

**CONTRACT NO: DMS-17/18-025
BETWEEN
FLORIDA DEPARTMENT OF MANAGEMENT SERVICES
AND
MANAGEMENT AND TRAINING CORPORATION (MTC)
FOR THE
GADSDEN CORRECTIONAL FACILITY**

AMENDMENT NO: 3

This Amendment to Contract No: DMS-17/18-025 (the "Contract") is by and between the State of Florida, acting through the Florida Department of Management Services, Bureau of Private Prison Monitoring (the "Department"), and MANAGEMENT AND TRAINING CORPORATION (MTC), (the "Contractor") hereby collectively known as the "Parties".

WHEREAS, Section 11.16 of the Contract expressly allows for amendments to be made to the Contract;

THEREFORE, the Parties agree to amend the Contract as follows:

1. Sub-section 5.2.1 is hereby deleted in its entirety and replaced with the following:

The Contractor may, if permissible under Florida law, utilize the Florida Department of Correction (FDC)'s established contracts for revenue generating services including, but not limited to, canteen/commissary, package programs, inmate telephone, vending, and multimedia kiosks/tablets. The Contractor may work with the FDC to implement services from their existing contracts, in coordination with the Department of Management Services. All revenue generated from these services will continue to be deposited in the Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF).

1. Section 11.26, Contractor Certification, is hereby deleted in its entirety and replaced with the following.

11.26 Scrutinized Companies – Termination by the Department

The Department may, as its option, terminate the Contract if the Contractor is found to have submitted a false certification as provided under Section 287.135(5), Florida Statutes, or been placed on the Scrutinized Companies with Activities in Sudan List of the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria, or to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

2. Exhibit J is hereby deleted in its entirety and replaced as attached to this amendment and incorporated herein by reference.
3. This Amendment and all of its 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.

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

**FLORIDA DEPARTMENT OF
MANAGEMENT SERVICES**



David Zeckman, Chief of Staff

November 8, 2018
Date

**MANAGEMENT AND TRAINING
CORPORATION**



Signature

Sergio Molina, SR. Vice President
Print Name and Title

11-7-18
Date

Department of Management Services
Private Prison Monitoring
Budget Summary

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

Facility:	Gadsden Correctional Facility	Fiscal Year: 2018-2019	
Previous Year's Approved Budget:	\$ 596,830.05	Comments: 11 Months (August 1, 2018 - June 30, 2019) <i>Revised 09-05-18 to add Cosmetology funds for exam & fingerprinting fees</i>	
Previous Year's Total Expenditure:	\$ 444,998.58		
POIIWTF Allocated Budget:	\$ 597,359.00		
POIIWTF Final Budget Approval:	\$ 519,868.04		
Balance of Allocated Budget not Requested:	\$ 77,490.96		
		For Department Use Only	
Summary		Approval	Final Budget Approval
Cosmetology - Salary & Benefits	\$ 46,200.00	Approved	\$ 46,200.00
Cosmetology - Supplies	\$ 34,833.33	Approved	\$ 34,833.33
Cosmetology - Equipment	\$ 9,166.67	Approved	\$ 9,166.67
Cosmetology - Other (Exam & Fingerprinting Fees)	\$ 5,227.50	Approved	\$ 5,227.50
Cosmetology - Program Total	\$ 95,427.50		\$ 95,427.50
Culinary Arts - Salary & Benefits	\$ 44,000.00	Approved	\$ 44,000.00
Culinary Arts - Supplies	\$ 1,971.33	Approved	\$ 1,971.33
Culinary Arts - Program Total	\$ 45,971.33		\$ 45,971.33
CDL - Salary & Benefits	\$ 35,200.00	Approved	\$ 35,200.00
CDL - Equipment	\$ 1,833.33	Approved	\$ 1,833.33
CDL - Program Total	\$ 37,033.33		\$ 37,033.33
4 Academic Instructors - Salaries & Benefits	\$ 93,852.00	Approved	\$ 93,852.00
5 Case Managers - Salaries & Benefits	\$ 103,125.00	Approved	\$ 103,125.00
Case Managers - Supplies	\$ 2,255.00	Approved	\$ 2,255.00
Case Managers - Program Total	\$ 105,380.00		\$ 105,380.00
Program Specialist - Salary & Benefits	\$ 33,000.00	Approved	\$ 33,000.00
4 Substance Abuse Counselors - Salaries & Benefits	\$ 66,000.00	Approved	\$ 66,000.00
1 Substance Abuse Supervisor - Salary & Benefits	\$ 28,050.00	Approved	\$ 28,050.00
Substance Abuse - Supplies	\$ 15,153.88	Approved	\$ 15,153.88
Substance Abuse - Program Total	\$ 109,203.88		\$ 109,203.88
Chaplain - Salary & Benefits	\$ 33,000.00	Denied	\$ -
<i>(Denied - FDC required program)</i>			
Total POIIWTF Funds Requested:	\$ 552,868.04		
		Final POIIWTF Budget Approval	\$ 519,868.04

