

**CONTRACT DMS-13/14-009A  
BETWEEN  
FLORIDA DEPARTMENT OF MANAGEMENT SERVICES  
AND  
GEO CORRECTIONS AND DETENTION, LLC  
FOR THE  
BAY CORRECTIONAL FACILITY**

**AMENDMENT NO.: 13**

THIS AMENDMENT to Contract No.: DMS-13/14-009A (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", "GEO Corrections" or the "Contractor") and collectively known as the "Parties".

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

1. Subject to sufficient funds in the Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF) and budget authority, Exhibit G is amended as attached and incorporated herein by reference.

2. Sub-section 5.5.2. is amended to read:

By March 1 of each year, Contractor must submit an application for expenditures to be made from the POIIWTF for the next fiscal year to the Department for review. In accordance with section 944.72(1), Florida Statutes, planned expenditures must cover expenses for the benefit and welfare of inmates at the Facility.

3. Sub-section 5.5.4. is amended to read:

Expenditures for operational cost and fixed capital outlay made from the POIIWTF must meet the guidelines of section 945.215, Florida Statutes, and applicable terms of this Contract. Contractor is responsible for contracting and overseeing the construction of fixed capital outlay projects authorized by the Legislature. All operations and fixed capital outlay projects and expenditures must be approved by the Department.

4. Sub-section 5.2.1. is added to read:

The Contractor may 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/Department 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). This coordination will help standardize services for inmates and their friends and family and help maximize contributions to the POIIWTF.

5. 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.
6. This Amendment remains subject to section 287.0582, Florida Statutes.
7. This Amendment is effective on August 1, 2018 or 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

July 31, 2018  
Date

**GEO CORRECTIONS AND DETENTION, LLC.**

  
\_\_\_\_\_  
Amber D. Martin, Executive Vice President

7-31-2018  
Date

**Department of Management Services**  
**Private Prison Monitoring**  
**Budget Summary**

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

Facility:	Bay Correctional Facility	Fiscal Year: 2018-2019	
Previous Year's Approved Budget:	\$ 144,588.00	Comments: 11 Months	
Previous Year's Total Expenditure:	\$ 118,294.28		
POIIWTF Allocated Budget:	\$ 172,467.00		
<b>POIIWTF Final Budget Approval:</b>	<b>\$ 155,399.75</b>		
Balance of Allocated Budget:	\$ 17,067.25		
		For Department Use Only	
Summary		Approval	Final Budget Approval
Canine Caretaker - Salary & Benefits	\$ 45,783.83	Approved	\$ 45,783.83
Canine Caretaker - Travel	\$ 4,290.00	Approved	\$ 4,290.00
Canine Caretaker - Supplies	\$ 18,425.00	Approved	\$ 18,425.00
<b>Canine Caretake - Program Total</b>	<b>\$ 68,498.83</b>		<b>\$ 68,498.83</b>
Welding - Salary & Benefits	\$ 44,997.79	Approved	\$ 44,997.79
Welding - Travel	\$ 3,466.83	Approved	\$ 3,466.83
Welding - Supplies	\$ 9,900.00	Approved	\$ 9,900.00
Welding - Equipment	\$ 10,781.39	Approved	\$ 10,781.39
<b>Welding - Program Total</b>	<b>\$ 69,146.01</b>		<b>\$ 69,146.01</b>
Safe Staff Food Handler	\$ 756.25	Approved	\$ 756.25
<b>Safe Staff - Program Total</b>	<b>\$ 756.25</b>		<b>\$ 756.25</b>
OSHA Training - Travel	\$ 1,939.67	Approved	\$ 1,939.67
OSHA Training - Supplies	\$ 7,297.58	Approved	\$ 7,297.58
OSHA Training - Equipment	\$ 3,208.33	Approved	\$ 3,208.33
<b>OSHA Training - Program Total</b>	<b>\$ 12,445.58</b>		<b>\$ 12,445.58</b>
Trauma Informed Care - Supplies	\$ 1,344.75	Approved	\$ 1,344.75
Trauma Informed Care - Equipment	\$ 3,208.33	Approved	\$ 3,208.33
<b>Trauma Informed Care - Program Total</b>	<b>\$ 4,553.08</b>		<b>\$ 4,553.08</b>
<b>Total POIIWTF Funds Requested:</b>	<b>\$ 155,399.75</b>		
		<b>Final Budget Approval</b>	<b>\$ 155,399.75</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>	<b>Bay Correctional Facility</b>	<b>Fiscal Year:</b>	<b>2018-2019</b>
<b>Title of Program:</b>	<b>Canine Caretaker and Grooming Program (Betterment Class)</b>		
<b>Program Instructor's Name:</b>	<b>VACANT</b>		
<b>Program Instructor's Title/Position:</b>	<b>Canine Trainer</b>		
<b>Total Hours of Program Participation Per Inmate Per Week:</b>	<b>15</b>	<b>POIWTF Funds Requested:</b>	<b>\$ 68,498.83</b>
<b>Target Inmate Population (Inmate Criteria):</b>	<b>Open to all Inmates Meeting Security / Custody Clearance and who Demonstrate Interest</b>	<b>Previous Year's Approved Budget:</b>	<b>\$ 87,117.00</b>
<b>OBIS Course Code:</b>	<b>82-273</b>		

