

**OFFICE OF THE FLORIDA ATTORNEY GENERAL  
VOCA 2018-2019**

**Organization: Flagler Beach Police Department  
Grant No.: VOCA-2018-Flagler Beach Police Depa-00049  
Version Date: 11/28/2018 09:31:40  
Victims Served and Types of Services**

**Agency Name:** Flagler Beach Police Department

The number of victims indicated should include the number of new victims provided services by VOCA funded and matching staff during the grant period. The figures indicated should be based on historical data and/or the anticipated need of the population served through the VOCA project. If awarded funding, the applicant agency will be expected to fulfill these performance measures.

Recipients of VOCA funding are required to provide services to victims of Federal crimes and to provide assistance with the VOCA Crime Victim Compensation program.

**VOCA Grant Request**

**(from the Budget Summary Page) \$116,444.08**

# of Victims to be Served	Type of Victim \$116,444.08	\$ Amount per Category	% of Total Grant Amount	# of Other Types of Victims to be Served	For other types of crimes, identify and list each separately below.
60	Adult Physical Assault (Includes Aggravated and Simple Assault)	\$13,182.35	11.32%	0	
5	Adult Sexual Assault	\$1,098.53	0.94%	0	
2	Adults Sexually Abused/Assaulted as Children	\$439.41	0.38%	0	
0	Arson	\$0	0.00%	0	
0	Bullying (Verbal, Cyber or Physical)	\$0	0.00%	0	
180	Burglary	\$39,547.05	33.96%	0	
12	Child Physical Abuse or Neglect	\$2,636.47	2.26%	0	
0	Child Pornography	\$0	0.00%	0	
10	Child Sexual Abuse/Assault	\$2,197.06	1.89%	0	
170	Domestic and/or Family Violence	\$37,349.99	32.08%	0	
3	DUI/DWI Incidents	\$659.12	0.57%	0	
10	Elder Abuse or Neglect	\$2,197.06	1.89%	0	
0	Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other	\$0	0.00%	0	

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**Victims Served and Types of Services**

	(Explanation Required)			
0	Human Trafficking: Labor	\$0	0.00%	0
0	Human Trafficking: Sex	\$0	0.00%	0
30	Identity Theft/Fraud/Financial Crime	\$6,591.17	5.66%	0
0	Kidnapping	\$0	0.00%	0
0	Mass Violence (Domestic/International)	\$0	0.00%	0
5	Other Vehicular Victimization (e.g., Hit and Run)	\$1,098.53	0.94%	0
3	Robbery	\$659.12	0.57%	0
30	Stalking/Harassment	\$6,591.17	5.66%	0
10	Survivors of Homicide Victims	\$2,197.06	1.89%	0
0	Teen Dating Victimization	\$0	0.00%	0
0	Terrorism (Domestic/International)	\$0	0.00%	0
<b>Total Victims Served</b>	<b>530</b>	<b>\$116,444.08</b>	<b>100.00%</b>	<b>0</b>

Indicate the number of victims projected to receive the following services. In this section, only count a victim once, regardless of how many times the victim received a particular service. The total amount for any one service may not exceed the total number of victims projected to be served. See the VOCA Definitions for a description of each service.

<b># of Victims to be Served</b>	<b>Type of Service</b>	<b># of Other Types of Services to be Provided</b>	<b>For other types of services, identify and list each separately below.</b>
530	Information and Referral	0	
530	Personal Advocacy/Accompaniment	0	
375	Emotional Support or Safety Services	0	
0	Shelter/Housing Services	0	
530	Criminal/Civil Justice System Assistance	0	
125	Number of Victims Assisted with a Victim Compensation Application	0	
<b>Total Services</b>	<b>2090</b>	<b>0</b>	<b>Subtotal of "Other" Services</b>

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**VOCA Personnel Budget: 1**

**Agency Name:** Flagler Beach Police Department

Complete the table below and provide information about each position requested. In the Budget Narrative section indicate if the salary/benefit expenses listed include costs that are anticipated during the 12 month period. For example, raises and increases in benefit costs, as well as any other information needed to support the request.

Provide a job description for all proposed VOCA-funded staff and indicate the percentage of time by each job duty. Failure to provide VOCA allowable job descriptions may result in a reduction to your request. The job description must reflect VOCA allowable activities that are equal to or greater than the percentage of the position that is VOCA funded.

RATE: A percentage should be indicated for those benefits that are calculated by using a percentage of the gross salary, e.g., retirement is often calculated in this manner.

