

**OFFICE OF THE FLORIDA ATTORNEY GENERAL**

**VOCA 2018-2019**

**Organization: City of Sarasota Police Department**

**Grant No.: VOCA-2018-City of Sarasota Police D-00073**

**Version Date: 10/31/2018 13:57:32**

**VOCA Personnel Budget: Victim Advocate 1**

**Agency Name:** City of Sarasota 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	\$59,997.27	\$59,997.27	100%	1
Personnel Narrative:	This VOCA funded position acquires a step increase on the anniversary of their hire date as well as a general wage increase ranging from 2.9-3.5% annually. This position comes with full benefits.			
Sub-Total	\$59,997.27	\$59,997.27		1

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

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

Position Number:

Hours per week = 40  
Hourly Rate = \$20.69

	RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary		\$43,035.20	\$1,655.20
FICA	7.65%	\$3,292.19	\$126.62
Retirement	8%	\$3,442.82	\$132.42
Health Ins.		\$10,062.00	\$387.00

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Life Ins.		\$58.76	\$2.26
Dental Ins.		\$0	\$0
Workers Comp	0.247	\$106.30	\$4.09
	%		
Unemployment (1st \$7K)	0%	\$0	\$0
Other:		\$0	\$0
	TOTAL	\$59,997.27	\$2,307.59

Explanation (if applicable):

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

No

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VOCA Operating Budget

Agency name: City of Sarasota 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: Office supplies to include envelopes, calendars, file folders and other desk supplies	1	\$250.00	\$250.00
Description of Operating Cost: Duplicating and Printing- Business Cards Budget Narrative: Business cards to provide to victims of crime so they have the contact information for the VOCA funded advocate at the Sarasota Police Department. \$50 per box	2	\$50.00	\$100.00
Description of Operating Cost: Computer Software Maintenance Budget Narrative: Annual software update for a computer application that is utilized for the Victim Advocate Program to collect and support data required for VOCA reporting as well as for case management.	1	\$475.00	\$475.00
Description of Operating Cost: Postage and Delivery Budget Narrative: Stamps, postage and delivery to send victims of crime letters regarding updated case status as well as resources and services available to them.	1	\$100.00	\$100.00
Description of Operating Cost: Duplicating and Printing- Program Brochures Budget Narrative: Printing the Victim Advocate Program (VAP) brochures to provide to victims of crime so they can learn of the services provided by the VAP, get contact information for the VAP and other relevant resource information. 800 brochures at	1	\$115.00	\$115.00

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**VOCA Operating Budget**

\$115.00			
Description of Operating Cost:	1	\$1,474.00	\$1,474.00
Duplicating and Printing- Victims' Rights Brochure			
Budget Narrative:			
Printing of the Victims' Rights Brochures in English and Spanish to remain in compliance with the Governors Office and FSS. 960. These brochures educate victims on the criminal justice system, their rights as victims of crimes and referral numbers.			
Description of Operating Cost:	2	\$249.00	\$498.00
Printing-Rights and Remedies Brochures			
Budget Narrative:			
Printing of the Notice of Legal Rights and Remedies for Victims of domestic, dating, repeat, sexual, and stalking violence; in English and Spanish. These allow the VAP to remain in compliance with the Governors Office and FSS. 960. 1,400 at \$249.00			
Description of Operating Cost:	1	\$60.00	\$60.00
Printing- VAP Program Mailers			
Budget Narrative:			
Printing of the VAP mailers to be mailed to victims of crime so they can be aware of the services provided by the VAP. Also provided to coordinating agencies to provide to victims. 500 at \$60.00			
Operating Subtotal			\$3,072.00

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VOCA Training Budget: Florida Crime Prevention Training Institute

Agency Name: City of Sarasota 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: Victim Service Practitioners Training for 1 VOCA funded advocate	1	\$2,000.00	\$2,000.00
Training Subtotal			\$2,000.00

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Victims Served and Types of Services**

**Agency Name:** City of Sarasota 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) \$65,069.27

<b># of Victims to be Served</b>	<b>Type of Victim</b> <b>\$65,069.27</b>	<b>\$ Amount per Category</b>	<b>% of Total Grant Amount</b>	<b># of Other Types of Victims to be Served</b>	<b>For other types of crimes, identify and list each separately below.</b>
110	Adult Physical Assault (Includes Aggravated and Simple Assault)	\$22,023.45	33.85%	0	
12	Adult Sexual Assault	\$2,402.56	3.69%	0	
2	Adults Sexually Abused/Assaulted as Children	\$400.43	0.62%	0	
0	Arson	\$0	0.00%	0	
0	Bullying (Verbal, Cyber or Physical)	\$0	0.00%	0	
17	Burglary	\$3,403.62	5.23%	0	
2	Child Physical Abuse or Neglect	\$400.43	0.62%	0	
0	Child Pornography	\$0	0.00%	0	
6	Child Sexual Abuse/Assault	\$1,201.28	1.85%	0	
135	Domestic and/or Family Violence	\$27,028.77	41.54%	0	
0	DUI/DWI Incidents	\$0	0.00%	0	
0	Elder Abuse or Neglect	\$0	0.00%	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	
4	Identity Theft/Fraud/Financial Crime	\$800.85	1.23%	0	
0	Kidnapping	\$0	0.00%	0	
0	Mass Violence (Domestic/International)	\$0	0.00%	0	
0	Other Vehicular Victimization (e.g., Hit and Run)	\$0	0.00%	0	
22	Robbery	\$4,404.69	6.77%	0	
3	Stalking/Harassment	\$600.64	0.92%	0	
12	Survivors of Homicide Victims	\$2,402.56	3.69%	0	
0	Teen Dating Victimization	\$0	0.00%	0	
0	Terrorism (Domestic/International)	\$0	0.00%	0	
<b>Total Victims Served</b>		<b>325</b>	<b>\$65,069.27</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>
315	Information and Referral	0	
100	Personal Advocacy/Accompaniment	0	
90	Emotional Support or Safety Services	0	
0	Shelter/Housing Services	0	
315	Criminal/Civil Justice System Assistance	0	
270	Number of Victims Assisted with a Victim Compensation Application	0	
<b>Total Services</b>	<b>1090</b>	<b>0</b>	<b>Subtotal of "Other" Services</b>