

**OFFICE OF THE FLORIDA ATTORNEY GENERAL  
VOCA 2018-2019**

**Organization: Help Now of Osceola, Inc.  
Grant No.: VOCA-2018-Help Now of Osceola, Inc.-00500  
Version Date: 11/05/2018 15:04:09  
VOCA Personnel Budget: 1**

**Agency Name:** Help Now of Osceola, Inc.

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: Outreach Counselor (1)	\$40,166.32	\$30,124.74	75%	0.75
Personnel Narrative:	FT position to provide VOCA funded victim services through Help Now's Outreach Center. 75% VOCA funded position. Community awareness presentations will be done to identify crime victims.			
Sub-Total	\$40,166.32	\$30,124.74		0.75

**Agency Contribution for Personnel Expenses** \$10,041.58

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

Position Number: 1  
Hours per week = 40  
Hourly Rate = \$15.00

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$31,200.00		\$31,200.00	\$1,200.00
FICA		7.65%	\$2,386.80	\$91.80
Retirement		0%	\$0	\$0

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Organization: Help Now of Osceola, Inc.

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VOCA Personnel Budget: 1

Health Ins.		\$5,601.00	\$215.42
Life Ins.		\$79.20	\$3.05
Dental Ins.		\$0	\$0
Workers Comp	2.86%	\$892.32	\$34.32
Unemployment (1st \$7K)	0.1%	\$7.00	\$0.27
Other:			\$0
	TOTAL	\$40,166.32	\$1,544.86

Explanation (if applicable):

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

Yes

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**VOCA 2018-2019**

**Organization: Help Now of Osceola, Inc.**

**Grant No.: VOCA-2018-Help Now of Osceola, Inc.-00500**

**Version Date: 11/05/2018 15:04:09**

**VOCA Personnel Budget: 10**

**Agency Name:** Help Now of Osceola, Inc.

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: Shelter Case Manager (1)	\$37,867.71	\$28,400.78	75%	0.75
Personnel Narrative:	FT position to provide VOCA funded victim services through Help Now's Shelter. 75% VOCA funded position. Community awareness presentations will be done to identify crime victims.			
Sub-Total	\$37,867.71	\$28,400.78		0.75

**Agency Contribution for Personnel Expenses** \$9,466.93

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

Position Number: 10  
 Hours per week = 40  
 Hourly Rate = \$14.00

	RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary		\$29,120.00	\$1,120.00
FICA	7.65%	\$2,227.68	\$85.68
Retirement	0%	\$0	\$0

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VOCA Personnel Budget: 10

Health Ins.		\$5,601.00	\$215.42
Life Ins.		\$79.20	\$3.05
Dental Ins.		\$0	\$0
Workers Comp	2.86%	\$832.83	\$32.03
Unemployment (1st \$7K)	0.1%	\$7.00	\$0.27
Other:			\$0
	TOTAL	\$37,867.71	\$1,456.45

Explanation (if applicable):

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

Yes

**OFFICE OF THE FLORIDA ATTORNEY GENERAL**

**VOCA 2018-2019**

**Organization: Help Now of Osceola, Inc.**

**Grant No.: VOCA-2018-Help Now of Osceola, Inc.-00500**

**Version Date: 11/05/2018 15:04:09**

**VOCA Personnel Budget: 11**

**Agency Name:** Help Now of Osceola, Inc.

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: Child Advocate	\$37,867.71	\$28,400.78	75%	0.75
Personnel Narrative:	FT position to provide VOCA funded victim services through Help Now's Shelter. 75% VOCA funded position. Community awareness presentations will be done to identify crime victims.			
Sub-Total	\$37,867.71	\$28,400.78		0.75

**Agency Contribution for Personnel Expenses** \$9,466.93

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

Position Number: 11  
 Hours per week = 40  
 Hourly Rate = \$14.00

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$29,120.00		\$29,120.00	\$1,120.00
FICA		7.65%	\$2,227.68	\$85.68
Retirement		0%	\$0	\$0
Health Ins.			\$5,601.00	\$215.42

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VOCA 2018-2019

Organization: Help Now of Osceola, Inc.

