

**CONTRACT No.: DMS 08/09-077**  
**OPERATIONS AND MANAGEMENT SERVICE CONTRACT**  
**BETWEEN**  
**THE STATE OF FLORIDA**  
**DEPARTMENT OF MANAGEMENT SERVICES**  
**AND**  
**GEO CORRECTIONS AND DETENTION, LLC**  
**FOR THE**  
**SOUTH BAY CORRECTIONAL FACILITY**

**AMENDMENT NO.: 13**

This Amendment to Contract No.: DMS 08/09-077 (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, Section 5.5. is amended to add the following:

Funds will be distributed in accordance with Exhibit 6 – POIITWF Budget Summary which is inclusive of the following attachments: A. POIITWF 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. Exhibit 6 is amended as attached and incorporated herein by reference.
3. 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.
4. This Amendment is effective on the last date of execution.
5. This Amendment remains subject to section 287.0582, Florida Statutes.

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**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:	South Bay Correctional Facility		Fiscal Year: 2017-2018
Previous Year's Approved Budget:	\$ 136,906.67	Comments:	
Previous Year's Total Expenditure:	\$ 73,948.69		
POIIWTF Allocated Budget:	\$ 341,956.00		
POIIWTF Final Budget Approval:	\$ 102,063.90		
Balance of Allocated Budget:	\$ 239,892.10		
		For Department Use Only	
Summary		Approval	Final Budget Approval
Barbering - Salary & Benefits	\$ 51,500.02	Approved	\$ 51,500.02
Barbering - Supplies	\$ 22,233.16	Approved	\$ 22,233.16
Barbering - Equipment ( <i>Denied Smartboard &amp; laptop</i> )	\$ 10,371.25	Approved	\$ 3,558.75
Barbering - Program Total	\$ 84,104.43		\$ 77,291.93
Recreation/Visitation - Supplies	\$ 8,620.93	Approved	\$ 1,135.63
Recreation/Visitation - Equipment	\$ 34,131.34	Approved	\$ 21,636.34
Recreation/Visitation - Program Total	\$ 42,752.27		\$ 22,771.97
<i>Denied gym equipment &amp; resurfacing courts</i>			
ID Ready Initiative Program	\$ 2,000.00	Approved	\$ 2,000.00
Life Betterment (Music Theory, Composition, Production	\$ 57,667.19	Denied	\$ -
<i>Denied - FDC procedure 602.051 includes band/music programming in the wellness education program for inmates</i>			
Closed Circuit Distributed Learning System	\$ 91,831.99	Denied	\$ -
<i>Contemplated in the contract</i>			
Total POIIWTF Funds Requested:	\$ 278,355.88		
		Final Budget Approval	\$ 102,063.90

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

<b>Facility: South Bay Correctional Facility</b>		<b>Fiscal Year:</b>	2017-2018
<b>Title of Program:</b>	Barbering/Cosmetology		
<b>Program Instructor's Name:</b>	A. Ross		
<b>Program Instructor's Title/Position:</b>	Life Work Experience Vocational Instructor (Barbering)		
<b>Total Hours of Program Participation Per Inmate Per Week:</b>	30 hrs	<b>POIITWF Funds Requested:</b>	\$ 84,104.43
<b>Target Inmate Population (Inmate Criteria):</b>	Total Inmate Population	<b>Previous Year's Approved Budget:</b>	\$ 83,578.86
<b>OBIS Course Code:</b>	V-08(83)		

<b>1. Program Narrative:</b>
Many of our inmates have experience in barbering but do not hold professional certification that will enable the assurance of gainful employment upon release. With this proposed barbering course, inmates will be able to earn professional certificates and gain the knowledge and skills necessary to pass the State Board Exams. Barbering is a Personal Services Industry and one of the top ten fastest growing industries in Florida with an expected growth rate of 4% between 2014 and 2018. This course follows a standard industry curriculum and will give the inmate verifiable credentials in the field of Barbering that will be the foundation for a successful career when he returns to the general population.
<b>2. Specific Activities:</b>
(Include information about service delivery and timelines.)
Barbering is a 1200 hour course; 450 hours are instructor supervised on-the-job training as barbers on the compound and 750 hours involves classroom instruction. Under the projected class schedule, the course will last 50 weeks with a combined 30 hours of practical and classroom participation per week. The necessary application and testing to achieve a state license will be facilitated upon completion of the course. The class size is designed at an optimum 20 to 1 ratio.
<b>3. How does this program have the potential to aid inmates' reintegration into society?</b>
This program is structured to give an inmate the credentials and knowledge to support himself immediately upon release with a well paying trade.
<b>4. What are the specific goals and objectives of this program?</b>
(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 goal of this program is to validate the practical experience in Barbering gained thus far and to have inmates to get the necessary education and credentials to earn a license to practice their trade in the State of Florida.
<b>5. Describe your evaluation plan for assessing how well the program met its goals and objectives.</b>
The evaluation plan for assessing how well the program meet its goals and objectives will be based on how many enrollees successfully complete the course.
<b>6. Staff Qualifications (Attach Job Description)</b>
(Include biographical information or required minimum qualifications for any staff and volunteers):

This position's focus is towards creating an academic environment which provides inmates the opportunity to successfully complete an industry standard curriculum in Barbering and Cosmetology and to help them master the skills necessary to work in the industry upon release. The instructor must be knowledgeable in the State of Florida licensing process and be able to assist the inmate in achieving the criteria necessary to become licensed.

**PRINCIPAL DUTIES/RESPONSIBILITIES:**

- Function as an occupational proctor for inmates in the Barbering and Cosmetology class.
- Evaluates and maintains records of inmates' progress through interaction with students.
- Follow directives of the Director of Education and administrative staff.
- Work directly with DOC/DOE in adhering to standards for certification of SBCF Vocational Programs.
- Provide tracking, inmate/student progress in all areas to the Director of Education.
- Develop productive relationships with departments outside the Education Department of South Bay; i.e., Maintenance, Business, and outside vendors.

**MINIMUM JOB REQUIREMENTS:**

- A licensed Barber or Cosmetologist
- 5 years vocational instructional experience or comparable work experience
- Work experience in managing a large number of adults working through vocational certification programs.
- Ability to coordinate with Direct Service Vocational Teachers.
- Experience in working in an institutional/facility preferred.
- Strong written and verbal skills.
- Ability to integrate existing "Best Practices" in Vocational Programs.
- Strong ability to multi-task, work with inmate/students, ability to complete projects with critical deadlines.
- Ability to understand the procurement, tracking and receiving process.