**Personnel:**

	Total Actual Cost (from chart below)	Total Amount VOCA Funded	Percent VOCA Funded	VOCA Funded FTE
Position: Victim Advocate - Full Time	\$67,560.75	\$67,560.75	100%	1
Personnel Narrative:	Full Time Victim Advocate Coordinator will work full time direct serving victims, filing appropriate paper work and data entry, supervise part time advocacy staff and report directly to the Supervisor			
Sub-Total	\$67,560.75	\$67,560.75		1

**Agency Contribution for Personnel Expenses** \$0.00

**Pay Schedule: (choose one from the drop-down menu)** Bi-Weekly

Position Number: 1

Hours per week = 40

Hourly Rate = \$23.72

	RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary		\$49,337.60	\$1,897.60
FICA	7.65%	\$3,774.33	\$145.17
Retirement	6.5%	\$3,206.94	\$123.34

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Health Ins.		\$8,600.00	\$330.77
Life Ins.		\$175.00	\$6.73
Dental Ins.		\$0	\$0
Workers Comp	5%	\$2,466.88	\$94.88
Unemployment (1st \$7K)	0%	\$0	\$0
Other:			\$0
<b>TOTAL</b>		<b>\$67,560.75</b>	<b>\$2,598.49</b>

Explanation (if applicable):

Is this position used as a matching expense Y/N?

No

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**VOCA Personnel Budget: 2**

**Agency Name:** Flagler Beach Police Department

Complete the table below and provide information about each position requested. In the Budget Narrative section indicate if the salary/benefit expenses listed include costs that are anticipated during the 12 month period. For example, raises and increases in benefit costs, as well as any other information needed to support the request.

Provide a job description for all proposed VOCA-funded staff and indicate the percentage of time by each job duty. Failure to provide VOCA allowable job descriptions may result in a reduction to your request. The job description must reflect VOCA allowable activities that are equal to or greater than the percentage of the position that is VOCA funded.

RATE: A percentage should be indicated for those benefits that are calculated by using a percentage of the gross salary, e.g., retirement is often calculated in this manner.

**Personnel:**

	Total Actual Cost (from chart below)	Total Amount VOCA Funded	Percent VOCA Funded	VOCA Funded FTE
Position: Victim Advocate - Part Time	\$13,918.13	\$13,918.13	100%	0.4

**Personnel Narrative:** Victim Advocate Part Time (16 hours) will provide direct victim services, necessary paperwork, data entry and assist the full time advocate where needed

<b>Sub-Total</b>	\$13,918.13	\$13,918.13		0.4
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**Agency Contribution for Personnel Expenses** \$0.00

**Pay Schedule: (choose one from the drop-down menu)** Bi-Weekly

Position Number: 2  
 Hours per week = 16  
 Hourly Rate = \$14.85

	RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary		\$12,355.20	\$475.20
FICA	7.65%	\$945.17	\$36.35
Retirement	0%	\$0	\$0
Health Ins.		\$0	\$0

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VOCA Personnel Budget: 2

Life Ins.		\$0	\$0
Dental Ins.		\$0	\$0
Workers Comp	5%	\$617.76	\$23.76
Unemployment (1st \$7K)	0%	\$0	\$0
Other:			\$0
	<b>TOTAL</b>	<b>\$13,918.13</b>	<b>\$535.31</b>

Explanation (if applicable):

Is this position used as a matching expense Y/N?

No

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**VOCA Personnel Budget: Victim Advocate - Part Time 3**

**Agency Name:** Flagler Beach Police Department

Complete the table below and provide information about each position requested. In the Budget Narrative section indicate if the salary/benefit expenses listed include costs that are anticipated during the 12 month period. For example, raises and increases in benefit costs, as well as any other information needed to support the request.

Provide a job description for all proposed VOCA-funded staff and indicate the percentage of time by each job duty. Failure to provide VOCA allowable job descriptions may result in a reduction to your request. The job description must reflect VOCA allowable activities that are equal to or greater than the percentage of the position that is VOCA funded.

RATE: A percentage should be indicated for those benefits that are calculated by using a percentage of the gross salary, e.g., retirement is often calculated in this manner.

