

**OFFICE OF THE FLORIDA ATTORNEY GENERAL**

**VOCA 2019-2020**

**Organization: Palm Beach County Board of County Commissioners**

**Grant No.: VOCA-2019-Palm Beach County Board o-00269**

**Version Date: 07/12/2019 16:32:19**

**VOCA Personnel Budget: 1**

**Agency Name:** Palm Beach County Board of County Commissioners

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	\$71,781.34	\$71,781.34	100%	1
Personnel Narrative:	Victim Advocate 1. Position#03965. 100% of Victim Advocate is VOCA eligible			
Sub-Total	\$71,781.34	\$71,781.34		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 = \$22.56

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$46,924.80		\$46,924.80	\$1,804.80
FICA		7.65%	\$3,589.75	\$138.07
Retirement		8.26%	\$3,875.99	\$149.08
Health Ins.			\$16,300.00	\$626.92
Life Ins.			\$55.00	\$2.12
Dental Ins.			\$0	\$0

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Workers Comp	0%	\$0	\$0
Unemployment (1st \$7K)	0%	\$0	\$0
Other:		\$1,035.80	\$39.84
TOTAL		\$71,781.34	\$2,760.82

Explanation (if applicable):

To ensure coverage after-hours, nights & weekends, 25 hrs of OT plus FICA/Medi (7.65%), Retirement (8.26%), and LTD \$55.20 incl in the other costs.

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

No

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**VOCA Personnel Budget: 2**

**Agency Name:** Palm Beach County Board of County Commissioners

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: Victim Advocate	\$65,045.63	\$65,045.63	100%	1
Personnel Narrative:	Victim Advocate 2. Position#03965. 100% of Victim Advocate is VOCA eligible			
Sub-Total	\$65,045.63	\$65,045.63		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 = \$21.15

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$43,992.00		\$43,992.00	\$1,692.00
FICA		7.65%	\$3,365.39	\$129.44
Retirement		8.26%	\$3,633.74	\$139.76
Health Ins.			\$13,025.00	\$500.96
Life Ins.			\$55.00	\$2.12
Dental Ins.			\$0	\$0

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VOCA Personnel Budget: 2

Workers Comp	0%	\$0	\$0
Unemployment (1st \$7K)	0%	\$0	\$0
Other:		\$974.50	\$37.48
	TOTAL	\$65,045.63	\$2,501.75

Explanation (if applicable):

To ensure coverage after-hours, nights & weekends, 25 hrs of OT plus FICA/Medi (7.65%), Retirement (8.26%), and LTD \$55.20 incl in the other costs.

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

No

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**VOCA Personnel Budget: 3**

**Agency Name:** Palm Beach County Board of County Commissioners

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	\$64,990.63	\$64,990.63	100%	1
Personnel Narrative:	Victim Advocate 3. Position#03965. 100% of Victim Advocate is VOCA eligible			
Sub-Total	\$64,990.63	\$64,990.63		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 = \$21.15

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$43,992.00		\$43,992.00	\$1,692.00
FICA		7.65%	\$3,365.39	\$129.44
Retirement		8.26%	\$3,633.74	\$139.76
Health Ins.			\$12,970.00	\$498.85
Life Ins.			\$55.00	\$2.12
Dental Ins.			\$0	\$0

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VOCA Personnel Budget: 3

Workers Comp	0%	\$0	\$0
Unemployment (1st \$7K)	0%	\$0	\$0
Other:		\$974.50	\$37.48
	TOTAL	\$64,990.63	\$2,499.64

Explanation (if applicable):

To ensure coverage after-hours, nights & weekends, 25 hrs of OT plus FICA/Medi (7.65%), Retirement (8.26%), and LTD \$55.20 incl in the other costs.