**EDUCATION & TRAINING:**

- Must have a current vocational certification or GED / High School Diploma with technical and instructional or work experience.

**SKILLS:**

Excellent oral and written skills.

Ability to motivate groups of people.

Ability to vary teaching style to meet the needs of the students.

**7. Attach Program Curriculum (e.g., Department of Education, Auburn University, etc.)**

Attached

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

CM

Electronic Signature

July 26, 2017

Date

**Department of Management Services**  
**Private Prison Monitoring**  
**Attachment B: Budget Instructions**  
Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

The budget narrative provides a complete description of the costs associated with the program activities. As you prepare to assemble the budget, go back through the program narrative and make a list of all personnel and non-personnel items related to the operation of the program. The list of budget items and the calculations used to arrive at the dollar figures should be summarized below. All significant costs must be broken out within the subcategories and should include a detailed description. The following information will be used by the POIIWTF Committee to determine funding level. It should include the following areas:

**1. Personnel**

- a. **A. Ross:** Life Work Experience Vocational Instructor - Barbering
- b. **40 Hours per week**
- c. **\$41,200.00** salary per annum (Hourly rate is \$19.8077) requested is under the Bureau of Labor Statistics average for vocational instructors in Floric
- d. Indicate which individuals (if any) are volunteers. **N/A**

**2. Fringe Benefits**

- a. **A. Ross:** Program Instructor is eligible for fringe benefits.
- b. Medical Insurance, Dental Insurance, Payroll Taxes, Workers Compensation Insurance, and 401K.
- c. These benefits are in the same proportion to all positions in the facility, regardless of funding source: 25% of Salary (\$41,200), which is \$10,300.

**3. Travel - N/A**

- 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.
- e. Detail the purpose of the proposed travel.
- f. For each item, include an explanation of how these charges are necessary for the successful completion of the program.

**4. Supplies (See Attachment C: Budget Narrative)**

- a. Supplies must be itemized by type of material and nature of expense.
- b. For general office or business supplies, the total charge must provide support for the program activities.
- c. For specific items, include the number of units, cost per unit and total cost.
- d. Explain how these charges are necessary for the successful completion of the program.

**5. Equipment Rental/Purchase (See Attachment C: Budget Narrative)**

- a. List each item of equipment with an explanation of how this item is necessary for the successful completion of the program.
- b. If the purchase is more than \$5,000, provide a description of how it will be used and disposed of after it is no longer needed or useable.**N/A**
- c. For each item, include the number of units, cost per unit and total cost specified.
- d. For each item over \$5,000, a lease-versus-purchase analysis should be completed. **N/A**
- e. For each item over \$5,000, a competitive procurement method should be indicated. **N/A**

**6. Other - N/A**

- a. Items should be listed by type of material.
- b. Each item should include an explanation of how this item is necessary for the successful completion of the program.
- c. Each item should be allowable, allocable and documented.
- d. All costs will be reasonable.

**Department of Management Services**

**Private Prison Monitoring**

**Attachment C: Budget Narrative**

Privately Operated Institutions Inmate Welfare Trust Fund (POIITWF)

<b>Facility: South Bay Correctional Facility</b>		<b>Fiscal Year: 2017-2018</b>	
<b>Title of Program:</b>		<b>Program Instructor's Name:</b>	A. Ross
Life Work Experience Program Instructor (Barbering)			
Previous Year's Approved Budget for This Program:	\$ 83,578.86		
Previous Year's Expenditure for This Program:	\$ 31,488.86		
<b>POIITWF Funds Requested for This Program:</b>	<b>\$ 84,104.43</b>		
<b>Budget Summary</b> (Lines can be added as needed)			
Item	Quantity	Amount Requested	Narrative
Staffing Salary	1	\$ 41,200.02	This Instructor will supervise a total of 40 hours per week. Hourly rate is \$19.8077.
Staffing Fringe Benefits	1	\$ 10,300.01	All full time staff at SBCF are eligible for fringe. Fringe benefits are in the same proportion to all positions, regardless of funding source. The fringe for this position is \$10,300.00; 25% of staff salary.
		<b>\$ 51,500.02</b>	
Travel	N/A	\$ -	No Travel
Supplies		\$ 22,233.16	Please refer below for itemized breakdown of supplies & materials.
Equipment		\$ 10,371.25	Please refer below for itemized breakdown of equipment.
Other (Please Specify in Narrative)	N/A	\$ -	N/A
<b>Total</b>		<b>\$ 84,104.43</b>	
<b>Supplies &amp; Materials Breakdown</b> (Lines can be added as needed)			
Description	Number of Units	Cost Per Unit	Total Cost
Green Stripe towels TOW 3	18	\$ 8.40	\$ 189.00
Facial Product- Cleanser MUR53786	3	\$ 15.41	\$ 57.79
Facial Product- Massage Cream MUR53786	3	\$ 15.41	\$ 57.79
Soft and style barber spray bottle B38	15	\$ 1.22	\$ 22.88
Facial Product- Toner MUR53713	3	\$ 15.41	\$ 57.79
H-42 (12 per case) 56300104	12	\$ 14.72	\$ 220.80
Towels TOW-6-WH	18	\$ 15.69	\$ 353.03
Antibacterial Soap PN-01080	4	\$ 7.57	\$ 37.85
Shampoo FSC401	2	\$ 25.30	\$ 63.25
Conditioner FSC400	2	\$ 25.30	\$ 63.25
Scalp Treatment / Conditioner FSC403	5	\$ 35.79	\$ 223.69
Ship Shape (Case)	2	\$ 60.00	\$ 150.00
Mar-v-cide (per case) MV64	4	\$ 80.00	\$ 400.00
Dylan with Beard Manikin 659	20	\$ 50.02	\$ 1,250.50
Debra Mannequin D804	20	\$ 31.83	\$ 795.75
Butterfly Clamps 185B	20	\$ 0.88	\$ 22.00
Milady's Professional Barbering Workbook	20	\$ 58.00	\$ 1,450.00
Mannequin hand /Hand1	20	\$ 3.20	\$ 80.00