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

Facility:	Gadsden Correctional Facility	Fiscal Year:	2018-2019
Title of Program:	Cosmetology		
Program Instructor's Name:	Johnalyn Head		
Program Instructor's Title/Position:	Cosmetology Instructor		
Total Hours of Program Participation Per Inmate Per Week:	30	POIWTF Funds Requested:	\$ 95,427.50
Target Inmate Population (Inmate Criteria):	Prefer GED or High School Diploma and Offender must obtain a 9.0 TABE score in Reading, Total Math and Language in a D or A book. Also, candidate must be disciplinary report free for 6 months and have at least one year left on her sentence.	Previous Year's Approved Budget: (six month extension)	\$ 57,094.00
OBIS Course Code:	D500100		
1. Program Narrative:			
<p>Research shows that most incarcerated women are single parents of young children, and most will be expected to return to this role once released into the community (Bloom, Owen & Covington, 2003). In addition, most of these women have been unemployed or underemployed prior to their incarceration, making it difficult for them to raise healthy families.</p> <p>Bloom, Owen and Covington (2003) have identified six basic principles which guide correctional facilities in providing gender responsive services to women offenders. Principle Five highlights the need for female correctional facilities to provide traditional and nontraditional academic and vocational programs to assist with self-sufficiency. The Cosmetology Program at GCF meets this principle by giving the offenders education and training to significantly increase their employability and wage-earning potential in the field of cosmetology. As such, their recidivism rates should be reduced. According to the U.S. Bureau of Labor Statistics (BLS), overall employment for those seeking a career as a hair dresser, hairstylist, or cosmetologist is expected to increase by 10.6 percent from 2014 to 2024. Therefore, students in this vocation have an excellent chance of finding immediate employment once released.</p>			
2. Specific Activities:			
(Include information about service delivery and timelines.)			
<p>The Cosmetology Program at GCF is 30 hours per week for approximately 52 weeks. Students spend two days in classroom instruction and three days in practical skills training by performing salon services for the offender population at GCF. Training areas include shampooing and conditioning of all hair types; scalp treatments; nail and skin care; diseases and disorders of the hair, scalp and skin; electrical current and transfer of energy and how it affects the skin; hair shaping; hairpieces, wigs and hair attachments; permanent waving/reconstruction and curl/chemical relaxing; factors that affect the hair shaft and skin; braiding; temporary/semi-permanent color and permanent color techniques; and techniques in manicures and pedicures. Upon completion of the course requirements, the offender will receive a Florida Dow certificate and meet the requirements for licensure in the field of cosmetology once they return home. Licensure can be obtained as a nail technician, aesthetician and cosmetologist or barber. To improve the chances of reentry success, GCF is offering the licensure exam prior to release. The reasons for this are two-fold. First, many women face financial barriers while transitioning back into the community and may not have the resources to pay for the exam. Second, once licensed, these former students can continue to work in the salon, gain additional experiences and provide teaching assistance to the current students.</p>			
3. How does this program have the potential to aid the inmate's reintegration into society? This program will teach offenders all aspects of cosmetology including skin care, nail care and hair care. This program will prepare offenders to take the Florida state certification test in cosmetology or barbering and to find employment in the field.			
4. What are the specific goals and objectives of this program?			
(Describe the anticipated results for the program. Explain how the activities directly and/or indirectly address the issue or need and support achievement of these results.)			

Exhibit J

The ultimate goal of the Cosmetology program at GCF is for at least 80% of those students enrolled to complete the program within one year. Specific objectives for reaching this goal include: 1. To utilize the most modern equipment and products available to instruct a 1200 hour curriculum meeting the Florida DOC Standards for a cosmetology vocational program. 2. To instruct students on all aspects of cosmetology and nail and skin care. 3. To maintain a constant enrollment of 20 offenders who meet the minimum qualification. 4. To provide the Florida DOE certificate to those who meet the 1200 hour class time and complete all coursework. 5. To prepare the inmates to take the state licensure exam. All classroom activities will be geared toward meeting the aforementioned five objectives.

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

Students are continually evaluated through weekly tests and quizzes and visual inspection and feedback on the practical services they provide in the salon. The instructor will attend continuing education training to update her skills and training techniques. The training curriculum will be reviewed annually and updates will be made to maintain the integrity of the program.

6. Staff Qualifications (Attach Job Description)

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

The cosmetology instructor continues stay of changing industry standards and trends, given her active employment in a salon and annual attendance at trade shows.

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.

J. Buscher

Electronic Signature

9/5/18

Date

Exhibit J
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. Each individual should be identified by name and position.
 1. Johnlyn Head: Cosmetology Instructor.
 - 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**
 - 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**
 - 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**
 - 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**
 - 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 used.
 - 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**
 - 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.

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

Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

Facility:	Gadsden Correctional Facility	Fiscal Year:	2018-2019
Title of Program:	Cosmetology	Program Instructor's Name:	Johnalyn Head
Previous Year's Approved Budget for This Program:	\$	57,094.00	
Previous Year's Expenditure for This Program:	\$	50,395.87	
POIIWTF Funds Requested for This Program:	\$	95,427.50	
Budget Summary (Lines can be added as needed)			
Item	Quantity	Amount Requested	Narrative
Staffing Salary-Instructor	1	\$ 36,960.00	\$21/HR @ 1920 HR/YR (12MTH/YR x 20DYS/MTH x 8HR/DY) (Aug 1, 2018 - Jun 30, 2019)
Staffing Fringe Benefits	1	\$ 9,240.00	25% of Salary (Salary + Benefits \$46,200)
Travel	0	\$ -	No Requested Travel
Supplies		\$ 34,833.33	Per Schedule Below
Equipment		\$ 9,166.67	Per Schedule Below
Other (Please Specify in Narrative)		\$ 5,227.50	
Total		\$ 95,427.50	
Supplies & Materials Breakdown (Lines can be added as needed)			
Description	Number of Units	Cost Per Unit	Total Cost
Multi Purpose Caps	20	\$ 9.17	\$ 183.33
Professional Salon Gloves	20	\$ 7.33	\$ 146.67
Debra Manakin	15	\$ 31.17	\$ 467.50
Dionne Manakin	15	\$ 44.92	\$ 673.75
Naomi Manakin	15	\$ 35.75	\$ 536.25
2 1/4 lbs Towels	45	\$ 18.33	\$ 825.00
Cosmetology Theory Workbook	33	\$ 42.17	\$ 1,391.50
Cosmetology Practical Workbook	33	\$ 42.17	\$ 1,391.50
Cosmetology Study Guide	35	\$ 50.42	\$ 1,764.58
Various Instructional DVDs	1	\$ 915.57	\$ 915.57
Printing & Duplicating	10	\$ 32.08	\$ 320.83
Barber Jackets / Capes	40	\$ 13.75	\$ 550.00
Various Consummable Products-12 months (See attached example supplies list)	12	\$ 2,138.90	\$ 25,666.85
Supplies & Materials Total			\$ 34,833.33

