

OFFICE OF THE FLORIDA ATTORNEY GENERAL
VOCA 2018-2019
Organization: University of Miami
Grant No.: VOCA-2018-University of Miami-00246
VOCA Personnel Budget: 1

Agency Name: University of Miami

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: Case Coordinator-1	\$42,834.37	\$10,708.59	25%	0.25
Personnel Narrative:	Case coordinator 1 will devote 25% effort. The amount listed has merit increases factored in. Responsibilities include crisis intervention, forensic/specialized interviewing, report writing, case management, and coordination of VOCA services.			
Sub-Total	\$42,834.37	\$10,708.59		0.25

Agency Contribution for Personnel Expenses \$32,125.78

Pay Schedule: (choose one from the drop-down menu) Monthly

Position Number:

Hours per week = 40
 Hourly Rate = \$19.13

	RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary		\$39,790.40	\$3,315.87
FICA	7.65%	\$3,043.97	\$253.66
Retirement	0%	\$0	\$0
Health Ins.		\$0	\$0

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Life Ins.		\$0	\$0
Dental Ins.		\$0	\$0
Workers Comp	0%	\$0	\$0
Unemployment (1st \$7K)	0%	\$0	\$0
Other:		\$0	\$0
	TOTAL	\$42,834.37	\$3,569.53

Explanation (if applicable):

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

No

OFFICE OF THE FLORIDA ATTORNEY GENERAL
VOCA 2018-2019
Organization: University of Miami
Grant No.: VOCA-2018-University of Miami-00246
VOCA Personnel Budget: 2

Agency Name: University of Miami

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: Case Coordinator-2	\$47,111.08	\$11,777.77	25%	0.25
Personnel Narrative:	Case coordinator 2 will devote 25% effort. The amount listed has merit increases factored in. Responsibilities include crisis intervention, forensic/specialized interviewing, report writing, case management, and coordination of VOCA services.			
Sub-Total	\$47,111.08	\$11,777.77		0.25

Agency Contribution for Personnel Expenses \$35,333.31

Pay Schedule: (choose one from the drop-down menu) Monthly

Position Number:

Hours per week = 40
 Hourly Rate = \$21.04

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$43,763.20		\$43,763.20	\$3,646.93
FICA		7.65%	\$3,347.88	\$278.99
Retirement		0%	\$0	\$0
Health Ins.			\$0	\$0

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VOCA 2018-2019
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VOCA Personnel Budget: 2

Life Ins.		\$0	\$0
Dental Ins.		\$0	\$0
Workers Comp	0%	\$0	\$0
Unemployment (1st \$7K)	0%	\$0	\$0
Other:		\$0	\$0
	TOTAL	\$47,111.08	\$3,925.92

Explanation (if applicable):

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

No

OFFICE OF THE FLORIDA ATTORNEY GENERAL
VOCA 2018-2019
Organization: University of Miami
Grant No.: VOCA-2018-University of Miami-00246
VOCA Personnel Budget: 3

Agency Name: University of Miami

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.

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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: Case Coordinator- 3	\$42,834.37	\$10,708.59	25%	0.25

Personnel Narrative: Case coordinator 3 will devote 25% effort. The amount listed has merit increases factored in. Responsibilities include crisis intervention, forensic/specialized interviewing, report writing, case management, and coordination of VOCA services.

Sub-Total	\$42,834.37	\$10,708.59		0.25
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Agency Contribution for Personnel Expenses \$32,125.78

Pay Schedule: (choose one from the drop-down menu) Monthly

Position Number: 3
 Hours per week = 40
 Hourly Rate = \$19.13

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$39,790.40		\$39,790.40	\$3,315.87
FICA		7.65%	\$3,043.97	\$253.66
Retirement		0%	\$0	\$0
Health Ins.			\$0	\$0

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VOCA Personnel Budget: 3

Life Ins.		\$0	\$0
Dental Ins.		\$0	\$0
Workers Comp	0%	\$0	\$0
Unemployment (1st \$7K)	0%	\$0	\$0
Other:		\$0	\$0
	TOTAL	\$42,834.37	\$3,569.53

Explanation (if applicable):

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

No

OFFICE OF THE FLORIDA ATTORNEY GENERAL
VOCA 2018-2019
Organization: University of Miami
Grant No.: VOCA-2018-University of Miami-00246
VOCA Personnel Budget: 4

Agency Name: University of Miami

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.

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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: Case Coordinator-4	\$42,834.37	\$10,708.59	25%	0.25
Personnel Narrative:	Case coordinator 4 will devote 25% effort. The amount listed has merit increases factored in. Responsibilities include crisis intervention, forensic/specialized interviewing, report writing, case management, and coordination of VOCA services.			
Sub-Total	\$42,834.37	\$10,708.59		0.25

Agency Contribution for Personnel Expenses \$32,125.78

Pay Schedule: (choose one from the drop-down menu) Monthly

Position Number:

Hours per week = 40
 Hourly Rate = \$19.13

	RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary		\$39,790.40	\$3,315.87
FICA	7.65%	\$3,043.97	\$253.66
Retirement	0%	\$0	\$0
Health Ins.		\$0	\$0

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VOCA 2018-2019
Organization: University of Miami
Grant No.: VOCA-2018-University of Miami-00246
VOCA Personnel Budget: 4

Life Ins.		\$0	\$0
Dental Ins.		\$0	\$0
Workers Comp	0%	\$0	\$0
Unemployment (1st \$7K)	0%	\$0	\$0
Other:		\$0	\$0
	TOTAL	\$42,834.37	\$3,569.53

Explanation (if applicable):

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

No

OFFICE OF THE FLORIDA ATTORNEY GENERAL

VOCA 2018-2019

Organization: University of Miami

Grant No.: VOCA-2018-University of Miami-00246

VOCA Personnel Budget: Case Worker 5

Agency Name: University of Miami

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.