Product Styling Aids (Gels, Pastes, Lotions)	50	\$	18.00	\$	1,125.00
Graham Sanek Neck Strips 43310	6	\$	38.51	\$	288.83
Shave cream 48155-90474	2	\$	17.42	\$	43.55
Microsoft Office Suite Professional	2	\$	120.00	\$	300.00
Applicator Bottle B64	10	\$	0.65	\$	8.13
Applicator Bottle B66	10	\$	0.75	\$	9.38
Spray Applicator B43	12	\$	1.20	\$	18.00
Liquid Shave Cream Lather-C	24	\$	2.75	\$	82.50
Cutting Capes BD206BK	30	\$	7.50	\$	281.25
Plastic Spatulas	250	\$	0.04	\$	12.50
Schedule Book SCGC50	4	\$	2.90	\$	14.50
Bristle Brush S-300-IV	30	\$	0.70	\$	26.25
Bowls - SC Bowl B	20	\$	0.89	\$	22.25
Brush 890	20	\$	14.65	\$	366.25
Milady Barbering MGT Bundle	1	\$	433.26	\$	541.58
Milady Instructor Aide CD	1	\$	260.00	\$	325.00
Class License with aids tests	1	\$	6,500.00	\$	8,125.00
Copy Paper 26860-CC 114611	9	\$	27.82	\$	312.98
Dry Erase Bundle 483636	3	\$	9.63	\$	36.11
Pencils, Pens, File Folders	1	\$	200.00	\$	250.00
Printer Ink (8000 sheets)	1	\$	487.00	\$	608.75
Composition Books	2	\$	32.00	\$	80.00
Barber Jackets XLG	15	\$	25.00	\$	468.75
Barber Jackets XXL	20	\$	26.50	\$	662.50
Barber Jackets XXX	2	\$	27.50	\$	68.75
Barber taper combs 1130	8	\$	3.19	\$	31.90
Round timer t-5	6	\$	2.38	\$	17.85
Soft and Style pop up foil SNS611SLV	10	\$	2.75	\$	34.38
Soft bristle mani brushes -443	200	\$	0.45	\$	112.50
Emory boards-DL-C125	6	\$	6.80	\$	51.00
Tripod- h-7000	2	\$	50.00	\$	125.00
Clipper combs -A12109	20	\$	1.21	\$	30.25
Cuticle pusher DL-C94	30	\$	0.28	\$	10.50
White buff block- DL-C262	200	\$	0.32	\$	80.00
Bleach proof towel-TOW-7-CH	12	\$	26.99	\$	404.85
scalpmaster rubber base brush-SC9236	15	\$	1.62	\$	30.38
QH Mud mask-qh62652	15	\$	3.40	\$	63.75
Qh Cholesterol 5lb- qh68903	8	\$	8.99	\$	89.90
Qh mint julep facial mask-qh62580	20	\$	3.40	\$	85.00
Wahl clipper video-93022	1	\$	16.22	\$	20.28
Lather mach. cleaner -Lather S	1	\$	75.00	\$	93.75
end papers-fp10103	20	\$	1.00	\$	25.00
Fade Master Clipper-A01690	6	\$	93.00	\$	697.50
T-outliner trimmer	6	\$	54.00	\$	405.00
Gloves	20	\$	4.80	\$	120.00
straight razor no blade-BP0700	15	\$	7.00	\$	131.25
<b>Supplies &amp; Materials Total</b>				<b>\$</b>	<b>22,233.16</b>



Equipment Breakdown (Lines can be added as needed)				
Description	Number of Units	Cost Per Unit	Total Cost	
HP Laptop with UPS ( <i>per SBCF if the Smartboard isn't approved then the laptop is not needed</i> )	1	\$ 950.00	\$ 1,187.50	Denied
Smart Board	1	\$ 4,500.00	\$ 5,625.00	Denied
OSHA Rated Tool Cabinet 1YNG1	1	\$ 758.10	\$ 947.63	\$ 3,558.75
Rubbermaid Fire Ret covered wastebasket	7	\$ 108.30	\$ 947.63	
Class Chairs	20	\$ 60.00	\$ 1,500.00	
Bench Can for Chemical Disposal 3TCF7	1	\$ 130.80	\$ 163.50	
<b>Equipment Total</b>			<b>\$ 10,371.25</b>	

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

<b>Facility:</b> South Bay Correctional Facility		<b>Fiscal Year:</b>	2017 - 2018
<b>Title of Program:</b>	Recreation / Visitation Program		
<b>Program Instructor's Name:</b>	Mr. C. Lawrence		
<b>Program Instructor's Title/Position:</b>	AW, CoC		
<b>Total Hours of Program Participation Per Inmate Per Week:</b>	15 hrs/wk	<b>POIITWF Funds Requested:</b>	\$ 42,752.26
<b>Target Inmate Population (Inmate Criteria):</b>	All inmates will benefit	<b>Previous Year's Approved Budget:</b>	\$ 43,152.51
<b>OBIS Course Code:</b>	B-WELNES		

<b>1. Program Narrative:</b> The needs addressed in this proposal are for bleachers and benches for the inmate recreation areas; as well as picnic tables for the visitation park. A comfortable area with adequate seating will create a good environment for the inmate during visitation with family members. Seating within the recreation areas is better but still limited. These bleachers and benches will allow for adequate seating during music programs and between workout routines. They will also provide seating for spectators at our organized sporting events such as soccer, softball, basketball, tournaments, etc.
<b>2. Specific Activities:</b> (Include information about service delivery and timelines.) The equipment cited in this proposal would be available to the inmate population during all normal scheduled recreation and visitation times. The activities enabled will mitigate stress, enhance health and fitness. Inmates will be able to focus on developing healthful routines that can be foundational to healthy positive habits and structured routines when they re-enter society.
<b>3. How does this program have the potential to aid inmates' reintegration into society?</b> This program will serve to reduce inmate stress and improve inmate health. They will be more capable of concentrating on the positive aspects of rehabilitation and better prepared to re-enter society.
<b>4. What are the specific goals and objectives of this program?</b> (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 and objectives of this program are to help mitigate stressful conditions in the inmate population during visitation and recreation time by providing adequate and sufficient seating.
<b>5. Describe your evaluation plan for assessing how well the program met its goals and objectives.</b> Progress of this program could be reviewed through an inmate survey evaluating the available seating in both the recreation areas and the visitation park.
<b>6. Staff Qualifications (Attach Job Description)</b> (Include biographical information or required minimum qualifications for any staff and volunteers):  N/A
<b>7. Attach Program Curriculum (e.g., Department of Education, Auburn University, etc.)</b>  N/A

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.

