

OFFICE OF THE FLORIDA ATTORNEY GENERAL

VOCA 2019-2020

Organization: Putnam County Sheriff's Office

Grant No.: VOCA-2019-Putnam County Sheriff's O-00127

Version Date: 09/06/2019 12:46:14

VOCA Personnel Budget: 2

Agency Name: Putnam 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: Assistant Victim Advocate	\$65,059.69	\$65,059.69	100%	1.1

Personnel Narrative: This position functions as an advocate for victims of crime in Putnam County. Work is reviewed by the Detective chain of command for reports, attainment of goals and adherence to established policies/procedures. FTE 40 hrs/wk with 4 hrs/wk overtime.

Sub-Total	\$65,059.69	\$65,059.69		1.1
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Agency Contribution for Personnel Expenses \$0.00

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

Position Number:

Hours per week = 44
Hourly Rate = \$17.93

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$41,023.84		\$41,023.84	\$3,418.65
FICA		7.65%	\$3,138.32	\$261.53

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VOCA Personnel Budget: 2

Retirement	8.26%	\$3,388.57	\$282.38
Health Ins.		\$16,947.36	\$1,412.28
Life Ins.		\$273.84	\$22.82
Dental Ins.		\$238.80	\$19.90
Workers Comp	0%	\$0	\$0
Unemployment (1st \$7K)	0%	\$0	\$0
Other:		\$48.96	\$4.08
	TOTAL	\$65,059.69	\$5,421.64

Explanation (if applicable):

Other is employer paid vision insurance at \$4.08 per month.

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

No

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VOCA Personnel Budget: 3

Agency Name: Putnam 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.

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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: Assistant Victim Advocate	\$51,733.99	\$51,733.99	100%	1.05

Personnel Narrative: This is a new advocate position. The work load of victims has become great enough to hire a third victim advocate. The position will function as an advocate for domestic violence victims of crime in the County. FTE 40 hrs/wk with 2 hrs/wk overtime.

Sub-Total	\$51,733.99	\$51,733.99		1.05
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Agency Contribution for Personnel Expenses \$0.00

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

Position Number:

Hours per week = 42
Hourly Rate = \$13.50

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$29,484.00		\$29,484.00	\$2,457.00
FICA		7.65%	\$2,255.53	\$187.96

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VOCA Personnel Budget: 3

Retirement	8.43%	\$2,485.50	\$207.13
Health Ins.		\$16,947.36	\$1,412.28
Life Ins.		\$273.84	\$22.82
Dental Ins.		\$238.80	\$19.90
Workers Comp	0%	\$0	\$0
Unemployment (1st \$7K)	0%	\$0	\$0
Other:		\$48.96	\$4.08
	TOTAL	\$51,733.99	\$4,311.17

Explanation (if applicable):

"Other" is the employer cost of vision insurance @ \$4.08 per month.

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

No

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VOCA 2019-2020**

**Organization: Putnam County Sheriff's Office
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Version Date: 09/06/2019 12:46:14
VOCA Personnel Budget: Senior Victim Advocate 1**

Agency Name: Putnam 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: Senior Victim Advocate	\$71,912.32	\$71,912.32	100%	1.15
Personnel Narrative:	This position functions as an advocate for victims of crime in Putnam County. Work is reviewed by the Detective chain of command for reports, attainment of goals and adherence to established policies/procedures. FTE 40 hrs/wk with 6 hrs/wk overtime.			
Sub-Total	\$71,912.32	\$71,912.32		1.15

Agency Contribution for Personnel Expenses \$0.00

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

Position Number:

Hours per week = 46
Hourly Rate = \$23.74

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$56,786.08		\$56,786.08	\$4,732.17
FICA		7.65%	\$4,344.13	\$362.01

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VOCA Personnel Budget: Senior Victim Advocate 1

Retirement	8.43%	\$4,787.07	\$398.92
Health Ins.		\$5,433.44	\$452.79
Life Ins.		\$273.84	\$22.82
Dental Ins.		\$238.80	\$19.90
Workers Comp	0%	\$0	\$0
Unemployment (1st \$7K)	0%	\$0	\$0
Other:		\$48.96	\$4.08
	TOTAL	\$71,912.32	\$5,992.69

Explanation (if applicable):

Other is employer paid vision insurance cost per month is \$4.08

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

No

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VOCA Operating Budget

Agency name: Putnam 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: Verizon Wireless	12	\$105.25	\$1,263.00
Budget Narrative: The Victim Advocate I and Victim Advocate II will need monthly cell phone service calculated at \$52.65 per month which is the standard rate budgeted for their positions.			
Operating Subtotal			\$1,263.00

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VOCA Training Budget: 2019 National Training Institute Dec 4-6 Colorado Victim Practitioner Training

Agency Name: Putnam County Sheriff's Office

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: 2019 National Training Institute Dec 4-6 Colorado Budget Narrative: Registration, hotel, airfare, per diem rental car, parking for 3 Victim Advocates to attend the 2019 National Training Institute in Denver to improve response to victims of crime with victim-centered, practice-based, research-informed trainings.	3	\$2,259.00	\$6,777.00
Description of Training Expenses: Victim Practitioner Training Budget Narrative: The new victim advocate will need to obtain their Victim Practitioner Certificate; cost include registration fee, hotel, airfare, per diem, rental care and parking fees.	1	\$1,850.00	\$1,850.00
Training Subtotal			\$8,627.00

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Victims Served and Types of Services

Agency Name: Putnam 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) \$198,597.48

# of Victims to be Served	Type of Victim \$198,597.48	\$ 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.
100	Adult Physical Assault (Includes Aggravated and Simple Assault)	\$12,954.83	6.52%	15	Attempted Murder
20	Adult Sexual Assault	\$2,590.97	1.30%	60	Grand Theft
12	Adults Sexually Abused/Assaulted as Children	\$1,554.58	0.78%	20	Home Invasion
2	Arson	\$259.10	0.13%	40	Violation of Court Order
7	Bullying (Verbal, Cyber or Physical)	\$906.84	0.46%	0	
200	Burglary	\$25,909.65	13.05%	0	
30	Child Physical Abuse or Neglect	\$3,886.45	1.96%	0	
0	Child Pornography	\$0	0.00%	0	
60	Child Sexual Abuse/Assault	\$7,772.90	3.91%	0	
775	Domestic and/or Family Violence	\$100,399.90	50.55%	0	
35	DUI/DWI Incidents	\$4,534.19	2.28%	0	
35	Elder Abuse or Neglect	\$4,534.19	2.28%	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
25	Identity Theft/Fraud/Financial Crime	\$3,238.71	1.63%	0
2	Kidnapping	\$259.10	0.13%	0
0	Mass Violence (Domestic/International)	\$0	0.00%	0
0	Other Vehicular Victimization (e.g., Hit and Run)	\$0	0.00%	0
40	Robbery	\$5,181.93	2.61%	0
15	Stalking/Harassment	\$1,943.22	0.98%	0
40	Survivors of Homicide Victims	\$5,181.93	2.61%	0
0	Teen Dating Victimization	\$0	0.00%	0
0	Terrorism (Domestic/International)	\$0	0.00%	0
Total Victims Served	1533	\$181,108.47	91.19%	135

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.
1510	Information and Referral	40	Death Notification/related to victimization
1510	Personal Advocacy/Accompaniment	0	
966	Emotional Support or Safety Services	0	
0	Shelter/Housing Services	0	
1470	Criminal/Civil Justice System Assistance	0	
1510	Number of Victims Assisted with a Victim Compensation Application	0	
Total	7006	40	Subtotal of "Other"

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Victims Served and Types of Services**

Services

Services