

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

**Organization: Franklin County Sheriff's Office  
Grant No.: VOCA-2018-Franklin County Sheriff's-00285  
Version Date: 12/10/2018 10:40:33  
VOCA Personnel Budget: Victim Advocate 1**

**Agency Name:** Franklin 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	\$39,224.83	\$29,418.62	75%	0.75
Personnel Narrative:	The personnel budget for this grant includes the Victim Advocate's salary, FICA & Retirement, as well as the health, life and dental benefits, which are paid for by the County.			
Sub-Total	\$39,224.83	\$29,418.62		0.75

**Agency Contribution for Personnel Expenses** \$9,806.21

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

Position Number: 1  
Hours per week = 40.00  
Hourly Rate = \$16.35

		RATE	Yearly Employer Cost	Per Pay Period Approved Budget
Gross Salary	\$34,008.00		\$34,008.00	\$1,417.00
FICA		7.65%	\$2,601.61	\$108.40
Retirement		7.69%	\$2,615.22	\$108.97
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	\$39,224.83	\$1,634.37

Explanation (if applicable):

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

No

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VOCA Contractual/Fee for Service Budget

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

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: Interpreter Services Budget Narrative: The Sheriff's Office will enter into an agreement with a local interpreter to provide services for Hispanic (non-english speaking) clients. We anticipate approximately 14 victims per year with about 10 sessions each x \$20/hour.	\$20.00	140	\$2,800.00
Contractual Subtotal			\$2,800.00

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VOCA Operating Budget

Agency name: Franklin 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: Fax Machine for Victim Advocate Budget Narrative: The Advocate needs a fax machine to better serve her clients.	1	\$179.00	\$179.00
Description of Operating Cost: Copier Lease Budget Narrative: Victim Advocate needs a copier on her office. \$110/month x 12 months =	10	\$131.00	\$1,310.00
Description of Operating Cost: Dedicated Fax Line for Victim Advocate Budget Narrative: Fax line for Victim Advocate. \$39/month x 12 months	12	\$39.00	\$468.00
Description of Operating Cost: Desktop computer package Budget Narrative: The Victim Advocate's desktop computer is old and needs replacing. This computer package is needed to increase the the Advocate's ability to reach and serve crime victims. Package will include computer, monitor, software, scanner and printer.	1	\$2,600.00	\$2,600.00
Operating Subtotal			\$4,557.00

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VOCA Training Budget: Victim Advocate training for requested position

Agency Name: Franklin 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: Victim Advocate training for requested position Budget Narrative: Florida Crime Prevention Training Institute Victim Services Practitioner Designation Training	1	\$2,000.00	\$2,000.00
Training Subtotal			\$2,000.00

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**Victims Served and Types of Services**

**Agency Name:** Franklin 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) \$38,775.62**

<b># of Victims to be Served</b>	<b>Type of Victim \$38,775.62</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>
76	Adult Physical Assault (Includes Aggravated and Simple Assault)	\$6,038.83	15.57%	0	
8	Adult Sexual Assault	\$635.67	1.64%	0	
3	Adults Sexually Abused/Assaulted as Children	\$238.37	0.61%	0	
1	Arson	\$79.46	0.20%	0	
1	Bullying (Verbal, Cyber or Physical)	\$79.46	0.20%	0	
37	Burglary	\$2,939.95	7.58%	0	
5	Child Physical Abuse or Neglect	\$397.29	1.02%	0	
2	Child Pornography	\$158.92	0.41%	0	
10	Child Sexual Abuse/Assault	\$794.58	2.05%	0	
250	Domestic and/or Family Violence	\$19,864.56	51.23%	0	
2	DUI/DWI Incidents	\$158.92	0.41%	0	
2	Elder Abuse or Neglect	\$158.92	0.41%	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 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
78	Robbery	\$6,197.74	15.98%	0
10	Stalking/Harassment	\$794.58	2.05%	0
1	Survivors of Homicide Victims	\$79.46	0.20%	0
2	Teen Dating Victimization	\$158.92	0.41%	0
0	Terrorism (Domestic/International)	\$0	0.00%	0
<b>Total Victims Served</b>	<b>488</b>	<b>\$38,775.62</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>
200	Information and Referral	0	
16	Personal Advocacy/Accompaniment	0	
80	Emotional Support or Safety Services	0	
0	Shelter/Housing Services	0	
100	Criminal/Civil Justice System Assistance	0	
300	Number of Victims Assisted with a Victim Compensation Application	0	
<b>Total Services</b>	<b>696</b>	<b>0</b>	<b>Subtotal of "Other" Services</b>