CM  


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Electronic Signature

July 26, 2017  


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Date

**Department of Management Services**  
**Private Prison Monitoring**  
**Attachment B: Budget Instructions**  
Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

The budget narrative provides a complete description of the costs associated with the program activities. As you prepare to assemble the budget, go back through the program narrative and make a list of all personnel and non-personnel items related to the operation of the program. The list of budget items and the calculations used to arrive at the dollar figures should be summarized below. All significant costs must be broken out within the subcategories and should include a detailed description. The following information will be used by the POIIWTF Committee to determine funding level. It should include the following areas:

- 1. Personnel - N/A**
  - a. Each individual should be identified by name and position.
  - b. Time commitments should be included as hours or percentage of time stated for each position.
  - c. The total charges for each person listed includes an explanation of how the costs have been calculated.
  - d. Indicate which individuals (if any) are volunteers.
- 2. Fringe Benefits - N/A**
  - a. Identify which individuals are eligible for fringe benefits.
  - b. Identify the elements that comprise the fringe benefits figures.
  - c. Indicate whether fringe benefits are in the same proportion to other salaries not funded by POIIWTF.
- 3. Travel - N/A**
  - 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.
  - e. Detail the purpose of the proposed travel.
  - f. For each item, include an explanation of how these charges are necessary for the successful completion of the program.
- 4. Supplies - (See Attachment C: Budget Narrative)**
  - a. Supplies must be itemized by type of material and nature of expense.
  - b. For general office or business supplies, the total charge must provide support for the program activities.
  - c. For specific items, include the number of units, cost per unit and total cost.
  - d. Explain how these charges are necessary for the successful completion of the program.
- 5. Equipment Rental/Purchase - (See Attachment C: Budget Narrative)**
  - a. List each item of equipment with an explanation of how this item is necessary for the successful completion of the program.
  - b. If the purchase is more than \$5,000, provide a description of how it will be used and disposed of after it is no longer needed or useable. **N/A**
  - c. For each item, include the number of units, cost per unit and total cost specified.
  - d. For each item over \$5,000, a lease-versus-purchase analysis should be completed. **N/A**
  - e. For each item over \$5,000, a competitive procurement method should be indicated. **N/A**
- 6. Other- N/A**
  - a. Items should be listed by type of material.
  - b. Each item should include an explanation of how this item is necessary for the successful completion of the program.
  - c. Each item should be allowable, allocable and documented.
  - d. All costs will be reasonable.

**Department of Management Services**  
**Private Prison Monitoring**  
**Attachment C: Budget Narrative**  
Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

<b>Facility: South Bay Correctional Facility</b>		<b>Fiscal Year:</b>	2017 - 2018
<b>Title of Program:</b>		<b>Program Instructor's Name:</b>	Mr. C. Lawrence
Recreation / Visitation Program			
Previous Year's Approved Budget for This Program:	\$ 43,152.51		
Previous Year's Expenditure for This Program:	\$ 32,284.53		
POIIWTF Funds Requested for This Program:	\$ 42,752.26		

**Budget Summary** (Lines can be added as needed)

Item	Quantity	Amount Requested	Narrative
Staffing Salary		\$ -	N/A
Staffing Fringe Benefits		\$ -	N/A
Travel		\$ -	N/A
Supplies		\$ 8,620.93	Consists of concrete, rebar for footers and slabs with some hardware for anchoring
Equipment		\$ 34,131.34	Picnic table, bleachers and benches are requested to create a more comfortable and healthier environment during visitations and among the inmate population.
Other (Please Specify in Narrative)		\$ -	N/A
<b>Total</b>		<b>\$ 42,752.26</b>	

**Supplies & Materials Breakdown** (Lines can be added as needed)

Description	Number of Units	Cost Per Unit	Total Cost	
Rebar	150	\$ 5.89	\$ 1,104.38	\$ 1,135.63
Hardware for anchoring equipment	1	\$ 25.00	\$ 31.25	
Redoing surfacing lines on courts and playing fields	1	\$ 835.00	\$ 1,043.75	Denied
Physician Scale - 1077858 (recreation)	4	\$ 380.78	\$ 1,903.90	
Chin Dip ABB Station -814702 (recreation)	4	\$ 559.28	\$ 2,796.40	
Economy Electric Inflator- MSECOLEY (recreation)	2	\$ 120.00	\$ 300.00	
Champro Mesh Practice Jersey Adult SCA	30	\$ 4.50	\$ 168.75	
Champro Mesh Practice Jersey Adult SC ROY	30	\$ 4.50	\$ 168.75	
Grace Digital EXBM901 Boulder Waterproof Speaker	3	\$ 215.00	\$ 806.25	
Spaulding Basketball Pole Pad - 13731838	4	\$ 59.50	\$ 297.50	
<b>Supplies &amp; Materials Total</b>			<b>\$ 8,620.93</b>	

**Equipment Breakdown** (Lines can be added as needed)

Description	Number of Units	Cost Per Unit	Total Cost	
8' Heavy Duty Table Perforated (picnic style for VP)	3	\$ 1,291.54	\$ 4,843.28	\$ 21,636.34
8' Bench with Back in ground diamond (rec area)	6	\$ 792.15	\$ 5,941.13	
4-row 15' Aluminum Bleacher (rec area)NB0415	3	\$ 2,893.85	\$ 10,851.94	
10' x 10" Model 1100860 Single Post Pyramid (VP Out)	3	\$ 3,332.00	\$ 12,495.00	Denied
<b>Equipment Total</b>			<b>\$ 34,131.34</b>	

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

<b>Facility:</b> South Bay Correctional Facility		<b>Fiscal Year:</b>	2017 -2018
<b>Title of Program:</b>	I. D. Ready Initiative Program		
<b>Program Instructor's Name:</b>	W. Haslem		
<b>Program Instructor's Title/Position:</b>	Classification Supervisor		
<b>Total Hours of Program Participation Per Inmate Per Week:</b>	1 Hr per inmate	<b>POIWTF Funds Requested:</b>	\$ 2,000.00
<b>Target Inmate Population (Inmate Criteria):</b>	Non-Florida born inmate transitioning (releases)	<b>Previous Year's Approved Budget:</b>	n/a
<b>OBIS Course Code: B-TRANPSS</b>			