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VOCA Personnel Budget: 11

Life Ins.		\$79.20	\$3.05
Dental Ins.		\$0	\$0
Workers Comp	2.86%	\$832.83	\$32.03
Unemployment (1st \$7K)	0.1%	\$7.00	\$0.27
Other:			\$0
	TOTAL	\$37,867.71	\$1,456.45

Explanation (if applicable):

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

Yes

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VOCA 2018-2019**

**Organization: Help Now of Osceola, Inc.  
Grant No.: VOCA-2018-Help Now of Osceola, Inc.-00500  
Version Date: 11/05/2018 15:04:09  
VOCA Personnel Budget: 12**

**Agency Name:** Help Now of Osceola, Inc.

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: Shelter Advocate (1)	\$33,270.50	\$33,270.50	100%	1
Personnel Narrative:	FT position to provide VOCA funded victim services through Help Now's Shelter. 100% VOCA funded position. Community awareness presentations will be done to identify crime victims.			
Sub-Total	\$33,270.50	\$33,270.50		1

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

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

Position Number: 12  
Hours per week = 40  
Hourly Rate = \$12.00

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$24,960.00		\$24,960.00	\$960.00
FICA		7.65%	\$1,909.44	\$73.44
Retirement		0%	\$0	\$0

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VOCA Personnel Budget: 12

Health Ins.		\$5,601.00	\$215.42
Life Ins.		\$79.20	\$3.05
Dental Ins.		\$0	\$0
Workers Comp	2.86%	\$713.86	\$27.46
Unemployment (1st \$7K)	0.1%	\$7.00	\$0.27
Other:			\$0
	TOTAL	\$33,270.50	\$1,279.63

Explanation (if applicable):

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

No



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**VOCA Personnel Budget: 14**

**Agency Name:** Help Now of Osceola, Inc.

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: Shelter Advocate (3)	\$16,556.98	\$16,556.98	100%	0.6
Personnel Narrative:	PT position to provide VOCA funded victim services through Help Now's Shelter. \$12 X 1248 = \$14,976. 100% VOCA funded position. Position is PT- no medical benefits included.			
Sub-Total	\$16,556.98	\$16,556.98		0.6

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

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

Position Number: 14  
 Hours per week = 24  
 Hourly Rate = \$12.00

	RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary		\$14,976.00	\$576.00
FICA	7.65%	\$1,145.66	\$44.06
Retirement	0%	\$0	\$0

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VOCA Personnel Budget: 14

Health Ins.		\$0	\$0
Life Ins.		\$0	\$0
Dental Ins.		\$0	\$0
Workers Comp	2.86%	\$428.31	\$16.47
Unemployment (1st \$7K)	0.1%	\$7.00	\$0.27
Other:			\$0
	TOTAL	\$16,556.98	\$636.81

Explanation (if applicable):

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

No

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**Organization: Help Now of Osceola, Inc.  
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Version Date: 11/05/2018 15:04:09  
VOCA Personnel Budget: 2**

**Agency Name:** Help Now of Osceola, Inc.

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: Outreach Counselor (2)	\$19,223.36	\$19,223.36	100%	0.5

**Personnel Narrative:** PT Outreach Counselor to provide victim advocacy services for domestic violence victims. \$16.72 X 1040 = \$17,388.80. 100% VOCA funded position. Position is PT no medical benefits included. Community presentations only to identify crime victims.

Sub-Total	\$19,223.36	\$19,223.36		0.5
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**Agency Contribution for Personnel Expenses** \$0.00

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

Position Number: 2  
Hours per week = 20  
Hourly Rate = \$16.72

	RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$17,388.80	\$17,388.80	\$668.80

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VOCA Personnel Budget: 2

FICA	7.65%	\$1,330.24	\$51.16
Retirement	0%	\$0	\$0
Health Ins.		\$0	\$0
Life Ins.		\$0	\$0
Dental Ins.		\$0	\$0
Workers Comp	2.86%	\$497.32	\$19.13
Unemployment (1st \$7K)	0.1%	\$7.00	\$0.27
Other:			\$0
	TOTAL	\$19,223.36	\$739.36

Explanation (if applicable):

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

No

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**Organization: Help Now of Osceola, Inc.  
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Version Date: 11/05/2018 15:04:09  
VOCA Personnel Budget: 3**

**Agency Name:** Help Now of Osceola, Inc.

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: Outreach Bilingual Counselor (1)	\$40,855.90	\$30,641.93	75%	0.75

Personnel Narrative: FT position to provide VOCA funded victim services through Help Now's Outreach Center. 75% VOCA funded position. Community awareness presentations will be done to identify crime victims.

