

**CONTRACT No.: DMS 12/13-010
OPERATIONS AND MANAGEMENT SERVICE CONTRACT
BETWEEN
THE STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES
AND
GEO CORRECTIONS AND DETENTION, LLC
FOR THE
GRACEVILLE CORRECTIONAL FACILITY**

AMENDMENT NO.: 8

This Amendment to Contract No.: DMS 12/13-010 (the "Contract") is by and between the State of Florida acting through the Florida Department of Management Services (the "Department"), Bureau of Private Prison Monitoring (the "Bureau") and GEO CORRECTIONS AND DETENTION, LLC, a wholly owned subsidiary of THE GEO GROUP, INC. ("GEO"), 621 Northwest 53rd Street, Boca Raton, Florida 33487 ("GEO Corrections" or the "Contractor") and (collectively known as the "Parties").

NOW THEREFORE, in consideration of the mutual benefits exchanged and received, the Parties agree to amend the Contract as follows:

1. The Contract, Sub-section 5.5.1. is amended to read:

Funds will be distributed in accordance with Exhibit G –POIIWTF Budget Summary which is inclusive of the following attachments: A. POIIWTF Program Request and Narrative; B. Budget Instructions; and C. Budget Narrative. Services are strictly paid as cost reimbursement. No funds will be paid for services not provided.

2. The Contract, Section 5.7. is amended to read:

5.7. AUDITING OF TRUST ACCOUNTS: CONTRACTOR shall develop and update as necessary, with the approval of the Department, administrative procedures to ensure proper accounting and internal control of the receipts and expenditures of the funds from the POIIWTF (Commissary Account) and Inmate Bank Fund. CONTRACTOR shall review such procedures yearly to ensure procedures remain current and timely. Documentation of this review and any recommendations for change shall be submitted to the On-site Contract Monitor yearly. CONTRACTOR shall have an independent audit of the Inmate Bank Fund and POIIWTF (Commissary) fund, conducted on an annual basis (fiscal year), pursuant to GAAP, and the entire results of the audit will be submitted to the Department by October 1.

3. The Contract, Section 5.49. is amended to read:

5.49. PRISON RAPE ELIMINATION ACT: CONTRACTOR must comply with the Prison Rape Elimination Act of 2003, 42 U.S.C. 15602-15609, Public Law 108-79-September 4, 2003 and DC policy and procedures. Further, CONTRACTOR must adopt and comply with United States Department of Justice Final Rule Prison and Jail Standards 28 C.F.R. Part 115. The standards can be found at <http://prearesourcecenter.org/audit/adult-prisons-and-jails>.

4. Exhibit G is amended as attached and incorporated herein by reference.
5. This Amendment and Exhibits are hereby made a part of this Contract. All other terms and conditions of the Contract shall remain in full force and effect. Except as otherwise expressly set forth herein, the terms and conditions contained in the Contract and subsequent amendments are unchanged. This Amendment sets forth the entire understanding between the Parties with regard to the subject matter hereof.
6. This Amendment is effective on the last date of execution.
7. This Amendment remains subject to section 287.0582, Florida Statutes.

SO AGREED by the Parties' authorized representatives on the dates noted below:

STATE OF FLORIDA, DEPARTMENT OF MANAGEMENT SERVICES



David Zeckman, Chief of Staff

8/28/2017
Date

GEO CORRECTIONS AND DETENTION, LLC



Amber D. Martin, Executive Vice President

8/24/2017
Date

Department of Management Services
Private Prison Monitoring
Budget Summary

Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF) Program Request

Facility:	Graceville Correctional Facility	Fiscal Year: 2017-2018	
Previous Year's Approved Budget:	\$ 223,193.75	Comment:	
Previous Year's Total Expenditure:	\$ 171,862.63		
POIIWTF Allocated Budget:	\$ 295,782.00		
POIIWTF Final Budget Approval:	\$ 221,261.22		
Balance of Allocated Budget not Requested:	\$ 74,520.78		
		For Department Use Only	
Summary		Approval	Final Budget Approval
Architectural Drafting - Salary & Benefits	\$ 56,810.00	Approved	\$ 56,810.00
Architectural Drafting - Supplies	\$ 6,955.62	Approved	\$ 6,955.62
Architectural Drafting - Program Total	\$ 63,765.62		\$ 63,765.62
Business Supervision & Management - Salary & Benefits	\$ 52,000.00	Approved	\$ 52,000.00
Business Supervision & Management - Supplies	\$ 4,021.15	Approved	\$ 4,021.15
Business Supervision & Management - Equipment	\$ 169.00	Approved	\$ 169.00
	\$ 56,190.15		\$ 56,190.15
Canine Caretaker - Salary & Benefits	\$ 52,000.00	Approved	\$ 52,000.00
Canine Caretaker - Travel	\$ 3,680.00	Approved	\$ 3,680.00
Canine Caretaker - Supplies	\$ 43,229.45	Approved	\$ 43,229.45
Canine Caretaker - Equipment	\$ 2,396.00	Approved	\$ 2,396.00
Canine Caretaker - Program Total	\$ 101,305.45		\$ 101,305.45
POIIWTF Funds Requested Total:	\$ 221,261.22		
		Final Budget Approval	\$ 221,261.22

Department of Management Services
Private Prison Monitoring
Attachment A: POIITWF Program Request and Narrative
Privately Operated Institutions Inmate Welfare Trust Fund (POIITWF)

Facility:	Graceville CF	Fiscal Year:	2017-2018
Title of Program:	Architectural Drafting		
Program Instructor's Name:	Steven Shelly		
Program Instructor's Title/Position:	Architect Design Instructor		
Total Hours of Program Participation Per Inmate Per Week:	30	POIITWF Funds Requested:	\$ 63,765.62
Target Inmate Population (Inmate Criteria):	Verified HS Diploma or GED, TABE Scores of 10+ on Reading, Language and Math TABE Level A	Previous Year's Approved Budget:	\$ 68,903.75
OBIS Course Code:			

1. Program Narrative:
The GRCF Computer Aided Drafting and Design program is designed to prepare students for employment in the technical drafting industry. After successfully completing the program, students will be able to develop technical drawings with both a computer aided drafting software workstation and traditional drafting tools. The program focuses on the area of architectural drafting; however, students are also introduced to other disciplines, such as civil, structural electrical/electronic and mechanical drafting. Upon successful completion of our program, students will be qualified to pursue entry-level positions in drafting, product design, cartography, estimating sales and quality control.
2. Specific Activities:
(Include information about service delivery and timelines.)
The architectural drafting program is designed to prepare student for employment or advanced training in the drafting industry.
3. How does this program have the potential to aid inmates' reintegration into society?
Inmates completing AUTOCAD will receive a Department of Education Certificate issued for the highest level of mastery. This vocational skill will be a great addition to the completers resume, and also boost confidence of individual entering the job market.
4. What are the specific goals and objectives of this program?
(Describe the anticipated results of the program. Explain how the activities directly and/or indirectly address the issue or need and support achievement of these results.)
Participants will master the following areas: DATA CODE A-Blueprint Reader, DATA CODE B-Drafting Assistant, DATA CODE C-Architectural Detailer
5. Describe your evaluation plan for assessing how well the program met its goals and objectives.
The success of the program will be determined by completion hours and the demonstration of competency on each of the standards, and hands-on activities at the 80% level.
6. Staff Qualifications (Attach Job Description)
(Include biographical information or required minimum qualifications for any staff and volunteers):
This requires a fulltime staff member to instruct the program. Staff member must be a Florida Department of Education Certified Instructor. (Job description is attached)
7. Attach Program Curriculum (e.g., Department of Education, Auburn University, etc.)
The warden or designee certifies that this POIITWF application is compliant with the DMS contract, DMS IWTF policy, and all laws and rules of the State of Florida.