<b>1. Program Narrative:</b>
Bay Correctional Facility requests continuance of its existing program in continuation with Auburn University Canine Performance Sciences in which the Facility, Staff, Inmates and Canines work hand in hand to reach the desired outcome for raising and developing detector dogs in a correctional institution. The program will also continue the mission of providing rehabilitative training for inmates, promoting successful early puppy development, and involving inmates in programs that support the public interest and have value-added service to the nation.
<b>2. Specific Activities:</b>
Provide the opportunity for selected inmates to participate in the Canine Caretaker Course (a 1500+ hour Copyrighted course approved by Auburn University's Continuing Education Department). This will give a vocational entry level skill and knowledge to the participants in the Canine Training Program. Inmates who complete will receive Auburn University College Certificate Course with three skill levels (Level 1: Puppy Walker, Raising a Puppy for Detection Work, Canine Anatomy and Physiology, Canine Maintenance, Canine Learning and Behavior; Level 2: Handling and Development, Canine Husbandry, Canine Handling, Stages of Development, Working Dog; Level 3: Canines and Humans, History and Development, Disease Prevention and Control, Animal Welfare Standards and Guidelines). Separate Certificate provided for Pet CPR and Pet First Aide. Curriculum structured for the development and conditioning of the puppies from Canine Performance Science's breeding program and to prepare them for advanced instruction / training as detection canines. Instruct inmate participants on general care, socialization and performing detection exercises with the canines.
<b>3. How does this program have the potential to aid the inmate's re-integration into society?</b>
Involvement in the Canine Caretaker and Grooming Program helps to overcome inmate idleness, while re-integration into society depends on the inmate's ability to recognize the need for change and establish that change. The responsibility of raising and training a canine is a considerable responsibility and challenge, offering the added benefits of a sense of purpose during incarceration. Evidence strongly suggests that the presence of puppies and participating in such programs enhances the correctional environment in a manner that supports therapeutic and rehabilitative efforts.
<b>4. What are the specific goals and objectives of this program?</b>
The specific goals and objectives of the program would be the outcome of a dual purpose program, one that teaches both hands-on skills to inmate participants, while furthering their cognitive skill development. The other purpose is the outcome of highly skilled and trainable canines to be utilized for greater national security.
<b>5. Describe your evaluation plan for assessing how well the program met its goals and objectives.</b>
Monthly assessments are conducted in the form of gain time performance assessments for all inmates assigned to the program. Three months of non-participation / unsatisfactory performance, an inmate is removed from the program. Further review of assessments are made based on curriculum guidelines set by Auburn University which include mandatory grade averages for completion of the Canine Caretaker Course. Inmates completing the program will be issued a certificate of completion from Auburn University as well as Continuing Education Credits through Auburn University. Inmates also receive certificates for each canine successfully trained.

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

Position Vacant.