<p><b>1. Program Narrative:</b></p> <p>The Department of Corrections is responsible for assisting inmates to obtain identification documents necessary for transitioning back in to community. The Department of Health and Vital Statistics has waived the fees ordinarily charged to obtain copies of birth certificates for inmates born in Florida. Inmates born in another state or country are required to pay a processing fee for the same service. Most of these inmates are indigent and have no means of obtaining these birth certificates. In an effort to provide parity and give all inmates the practical ability to participate in the I.D. Ready Initiative, we are proposing to cover the cost for inmates unable to afford the necessary identification.</p>
<p><b>2. Specific Activities:</b></p> <p>(Include information about service delivery and timelines.)</p> <p>Having funds to cover the cost of out-of-state birth certificates will help all inmates to be ID READY upon release from prison. Having an original copy of a certified birth certificate will also allow an out-of-state inmate to participate in the DMV Flow-Bus where he would be able to obtain a Florida Identification Card.</p>
<p><b>3. How does this program have the potential to aid inmates' reintegration into society?</b></p> <p>This program is designed to help inmates transition back in to society by giving them the necessary identification to obtain employment.</p>
<p><b>4. What are the specific goals and objectives of this program?</b></p> <p>(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.)</p> <p>The goal of this program is to reduce recidivism by allowing all inmates to obtain the necessary documentation while in prison for a state-issued identification card. Once released, the inmate will then be able to apply for employment, schooling, a bank account, etc., that will help them transition more smoothly into day-to-day living.</p>
<p><b>5. Describe your evaluation plan for assessing how well the program met its goals and objectives.</b></p> <p>Classification staff keeps monthly tracking log (ID READY Initiative Tracking Log) of the total number of inmates that are released ID READY. Our goal is 100%.</p>
<p><b>6. Staff Qualifications (Attach Job Description)</b></p> <p>(Include biographical information or required minimum qualifications for any staff and volunteers):</p> <p>Classification staff will oversee the processes of the I.D. Ready Initiative program.</p>
<p><b>7. Attach Program Curriculum (e.g., Department of Education, Auburn University, etc.)</b></p> <p>N/A</p>

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.

CM	July 26, 2017
Electronic Signature	Date

**Department of Management Services**  
**Private Prison Monitoring**  
**Attachment B: Budget Instructions**  
Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

The budget narrative provides a complete description of the costs associated with the program activities. As you prepare to assemble the budget, go back through the program narrative and make a list of all personnel and non-personnel items related to the operation of the program. The list of budget items and the calculations used to arrive at the dollar figures should be summarized below. All significant costs must be broken out within the subcategories and should include a detailed description. The following information will be used by the POIIWTF Committee to determine funding level. It should include the following areas:

1. **Personnel** N/A
  - a. Each individual should be identified by name and position.
  - b. Time commitments should be included as hours or percentage of time stated for each position.
  - c. The total charges for each person listed includes an explanation of how the costs have been calculated.
  - d. Indicate which individuals (if any) are volunteers.
2. **Fringe Benefits** N/A
  - a. Identify which individuals are eligible for fringe benefits.
  - b. Identify the elements that comprise the fringe benefits figures.
  - c. Indicate whether fringe benefits are in the same proportion to other salaries not funded by POIIWTF.
3. **Travel** N/A
  - 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.
  - e. Detail the purpose of the proposed travel.
  - f. For each item, include an explanation of how these charges are necessary for the successful completion of the program.
4. **Supplies (See attachment C: Budget Narrative)**
  - a. Supplies must be itemized by type of material and nature of expense.
  - b. For general office or business supplies, the total charge must provide support for the program activities.
  - c. For specific items, include the number of units, cost per unit and total cost.
  - d. Explain how these charges are necessary for the successful completion of the program.
5. **Equipment Rental/Purchase** N/A
  - a. List each item of equipment with an explanation of how this item is necessary for the successful completion of the program.
  - b. If the purchase is more than \$5,000, provide a description of how it will be used and disposed of after it is no longer needed or useable.
  - c. For each item, include the number of units, cost per unit and total cost specified.
  - d. For each item over \$5,000, a lease-versus-purchase analysis should be completed.
  - e. For each item over \$5,000, a competitive procurement method should be indicated.
6. **Other** N/A
  - a. Items should be listed by type of material.
  - b. Each item should include an explanation of how this item is necessary for the successful completion of the program.
  - c. Each item should be allowable, allocable and documented.
  - d. All costs will be reasonable.

**Department of Management Services**

**Private Prison Monitoring**

**Attachment C: Budget Narrative**

Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

<b>Facility: South Bay Correctional Facility</b>		<b>Fiscal Year:</b>	2017- 2018
<b>Title of Program:</b>		<b>Program Instructor's Name:</b>	W. Haslem
ID Ready Initiative Program			
Previous Year's Approved Budget for This Program:	N/A		
Previous Year's Expenditure for This Program:	N/A		
POIIWTF Funds Requested for This Program:	\$ 2,000.00		
<b>Budget Summary</b> (Lines can be added as needed)			
<b>Item</b>	<b>Quantity</b>	<b>Amount Requested</b>	<b>Narrative</b>
Staffing Salary		\$ -	
Staffing Fringe Benefits		\$ -	
Travel		\$ -	
Supplies		\$ 2,000.00	Processing Fee of Non-Florida born inmate Birth Certificates
Equipment		\$ -	
Other (Please Specify in Narrative)		\$ -	
<b>Total</b>		<b>\$ 2,000.00</b>	
<b>Supplies &amp; Materials Breakdown</b> (Lines can be added as needed)			
<b>Description</b>	<b>Number of Units</b>	<b>Cost Per Unit</b>	<b>Total Cost</b>
Processing fee of non-Florida inmate birth certificates	100	\$ 20.00	\$ 2,000.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Supplies &amp; Materials Total</b>			<b>\$ 2,000.00</b>

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

<b>Facility:</b> South Bay Correctional Facility		<b>Fiscal Year:</b>	2017-2018
<b>Title of Program:</b>	Life Betterment (Music Theory, Composition and Production)		
<b>Program Instructor's Name:</b>	VACANT		
<b>Program Instructor's Title/Position:</b>	Life Work Experience Vocational Instructor - Life Betterment (Music Theory, Composition and Production)		
<b>Total Hours of Program Participation Per Inmate Per Week:</b>	15 HRS per WK	<b>POIITWF Funds Requested:</b>	\$ 57,667.19
<b>Target Inmate Population (Inmate Criteria):</b>	Inmates with experience as musicians and program production	<b>Previous Year's Approved Budget:</b>	n/a
<b>OBIS Course Code:</b>			