Equipment Breakdown (Lines can be added as needed)			
Description	Number of Units	Cost Per Unit	Total Cost
Razor	20	\$ 22.92	\$ 458.33
Flat Iron	15	\$ 36.67	\$ 550.00
Curl Iron	15	\$ 27.50	\$ 412.50
Clipper & Trimmer set	20	\$ 50.42	\$ 1,008.33
UnBreakable Mirror	10	\$ 9.17	\$ 91.67
Shears	30	\$ 128.33	\$ 3,850.00
Marcel's Stove Iron	7	\$ 123.75	\$ 866.25
Tweeter Set	10	\$ 12.83	\$ 128.33
Manicure Workstation	2	\$ 182.42	\$ 364.83
Dermalogic UV Sterilizer for Scissors/Clippers, pedicure set	2	\$ 137.50	\$ 275.00
Rolling Trolley Carts	4	\$ 45.83	\$ 183.33
Barbering Chairs	3	\$ 118.25	\$ 354.75
Shampoo Bowls	2	\$ 145.75	\$ 291.50
Shampoo Hose / Nozzle Attachment	4	\$ 32.08	\$ 128.33
Track Lighting	2	\$ 46.75	\$ 93.50
Salon Anti-Fatigue Mats	4	\$ 27.50	\$ 110.00
Equipment Total			\$ 9,166.67

Other Breakdown (Lines can be added as needed)			
Description	Number of Units	Cost Per Unit	Total Cost
State Cosmetology Board & HIV Exams	55	\$ 78.50	\$ 4,317.50
State Test Administration	1	\$ 300.00	\$ 300.00
Fingerprinting Services (Cards & Processing)	55	\$ 10.00	\$ 550.00
Fingerprinting Service Fee	1	\$ 60.00	\$ 60.00
Other Total			\$ 5,227.50

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

Facility:	Gadsden Correctional Facility	Fiscal Year:	2018-2019
Title of Program:	Culinary Arts		
Program Instructor's Name:	Monta Hill, Chef		
Program Instructor's Title/Position:	Culinary Arts Instructor		
Total Hours of Program Participation Per Inmate Per Week:	30	POIWTF Funds Requested:	\$ 45,971.33
Target Inmate Population (Inmate Criteria):	Prefer GED or High School Diploma and Offender must obtain a 9.0 TABE score in Reading, Total Math and Language in a D or A book. Also, candidate must be disciplinary report free for 6 months and have at least one year left on her sentence.	Previous Year's Approved Budget (six month extension):	\$ 29,804.00
OBIS Course Code:	N100500		

1. Program Narrative:
Research shows that most incarcerated women are single parents of young children, and most will be expected to return to this role once released into the community (Bloom, Owen & Covington, 2003). In addition, most of these women have been unemployed or underemployed prior to their incarceration, making it difficult for them to raise healthy families.
Bloom, Owen and Covington (2003) have identified six basic principles which guide correctional facilities in providing gender responsive services to women offenders. Principle Five highlights the need for female correctional facilities to provide traditional and nontraditional academic and vocational programs to assist with self-sufficiency. The Culinary Arts program at GCF meets this principle by giving the offenders education and training to significantly increase their employability and wage-earning potential in the food preparation and catering industry. As such, their recidivism rates should be reduced. According to the U.S. Bureau of Labor Statistics (BLS), overall employment for those seeking a career as a food preparation worker, cook or chef is expected to increase by seven percent from 2014 to 2024 and can range in pay from \$21,440 to \$43,180. The median annual wage for Food preparation and serving related occupations was \$20,180 in May 2016. Therefore, students in this vocation have an excellent chance of finding immediate employment once released.
2. Specific Activities:
(Include information about service delivery and timelines.)
The Culinary Arts program at GCF is 30 hours per week for approximately 52 weeks. Students will experience classroom instruction and lecturing and applying practical skills in the kitchen lab. Training areas include learning state mandated guidelines for food service, incorporating workplace safety procedures, caring for commercial tools and equipment, reciting basic principles of food science and nutrition, and practicing advanced cooking and baking techniques. As an additional certification to promote employability, GCF will also offer ServSafe testing and licensure for those students enrolled in the course. Upon completion of the course requirements, the offender will receive a Florida Department of Education certificate.
3. How does this program have the potential to aid inmates' reintegration into society?
This program will teach offenders all aspects of commercial cooking and food safety. This program will prepare offenders for a career in commercial food handling and preparation and to find employment in the field.

<p>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.)</p> <p>The ultimate goal of the Culinary Arts program at GCF is for at least 80% of those students enrolled to complete the program within 52 weeks. Specific objectives for reaching this goal include: 1. To utilize modern commercial cooking equipment and techniques to instruct the 1200-hour curriculum meeting the Florida Department of Education standards for a culinary arts vocational program. 2. To instruct students on all aspects of culinary arts. 3. To maintain a consistent enrollment of 25 offenders who meet the minimum qualifications. 4. To provide the Florida Department of Education certificate to those who meet the 1200-hour class time and complete all coursework. All classroom activities will be geared toward meeting the aforementioned four objectives.</p>
<p>5. Describe your evaluation plan for assessing how well the program met its goals and objectives.</p> <p>Students are continually evaluated through weekly activities, quizzes and visual inspection and feedback on the practical skills demonstrations. The instructor will attend continuing education training to update his skills and training techniques. The training curriculum will be reviewed annually and updates will be made to maintain the integrity of the program.</p>
<p>6. Staff Qualifications (Attach Job Description) (Include biographical information or required minimum qualifications for any staff and volunteers):</p> <p>The Culinary Arts Instructor has several years of experience in teaching and managing food preparation centers, in addition to owning a small catering business. He holds a current ServSafe Manager/Instructor certificate and has been awarded a Teacher's Certificate.</p>
<p>7. Attach Program Curriculum (e.g., Department of Education, Auburn University, etc.)</p>

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.

J. Buscher

Electronic Signature

7/25/18

Date

Exhibit J
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. Each individual should be identified by name and position.
 1. Monta Hill: Culinary Arts Instructor.
- 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

- 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

- 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

- 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

- 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
- 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

- 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.