Staff must meet all necessary background clearances for the Department of Management Services and Florida Department of Corrections. Staff will have 2 years experience in canine obedience instruction, service dog instruction, foster puppy instruction and the ability to evaluate and manage inmate training volunteers. Staff must successfully complete the Canine Handler Training and In-Service through Auburn University on a Quarterly basis.

**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.

Craig Hanks  
\_\_\_\_\_  
Electronic Signature

May 22, 2018  
\_\_\_\_\_  
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. Position Vacant
- B. Full Time Commitment 40 Hours Per Week, 52 Weeks Per Year.
- C. Salary: \$39,956.80 - \$19.21 per hour x 2080 annual hours (40 hours a week / 52 weeks a year).

**2. Fringe Benefits**

- A. Position Vacant
- B. Based on 25% of Salary \$9,989.20 (25% of \$39,956.80)
- C. 25% is based on the GEO Group, Inc. Company Benefit Burden

**3. Travel**

Training for New Canine Officer (2 Week Training at Auburn University Required)

- A. Per Diem for 10 Days \$360
- B. Gas for Travel \$200
- C. Hotel - Auburn, AL \$1,000

Auburn Quarterly Inservice Training

- A. Per Diem for 5 Days Per Quarter \$180 / \$720 Total
- B. Gas for Travel \$100 / \$400 Total
- C. Hotel - Auburn, AL \$500 / \$2,000 Total

**4. Supplies - See Attachment C**

**5. Equipment Rental/Purchase - See Attachment C**

**6. Other - N/A**

**Department of Management Services**

**Private Prison Monitoring**

**Attachment C: Budget Narrative**

Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

<b>Facility:</b>	<b>Bay Correctional Facility</b>	<b>Fiscal Year:</b>	<b>2018-2019</b>
<b>Title of Program:</b>	<b>Canine Caretaker &amp; Grooming Program</b>	<b>Program Instructor's Name:</b>	<b>Vacant</b>
Previous Year's Approved Budget for This Program:	\$	<b>69,099.00</b>	
Previous Year's Expenditure for This Program:	\$	<b>57,071.04</b>	
POIIWTF Funds Requested for This Program:	\$	<b>68,498.83</b>	
<b>Budget Summary (Lines can be added as needed)</b>			
<b>Item</b>	<b>Quantity</b>	<b>Amount Requested</b>	<b>Narrative</b>
Staffing Salary	1	\$ 36,627.07	Instrutor salary
Staffing Fringe Benefits	1	\$ 9,156.77	25% Based on The GEO Group, Inc. Benefit Burden
Travel	Multiple	\$ 4,290.00	Auburn University for Transports / Training (Initial & Quarterly). Funds Include Per Diem, Hotel, and Gas Expenses.
Supplies	Miscellaneous	\$ 18,425.00	See breakdown
Equipment	0	\$ -	N/A
Other (Please Specify in Narrative)	0	\$ -	N/A
<b>Total</b>		<b>\$ 68,498.83</b>	
<b>Supplies &amp; Materials Breakdown (Lines can be added as needed)</b>			
Description	Number of Units	Cost Per Unit	Total Cost
Dog Food	50	\$ 46.75	\$ 2,337.50
Canine Sanitation and Up Keep	Miscellaneous	\$ 916.67	\$ 916.67
Canine Dental Care	Miscellaneous	\$ 20.00	\$ 1,100.00
Canine Grooming Supplies	Miscellaneous	\$ 400.00	\$ 366.67
Canine Vetting	Miscellaneous	\$ 3,000.00	\$ 2,750.00
Canine Medication and Monthly Preventatives	Miscellaneous	\$ 3,000.00	\$ 2,750.00
Educational Course Materials and Supplies	Miscellaneous	\$ 2,500.00	\$ 2,291.67
Canine Training Aids	100	\$ 13.75	\$ 1,375.00
Canine Collars, Harnesses, and Leashes	90 each	\$ 15.00	\$ 1,237.50
Canine Toys / Rewards	100	\$ 13.75	\$ 1,375.00
Canine Medical Supplies / First Aid	Miscellaneous	\$ 366.67	\$ 366.67
Canine Search Equipment / Aids	Miscellaneous	\$ 916.67	\$ 916.67
Office Supplies	Miscellaneous	\$ 458.33	\$ 458.33
Canine Yard Up Keep / Decontamination	2	\$ 91.67	\$ 183.33
<b>Supplies &amp; Materials Total</b>			<b>\$ 18,425.00</b>