Ernest Dixon, Warden

Electronic Signature

July 25, 2017

Date

Department of Management Services

Private Prison Monitoring

Attachment B: Budget Instructions

Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

1. Personnel

- a. Each individual should be identified by name and position.- **Steven Shelly, Architect Design Instructor**
- b. Time commitments should be included as hours or percentage of time stated for each position.-**40 hrs per week**
- c. The total charges for each person listed includes an explanation of how the costs have been calculated.- **\$56,805.84 (\$45,444.67 ;**
- d. Indicate which individuals (if any) are volunteers.-**N/A**

2. Fringe Benefits

- a. Identify which individuals are eligible for fringe benefits.-**Steven Shelly**
- b. Identify the elements that comprise the fringe benefits figures.-**Salary x 25% (GEO burden rate)**
- c. Indicate whether fringe benefits are in the same proportion to other salaries not funded by POIIWTF.-**Yes**

3. Travel

N/A

4. Supplies

See attachment C

5. Equipment Rental/Purchase

N/A

6. Other

Department of Management Services

Private Prison Monitoring

Attachment C: Budget Narrative

Privately Operated Institutions Inmate Welfare Trust Fund (POIITWF)

Facility:	Graceville CF	Fiscal Year:	2017-2018
Title of Program:	Architectural Drafting	Program Instructor's Name:	Steven Shelly
Previous Year's Approved Budget for This Program:	\$ 68,903.75		
Previous Year's Expenditure for This Program:	\$ 60,819.71		
POIITWF Funds Requested for This Program:	\$ 63,765.62		
Budget Summary (Lines can be added as needed)			
Item	Quantity	Amount Requested	Narrative
Staffing Salary	1	\$ 45,448.00	\$21.85 hourly rate x 2080 hours per year.
Staffing Fringe Benefits	1	\$ 11,362.00	Benefits 25%
Total Salary & Benefits		\$ 56,810.00	
Travel			
Supplies	1	\$ 6,955.62	
Equipment			
Other			
Total		\$ 63,765.62	
Supplies & Materials Breakdown (Lines can be added as needed)			
Description	Number of Units	Cost Per Unit	Total Cost
AutoCad 2018 Instructor Books	10	\$ 44.00	\$ 440.00
AutoDesk Revit Architecture Books	10	\$ 38.00	\$ 380.00
Composition Books, 100 sheets	25	\$ 2.99	\$ 74.75
Correction Tape, 12 pack	1	\$ 22.79	\$ 22.79
Merriam-Webster Dictionarary	1	\$ 7.59	\$ 7.59
Eraser Caps, 72/pack	3	\$ 5.99	\$ 17.97
File Folders, manila, letter size	5	\$ 7.99	\$ 39.95
Classification folder 1 divider	1	\$ 39.99	\$ 39.99
Hi-Lighters, Yellow	2	\$ 6.49	\$ 12.98
Labels, white laser address	1	\$ 14.59	\$ 14.59
Markers, sharpies	2	\$ 9.29	\$ 18.58
Ballpoint pens, red	10	\$ 2.19	\$ 21.90
Ballpoint pens, black	10	\$ 2.19	\$ 21.90
Ballpoint pens, blue	10	\$ 2.19	\$ 21.90
Post-it Notes, 3"X3"	20	\$ 0.49	\$ 9.80
Certiport Autodesk Certification	1	\$ 5,000.00	\$ 5,000.00
Microsoft office student 2016	1	\$ 149.99	\$ 149.99
Other-Sales Tax 7.5%, Freight 3%			\$ 660.94
Supplies & Materials Total			\$ 6,955.62

Department of Management Services
Private Prison Monitoring
Attachment A: POIWTF Program Request and Narrative
Privately Operated Institutions Inmate Welfare Trust Fund (POIWTF)

Facility:	Graceville Correctional Facility	Fiscal Year:	2017-2018
Title of Program:	Business Supervision & Management		
Program Instructor's Name:	Peggy Baker		
Program Instructor's Title/Position:	Business Supervision Instructor		
Total Hours of Program Participation Per Inmate Per Week:	30	POIWTF Funds Requested:	\$ 56,190.15
Target Inmate Population (Inmate Criteria):	No disciplinary within 6 months and have desire to increase ability to be successful in the business world.	Previous Year's Approved Budget:	\$ 56,580.00
OBIS Course Code:			