Sub-Total	\$40,855.90	\$30,641.93		0.75
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<b>Agency Contribution for Personnel Expenses</b>	\$10,213.97
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<b>Pay Schedule: (choose one from the drop-down menu)</b>	Bi-Weekly
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Position Number:	3
Hours per week =	40
Hourly Rate =	\$15.30

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$31,824.00		\$31,824.00	\$1,224.00
FICA		7.65%	\$2,434.54	\$93.64
Retirement		0%	\$0	\$0

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VOCA Personnel Budget: 3

Health Ins.		\$5,601.00	\$215.42
Life Ins.		\$79.20	\$3.05
Dental Ins.		\$0	\$0
Workers Comp	2.86%	\$910.17	\$35.01
Unemployment (1st \$7K)	0.1%	\$7.00	\$0.27
Other:			\$0
	TOTAL	\$40,855.90	\$1,571.38

Explanation (if applicable):

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

Yes

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**Organization: Help Now of Osceola, Inc.  
Grant No.: VOCA-2018-Help Now of Osceola, Inc.-00500  
Version Date: 11/05/2018 15:04:09  
VOCA Personnel Budget: 4**

**Agency Name:** Help Now of Osceola, Inc.

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: Outreach Bilingual Counselor (2)	\$40,166.32	\$30,124.74	75%	0.75
Personnel Narrative:	FT position to provide VOCA funded victim services through Help Now's Outreach Center. 75% VOCA funded position. Community awareness presentations will be done to identify crime victims.			
Sub-Total	\$40,166.32	\$30,124.74		0.75

**Agency Contribution for Personnel Expenses** \$10,041.58

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

Position Number: 4  
Hours per week = 40  
Hourly Rate = \$15.00

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$31,200.00		\$31,200.00	\$1,200.00
FICA		7.65%	\$2,386.80	\$91.80
Retirement		0%	\$0	\$0

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VOCA Personnel Budget: 4

Health Ins.		\$5,601.00	\$215.42
Life Ins.		\$79.20	\$3.05
Dental Ins.		\$0	\$0
Workers Comp	2.86%	\$892.32	\$34.32
Unemployment (1st \$7K)	0.1%	\$7.00	\$0.27
Other:			\$0
	TOTAL	\$40,166.32	\$1,544.86

Explanation (if applicable):

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

Yes



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Version Date: 11/05/2018 15:04:09  
VOCA Personnel Budget: 5**

**Agency Name:** Help Now of Osceola, Inc.

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: Intake Advocate	\$37,867.71	\$28,400.78	75%	0.75
Personnel Narrative:	FT position to provide VOCA funded victim services through Help Now's Outreach Center. 75% VOCA funded position. Community awareness presentations will be done to identify crime victims.			
Sub-Total	\$37,867.71	\$28,400.78		0.75

**Agency Contribution for Personnel Expenses** \$9,466.93

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

Position Number: 5  
Hours per week = 40  
Hourly Rate = \$14.00

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$29,120.00		\$29,120.00	\$1,120.00
FICA		7.65%	\$2,227.68	\$85.68
Retirement		0%	\$0	\$0
Health Ins.			\$5,601.00	\$215.42

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VOCA Personnel Budget: 5

Life Ins.		\$79.20	\$3.05
Dental Ins.		\$0	\$0
Workers Comp	2.86%	\$832.83	\$32.03
Unemployment (1st \$7K)	0.1%	\$7.00	\$0.27
Other:			\$0
	TOTAL	\$37,867.71	\$1,456.45

Explanation (if applicable):

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

Yes

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**VOCA 2018-2019**

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**Version Date: 11/05/2018 15:04:09**