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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: Case Worker	\$40,617.64	\$10,154.41	25%	0.25

Personnel Narrative: Case worker 1 will devote 25% effort. The amount listed has merit increases factored in. Responsibilities include processing referrals, assist in coordinating client data, evaluations, and consultations.

Sub-Total	\$40,617.64	\$10,154.41		0.25
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Agency Contribution for Personnel Expenses \$30,463.23

Pay Schedule: (choose one from the drop-down menu) Monthly

Position Number:

Hours per week = 40
Hourly Rate = \$18.14

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$37,731.20		\$37,731.20	\$3,144.27
FICA		7.65%	\$2,886.44	\$240.54
Retirement		0%	\$0	\$0
Health Ins.			\$0	\$0
Life Ins.			\$0	\$0

OFFICE OF THE FLORIDA ATTORNEY GENERAL

VOCA 2018-2019

Organization: University of Miami

Grant No.: VOCA-2018-University of Miami-00246

VOCA Personnel Budget: Case Worker 5

Dental Ins.		\$0	\$0
Workers Comp	0%	\$0	\$0
Unemployment (1st \$7K)	0%	\$0	\$0
Other:		\$0	\$0
	TOTAL	\$40,617.64	\$3,384.80

Explanation (if applicable):

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

No

**OFFICE OF THE FLORIDA ATTORNEY GENERAL
VOCA 2018-2019
Organization: University of Miami
Grant No.: VOCA-2018-University of Miami-00246
VOCA Operating Budget**

Agency name: University of Miami

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: Clerical supplies	12	\$85.50	\$1,026.00
Budget Narrative: Orders consist of supplies needed by case coordinators and case worker on this grant. \$68.40 per month per order X 25% effort= \$17.10 \$17.10 X 5 victim advocates= \$85.50. Supplies such as paper, pens, file folders, labels, legal pads and toner.			
Description of Operating Cost: Travel	12	\$72.00	\$864.00
Budget Narrative: Case coordinators will need to travel to satellite offices at times to conduct specialized interviews. Each car rental is approx. \$39.08 and each gas expenses is approx. \$29.00. Tolls are approx. \$6.00. Each trip approximately \$72.00 a trip			
Operating Subtotal			\$1,890.00

OFFICE OF THE FLORIDA ATTORNEY GENERAL
VOCA 2018-2019
Organization: University of Miami
Grant No.: VOCA-2018-University of Miami-00246
VOCA Training Budget: VOCA Practitioner Designation training Registration for Practitioner Designation training

Agency Name: University of Miami

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: VOCA Practitioner Designation training Budget Narrative: Approved trainings provided by the Florida Crime Prevention Training Institute (FCPTI) and associated approved travel costs	1	\$2,000.00	\$2,000.00
Description of Training Expenses: Registration for Practitioner Designation training Budget Narrative: Registration for the newly hired case coordinator that needs this training	1	\$414.05	\$414.05
Training Subtotal			\$2,414.05

OFFICE OF THE FLORIDA ATTORNEY GENERAL
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Grant No.: VOCA-2018-University of Miami-00246
Victims Served and Types of Services

Agency Name: University of Miami

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) \$58,362.00

# of Victims to be Served	Type of Victim \$58,362.00	\$ 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.
0	Adult Physical Assault (Includes Aggravated and Simple Assault)	\$0	0.00%	0	
0	Adult Sexual Assault	\$0	0.00%	0	
0	Adults Sexually Abused/Assaulted as Children	\$0	0.00%	0	
0	Arson	\$0	0.00%	0	
0	Bullying (Verbal, Cyber or Physical)	\$0	0.00%	0	
0	Burglary	\$0	0.00%	0	
5	Child Physical Abuse or Neglect	\$1,357.26	2.33%	0	
0	Child Pornography	\$0	0.00%	0	
210	Child Sexual Abuse/Assault	\$57,004.74	97.67%	0	
0	Domestic and/or Family Violence	\$0	0.00%	0	
0	DUI/DWI Incidents	\$0	0.00%	0	
0	Elder Abuse or Neglect	\$0	0.00%	0	
0	Hate Crime: Racial/Religious/Gender/S exual Orientation/Other (Explanation Required)	\$0	0.00%	0	

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VOCA 2018-2019

Organization: University of Miami

Grant No.: VOCA-2018-University of Miami-00246

Victims Served and Types of Services

0	Human Trafficking: Labor	\$0	0.00%	0
0	Human Trafficking: Sex	\$0	0.00%	0
0	Identity Theft/Fraud/Financial Crime	\$0	0.00%	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
0	Robbery	\$0	0.00%	0
0	Stalking/Harassment	\$0	0.00%	0
0	Survivors of Homicide Victims	\$0	0.00%	0
0	Teen Dating Victimization	\$0	0.00%	0
0	Terrorism (Domestic/International)	\$0	0.00%	0
Total Victims Served	215	\$58,362.00	100.00%	0

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.

# of Victims to be Served	Type of Service	# of Other Types of Services to be Provided	For other types of services, identify and list each separately below.
140	Information and Referral	120	Specialized interviews to assess risk in the home and determine further treatment needs referrals for services
210	Personal Advocacy/Accompaniment	0	
140	Emotional Support or Safety Services	0	
0	Shelter/Housing Services	0	
0	Criminal/Civil Justice System Assistance	0	
215	Number of Victims Assisted with a Victim Compensation Application	0	

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VOCA 2018-2019
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Victims Served and Types of Services

**Total
Services**

825

120

**Subtotal of "Other"
Services**