**Personnel:**

	Total Actual Cost (from chart below)	Total Amount VOCA Funded	Percent VOCA Funded	VOCA Funded FTE
Position: Victim Advocate - Part Time	\$20,877.20	\$20,877.20	100%	0.6

**Personnel Narrative:** The Victim Advocate Part Time (24 hours) will provide direct victim services, necessary paperwork, data entry, supervise the volunteer program and report directly to the Victim Advocate Full Time (Coordinator)

Sub-Total	\$20,877.20	\$20,877.20		0.6
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**Agency Contribution for Personnel Expenses** \$0.00

**Pay Schedule: (choose one from the drop-down menu)** Bi-Weekly

Position Number: 3  
 Hours per week = 24  
 Hourly Rate = \$14.85

	RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary		\$18,532.80	\$712.80
FICA	7.65%	\$1,417.76	\$54.53
Retirement	0%	\$0	\$0

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VOCA Personnel Budget: Victim Advocate - Part Time 3

Health Ins.		\$0	\$0
Life Ins.		\$0	\$0
Dental Ins.		\$0	\$0
Workers Comp	5%	\$926.64	\$35.64
Unemployment (1st \$7K)	0%	\$0	\$0
Other:			\$0
	TOTAL	\$20,877.20	\$802.97

Explanation (if applicable):

Is this position used as a matching expense Y/N?

No



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**VOCA Operating Budget**

**Agency name:** Flagler Beach Police Department

Office supplies such as paper, pencils, toner, printing, books, postage, transportation for victims; monthly service costs for telephone or utilities; staff travel (for direct service to crime victims only), etc. Furniture and equipment costing less than \$2,500 should be requested from this budget category. In the narrative section, provide a brief description of the operating expenses and note if the cost is pro-rated. Indicate how the number and cost of services requested were determined (by FTE? by % use? by sq/ft?).

**EXAMPLE- Narrative Response:**

The Victim Advocate will need monthly telephone service calculated at \$20 per month, which is the standard rate budgeted for new positions in this agency.

**Operating:**

Description of Operating Cost and a Budget Narrative	Number	Cost Per Item	Total
Description of Operating Cost: office supplies Budget Narrative: All office supplies that pertain to the daily functions of the Victim Advocate Program to include paper, pencils, pens, toner, printer cartridges at a rate of \$200.00 per month for a yearly total of \$2400.00	12	\$200.00	\$2,400.00
Description of Operating Cost: desk chairs Budget Narrative: two office chairs for the victim advocate staff to replace two broken chairs at a cost of 100.00 each	2	\$100.00	\$200.00
Description of Operating Cost: Victim Service Tracking - VSTracking Budget Narrative: System accessed via internet. Solely for victims. Access restricted to victim service staff. Will replace old database. Enable us to keep up with VOCA guidelines and data collection for more effective advocacy. Cost includes activation, annual fee.	1	\$929.00	\$929.00
Description of Operating Cost: cellular telephones Budget Narrative: cell phones for all three victim advocates for immediate call out accessibility, on scene communication and victim connectivity at a rate of \$107.00 package costs of all three monthly	12	\$107.00	\$1,284.00
Description of Operating Cost: Desks Budget Narrative:	3	\$200.00	\$600.00

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VOCA Operating Budget

Three new desks for victim advocates. Current desks were originally donated, are  
10 plus years old and worn.

Operating Subtotal

\$5,413.00

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**VOCA Training Budget: Florida Crime Prevention Training Institute Child Abduction Response Team  
(CART)Training Florida Sex Crimes Investigator Conference**

**Agency Name:** Flagler Beach Police Department

Training requested must be to enhance delivery of victim services. Travel associated with training must adhere to the State of Florida Travel Rules. If awarded funds in this category, additional information will be required prior to incurring costs associated with training. The narrative should include the name and detailed information on the training and a justification for how it will enhance direct services to crime victims. VOCA funds will only reimburse registration, lodging and travel.

**Florida Administrative Rules related to travel expenses:**

[Click Here](#)

**Section 112.061, Florida Statutes- Travel Expenses:**

[Click Here](#)

**Reference Guide for State Expenditures:**

[Click Here](#)

**Training Expenses:**

Description of Training Expenses and a Budget Narrative	Number	Cost Per Item	Total
Description of Training Expenses: Florida Crime Prevention Training Institute Budget Narrative: paid advocates, supervisor, volunteer staff to attend FCPTI Trainings to maintain required training hours and seek additional education to better serve victims. In the event of any new staff funds available to attend Victim's Designation Training	1	\$6,000.00	\$6,000.00
Description of Training Expenses: Child Abduction Response Team (CART)Training Budget Narrative: 2 advocates to attend Florida Department of Law Enforcement Child Abduction Response Team Conference as Advocate Team Members to better serve victims in the event of a child abduction	1	\$625.00	\$625.00
Description of Training Expenses: Florida Sex Crimes Investigator Conference Budget Narrative: Hosted by Florida Sex Crimes Investigators' Association with a curriculum geared towards education and training Victim Advocates how to best serve the adult and child sex crime victims for two advocates to attend said training	2	\$1,025.00	\$2,050.00
<b>Training Subtotal</b>			<b>\$8,675.00</b>