<b>1. Program Narrative:</b>
<p>Music is a universal language known all over the world. There are many inmates who are interested in learning to read, write and play music and a significant number who already have some skills but no place to practice or improve them. Learning to read and write music involves language, mathematical and creative skills while playing an instrument requires dedication, perseverance and self-discipline. All of these traits are essential to building a successful business and to transitioning back in to society. The music industry has grown significantly in the last decade especially since the advent of supportive computer technologies that make it easier and less expensive for the average person to write, play and produce their own music. A big advantage at South Bay is that we already have most of the equipment needed to support this program purchased under a previous budget. There are also many support roles available as business grows their use of social media and video production to market products and businesses. The benefits of this program are multi-faceted and exciting.</p>
<b>2. Specific Activities:</b>
(Include information about service delivery and timelines.)
<p>The program will be 750 hours and consist of two classes in the a.m. and two classes in the p.m. (Basic in front room and Advanced in back room) Students in the Basic Theory Class will do bookwork and instruction from 8:00 am to 9:30 am and 1:00 pm to 2:30 pm . They will experience practical application using instruments from 9:30 am to 11:00 am and from 2:30 pm to 4:00 pm respectively. Students in the Advanced Class will do personal practice and advanced theory application in the first half and performance practice in the second half. The Basic Music Theory Class should include no more than 16 inmates each due to a limited number of instruments and space. Typically 8 pianists and 8 guitarists. The Advanced Class should be limited to 8 students each morning and afternoon and can be combined to do show rehearsals. With the addition of the equipment requested in this proposal , the Advanced Class will be able to practice will all the instruments and vocals routed through a head phone system so that neighboring classes will not be disturbed. As an added benefit we can continue to professionalize productions and functions at South Bay and give inmates experience that will be beneficial in a community and business setting. Music and Production are real skills that inmates can use to transition back in to their communities ultimately supporting our goal to reduce recidivism and promote communication.</p>
<b>3. How does this program have the potential to aid inmates' reintegration into society?</b>
<p>This program is structured to give an inmate the credentials and knowledge to support a well- rounded routine and healthy stress relief. It also gives inmates an avenue to a well paying job in the musical industry.</p>
<b>4. What are the specific goals and objectives of this program?</b>
(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.)
<p>The goal of this program is to validate the practical experience in Music gained thus far and to have inmates to get the necessary education and credentials to perform as amateurs and professionals.</p>
<b>5. Describe your evaluation plan for assessing how well the program met its goals and objectives.</b>
<p>The evaluation plan for assessing how well the program meet its goals and objectives will be based on how many enrollees successfully complete the course.</p>
<b>6. Staff Qualifications (Attach Job Description)</b>
(Include biographical information or required minimum qualifications for any staff and volunteers):



This position's focus is towards creating a group and individual learning environment focused on music and event production

**PRINCIPAL DUTIES/RESPONSIBILITIES:**

- Function as an occupational proctor for inmates in the Music Arts class.
- Evaluates and maintains records of inmates' progress through interaction with students.
- Follow directives of the Director of Education and administrative staff.
- Work directly with DOC/DOE in adhering to standards for certification of SBCF Vocational Programs.
- Provide tracking, inmate/student progress in all areas to the Director of Education.
- Develop productive relationships with departments outside the Education Department of South Bay; i.e., Maintenance, Business, and outside vendors.

**MINIMUM JOB REQUIREMENTS:**

- A High School or GED Diploma
- Work experience in managing a large number of adults in a production or classroom setting
- Ability to coordinate with Direct Service Vocational Teachers.
- Experience in working in an institutional/facility preferred.
- Strong written and verbal skills.
- Ability to integrate existing "Best Practices" in Vocational Programs.
- Strong ability to multi-task, work with inmate/students, ability to complete projects with critical deadlines.
- Ability to understand the procurement, tracking and receiving process.

**EDUCATION & TRAINING:**

- Must have a current vocational or GED / High School Diploma with technical and instructional or work experience.

**SKILLS:**

Excellent oral and written skills.

Ability to motivate groups of people.

Ability to vary teaching style to meet the needs of the students.

**7. Attach Program Curriculum (e.g., Department of Education, Auburn University, etc.)**

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

CM

Electronic Signature

July 26, 2017

Date

**Department of Management Services**  
**Private Prison Monitoring**  
**Attachment B: Budget Instructions**  
Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

The budget narrative provides a complete description of the costs associated with the program activities. As you prepare to assemble the budget, go back through the program narrative and make a list of all personnel and non-personnel items related to the operation of the program. The list of budget items and the calculations used to arrive at the dollar figures should be summarized below. All significant costs must be broken out within the subcategories and should include a detailed description. The following information will be used by the POIIWTF Committee to determine funding level. It should include the following areas:

**1. Personnel**

- a. **VACANT:** Life Work Experience Vocational Instructor - Life Betterment (Music Theory, Composition and Production)
- b. **40 Hours per week**
- c. **\$32,000.00** salary per annum (Hourly rate is \$15.3846) requested in under the Bureau of Labor Statistics average for vocational instructors in Florida.
- d. Indicate which individuals (if any) are volunteers. **N/A**

**2. Fringe Benefits**

- a. **VACANT.** Life Work Experience Vocational Instructor is eligible for fringe benefits.
- b. Medical Insurance, Dental Insurance, Payroll Taxes, Workers Compensation Insurance, and 401K.
- c. These benefits are in the same proportion to all positions in the facility, regardless of funding source: 25% of Salary (\$32,000), which is \$8,000.

**3. Travel N/A**

- 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.
- e. Detail the purpose of the proposed travel.
- f. For each item, include an explanation of how these charges are necessary for the successful completion of the program.

**4. Supplies (See attachment C: Budget Narrative)**

- a. Supplies must be itemized by type of material and nature of expense.
- b. For general office or business supplies the total charge must provide support for the program activities.
- c. For specific items, include the number of units, cost per unit and total cost.
- d. Explain how these charges are necessary for the successful completion of the program.

**5. Equipment Rental/Purchase (See attachment C: Budget Narrative)**

- a. List each item of equipment with an explanation of how this item is necessary for the successful completion of the program.
- b. If over \$5,000 provide a description of how it will be used and disposed of after it is no longer needed or useable. **N/A**
- c. For each item, include the number of units, cost per unit and total cost specified.
- d. For each item over \$5,000, a lease versus purchase analysis should be completed. **N/A**
- e. For each item over \$5,000 a competitive procurement method should be indicated. **N/A**

**6. Other N/A**

- a. Items should be listed by type of material.
- b. Each item should include an explanation of how this item is necessary for the successful completion of the program.
- c. Each item should be allowable, allocable, and documented.
- d. All costs will be reasonable.