1. Program Narrative:
This program is in accordance with Florida Department of Education standards and offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Business Management, and Administration career cluster; provides technical skills proficiency, and includes competency based applied learning that contributes to the academic knowledge, higher-order reasoning and problem solving skills work attitudes, general employability, technical skills, and occupation-specific skills, and knowledge of all aspects of the Business, Management, and Administration career cluster.
2. Specific Activities:
(Include information about service delivery and timelines.)
The course will be broken into sections. The sections are as follows: Information Technology Assistant-150 hrs; Supervisor/Manager Trainee 300 hrs; Supervisor 450 hrs. Specific activities will mirror goals and objectives and will be included on the job training simulation.
3. How does this program have the potential to aid inmates' reintegration into society?
The Business Supervision Management Course at Graceville Correctional Facility consists of the following goals and objectives: Define and understand human relations; Identify communication roadblocks and verbal and non-verbal styles; Effective leadership characteristics; Working in mixed society; Successful customer satisfaction; Develop strong listening and communication skills; Winning telephone skills; Technical writing; Handling difficult situations.
4. What are the specific goals and objectives of this program?
(Describe the anticipated results of the program. Explain how the activities directly and/or indirectly address the issue or need and support achievement of these results.)
Participants will master the following content areas: Communication skills; Leadership skills; Human relations skills; Employability skills; Safe and effective work practices; Bookkeeping; Profit & Loss; SWOT analysis; Writing business plans; Grant research and writing; Partnerships; Tax Compliance.
5. Describe your evaluation plan for assessing how well the program met its goals and objectives.
Participants will be required to satisfactory scores on assessments. Demonstrate knowledge of Business Terminology and application. Participate in Business Plan interview simulations. 85% of all program participants will complete the program and receive a certificate.
6. Staff Qualifications (Attach Job Description)
(Include biographical information or required minimum qualifications for any staff and volunteers):
The instructor will hold a bachelor's degree, and have experience owning or managing a business. (Job description attached)
7. Attach Program Curriculum (e.g., Department of Education, Auburn University, etc.)

The warden or designee certifies that this POIWTF application is compliant with the DMS contract, DMS IWTF policy, and all laws and rules of the State of Florida.

Ernie Dixon, Warden

Electronic Signature

July 25, 2017

Date

Department of Management Services

Private Prison Monitoring

Attachment B: Budget Instructions

Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

1. Personnel

- a. Each individual should be identified by name and position.-**Peggy Baker, Business Supervision Instructor**
- b. Time commitments should be included as hours or percentage of time stated for each position.-**40 hrs per week**
- c. The total charges for each person listed includes an explanation of how the costs have been calculated.- **\$52,017.89 (\$41,614.31)**
- d. Indicate which individuals (if any) are volunteers.-**N/A**

2. Fringe Benefits

- a. Identify which individuals are eligible for fringe benefits.-**Peggy Baker**
- b. Identify the elements that comprise the fringe benefits figures.-**Salary x 25% (GEO burden rate)**
- c. Indicate whether fringe benefits are in the same proportion to other salaries not funded by POIIWTF.-**Yes**