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

Facility:	Gadsden Correctional Facility	Fiscal Year:	2018-2019
Title of Program:	Culinary Arts	Program Instructor's Name:	Monta Hill
Previous Year's Approved Budget for This Program:	\$	29,804.00	
Previous Year's Expenditure for This Program:	\$	27,274.00	
POIIWTF Funds Requested for This Program:	\$	45,971.33	

Budget Summary (Lines can be added as needed)

Item	Quantity	Amount Requested	Narrative
Staffing Salary	1	\$ 35,200.00	\$20/HR @ 1920 HR/YR (12mth X 20 dys/mth X 8 hr/dy)
Staffing Fringe Benefits	1	\$ 8,800.00	25% of Salary (Salary + Benefits \$44,000) (Aug 1, 2018 - Jun 30, 2019)
Travel	0	\$ -	
Supplies		\$ 1,971.33	Per Schedule Below
Equipment		\$ -	
Other (Please Specify in Narrative)			
Total		\$ 45,971.33	

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

Description	Number of Units	Cost Per Unit	Total Cost
Various Consumable Classroom Supplies (12 months)			
Composition Books	40	\$ 1.15	\$ 45.83
Student Black BIC Pens - 60 count	4	\$ 4.58	\$ 18.33
Pencils - 12 count	24	\$ 0.69	\$ 16.50
Copy Paper - 10 ream box	2	\$ 31.17	\$ 62.33
Display Poster Boards - 10 count	2	\$ 6.65	\$ 13.29
ServSafe Testing Scantrons - 10 pack	2	\$ 348.33	\$ 696.67
Culinary Arts Textbook - Replacements	8	\$ 110.00	\$ 880.00
Small Kitchen Utensils (12 month)	12	\$ 19.86	\$ 238.37
			\$ -
Supplies & Materials Total			\$ 1,971.33

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

Facility:	Gadsden Correctional Facility	Fiscal Year:	2018-2019
Title of Program:	Commercial Vehicle Driving - Class A		
Program Instructor's Name:	Aaron Chambers		
Program Instructor's Title/Position:	CDL Instructor		
Total Hours of Program Participation Per Inmate Per Week:	30	POIWTF Funds Requested:	\$ 37,033.33
Target Inmate Population (Inmate Criteria):	Prefer GED or High School Diploma and Offender must also be disciplinary report free for 6 months and have at least one year left on her sentence.	Previous Year's Approved Budget (six month extension):	\$ 27,274.00
OBIS Course Code:	I490205		

1. Program Narrative:
<p>Research shows that most incarcerated women are single parents of young children, and most will be expected to return to this role once released into the community (Bloom, Owen & Covington, 2003). In addition, most of these women have been unemployed or underemployed prior to their incarceration, making it difficult for them to raise healthy families.</p> <p>Bloom, Owen and Civington (2003) have identified six basic principles which guide correctional facilities in providing gender responsive services to women offenders. Principle Five highlights the need for female correctional facilities to provide traditional and nontraditional academic and vocational programs to assist with self-sufficiency. The Commercial Vehicle Driving program at GCF meets this principle by giving the offenders education and training to significantly increase their employability and wage-earning potential in the commercial transportation. As such, their recidivism rates should be reduced. According to the U.S. Bureau of Labor Statistics (BLS), overall employment for those seeking a career as a taxi driver, delivery truck driver, bus driver or tractor-trailer driver is expected to increase by five percent from 2014 to 2024 and can range in pay from \$24,300 to 41,340. The median annual wage for transportation and material moving occupations was \$30,730 in May 2016. Therefore, students in this vocation have an excellent chance of finding immediate employment once released.</p>
2. Specific Activities:
(Include information about service delivery and timelines.)
<p>The Commercial Vehicle Driving program at GCF is 30 hours per week for approximately 12 weeks. Students will experience classroom instruction and lecturing, applying practical skills utilizing a driving simulation software and demonstrating driving techniques in a life-size simulator. Training areas include vehicle safety and accident prevention procedures, vehicle operating regulations, proper cargo handling and documentation procedures, trip planning preparation procedures, vehicle inspection procedures, road driving skills, hazardous driving skills and backing skills and basic vehicle maneuvers. Upon completion of the course requirements, the offender will receive a Florida Department of Education certificate and meet the requirements for sitting for the written portion of the CDL examination. To improve the chances of reentry success, GCF plans to work closely with Florida Department of Highway Safety and Motor Vehicles to provide onsite testing for those offenders within 30 days of departure and who have successfully completed the course. Many women face financial barriers while transitioning back into the community and may not have the resources to pay for the exam. Also, once licensed, these former students are more likely to be hired for on-the-job training once released.</p>
3. How does this program have the potential to aid inmates' reintegration into society?
<p>This program will teach offenders all aspects of commercial vehicle driving. This program will prepare offenders to take the Florida commercial driving examination and to find employment in the field.</p>

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 ultimate goal of the Commercial Vehicle Driving program at GCF is for at least 80% of those students enrolled to complete the program within 12 weeks. Specific objectives for reaching this goal include: 1. To utilize both modern simulator software applications and life-size equipment to instruct the 320-hour curriculum meeting the Florida Department of Education standards for a commercial vehicle driving vocational program. 2. To instruct students on all aspects of commercial vehicle driving. 3. To maintain a consistent enrollment of 15 offenders who meet the minimum qualifications. 4. To provide the Florida Department of Education certificate to those who meet the 320-hour class time and complete all coursework. 5. To prepare the inmates to take the state licensure exam. All classroom activities will be geared toward meeting the aforementioned five objectives.

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

Students are continually evaluated through weekly activities, quizzes and visual inspection and feedback on the practical skills demonstrations. The instructor will attend continuing education training to update his skills and training techniques. The training curriculum will be reviewed annually and updates will be made to maintain the integrity of the program.

6. Staff Qualifications (Attach Job Description)

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

The CDL Instructor has several years of driving and teaching experience and meets the minimum qualifications of being awarded a Teacher's Certificate.

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.

J. Buscher

Electronic Signature

7/25/18

Date

Exhibit J
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. Each individual should be identified by name and position.
 1. Aaron Chambers: CDL Instructor.
- 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

- 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

- 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

- 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

- 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
- 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

- 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.