**VOCA Personnel Budget: 6**

**Agency Name:** Help Now of Osceola, Inc.

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: Elder Abuse Advocate	\$37,867.71	\$28,400.78	75%	0.75
Personnel Narrative:	FT position to provide VOCA funded victim services through Help Now's Outreach Center. 75% VOCA funded position. Community awareness presentations will be done to identify crime victims.			
Sub-Total	\$37,867.71	\$28,400.78		0.75

**Agency Contribution for Personnel Expenses** \$9,466.93

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

Position Number: 6  
 Hours per week = 40  
 Hourly Rate = \$14.00

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$29,120.00		\$29,120.00	\$1,120.00
FICA		7.65%	\$2,227.68	\$85.68
Retirement		0%	\$0	\$0

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VOCA Personnel Budget: 6

Health Ins.		\$5,601.00	\$215.42
Life Ins.		\$79.20	\$3.05
Dental Ins.		\$0	\$0
Workers Comp	2.86%	\$832.83	\$32.03
Unemployment (1st \$7K)	0.1%	\$7.00	\$0.27
Other:			\$0
	TOTAL	\$37,867.71	\$1,456.45

Explanation (if applicable):

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

Yes

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VOCA 2018-2019**

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VOCA Personnel Budget: 7**

**Agency Name:** Help Now of Osceola, Inc.

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: Court Advocate	\$44,188.88	\$44,188.88	100%	1
Personnel Narrative:	FT position to provide VOCA funded victim services through Help Now's Court Office. 100% VOCA funded position. Community awareness presentations will be done to identify crime victims.			
Sub-Total	\$44,188.88	\$44,188.88		1

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

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

Position Number: 7  
Hours per week = 40  
Hourly Rate = \$16.75

	RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary		\$34,840.00	\$1,340.00
FICA	7.65%	\$2,665.26	\$102.51
Retirement	0%	\$0	\$0
Health Ins.		\$5,601.00	\$215.42

OFFICE OF THE FLORIDA ATTORNEY GENERAL

VOCA 2018-2019

Organization: Help Now of Osceola, Inc.

Grant No.: VOCA-2018-Help Now of Osceola, Inc.-00500

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VOCA Personnel Budget: 7

Life Ins.		\$79.20	\$3.05
Dental Ins.		\$0	\$0
Workers Comp	2.86%	\$996.42	\$38.32
Unemployment (1st \$7K)	0.1%	\$7.00	\$0.27
Other:			\$0
	TOTAL	\$44,188.88	\$1,699.57

Explanation (if applicable):

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

No

**OFFICE OF THE FLORIDA ATTORNEY GENERAL**

**VOCA 2018-2019**

**Organization: Help Now of Osceola, Inc.**

**Grant No.: VOCA-2018-Help Now of Osceola, Inc.-00500**

**Version Date: 11/05/2018 15:04:09**

**VOCA Personnel Budget: 8**

**Agency Name:** Help Now of Osceola, Inc.

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: Court Bilingual Advocate	\$40,166.32	\$30,124.74	75%	0.75
Personnel Narrative:	FT position to provide VOCA funded victim services through Help Now's Court Office. 75% VOCA funded position. Community awareness presentations will be done to identify crime victims.			
Sub-Total	\$40,166.32	\$30,124.74		0.75

**Agency Contribution for Personnel Expenses** \$10,041.58

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

Position Number: 8  
 Hours per week = 40  
 Hourly Rate = \$15.00

	RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary		\$31,200.00	\$1,200.00
FICA	7.65%	\$2,386.80	\$91.80
Retirement	0%	\$0	\$0

OFFICE OF THE FLORIDA ATTORNEY GENERAL

VOCA 2018-2019

Organization: Help Now of Osceola, Inc.