3. Travel

N/A

4. Supplies

See Attachment C

5. Equipment Rental/Purchase

See Attachment C

6. Other

Sales Tax of 7.5%, Freight 3% on all equipment and supplies

Department of Management Services

Private Prison Monitoring

Attachment C: Budget Narrative

Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

Facility:	Graceville CF	Fiscal Year:	2017-2018
Title of Program:	Business Supervision & Management	Program Instructor's Name:	Peggy Baker
Previous Year's Approved Budget for This Program:	\$	56,580.00	
Previous Year's Expenditure for This Program:	\$	38,055.66	
POIIWTF Funds Requested for This Program:	\$	56,190.15	
Budget Summary (Lines can be added as needed)			
Item	Quantity	Amount Requested	Narrative
Staffing Salary	1	\$ 41,600.00	\$20.00 hourly rate x 2080 hours per year.
Staffing Fringe Benefits	1	\$ 10,400.00	Benefits 25%
Total Salary & Benefits		\$ 52,000.00	
Travel			
Supplies		\$ 4,021.15	
Equipment		\$ 169.00	
Other			
Total		\$ 56,190.15	
Supplies & Materials Breakdown (Lines can be added as needed)			
Description	Number of Units	Cost Per Unit	Total Cost
Composition Books, 100 sheets	60	\$ 2.99	\$ 179.40
Correction Tape, 12/pk	1	\$ 22.79	\$ 22.79
Desk Trays, Stackable, Letter Sz	4	\$ 14.99	\$ 59.96
Binder, Round-Ring, 2" rings, durable view	6	\$ 8.49	\$ 50.94
Dividers, Insertable, 5 tab	10	\$ 1.49	\$ 14.90
Eraser Caps, 72/pk	3	\$ 5.99	\$ 17.97
Erasers, 3/pk	10	\$ 2.29	\$ 22.90
File Folders, Manila, Letter Sz	5	\$ 7.99	\$ 39.95
Folder, Twin Pocket Portfolios, DK Blue, 25/pk	10	\$ 9.99	\$ 99.90
Folders, Hanging, 1/5 cut, letter sz	5	\$ 6.99	\$ 34.95
Hi-lighters, Yellow	2	\$ 6.49	\$ 12.98
Labels, White Laser Address	1	\$ 14.59	\$ 14.59
Markers, Dry Erase	2	\$ 7.89	\$ 15.78
Markers, Sharpies	2	\$ 9.29	\$ 18.58
Paper Reinforcement Labels	2	\$ 3.49	\$ 6.98
Paper, Copy 8/12X11	8	\$ 47.99	\$ 383.92
Paper, Notebook, College Rule	15	\$ 6.49	\$ 97.35
Pencil Sharpener, Wall	1	\$ 17.99	\$ 17.99
Pencils, 72-Count	4	\$ 7.99	\$ 31.96
Pens, Ballpoint, Red	10	\$ 2.19	\$ 21.90
Pens, Bic, Ballpoint, Black, dz	10	\$ 2.19	\$ 21.90
Pens, Bic, Ballpoint, Blue, dz	10	\$ 2.19	\$ 21.90
Post-It Notes, Highland, 3"x3"	20	\$ 0.49	\$ 9.80
Rubberbands (file bands)	1	\$ 4.59	\$ 4.59
Sheet Protectors, 8 1/2"x11"	3	\$ 11.00	\$ 33.00

Stapler	1	\$	10.99	\$	10.99
Staples, Heavy Duty, Bostitch	3	\$	7.99	\$	23.97
Tacky Finger	2	\$	4.19	\$	8.38
Tape, Desk, 12/pk	1	\$	20.99	\$	20.99
Three-Hole punch	1	\$	15.79	\$	15.79
Toner Cartridge(HPLaserJet P3015) CE-255A	5	\$	154.99	\$	774.95
Two-hole punch	1	\$	15.49	\$	15.49
Writing Pads 8 1/2"x11 3/4" legal	1	\$	11.69	\$	11.69
Learn Quickbooks Pro 2017 Training Video Tutorials	1	\$	19.97	\$	19.97
Quickbooks Pro 2017 Quick Reference Training Card	16	\$	5.95	\$	95.20
Tony Robbins:Money Master (Personal PowerII) 25 cd's	1	\$	249.00	\$	249.00
Tony Robbins:Creating Lsting Change, 12 cd's	1	\$	229.00	\$	229.00
Jack Canfield's Success Profiles, 12DVD set	1	\$	297.00	\$	297.00
Jack Canfield:Living the Success Principles(books)	15	\$	10.00	\$	150.00
Jack Canfield: The Success Principles: How to Get Where you are from Where you want to be (Books)	15	\$	13.99	\$	209.85
Andy Andrews:Mastering the 7 Decisions (for success), CD	1	\$	27.99	\$	27.99
Zig Zigler:A view from the top, 6 CD's	1	\$	49.53	\$	49.53
College Dictionary, Webster's New World	2	\$	16.34	\$	32.68
Dictionary of Business & Economics Terms	5	\$	14.93	\$	74.65
Entrepreneur Magazine, 10 issues/yr	1	\$	9.99	\$	9.99
Forbes, magazine, 18 issues/yr	1	\$	20.00	\$	20.00
Home Business/Network Marketing, magazine, 6 issues/yr	1	\$	19.00	\$	19.00
Other Sales Tax 7.5%, Freight 3%				\$	398.16
Supplies & Materials Total				\$	4,021.15
Equipment Breakdown (Lines can be added as needed)					
Description	Number of Units		Cost Per Unit		Total Cost
Filing Cabinet, 4-drawer, 26 1/2" deep, vertical, letter size	1	\$	169.00	\$	169.00
Equipment Total				\$	169.00

