

**Department New Request Form  
Fiscal Year 2024**

<b>Program</b>	Public Safety	<b>Title of New Request:</b>	Rank: 2
<b>Department</b>	Attorney	Victim Witness Coordinator (grant)	
<b>Request Category</b>	New		
<b>Request Rating</b>	Maintain Level of Service		
<b>Department Goal</b>	Continue level of service to victims and prosecutors		

**1. How will request assist in achieving Department Goal and benefit the customer?**

Additional Victim Witness Coordinator (VWC) in the City Attorney's Office. Position is assigned to Victim Services focusing on the offenses of Partner Family Member Assault (PFMA), sexual assault, stalking, violation of order of protection, and violations of no contact orders in PFMA cases. The VWC is a conduit for the exchange of information. The VWC has direct contact with victims and witnesses, prosecutors, defense attorneys, law enforcement personnel, court staff, and community-based advocates and service providers. The VWC assists in educating victims and witnesses about their role in the prosecution of a case; develop a relationship with victims to facilitate the exchange of information related to the prosecution of a case; and in conjunction with the prosecutor, to solicit and recognize the concerns of the victims and witnesses at different stages of the prosecution. Direct contact with victims increases the likelihood of victim cooperation with the prosecution and returns power to the victim to influence the way in which the offender is held accountable. The position is funded (80%) through the Montana Board of Crime Control (MBCC) with a Victim of Crime Act (VOCA) grant. The grant positions brings Victim Services to 3 FTEs. The addition of a third courtroom requires assignment of one staff member to each courtroom and two prosecutors.

**2. What specifically is needed to achieve this goal?**

One FTE VWC (grant funded with a 20% local match)

**3. Cost Impact of New Program:**

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2024 Unfunded	FY 2024 Funded	Proposed FY 2025 Ongoing
Ongoing Expenses								
					—	—	—	—
					—	—	—	—
					—	—	—	—
					—	—	—	—
					—	—	—	—
					—	—	—	—
					—	—	—	—
					—	—	—	—
One-time Expenses (Year one of two year grant)								
1000.270.419000.220	Salary	1	56925	56,925		56,925	—	—
1000.270.419000.220	Fringe (20%)	1	28244	28,244		28,244	—	—
1000.270.419000.220	Laptop build	1	1348	1,348		1,348	—	—
1000.270.419000.220	Monitor	2	168	336		336	—	—
1000.270.419000.220	Chair/supplies	1	600	600		600	—	—
Expense Sub-Total				87,453	—	87,453	—	—

**Revenue Offset:**

Account #	Revenue Description			Proposed Onetime Revenue	Proposed Ongoing Revenue
1000.000.331025.00	N	Grant funding - Salary		45,540	
1000.000.331025.00	N	Grant funding - Fringe		22,595	
1000	F	Fund Balance		19,318	
Revenue Sub-Total				87,453	—

**4. What sort of data will be used to report results and outcomes of request?**

Quarterly reporting to the MBCC is required to show the progress of the program.

**Requested/Proposed Funding Source**

	One-time	Ongoing
<b>Tax or Assessment</b>	—	—
<b>Non-tax</b>	68,135	—
<b>Fund Balance</b>	19,318	—
<b>Total</b>	87,453	—