**Department of Management Services**

**Private Prison Monitoring**

**Attachment C: Budget Narrative**

Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

<b>Facility:</b>		<b>Fiscal Year:</b>	2017-2018
<b>Title of Program:</b>		<b>Program Instructor's Name:</b>	VACANT
Life Betterment (Music Theory, Composition and Production)			
Previous Year's Approved Budget for This Program:		n/a	
Previous Year's Expenditure for This Program:		n/a	
<b>POIIWTF Funds Requested for This Program:</b>	<b>\$ 57,667.19</b>		

**Budget Summary (Lines can be added as needed)**

Item	Quantity	Amount Requested	Narrative
Staffing Salary	1	\$ 32,000.00	This Instructor will supervise a total of 40 hours per week. Hourly rate is \$15.3846.
Staffing Fringe Benefits	1	\$ 8,000.00	All full time staff at SBCF are eligible for fringe benefit. Fringe benefits are in the same proportion to all positions, regardless of funding source. The fringe for this position is \$8,000; 25% of staff salary.
Travel			
Supplies		\$ 5,677.85	(please refer below to itemized breakdown of supplies & materials).
Equipment		\$ 11,989.34	(please refer below to itemized breakdown of equipment).
Other (Please Specify in Narrative)		\$ -	n/a
<b>Total</b>		<b>\$ 57,667.19</b>	

**Supplies & Materials Breakdown (Lines can be added as needed)**

Description	Number of Units	Cost Per Unit	Total Cost
Epiphone Les Paul Player Pak (Ebony)	2	\$212.00	\$ 530.00
Keyboard Case/Cover Stand 702643	1	\$43.00	\$ 53.75
Tascam Guitar Trainers H68361	6	\$117.00	\$ 877.50
6' Mic Cables 338001	4	\$5.34	\$ 26.70
Die Cast Mic Stands Straight 451053	4	\$17.11	\$ 85.55
ADAddario Electric Strings (10 Pack) H71080	1	\$42.79	\$ 53.49
ADAddario 4 Strings Base 2 Pack 100154	1	\$26.75	\$ 33.44
Martin Acoustic Strings Pack 6 Pack 9 101788	1	\$32.10	\$ 40.13
5 String Bass Strings 100158	2	\$39.32	\$ 98.30
Tortex Picks 73MM 72 Pack H72002	1	\$21.40	\$ 26.75
Tortex Picks 60MM 72 Pack H72002	1	\$21.40	\$ 26.75
Guitar Straps Locking 364750	4	\$5.94	\$ 29.70
Cobalt C07 Mic Stand Cable 3 Pack 582446	1	\$181.00	\$ 226.25
25' Angled Instrument Cable 330471	6	\$23.54	\$ 176.55
10 Pack 10 Instrument Cable	1	\$212.00	\$ 265.00
Alfred's Basic Music Theory & Musical Form Comp Bundle Books	20	\$32.41	\$ 810.25
Alfred's Reading and Writing Music	20	\$26.01	\$ 650.25
Great Composers and their Music Special Days	1	\$25.00	\$ 31.25
Classroom Supplies	1	\$250.00	\$ 312.50

Microsoft Office Suite Professional	1	\$399.00	\$ 498.75
Copy Paper	5	\$50.00	\$ 312.50
White Board	1	\$150.00	\$ 187.50
Pencils, Pens, File Folders	1	\$200.00	\$ 250.00
Composition Books	30	\$2.00	\$ 75.00
<b>Supplies &amp; Materials Total</b>			<b>\$ 5,677.85</b>
<b>Equipment Breakdown (Lines can be added as needed)</b>			
Description	Number of Units	Cost Per Unit	Total Cost
Yamaha PSRE353 Keyboards with Adaptors- H95719	6	\$212.00	\$ 1,590.00
2 Pack Tascam Headphones- J00181	15	\$32.09	\$ 601.69
Alesis Electric Drum Kit DM10 H73276	2	\$801.43	\$ 2,003.58
Ibanez 5 String Bass Guitar SR405QM- 511826	1	\$534.00	\$ 667.50
Nitro Drum Throne- 442612	1	\$181.00	\$ 226.25
HP Desktop PC with Monitor and Keyboard	1	\$599.00	\$ 748.75
DW Drum Pedal 712880	1	\$234.33	\$ 292.91
HP laser Jet Printer/ copier/scanner/ fax with ink	1	\$349.00	\$ 436.25
Roland Juno DS Keyboard with Adaptor J26978	1	\$44.00	\$ 55.00
Behringer Eurolive Monitor B115D H83833	2	\$352.00	\$ 880.00
Behringer 8 Place Headphone Amp 240109	1	\$159.50	\$ 199.38
Boss Me 25 Guitar Pedal 423444	1	\$212.00	\$ 265.00
Boss Me 20B Bass Guitar Pedal 151132	1	\$212.00	\$ 265.00
Squier Affinity Bass PJ H96900	1	\$212.00	\$ 265.00
Peavey Max 115 Bass Combo H88660	1	\$320.00	\$ 400.00
Keyboard Amplifiers V2115 15' Active Jo1188	2	\$267.00	\$ 667.50
Guitar Winder 712935	1	\$5.00	\$ 6.25
CD MP3 Player Rack Mount 360606	1	\$212.00	\$ 265.00
Epiphone Les Paul Custom Pro with case Ebony H790	2	\$534.00	\$ 1,335.00
Vocopro Wireless Rechargeable Mic Set 476325	1	\$480.43	\$ 600.54
File Cabinet with lock	1	\$175.00	\$ 218.75
<b>Equipment Total</b>			<b>\$ 11,989.34</b>

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

<b>Facility:</b> South Bay Correctional Facility		<b>Fiscal Year:</b>	2017 -2018
<b>Title of Program:</b>	Closed Circuit Distributed Learning System		
<b>Program Instructor's Name:</b>	F. Lopez		
<b>Program Instructor's Title/Position:</b>	Director of Education		
<b>Total Hours of Program Participation Per Inmate Per Week:</b>	20 Hours per week	<b>POIITWF Funds Requested:</b>	\$ 91,831.99
<b>Target Inmate Population (Inmate Criteria):</b>	Program to target a cross section of the prison population	<b>Previous Year's Approved Budget:</b>	N/A
<b>OBIS Course Code:</b>			

**1. Program Narrative:**

There is a demand across the inmate population for individualized learning programming that will focus on additional support and opportunity in Language, Technology, Economics, Business, Writing, Anger Management, Parenting, Credit System Education, History and Science. This program will give inmates an opportunity to participate in self-betterment through broadening, non-violent educational options on a myriad of topics. In addition, the system will be utilized to notify inmates of call-outs, movements and other important policy/procedural information.