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

Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

Facility:	Gadsden Correctional Facility	Fiscal Year:	2018-2019
Title of Program:	Commercial Vehicle Driving	Program Instructor's Name:	Aaron Chambers
Previous Year's Approved Budget for This Program:	\$	27,274.00	
Previous Year's Expenditure for This Program:	\$	27,274.00	
POIIWTF Funds Requested for This Program:	\$	37,033.33	
Budget Summary (Lines can be added as needed)			
Item	Quantity	Amount Requested	Narrative
Staffing Salary	1	\$ 28,160.00	\$16/HR @ 1920 HR/YR (12mth x 20 dys/mnth x 8 HR/day)
Staffing Fringe Benefits	1	\$ 7,040.00	25% of Salary (Salary + Benefits \$35,200) (Aug 1, 2018 - Jun 30, 2019)
Travel	0	\$ -	
Supplies		\$ -	
Equipment		\$ 1,833.33	Per Schedule Below
Other (Please Specify in Narrative)			
Total		\$ 37,033.33	
Supplies & Materials Breakdown (Lines can be added as needed)			
Description	Number of Units	Cost Per Unit	Total Cost
			\$ -
			\$ -
			\$ -
			\$ -
Supplies & Materials Total			\$ -
Equipment Breakdown (Lines can be added as needed)			
Description	Number of Units	Cost Per Unit	Total Cost
15 CDL software simulation licenses	1	\$ 1,833.33	\$ 1,833.33
			\$ -
			\$ -
			\$ -
Equipment Total			\$ 1,833.33

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

Facility:	Gadsden Correctional Facility	Fiscal Year:	2018-2019
Title of Program:	Academic Education		
Program Instructor's Name:	Various (ABE I, ABE II, ABE III, GED - one each)		
Program Instructor's Title/Position:	Academic Teachers		
Total Hours of Program Participation Per Inmate Per Week:	15	POIWTF Funds Requested:	\$ 93,852.00
Target Inmate Population (Inmate Criteria):	Offenders seeking to increase Literacy level and offenders seeking to obtain GED.	Previous Year's Approved Budget: (six month extension)	\$ 156,774.36
OBIS Course Code:	FL DOE - various		

1. Program Narrative:
<p>Research shows that most incarcerated women are single parents of young children, and most will be expected to return to this role once released into the community (Bloom, Owen & Covington, 2003). In addition, most of these women have been unemployed or underemployed prior to their incarceration, making it difficult for them to raise healthy families.</p> <p>Bloom, Owen and Covington (2003) have identified six basic principles which guide correctional facilities in providing gender responsive services to women offenders. Principle Five highlights the need for female correctional facilities to provide traditional and nontraditional academic and vocational programs to assist with self-sufficiency. The academic programs at GCF meet this principle by giving the offenders education and training to significantly increase their employability and wage-earning potential through improved literacy. Adult education programs have varying levels of success. Those who enroll in academic programs and made gains had a better chance of improving their employment outcomes. Approximately half of unemployed adult students who made learning gains subsequently found employment. Adults who were employed prior to enrolling experienced higher earnings increases than employed adults who did not make gains. (OPPAGA, January 2011)</p>
2. Specific Activities:
(Include information about service delivery and timelines.)
<p>The Academic programs at GCF are tailored to the individual needs of the students using IAPs (Individual Academic Plans). Students will experience classroom instruction and lecturing, in addition to workgroups targeting specific areas of academic weakness. Academic instruction includes the basic fundamentals of reading and math (ABE I, ABE II) through the advanced studies of GED preparation (ABE III, GED). The needs of students with lower TABE scores and those in need of a GED are met simultaneously in the academic offerings. In excess of Policy minimums, GCF also offers weekly GED Ready and GED testing to accommodate students needs.</p>
3. How does this program have the potential to aid inmates' reintegration into society?
<p>Academic programs offer offenders the opportunity to become functionally literate and more. Many offenders seek college enrollment after discovering the importance of being educated.</p>

<p>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.)</p> <p>The ultimate goal of the Academic programs at GCF is for at least 80% of those students enrolled to earn TABE scoring of 9.0 and/or earn a GED prior to release. Specific objectives for reaching this goal include: 1. To utilize Florida Department of Education curriculum for instruction. 2. To incorporate TABE and GED subject areas into lesson planning. 3. To maintain a consistent enrollment of 25 per teacher, per class. 4. To provide GED Ready and GED testing opportunities to students lacking high school completion. All classroom activities will be geared toward meeting the aforementioned four objectives.</p>
<p>5. Describe your evaluation plan for assessing how well the program met its goals and objectives.</p> <p>Students are continually evaluated through weekly activities, quizzes and visual inspection. The instructor will attend continuing education training to update his/her skills and training techniques. The training curriculum will be reviewed annually and updates will be made to maintain the integrity of the program.</p>
<p>6. Staff Qualifications (Attach Job Description) (Include biographical information or required minimum qualifications for any staff and volunteers):</p> <p>All academic teachers must have a four-year degree and be eligible to obtain a Florida Teacher's Certificate.</p>
<p>7. Attach Program Curriculum (e.g., Department of Education, Auburn University, etc.)</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.

J. Buscher

Electronic Signature

7/25/18

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. Each individual should be identified by name and position.
 1. Various: Academic Teachers
- 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

- 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

- 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

- 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

- 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
- 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

- 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.