Grant No.: VOCA-2018-Help Now of Osceola, Inc.-00500

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VOCA Personnel Budget: 8

Health Ins.		\$5,601.00	\$215.42
Life Ins.		\$79.20	\$3.05
Dental Ins.		\$0	\$0
Workers Comp	2.86%	\$892.32	\$34.32
Unemployment (1st \$7K)	0.1%	\$7.00	\$0.27
Other:			\$0
	TOTAL	\$40,166.32	\$1,544.86

Explanation (if applicable):

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

Yes



**OFFICE OF THE FLORIDA ATTORNEY GENERAL**

**VOCA 2018-2019**

**Organization: Help Now of Osceola, Inc.**

**Grant No.: VOCA-2018-Help Now of Osceola, Inc.-00500**

**Version Date: 11/05/2018 15:04:09**

**VOCA Personnel Budget: 9**

**Agency Name:** Help Now of Osceola, Inc.

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: Shelter Bilingual Counselor	\$40,166.32	\$30,124.74	75%	0.75
Personnel Narrative:	FT position to provide VOCA funded victim services through Help Now's Shelter. 75% VOCA funded position. Community awareness presentations will be done to identify crime victims.			
Sub-Total	\$40,166.32	\$30,124.74		0.75

**Agency Contribution for Personnel Expenses** \$10,041.58

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

Position Number: 9  
 Hours per week = 40  
 Hourly Rate = \$15.00

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$31,200.00		\$31,200.00	\$1,200.00
FICA		7.65%	\$2,386.80	\$91.80
Retirement		0%	\$0	\$0

OFFICE OF THE FLORIDA ATTORNEY GENERAL  
VOCA 2018-2019

Organization: Help Now of Osceola, Inc.  
Grant No.: VOCA-2018-Help Now of Osceola, Inc.-00500  
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VOCA Personnel Budget: 9

Health Ins.		\$5,601.00	\$215.42
Life Ins.		\$79.20	\$3.05
Dental Ins.		\$0	\$0
Workers Comp	2.86%	\$892.32	\$34.32
Unemployment (1st \$7K)	0.1%	\$7.00	\$0.27
Other:			\$0
	TOTAL	\$40,166.32	\$1,544.86

Explanation (if applicable):

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

Yes

**OFFICE OF THE FLORIDA ATTORNEY GENERAL  
VOCA 2018-2019**

**Organization: Help Now of Osceola, Inc.  
Grant No.: VOCA-2018-Help Now of Osceola, Inc.-00500  
Version Date: 11/05/2018 15:04:09  
VOCA Personnel Budget: Shelter Advocate (2) 13**

**Agency Name:** Help Now of Osceola, Inc.

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: Shelter Advocate (2)	\$33,270.50	\$33,270.50	100%	1
Personnel Narrative:	FT position to provide VOCA funded victim services through Help Now's Shelter. 100% VOCA funded position. Community awareness presentations will be done to identify crime victims.			
Sub-Total	\$33,270.50	\$33,270.50		1

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

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

Position Number: 13  
Hours per week = 40  
Hourly Rate = \$12.00

	RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary		\$24,960.00	\$960.00
FICA	7.65%	\$1,909.44	\$73.44
Retirement	0%	\$0	\$0

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VOCA 2018-2019

Organization: Help Now of Osceola, Inc.

Grant No.: VOCA-2018-Help Now of Osceola, Inc.-00500

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VOCA Personnel Budget: Shelter Advocate (2) 13

Health Ins.		\$5,601.00	\$215.42
Life Ins.		\$79.20	\$3.05
Dental Ins.		\$0	\$0
Workers Comp	2.86%	\$713.86	\$27.46
Unemployment (1st \$7K)	0.1%	\$7.00	\$0.27
Other:			\$0
	TOTAL	\$33,270.50	\$1,279.63

Explanation (if applicable):

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

No

OFFICE OF THE FLORIDA ATTORNEY GENERAL  
VOCA 2018-2019

Organization: Help Now of Osceola, Inc.  
Grant No.: VOCA-2018-Help Now of Osceola, Inc.-00500  
Version Date: 11/05/2018 15:04:09  
VOCA Contractual/Fee for Service Budget

Agency name: Help Now of Osceola, Inc.