Department of Management Services
Private Prison Monitoring
Attachment A: POIWTF Program Request and Narrative
Privately Operated Institutions Inmate Welfare Trust Fund (POIWTF)

Facility:	Graceville Correctional Facility	Fiscal Year:	2017-2018
Title of Program:	Canine Caretaker		
Program Instructor's Name:	Charles Linderman		
Program Instructor's Title/Position:	Dog Trainer, IWTF		
Total Hours of Program Participation Per Inmate Per Week:	30	POIWTF Funds Requested:	\$ 101,305.45
Target Inmate Population (Inmate Criteria):	HO3 inmates who desire to become involved in Canine Health	Previous Year's Approved Budget:	\$ 97,710.00
OBIS Course Code:			

1. Program Narrative:
According to the US Bureau of Labor Statistics, the need for trained veterinary assistants will continue to grow through a 2017 perspective. It is expected to have as many as 100,00 available jobs in 2017. Jobs will always be available because animals will always need care. This, along with other career opportunities within the field, makes training a good starting point in the field of veterinary care, especially since most of the inmates housed in the facility will continue to reside in Florida, once released.
2. Specific Activities:
(Include information about service delivery and timelines.)
This program will last for 1200 hours and require an inmate to have an 8th grade reading score and a 9th grade math score on the TABE test. The course will include class and supervised hands on demonstrations. They will receive coursework that will enable them to have a basic understanding of veterinary care and be able to practice these skills on live animals. Once released the skills acquired during the program, coupled with their ability to communicate effectively in an animal science environment will make them prime candidates in the veterinary care job market.
3. How does this program have the potential to aid inmates' reintegration into society?
The potential for a career that will allow the inmate to support himself without having to deal with the stigma of being a felon is of great benefit for those inmates that want to have legal employment. A man, in our society, is often defined according to whether he is employed or not. To be able to have the potential for employment stops a lot of the negativity witnessed among those that are about EOS.
4. What are the specific goals and objectives of this program?
(Describe the anticipated results of the program. Explain how the activities directly and/or indirectly address the issue or need and support achievement of these results.)
The goals of this program are: To provide the instructional components of the veterinarian assistant curriculum as prescribed by the program, To investigate job outlook and opportunities with each inmates community setting in the veterinarian assistants field, To train interested inmates in skills that would benefit them in other vocational areas offered at the facility, specifically the canine program.
5. Describe your evaluation plan for assessing how well the program met its goals and objectives.
This assessment will be how enrollees complete the course.
6. Staff Qualifications (Attach Job Description)
(Include biographical information or required minimum qualifications for any staff and volunteers):
Job Description is attached.
7. Attach Program Curriculum (e.g., Department of Education, Auburn University, etc.)

The warden or designee certifies that this POIWTF application is compliant with the DMS contract, DMS IWTF policy, and all laws and rules of the State of Florida.

Ernest Dixon, Warden

Electronic Signature

July 25, 2017

Date

Department of Management Services

Private Prison Monitoring

Attachment B: Budget Instructions

Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

1. Personnel

- a. Each individual should be identified by name and position.-**Charles Linderman, Dog Trainer**
- b. Time commitments should be included as hours or percentage of time stated for each position.-**40 hrs per wk**
- c. The total charges for each person listed includes an explanation of how the costs have been calculated.
\$52,005.72 (\$41,604.58 x 25%)
- d. Indicate which individuals (if any) are volunteers. -**N/A**

2. Fringe Benefits

- a. Identify which individuals are eligible for fringe benefits.-**Charles Linderman**
- b. Identify the elements that comprise the fringe benefits figures.-**Salary x 25% (GEO burden rate)**
- c. Indicate whether fringe benefits are in the same proportion to other salaries not funded by POIIWTF.-**Yes**