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

Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

Facility:	Gadsden Correctional Facility	Fiscal Year:	2018-2019
Title of Program:	Academic Classes - four	Program Instructor's Name:	Various
Previous Year's Approved Budget for This Program:	\$	156,774.36	
Previous Year's Expenditure for This Program:	\$	65,481.62	
POIIWTF Funds Requested for This Program:	\$	93,852.00	
Budget Summary (Lines can be added as needed)			
Item	Quantity	Amount Requested	Narrative
Staffing Salary	4	\$ 75,081.60	\$14.22/HR @ 5760 HR/YR (12mth x 20 day/mth x 6 hr/day x 4 teachers)
Staffing Fringe Benefits	4	\$ 18,770.40	25% of Salary
Travel		\$ -	
Supplies			
Equipment			
Other (Please Specify in Narrative)			
Total		\$ 93,852.00	

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

Facility:	Gadsden Correctional Facility	Fiscal Year:	2018-2019
Title of Program:	Case Managers		
Program Instructor's Name:	TBD		
Program Instructor's Title/Position:	Case Managers		
Total Hours of Program Participation Per Inmate Per Week:		POIITWF Funds Requested:	\$ 105,380.00
Target Inmate Population (Inmate Criteria):	All Inmates housed at Gadsden Correctional Facility	Previous Year's Approved Budget (six month extentention):	\$ 130,237.31
OBIS Course Code:			
1. Program Narrative:			
<p>Research shows that most incarcerated women are single parents of young children, and most will be expected to return to this role once released into the community (Bloom, Owen & Covington, 2003). In addition, most of these women have been unemployed or underemployed prior to their incarceration, making it difficult for them to raise healthy families.</p> <p>Bloom, Owen and Civington (2003) have identified six basic principles which guide correctional facilities in providing gender responsive services to women offenders. Principle Five highlights the need for female correctional facilities to provide traditional and nontraditional programs to assist with self-sufficiency. The Case Manager is responsible for planning, coordinating developing and implementing a professional individual and group counseling program for assigned inmates according to ACA, MTC, FDOC and DMS.</p>			
2. Specific Activities:			
(Include information about service delivery and timelines.)			
<p>The Case Manager reviews detailed background files, conducts personal interviews and test as necessary to analyze and recommend a program for each assigned inmates. Initiate and maintain individual personal social development (PSD) folder on each assigned inmate. Provide direct and counseling to inmates with personal needs or problems, ie., sickness, injury, family problems and other related personal problems. Provide continuous educational, vocational, and personal and social adjustment counseling on an individual and group basis. Conduct continuous interpretation and evaluation of progress in inmates specific development program. Maintain documentation and records.</p>			
3. How does this program have the potential to aid inmates' reintegration into society?			
Promote the development of positive social skills and a successful case plan to maintain a path of success in 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.)			
Promote the development of positive social skills through modeling appropriate behaviors and intervening corrective behavior when appropriate.			
5. Describe your evaluation plan for assessing how well the program met its goals and objectives.			
The Case Managers will attend continuing education training to update her skills and training techniques. The assessment tools and counseling techniques will be reviewed annually and updates will be made to maintain the integrity of the program.			
6. Staff Qualifications (Attach Job Description)			

(Include biographical information or required minimum qualifications for any staff and volunteers):
Bachelors degree in counseling or related field required. One year related experience preferred.
7. Attach Program Curriculum (e.g., Department of Education, Auburn Univerisity, 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.

J. Buscher

Electronic Signature

7/25/18

Date

Exhibit J
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. Each individual should be identified by name and position.
Case Managers
- 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

- 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

- 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

- 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

- 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 used.
- 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

- 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.

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

Facility:	Gadsden Correctional Facility	Fiscal Year:	2018-2019
Title of Program:	Case Manager-5	Program Instructor's Name:	
Previous Year's Approved Budget for This Program:	\$	130,237.31	
Previous Year's Expenditure for This Program:	\$	130,237.31	
POIIWTF Funds Requested for This Program:	\$	105,380.00	
Budget Summary (Lines can be added as needed)			
Item	Quantity	Amount Requested	Narrative
Staffing Salary	5	82,500.00	\$15/HR @ 6000 HR/YR (12mth x 20 day/mth x 5 hr/day x 5 case workers
Staffing Fringe Benefits	5	20,625.00	25% of Salary (Salary + Benefits \$103,125) (Aug 1, 2018 - Jun 30, 2019)
Travel	0	-	
Supplies		2,255.00	Per Schedule Below
Equipment			
Other (Please Specify in Narrative)			
Total		105,380.00	
Supplies & Materials Breakdown (Lines can be added as needed)			
Description	Number of Units	Cost Per Unit	Total Cost
Office Supplies	12	\$ 187.92	\$ 2,255.00
			\$ -
			\$ -
			\$ -
			\$ -
Supplies & Materials Total			\$ 2,255.00

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

Facility:	Gadsden Correctional Facility	Fiscal Year:	2018-2019
Title of Program:	Program Specialist		
Program Instructor's Name:	TBD		
Program Instructor's Title/Position:	Program Specialist		
Total Hours of Program Participation Per Inmate Per Week:	30	POIITWF Funds Requested:	\$ 33,000.00
Target Inmate Population (Inmate Criteria):	All inmates housed at GCF	Previous Year's Approved	\$ 36,907.00
OBIS Course Code:			

1. Program Narrative:
Research shows that most incarcerated women are single parents of young children, and most will be expected to return to this role once released into the community (Bloom, Owen & Covington, 2003). In addition, most of these women have been unemployed or underemployed prior to their incarceration, making it difficult for them to raise healthy families.
Bloom, Owen and Covington (2003) have identified six basic principles which guide correctional facilities in providing gender responsive services to women offenders. Principle Five highlights the need for female correctional facilities to provide traditional and nontraditional academic and vocational programs to assist with self-sufficiency. The Program Specialist meet this principle by maintaining the effectiveness of betterment program with emphasis placed on gender responsive trauma informed evidence based treatment and networking with community resources. . The Program Specialist provides support and guidance to case mangers in charge of re-entry and transition. Oversees the programmic functions of case manager able for mand unit managers. responsintaing a case load in compliane with ACA,MTC, FDOC and DMS.
2. Specific Activities:
(Include information about service delivery and timelines.)
The Program Specialist ensures programs are gender responsive, eviidence based approved by Deputy Warden of Programs. Recommend and conduct staff training on a regular basis to develop maintain and improve proficiency in programs and recent trends. Utilize assessment tools to ensure classes are polulated with inmates meeting established criteria. Facilitate access to the lastest research and statistical data relative to gender responsive programs. Assist re-entry case manager with establishing community relationship to aid the transition process.
3. How does this program have the potential to aid inmates' reintegration into society?
This program help with better preparing the inmates to become self aware of themselves through program placement tool assessment which will assist the offender with being better prepared for 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 ultimate goal is provide participants with the necessary tools to return to their communities and adjust successfully, thus reducing overall criminal activity, and recidivism.
5. Describe your evaluation plan for assessing how well the program met its goals and objectives.
The Facilitators of the program classes will attend continuing education training to update his/her skills and training techniques. The training curriculum will be reviewed annually and updates will be made to maintain the integrity of the program. Also the Program Specialsit will conduct periodic audits of the classes.

