

**OFFICE OF THE FLORIDA ATTORNEY GENERAL**  
**VOCA 2018-2019**  
**Organization: Holmes County Sheriff's Office**  
**Grant No.: VOCA-2018-Holmes County Sheriff's O-00336**  
**Version Date: 11/29/2018 09:06:23**  
**VOCA Personnel Budget: Victim Advocate 1**

**Agency Name:** Holmes County Sheriff's Office

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	\$42,742.93	\$42,742.93	100%	1
Personnel Narrative:	The Holmes County Sheriff's Office is requesting 100% funding for one victim advocate. The total annual salary and benefits for this position is \$42,742.93			
Sub-Total	\$42,742.93	\$42,742.93		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 = \$14.85

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$30,888.00		\$30,888.00	\$1,188.00
FICA		7.65%	\$2,362.93	\$90.88
Retirement		0%	\$0	\$0
Health Ins.			\$9,492.00	\$365.08
Life Ins.			\$0	\$0

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Dental Ins.		\$0	\$0
Workers Comp	0%	\$0	\$0
Unemployment (1st \$7K)	0%	\$0	\$0
Other:		\$0	\$0
	TOTAL	\$42,742.93	\$1,643.96

Explanation (if applicable):

Is this position used as a matching expense Y/N? No

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**VOCA Operating Budget**

**Agency name:** Holmes County Sheriff's Office

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: Victim Advocate office supplies	12	\$14.00	\$168.00
Budget Narrative: Calculated at \$14.00 per month. This is an estimate. The office supplies will be used solely by the advocate. Office supplies include: paper, pens, printer ink, manila envelopes, folders and copy paper.			
Operating Subtotal			\$168.00

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**Victims Served and Types of Services**

**Agency Name:** Holmes County Sheriff's Office

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) \$42,910.93**

<b># of Victims to be Served</b>	<b>Type of Victim \$42,910.93</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>
180	Adult Physical Assault (Includes Aggravated and Simple Assault)	\$4,317.48	10.06%	80	Grand Theft
10	Adult Sexual Assault	\$239.86	0.56%	320	Theft
6	Adults Sexually Abused/Assaulted as Children	\$143.92	0.34%	330	Criminal Mischief
2	Arson	\$47.97	0.11%	18	Substance Abuse Exposure
35	Bullying (Verbal, Cyber or Physical)	\$839.51	1.96%	2	False Imprisonment
150	Burglary	\$3,597.90	8.38%	95	Harassing Communications
45	Child Physical Abuse or Neglect	\$1,079.37	2.52%	70	Violation of Court Order
10	Child Pornography	\$239.86	0.56%	0	
25	Child Sexual Abuse/Assault	\$599.65	1.40%	0	
200	Domestic and/or Family Violence	\$4,797.20	11.18%	0	
20	DUI/DWI Incidents	\$479.72	1.12%	0	
45	Elder Abuse or Neglect	\$1,079.37	2.52%	0	
14	Hate Crime:	\$335.80	0.78%	0	

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	Racial/Religious/Gender/Sexual Orientation/Other (Explanation Required)			
0	Human Trafficking: Labor	\$0	0.00%	0
0	Human Trafficking: Sex	\$0	0.00%	0
75	Identity Theft/Fraud/Financial Crime	\$1,798.95	4.19%	0
2	Kidnapping	\$47.97	0.11%	0
0	Mass Violence (Domestic/International)	\$0	0.00%	0
6	Other Vehicular Victimization (e.g., Hit and Run)	\$143.92	0.34%	0
10	Robbery	\$239.86	0.56%	0
35	Stalking/Harassment	\$839.51	1.96%	0
4	Survivors of Homicide Victims	\$95.94	0.22%	0
0	Teen Dating Victimization	\$0	0.00%	0
0	Terrorism (Domestic/International)	\$0	0.00%	0
<b>Total Victims Served</b>	<b>1789</b>	<b>\$20,963.75</b>	<b>48.85%</b>	<b>915</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.

# 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.
1789	Information and Referral	0	
550	Personal Advocacy/Accompaniment	0	
400	Emotional Support or Safety Services	0	
0	Shelter/Housing Services	0	
800	Criminal/Civil Justice System Assistance	0	
1789	Number of Victims Assisted with a Victim Compensation Application	0	

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Victims Served and Types of Services

**Total  
Services**

5328

0

**Subtotal of "Other"  
Services**