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

No

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**VOCA Personnel Budget: 5**

**Agency Name:** Palm Beach County Board of County Commissioners

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	\$64,990.63	\$64,990.63	100%	1
Personnel Narrative:	Victim Advocate 5. Position#03965. 100% of Victim Advocate is VOCA eligible			
Sub-Total	\$64,990.63	\$64,990.63		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 = \$21.15

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$43,992.00		\$43,992.00	\$1,692.00
FICA		7.65%	\$3,365.39	\$129.44
Retirement		8.26%	\$3,633.74	\$139.76
Health Ins.			\$12,970.00	\$498.85
Life Ins.			\$55.00	\$2.12
Dental Ins.			\$0	\$0

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VOCA Personnel Budget: 5

Workers Comp	0%	\$0	\$0
Unemployment (1st \$7K)	0%	\$0	\$0
Other:		\$974.50	\$37.48
	TOTAL	\$64,990.63	\$2,499.64

Explanation (if applicable):

To ensure coverage after-hours, nights & weekends, 25 hrs of OT plus FICA/Medi (7.65%), Retirement (8.26%), and LTD \$55.20 incl in the other costs.

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

No

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**VOCA Personnel Budget: 6**

**Agency Name:** Palm Beach County Board of County Commissioners

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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: Victim Advocate	\$64,990.63	\$64,990.63	100%	1
Personnel Narrative:	Victim Advocate 6. Position#03965. 100% of Victim Advocate is VOCA eligible			
Sub-Total	\$64,990.63	\$64,990.63		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 = \$21.15

	RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary		\$43,992.00	\$1,692.00
FICA	7.65%	\$3,365.39	\$129.44
Retirement	8.26%	\$3,633.74	\$139.76
Health Ins.		\$12,970.00	\$498.85
Life Ins.		\$55.00	\$2.12
Dental Ins.		\$0	\$0

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VOCA Personnel Budget: 6

Workers Comp	0%	\$0	\$0
Unemployment (1st \$7K)	0%	\$0	\$0
Other:		\$974.50	\$37.48
	TOTAL	\$64,990.63	\$2,499.64

Explanation (if applicable):

To ensure coverage after-hours, nights & weekends, 25 hrs of OT plus FICA/Medi (7.65%), Retirement (8.26%), and LTD \$55.20 incl in the other costs.

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

No

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**Organization: Palm Beach County Board of County Commissioners  
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Version Date: 07/12/2019 16:32:19  
VOCA Personnel Budget: Victim Advocate 4**

**Agency Name:** Palm Beach County Board of County Commissioners

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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: Victim Advocate	\$64,990.63	\$64,990.63	100%	1
Personnel Narrative:	Victim Advocate 4. Position#03965. 100% of Victim Advocate is VOCA eligible			
Sub-Total	\$64,990.63	\$64,990.63		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 = \$21.15

	RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary		\$43,992.00	\$1,692.00
FICA	7.65%	\$3,365.39	\$129.44
Retirement	8.26%	\$3,633.74	\$139.76
Health Ins.		\$12,970.00	\$498.85
Life Ins.		\$55.00	\$2.12
Dental Ins.		\$0	\$0

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VOCA Personnel Budget: Victim Advocate 4

Workers Comp	0%	\$0	\$0
Unemployment (1st \$7K)	0%	\$0	\$0
Other:		\$974.50	\$37.48
	TOTAL	\$64,990.63	\$2,499.64

Explanation (if applicable):

To ensure coverage after-hours, nights & weekends, 25 hrs of OT plus FICA/Medi (7.65%), Retirement (8.26%), and LTD \$55.20 incl in the other costs.

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

No

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**VOCA Contractual/Fee for Service Budget**

**Agency name:** Palm Beach County Board of County Commissioners

For each contractual service listed, include a description of the service to be provided, the business name of the contractor, the cost per unit of service, and the estimated units of service to be used. Indicate in the narrative section how the number of services requested was determined. Also, give a description of a unit of service, e.g., a 60 minute unit of legal services, a 60 minute individual therapy session, and a 90 minute group therapy session.