6. Staff Qualifications (Attach Job Description)
(Include biographical information or required minimum qualifications for any staff and volunteers):
Masters degree in counseling, human service or other related field preferred. Two years of related experience required, minimum of one year supervisory experience preferred.
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.

J. Buscher

Electronic Signature

7/25/18

Date

Exhibit J
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. Each individual should be identified by name and position.
Program Specialist
- 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

- 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

- 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

- 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

- 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
- 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

- 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)

Facility:	Gadsden Correctional Facility	Fiscal Year:	2018-2019
Title of Program:	Program Specialist	Program Instructor's Name:	
Previous Year's Approved Budget for This Program:	\$	36,907.00	
Previous Year's Expenditure for This Program:	\$	-	
POIIWTF Funds Requested for This Program:	\$	33,000.00	
Budget Summary (Lines can be added as needed)			
Item	Quantity	Amount Requested	Narrative
Staffing Salary	1	\$ 26,400.00	\$15/HR @ 1920 HR/YR (12MTH/YR x 20DYS/MTH x 8HR/DY)
Staffing Fringe Benefits	1	\$ 6,600.00	25% of Salary (Salary + Benefits \$36,000)
Travel			No Requested Travel
Supplies		\$ -	Per Schedule Below
Equipment		\$ -	Per Schedule Below
Other (Please Specify in Narrative)			
Total		\$ 33,000.00	

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

Facility:	Gadsden Correctional Facility	Fiscal Year:	2018-2019
Title of Program:	Substance Abuse		
Program Instructor's Name:	TBD		
Program Instructor's Title/Position:	Substance Abuse- 4 Counselors & 1 Supervisor		
Total Hours of Program Participation Per Inmate Per Week:		POIWTF Funds Requested:	\$ 109,203.88
Target Inmate Population (Inmate Criteria):	The Residential Therapeutic Community Program (RTC) is a Department of Children and Families licensed Residential Treatment program that serves women offenders referred by the Florida Department of Corrections (DOC).	Previous Year's Approved Budget (six month extension):	\$ 158,739.38
OBIS Course Code:			

1. Program Narrative:
Research shows that most incarcerated women are single parents of young children, and most will be expected to return to this role once released into the community (Bloom, Owen & Covington, 2003). In addition, most of these women have been unemployed or underemployed prior to their incarceration, making it difficult for them to raise healthy families.
Bloom, Owen and Covington (2003) have identified six basic principles which guide correctional facilities in providing gender responsive services to women offenders. Principle Five highlights the need for female correctional facilities to provide traditional and nontraditional programs to assist with self-sufficiency. The Substance Abuse Counselor meet this principle by services to include screening for substance abuse problems, readiness and alumni groups, prevention, residential and non-residential programs, intervention and relapse prevention/aftercare services specifically designed to address and/or prevent chemical dependency and addictive behavior. The aim to effect positive and permanent changes in the lives of incarcerated female offenders who are suffering from alcohol and/or drug addictions. The Substance Abuse Counselor provides support and guidance which addresses not only the issues of drug abuse/addiction, criminality, thinking errors, and principles of recovery but also programs which focus on the evidenced-based treatment that is based on Cognitive Behavioral Therapy and Gender-Specific and Trauma Informed Care.
2. Specific Activities:
(Include information about service delivery and timelines.)
The Substance Abuse Counselor will provide a number of modules, hours, and/or days associated with the program, monitor and document satisfactory progress toward the goals of the participant substance abuse service plan, and review the service plan to assure maximum benefit from the program is received.
3. How does this program have the potential to aid inmates' reintegration into society?
Assist inmates in self assessment and identification of substance abuse problems, develop and implement a plan to encourage abstinence by working with the inmate, counselor and mental health consultant as appropriate.
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 ultimate goal is provide participants with the necessary tools to return to their communities and adjust successfully, thus reducing overall criminal activity, drug involvement and recidivism.

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

Students are continually evaluated through weekly activities, peer groups, counseling session and progressive notes in the program. The Substance Abuse Counselor will attend continuing education training to update her skills and training techniques. The training curriculum will be reviewed annually and updates will be made to maintain the integrity of the program.

6. Staff Qualifications (Attach Job Description)

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

Bachelors degree in social work, counseling, psychology or closely related field and one year experience in alcohol and drug rehabilitation programs or other related experiences in substance abuse counseleing.

7. Attach Program Curriculum (e.g., Department of Education, Auburn Univerisity, 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.

J. Buscher

Electronic Signature

7/25/18

Date

Exhibit J
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. Each individual should be identified by name and position.
Nakiesha Phillips Substance Abuse Supervisor
- 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

- 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

- 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

- 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

- 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
- 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

- 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.

Exhibit J
Department of Management Services
Private Prison Monitoring
Attachment C: Budget Narrative
Privately Operated Institutions Inmate Welfare Trust Fund (POI/WTF)

Facility:	Gadsden Correctional Facility	Fiscal Year:	2018-2019
Title of Program:	Substance Abuse (4 Instructors & 1 Supervisor)	Program Instructor's Name:	Joanne Starling, Supervisor
Previous Year's Approved Budget for This Program:	\$	158,739.38	
Previous Year's Expenditure for This Program:	\$	158,739.38	
POI/WTF Funds Requested for This Program:	\$	109,203.88	

Budget Summary (Lines can be added as needed)