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
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Name of Business or Contractor:

Budget Narrative:

Contractual Subtotal \$0

**OFFICE OF THE FLORIDA ATTORNEY GENERAL  
VOCA 2018-2019**

**Organization: Help Now of Osceola, Inc.  
Grant No.: VOCA-2018-Help Now of Osceola, Inc.-00500  
Version Date: 11/05/2018 15:04:09  
VOCA Operating Budget**

**Agency name:** Help Now of Osceola, Inc.

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: Telephone Service Budget Narrative: The victim advocates (7 of the positions) will need monthly telephone service calculated at \$28.57/month, which is the standard rate budgeted in the agency.	12	\$199.99	\$2,399.88
Description of Operating Cost: Internet Service Budget Narrative: Th victim advocates (7 of the positions) will need monthly internet service calculated at \$16.28/month, which is the standard rate budgeted in the agency.	12	\$113.96	\$1,367.52
Description of Operating Cost: Audit Budget Narrative: Agency Audit at approximately 20% of audit cost of \$8500 = \$1700. This VOCA grant is approximately 27% of agency budget but additional audit cost covered by other funding source.	1	\$1,700.00	\$1,700.00
Description of Operating Cost: Copy Machine- Rent Budget Narrative: Rental of copy machine to prepare victim files and materials at approximately 20%. \$130 X 12 = \$1560 X 20% = \$312	12	\$26.00	\$312.00
Description of Operating Cost: Office Supplies Budget Narrative: Office supplies to carry out advocacy work of the project at \$120/month X 12 months = \$1440	12	\$120.00	\$1,440.00
Description of Operating Cost:	12	\$86.00	\$1,032.00

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VOCA 2018-2019

Organization: Help Now of Osceola, Inc.  
Grant No.: VOCA-2018-Help Now of Osceola, Inc.-00500  
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VOCA Operating Budget

Utilities

Budget Narrative:

Utilities for building where VOCA funded services are provided including electric and water. \$86/month X 12 months = \$1032

Operating Subtotal

\$8,251.40

OFFICE OF THE FLORIDA ATTORNEY GENERAL  
VOCA 2018-2019

Organization: Help Now of Osceola, Inc.  
Grant No.: VOCA-2018-Help Now of Osceola, Inc.-00500  
VOCA Training Budget: Victim Services Training offered by FCPTI

Agency Name: Help Now of Osceola, Inc.

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	10	\$1,000.00	\$10,000.00
Budget Narrative: Approved training provided by FCPTI and associated travel costs.			
Training Subtotal			\$10,000.00



**OFFICE OF THE FLORIDA ATTORNEY GENERAL  
VOCA 2018-2019**

**Organization: Help Now of Osceola, Inc.  
Grant No.: VOCA-2018-Help Now of Osceola, Inc.-00500  
Version Date: 11/05/2018 15:04:09  
Victims Served and Types of Services**

**Agency Name:** Help Now of Osceola, Inc.

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) \$429,505.63**

<b># of Victims to be Served</b>	<b>Type of Victim \$429,505.63</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>
0	Adult Physical Assault (Includes Aggravated and Simple Assault)	\$0	0.00%	0	
123	Adult Sexual Assault	\$22,820.39	5.31%	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	
0	Child Physical Abuse or Neglect	\$0	0.00%	0	
0	Child Pornography	\$0	0.00%	0	
0	Child Sexual Abuse/Assault	\$0	0.00%	0	
2017	Domestic and/or Family Violence	\$374,217.22	87.13%	0	
0	DUI/DWI Incidents	\$0	0.00%	0	
112	Elder Abuse or Neglect	\$20,779.54	4.84%	0	
0	Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other	\$0	0.00%	0	

**OFFICE OF THE FLORIDA ATTORNEY GENERAL  
VOCA 2018-2019**

**Organization: Help Now of Osceola, Inc.  
Grant No.: VOCA-2018-Help Now of Osceola, Inc.-00500  
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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 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
53	Stalking/Harassment	\$9,833.17	2.29%	0
0	Survivors of Homicide Victims	\$0	0.00%	0
10	Teen Dating Victimization	\$1,855.32	0.43%	0
0	Terrorism (Domestic/International)	\$0	0.00%	0
<b>Total Victims Served</b>	<b>2315</b>	<b>\$429,505.63</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>
1916	Information and Referral	0	
1091	Personal Advocacy/Accompaniment	0	
1977	Emotional Support or Safety Services	0	
234	Shelter/Housing Services	0	
1055	Criminal/Civil Justice System Assistance	0	
1720	Number of Victims Assisted with a Victim Compensation Application	0	
<b>Total Services</b>	<b>7993</b>	<b>0</b>	<b>Subtotal of "Other" Services</b>