Therapy must be requested at a maximum of the following rates, per 15 minute increment/unit:

Individual Therapy- \$25 per unit

Family Therapy- \$12.25 per unit/per person

Group Therapy- \$8 per unit/per person

**EXAMPLE - Budget Narrative:**

Therapy, Inc., will provide therapy for adult survivors of incest. It is anticipated that this service will be used approximately 10 times during the year.

**Contractual Services - Contracts for specialized services:**

Name of Business or Contractor / Budget Narrative	Cost Per Unit of Service	Estimated Units of Service	Total
Name of Business or Contractor: Stetson Counseling and Wellness, LLC. Budget Narrative: Therapy can include individual. The therapist will provide therapy for adult and children victims of crime. It is anticipated that this service will be used in approximately 465 4 unit (one hour) sessions.	\$25.00	1,860	\$46,500.00
Name of Business or Contractor: Stetson Counseling and Wellness, LLC. Budget Narrative: Therapy can includes family. The therapist will provide therapy for adult and children victims of crime. It is anticipated that this service will be used in approximately 71 4 unit (one hour) sessions.	\$12.25	284	\$3,479.00
Name of Business or Contractor: Stetson Counseling and Wellness, LLC. Budget Narrative: Therapy can includes group. The therapist will provide therapy for adult and children victims of crime. It is anticipated that this service will be used in approximately 63 4 unit (one hour) sessions.	\$8.00	252	\$2,016.00
Name of Business or Contractor:	\$5.00	1	\$5.00

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**VOCA Contractual/Fee for Service Budget**

Stetson Counseling and Wellness, LLC.

Budget Narrative:

Balancing

Contractual Subtotal

\$52,000.00

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VOCA Training Budget: Victim Services Training offered by FCPTI

Agency Name: Palm Beach County Board of County Commissioners

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: Victim Services Training offered by FCPTI Budget Narrative: Approved trainings provided by Florida Crime Prevention Training Institute (FCPTI) and associated travel costs.	6	\$2,000.00	\$12,000.00
Training Subtotal			\$12,000.00

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**Victims Served and Types of Services**

**Agency Name:** Palm Beach County Board of County Commissioners

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) \$460,789.49**

<b># of Victims to be Served</b>	<b>Type of Victim</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>
	<b>\$460,789.49</b>				
200	Adult Physical Assault (Includes Aggravated and Simple Assault)	\$91,245.44	19.80%	0	
75	Adult Sexual Assault	\$34,217.04	7.43%	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	
3	Child Physical Abuse or Neglect	\$1,368.68	0.30%	0	
0	Child Pornography	\$0	0.00%	0	
50	Child Sexual Abuse/Assault	\$22,811.36	4.95%	0	
500	Domestic and/or Family Violence	\$228,113.61	49.50%	0	
10	DUI/DWI Incidents	\$4,562.27	0.99%	0	
7	Elder Abuse or Neglect	\$3,193.59	0.69%	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
0	Identity	\$0	0.00%	0
	Theft/Fraud/Financial			
	Crime			
0	Kidnapping	\$0	0.00%	0
0	Mass Violence	\$0	0.00%	0
	(Domestic/International)			
10	Other Vehicular	\$4,562.27	0.99%	0
	Victimization (e.g., Hit and			
	Run)			
25	Robbery	\$11,405.68	2.48%	0
100	Stalking/Harassment	\$45,622.72	9.90%	0
30	Survivors of Homicide	\$13,686.82	2.97%	0
	Victims			
0	Teen Dating Victimization	\$0	0.00%	0
0	Terrorism	\$0	0.00%	0
	(Domestic/International)			
<b>Total</b>				
	1010	\$460,789.49	100.00%	0
<b>Victims</b>				
<b>Served</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>
400	Information and Referral	0	
100	Personal Advocacy/Accompaniment	0	
600	Emotional Support or Safety Services	0	
0	Shelter/Housing Services	0	
500	Criminal/Civil Justice System Assistance	0	
425	Number of Victims Assisted with a Victim Compensation Application	0	
<b>Total Services</b>	2025	0	<b>Subtotal of "Other" Services</b>