Item	Quantity	Amount Requested	Narrative
Staffing Salary	4	\$ 52,800.00	\$15/HR @ 3840 HR/YR (12mth x 20 day/mth x 4 hr/day x 4 teachers)
Staffing Fringe Benefits		\$ 13,200.00	25% of Salary (Salary + Benefits \$66,000) (Aug 1, 2018 - Jun 30, 2019)
Staffing Salary-Supervisor	1	\$ 22,440.00	\$17/HR @ 1440 HR/YR (12mth x 20 day/mth x 6 hr/day)
Staffing Fringe Benefits		\$ 5,610.00	25% of Salary (Salary + Benefits \$28,050) (Aug 1, 2018 - Jun 30, 2019)
Travel	0	\$ -	
Supplies		\$ 15,153.88	Per Schedule Below
Equipment		\$ -	
Other (Please Specify in Narrative)			
Total		\$ 109,203.88	

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

Description	Number of Units	Cost Per Unit	Total Cost
Journal - Orientation	50	\$ 6.88	\$ 343.75
Journal - Rational Thinking	50	\$ 5.04	\$ 252.08
Journal - Criminal Lifestyles	50	\$ 4.58	\$ 229.17
Journal - Living with Others	50	\$ 2.52	\$ 126.04
Journal - Lifestyle Balance	50	\$ 4.13	\$ 206.25
Journal - Recovery Maintenance	50	\$ 2.52	\$ 126.04
Journal - Transition	50	\$ 12.79	\$ 639.38
Helping Women Recover	50	\$ 27.50	\$ 1,375.00
Beyond Trauma	50	\$ 77.00	\$ 3,850.00
Beyond Violence	50	\$ 27.50	\$ 1,375.00
Understanding Addiction: Women in Recovery	50	\$ 6.28	\$ 313.96
Nonresidential Drug Abuse Treatment Program(price)	50	\$ 5.27	\$ 263.54
Self-Esteem	50	\$ 10.66	\$ 533.04
Art Therapy	5	\$ 45.83	\$ 229.17
Trauma in Life Group	2	\$ 18.33	\$ 36.67
Trauma in Life Group	75	\$ 3.90	\$ 292.19
How to Be a Responsible Mother(price in texas	75	\$ 24.75	\$ 1,856.25
Helping Women Recover	75	\$ 27.50	\$ 2,062.50
Transition Skills - Community Transition	2	\$ 18.33	\$ 36.67
Transition Skills - Community Transition	75	\$ 4.90	\$ 367.81
A Woman's Way Through The Twelve Steps	50	\$ 12.79	\$ 639.38
		\$	-
Supplies & Material Total		\$	15,153.88

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

Facility:	Gadsden Correctional Facility	Fiscal Year:	2018-2019
Title of Program:	Chaplain		
Program Instructor's Name:	Ruth Speights		
Program Instructor's Title/Position:	Chaplain		
Total Hours of Program Participation Per Inmate Per Week:	30	POIWTF Funds Requested:	\$ 33,000.00
Target Inmate Population (Inmate Criteria):	All Inmates housed at Gadsden Correctional Facility	Previous Year's Approved Budget:	N/A
OBIS Course Code:			

1. Program Narrative:
Research shows that most incarcerated women are single parents of young children, and most will be expected to return to this role once released into the community (Bloom, Owen & Covington, 2003). In addition, most of these women have been unemployed or underemployed prior to their incarceration, making it difficult for them to raise healthy families.
Bloom, Owen and Civington (2003) have identified six basic principles which guide correctional facilities in providing gender responsive services to women offenders. Principle Five highlights the need for female correctional facilities to provide traditional and nontraditional programs to assist with self-sufficiency. The Chaplain is responsible for developing ,delivering, and managing the religion prfogram in accordance with the standards and guidelines of the Florida Department of Corrections, Gadsden provides all offenders those opportunity to exercise legitimate religious beliefs in a manner consistent with the security and orderly operation of the facility. The chaplain ensures equal status and protection for all religions. Volunteers has a significant role in helping the institution with the religious/spiritual aspect of the offenders. Each month the Chaplain Department posts a monthly calendar which has all the activities for that month. The Chaplain also oversees the Faith Based programs which gives the offenders an opportunity to enhance her spiritual journey by providing an environment that will help her achieve in her goals.
2. Specific Activities:
(Include information about service delivery and timelines.)
The Chaplain creates and manage all religious prorams of the facility. Serve as the point of contact for all outside religious activities, persons, or groups requesting admittance to the facility. Train and supervise volunteers working in chaplincy programs. conduct religious services and religious education programs, and schedule periodic speical programs. Provide regular chaplaincy visitation rounds to new and existing inmates and inmates who are critically ill. Counsel inamtes on religious problems, personal issues, crisis intervention, grief and institutional adjustment. Interact with inmate during their daily activities and provide appropriate moral and religious instruction.
3. How does this program have the potential to aid inmates' reintegration into society?
Promote the development of positive social skills also positive religion journey to the higher power.
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 offenders an opportunity to enhance her spiritual journey by providing an environment that will help her achieve in her goals.
5. Describe your evaluation plan for assessing how well the program met its goals and objectives.
Annual needs assessment conducted of the religious services provided.
6. Staff Qualifications (Attach Job Description)
(Include biographical information or required minimum qualifications for any staff and volunteers):
Bachelors degree from accredited college or university and two years of experience conducting religious services or providing counsleing or guidance relatingto the ministerial service required.
7. Attach Program Curriculum (e.g., Department of Education, Auburn Univerisity, 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.

J. Buscher

Electronic Signature

7/25/18

Date

Exhibit J
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. Each individual should be identified by name and position.
Betty Harris -Chaplain
- 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

- 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

- 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

- 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

- 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
- 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

- 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.

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

Facility:	Gadsden Correctional Facility	Fiscal Year:	2018-2019
Title of Program:	Chaplain	Program Instructor's Name:	Ruth Speights
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:	\$ 33,000.00		
Budget Summary (Lines can be added as needed)			
Item	Quantity	Amount Requested	Narrative
Staffing Salary	1	\$ 26,400.00	\$15/HR @ 1920 HR/YR (12MTH/YR x 20DYS/MTH x 8HR/DY)
Staffing Fringe Benefits	1	\$ 6,600.00	25% of Salary (Aug 1, 2018 - Jun 30, 2019)
Travel	0	\$ -	
Supplies		\$ -	
Equipment		\$ -	
Other (Please Specify in Narrative)			
Total		\$ 33,000.00	