3. Travel

- a. The narrative must include a detailed breakdown of estimated travel costs.
- b. All travel costs must comply with state policies and procedures.
- c. Reimbursement requests for travel must include a state travel voucher.
- d. For each trip, indicate destination, estimated mileage, method of travel, cost per mile and duration, number of travelers, per diem rate for meals and lodging.- **Auburn Quarterly Meetings (Auburn Alabama, 280 miles round-trip, Van Rental \$205.00 x 4 = \$820.00, Gas \$60.00 x 4 = \$240.00 \$36.00 per diem for 5 days x 4 = \$720.00, and \$475.00x4 = \$1,900 for hotel.)**
- e. Detail the purpose of the proposed travel.-**Quarterly Meetings**
- f. For each item, include an explanation of how these charges are necessary for the successful completion of the program.
Mandatory Auburn Meetings

4. Supplies

See attachment C

5. Equipment Rental/Purchase

See attachment C

6. Other

**Department of Management Services
Private Prison Monitoring
Attachment C: Budget Narrative**

Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

Facility:	Graceville CF	Fiscal Year:	2017-2018
Title of Program:	Canine Caretaker	Program Instructor's Name:	Charles Linderman
Previous Year's Approved Budget for This Program:	\$ 97,710.00		
Previous Year's Expenditure for This Program:	\$ 72,917.32		
POIIWTF Funds Requested for This Program:	\$ 101,305.45		
Budget Summary (Lines can be added as needed)			
Item	Quantity	Amount Requested	Narrative
Staffing Salary	1	\$ 41,600.00	\$20.00 hourly rate x 2080 hours per year.
Staffing Fringe Benefits	1	\$ 10,400.00	Benefits 25%
Total Salary & Benefits		\$ 52,000.00	
Travel	1	\$ 3,680.00	Quarterly Meetings
Supplies		\$ 43,229.45	
Equipment		\$ 2,396.00	
Other		-	
Total		\$ 101,305.45	
Supplies & Materials Breakdown (Lines can be added as needed)			
Description	Number of Units	Cost Per Unit	Total Cost
Office Supplies (paper, pens, pencils, staples, folders, paper clips, lined paper, binders, diver tabs)	1	\$ 1,000.00	\$ 1,000.00
Ink Toner	2	\$ 125.00	\$ 250.00
Bowls	10	\$ 10.00	\$ 100.00
Toys/Training Aids	1	\$ 750.00	\$ 750.00
Nylabones (Med/Large)	1	\$ 300.00	\$ 300.00
Waste Bags or Diaper Disposal bags	325	\$ 1.00	\$ 325.00
Health Care Products K-9	1	\$ 650.00	\$ 650.00
Dog Care (Towels/Brushes)	1	\$ 120.00	\$ 120.00
Leashes/Collars/Harnesses	30	\$ 7.50	\$ 225.00
Plastic Bags-Large 55 gal	4	\$ 20.00	\$ 80.00
Vet Services	100	\$ 75.00	\$ 7,500.00
Heartguard/Heartworm Medication/(Per Dose)	276	\$ 8.00	\$ 2,208.00
K-9 AdvantixII/Flea & Tick Medication/(Per Dose)	276	\$ 11.00	\$ 3,036.00
Dog Food/Purina Pro Plan Sport	442	\$ 50.00	\$ 22,100.00
Identification Tags	50	\$ 5.00	\$ 250.00
Other-Sales Tax 7.5, Freight 3%			\$ 4,335.45
Supplies & Materials Total			\$ 43,229.45

Equipment Breakdown (Lines can be added as needed)			
Description	Number of Units	Cost Per Unit	Total Cost
Colored Training Cones	12	\$ 10.00	\$ 120.00
K-9 Training Goggles	12	\$ 12.00	\$ 144.00
Training Vests Embroidery	20	\$ 20.00	\$ 400.00
Kennels	5	\$ 125.00	\$ 625.00
Program Television	1	\$ 400.00	\$ 400.00
Program DVD Player	1	\$ 120.00	\$ 120.00
HDMI Cable for DVD.TV Connection	1	\$ 12.00	\$ 12.00
K-9 Boots	7	\$ 40.00	\$ 280.00
Environmental-Obstacle/Confidence Open Tunnels	4	\$ 45.00	\$ 180.00
Text Books	10	\$ 11.50	\$ 115.00
Equipment Total			\$ 2,396.00