**2. Specific Activities:**

(Include information about service delivery and timelines.)

Programming will be scheduled for available time-slots throughout the day and evening to give all inmates an opportunity to participate. The programming selections will target learners at every level in an attempt to capture inmates who have skill levels from basic to advanced.

**3. How does this program have the potential to aid inmates' reintegration into society?**

The intent is to start and support the process of transitioning back in to society with a cross section of knowledge at a much earlier point in the inmate's prison sentence. There is also a correlation with ignorance and hopelessness to violent, destructive behavior. This program has the potential to alter behavior with enhanced learning for all members of the prison population, not just the ones returning to society.

**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 and objectives of this program are: 1. To provide programming via closed circuit TV on a cross section of subjects to support inmates transitioning and learning 2. To improve moral and create a life long learning dynamic 3. To reduce violent behavior by giving inmates more opportunities for knowledge and self betterment that will help them cope through a more positive means of communication than violence. 4. The program is also part of a re-entry initiative which is focused on reaching prisoners at a much earlier time in their prison stay with programming and skills that will support reintegration and employment.

**5. Describe your evaluation plan for assessing how well the program met its goals and objectives.**

The assessment will be made with feedback and inmate participation as well as tracking the affect on reducing violent behaviors.

**6. Staff Qualifications (Attach Job Description)**

(Include biographical information or required minimum qualifications for any staff and volunteers):

Director of Education will oversee. (see attachment)

**7. Attach Program Curriculum (e.g., Department of Education, Auburn University, etc.)**

N/A

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.

CM  
\_\_\_\_\_  
Electronic Signature

July 26, 2017  
\_\_\_\_\_  
Date

**Department of Management Services**  
**Private Prison Monitoring**  
**Attachment B: Budget Instructions**  
Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

The budget narrative provides a complete description of the costs associated with the program activities. As you prepare to assemble the budget, go back through the program narrative and make a list of all personnel and non-personnel items related to the operation of the program. The list of budget items and the calculations used to arrive at the dollar figures should be summarized below. All significant costs must be broken out within the subcategories and should include a detailed description. The following information will be used by the POIIWTF Committee to determine funding level. It should include the following areas:

- 1. Personnel - N/A**
  - a. Each individual should be identified by name and position.
  - b. Time commitments should be included as hours or percentage of time stated for each position.
  - c. The total charges for each person listed includes an explanation of how the costs have been calculated.
  - d. Indicate which individuals (if any) are volunteers.
- 2. Fringe Benefits- N/A**
  - a. Identify which individuals are eligible for fringe benefits.
  - b. Identify the elements that comprise the fringe benefits figures.
  - c. Indicate whether fringe benefits are in the same proportion to other salaries not funded by POIIWTF.
- 3. Travel- N/A**
  - 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.
  - e. Detail the purpose of the proposed travel.
  - f. For each item, include an explanation of how these charges are necessary for the successful completion of the program.
- 4. Supplies - N/A**
  - a. Supplies must be itemized by type of material and nature of expense.
  - b. For general office or business supplies, the total charge must provide support for the program activities.
  - c. For specific items, include the number of units, cost per unit and total cost.
  - d. Explain how these charges are necessary for the successful completion of the program.
- 5. Equipment Rental/Purchase- (See Attachment C: Budget Narrative)**
  - a. List each item of equipment with an explanation of how this item is necessary for the successful completion of the program.
  - b. If the purchase is more than \$5,000, provide a description of how it will be used and disposed of after it is no longer needed or useable.
  - c. For each item, include the number of units, cost per unit and total cost specified.
  - d. For each item over \$5,000, a lease-versus-purchase analysis should be completed. **N/A**
  - e. For each item over \$5,000, a competitive procurement method should be indicated. **N/A**
- 6. Other - N/A**
  - a. Items should be listed by type of material.
  - b. Each item should include an explanation of how this item is necessary for the successful completion of the program.
  - c. Each item should be allowable, allocable and documented.
  - d. All costs will be reasonable.

**Department of Management Services**

**Private Prison Monitoring**

**Attachment C: Budget Narrative**

Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

<b>Facility: South Bay Correctional Facility</b>		<b>Fiscal Year:</b>	2017 - 2018
<b>Title of Program:</b>		<b>Program Instructor's Name:</b>	F. Lopez
Closed Circuit Distributed Learning System			
Previous Year's Approved Budget for This Program:	N/A		
Previous Year's Expenditure for This Program:	N/A		
<b>POIIWTF Funds Requested for This Program:</b>	<b>\$ 91,831.99</b>		
<b>Budget Summary</b> (Lines can be added as needed)			
<b>Item</b>	<b>Quantity</b>	<b>Amount Requested</b>	<b>Narrative</b>
Staffing Salary		N/A	
Staffing Fringe Benefits		N/A	
Travel		N/A	
Supplies		N/A	
Equipment		\$ 91,831.99	Items to include: Wall Mounted Flat Screen Monitors/TVs, Modulator/Demodulator, Amplifier
Other (Please Specify in Narrative)		\$ -	N/A
<b>Total</b>		<b>\$ 91,831.99</b>	
<b>Supplies &amp; Materials Breakdown</b> (Lines can be added as needed)			
Description	Number of Units	Cost Per Unit	Total Cost
			\$ -
			\$ -
			\$ -
			\$ -
<b>Supplies &amp; Materials Total</b>			<b>\$ -</b>
<b>Equipment Breakdown</b> (Lines can be added as needed)			
Description	Number of Units	Cost Per Unit	Total Cost
Samsung UN60KV6300FXZA	36	\$ 1,484.94	\$ 66,822.30
Samsung UNT0KU6300	4	\$ 2,060.29	\$ 10,301.45
MPEG-2 HD Encoder	1	\$ 4,228.64	\$ 5,285.80
Modulator/Demodulator	1	\$ 374.50	\$ 468.13
Cabling and Programming	40	\$ 150.50	\$ 7,525.00
Transmitter	14	\$ 51.90	\$ 908.25
Amplifier & Cables	1	\$ 416.85	\$ 521.06
			\$ -
<b>Equipment Total</b>			<b>\$ 91,831.99</b>