when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim".

Assistance in Filing Compensation Claims: VOCA funds can be used to make victims aware of the availability of crime victim compensation, assist victims in completing the required forms, or assist in gathering the needed documentation, etc. It may also include follow-up contact with the victim compensation agency on behalf of the victim.

Personal Advocacy: VOCA funds can be used to assist victims in securing victim rights, remedies and services from other agencies; locating emergency financial assistance, intervening with employers, creditors and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs including workers compensation, unemployment benefits, welfare, etc.; accompanying the victim to the hospital, court, etc.

Telephone Contact: VOCA funds can be used to contact victims during which time services and available support are identified. This does not include calls during which counseling is the primary function of the telephone call.

Transportation: VOCA funds can be used to provide necessary transportation to a shelter, court, hospital, doctor appointments, etc.

Victims with Disabilities: VOCA funds can be used to purchase such items such as Braille equipment for the blind or TTY/TTD machines for the deaf, or to make minor building improvements that make services more accessible to victims with disabilities.

Restorative Justice: VOCA fund expenditures can be used for restorative justice opportunities, when such meetings are requested or voluntarily agreed to by the victim. Restorative justice programs must have possible beneficial or therapeutic value to crime victims.

Financial Exploitation: VOCA funds can be used to serve victims of fraud. Although VOCA funded programs cannot restore the financial losses suffered by victims of fraud, victims are eligible for counseling, criminal justice advocacy, and other support services.

Eligible Activities

To be eligible for VOCA funding, a service must be a direct service to victims of crime. Direct services are:

- ❑ Services that immediately respond to the emotional and physical needs (excluding medical care) of crime victims such as crisis intervention, accompaniment to hospitals for medical examinations, hotline counseling, emergency food, clothing, transportation and shelter, emergency legal assistance and other emergency services that are intended to restore the victim's sense of dignity and self-esteem;
- ❑ Counseling, group treatment and therapy;
- ❑ Advocacy on behalf of crime victims including accompaniment to criminal justice offices and court, transportation to court, child care to enable victims to attend court, restitution advocacy and assistance with victim impact statements;
- ❑ Services which offer an immediate measure of safety to crime victims such as boarding up broken windows and replacing locks;
- ❑ Forensic examinations for sexual assault victims (to the extent that other funding sources are not available);
- ❑ Costs necessary and essential to providing direct services such as pro-rated costs of rent, telephone service, transportation costs for victims and local travel expenses for direct service providers;
- ❑ Costs directly related to providing direct services through staff including salaries and fringe benefits; and
- ❑ Opportunities for crime victims to meet with perpetrators, which are voluntarily agreed to by the victim and have a beneficial or therapeutic benefit to the victim.

The following are services or activities not generally considered direct services but can be eligible for **limited VOCA funding**:

- ❑ Skills training for staff
- ❑ Equipment and furniture;
- ❑ Contracts for professional services;
- ❑ Operating costs including supplies, printing, postage, brochures which describe available services, books and other victim-related materials;
- ❑ Supervision of direct services staff and volunteer coordinators;
- ❑ Repair or replacement of essential items;
- ❑ Presentations made in schools, community centers or other public forums designed to identify crime victims and provide or refer them to needed services.

Ineligible Activities

The following services, activities and costs **cannot be supported** with VOCA funds:

- ❑ Lobbying and administrative advocacy;
- ❑ Perpetrator rehabilitation and counseling;
- ❑ Needs assessments, surveys, evaluations, studies and research efforts;

- ❑ Activities directed at prosecuting an offender and/or improving the criminal justice system's effectiveness;
- ❑ Fundraising activities;
- ❑ Indirect costs;
- ❑ Nursing home care, home health care and hospital care;
- ❑ Relocation expenses;
- ❑ Salaries, fees and reimbursable expenses associated with administrators, executives directors, board members, etc.;
- ❑ Development of protocols, interagency agreements and other working agreements;
- ❑ Costs of sending individual crime victims to conferences;
- ❑ Development of training materials;
- ❑ Crime prevention activities;
- ❑ Preparing grant applications and other funding requests; and
- ❑ Attending meetings for task forces commissions, working groups, coalitions and/or multidisciplinary teams.

Match Requirements

VOCA – 20% - may be cash or in-kind but match funds may not be federal or otherwise obligated funds. (Exceptions - Native American Tribes - 5% & new programs-25% match)