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

<b>Facility:</b>	<b>Bay Correctional Facility</b>	<b>Fiscal Year:</b>	2018-2019
<b>Title of Program:</b>	<b>Welding</b>		
<b>Program Instructor's Name:</b>	<b>Tony Conley</b>		
<b>Program Instructor's Title/Position:</b>	<b>Vocational Instructor</b>		
<b>Total Hours of Program Participation Per Inmate Per Week:</b>	30	<b>POIIWTF Funds Requested:</b>	\$ 69,146.01
<b>Target Inmate Population (Inmate Criteria):</b>	Welding is open to all inmates that have qualifying TABE scores of 9.0 across the board on a D level test. Welding requires 1050 Hours to complete.	<b>Previous Year's Approved Budget:</b>	\$ 67,959.00
<b>OBIS Course Code:</b>	83-V42		

<b>1. Program Narrative:</b>
Welding is open to all inmates who have a score of 9.0 on a level D TABE score as required by Florida Frameworks. The welding class requires 1050 hours to complete. The program is enhanced with the NCCER certification in addition to the FDOE certificate received once completed.
<b>2. Specific Activities:</b>
Students are able to complete the NCCER Core instruction and continue up through level 5. An NCCER registration number is provided to each student which enables the credential to be portable and tracked through the NCCER system.
<b>3. How does this program have the potential to aid inmates' reintegration into society?</b>
Inmates completing the program and gaining certification can become employed as an assistant while completing the apprenticeship to become a Master Welder. These jobs are plentiful and aid offenders in gaining meaningful employment and stability.
<b>4. What are the specific goals and objectives of this program?</b>
The goals and objectives are geared to enable the student to complete through level five and enter into apprenticeship on the way to becoming a Master Welder.
<b>5. Describe your evaluation plan for assessing how well the program met its goals and objectives.</b>
The program can be assessed through the Continuum of Care aftercare portion of the program that GEO offers to offenders. Any offender that becomes employed within the industry can be tracked. Students are assessed on retention of learned material and hands on experiences through constant tests and evaluations within the classroom and the lab.
<b>6. Staff Qualifications (Attach Job Description)</b>
The Instructor is currently certified through NCCER and maintains a Florida Department of Education Vocational Certification as an instructor.
<b>7. Attach Program Curriculum (e.g., Department of Education, Auburn University, etc.)</b>

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

Craig Hanks  


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**Electronic Signature**

May 22, 2018  


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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**

- A. Tony Conley, Vocational Instructor
- B. Full time commitment, 40 hours per week, 52 weeks per year
- C. Tony Conley, salary \$39,270.80 - (\$18.88 hr. rate x 2080 Hours per year)

**2. Fringe Benefits**

- A. Tony Conley, Vocational Instructor
- B. Based on 25% of salary \$9,817.00 (25% X 39,270.80)
- C. 25% is based on the GEO Group, Inc. Company Benefit Burden

**3. Travel**

**NCCER Training Logistics Workshop** for Welding Instructor and Program Manager

One Day Training, Alachua, FL for both Instructor and Program Manager to ensure Integrity and Oversight of Welding Program and NCCER Certification

- A. Course Cost - \$250 / \$500
- B. Hotel for 2 Staff / 2 Nights - \$150 / \$600
- C. Gas for Travel \$200
- D. Per Diem for 2 Staff / 3 Days - \$108 / \$216

**NCCER Master Trainer Instructor Certification Training Program** for Program Manager

Four Day Training, Alachua, FL to ensure the Integrity and Oversight of the NCCER Certification at Bay Correctional Facility

- A. Course Cost - \$750
- B. Hotel for 6 Nights - \$900
- C. Gas for Travel - \$400
- D. Per Diem for 1 Staff / 6 Days - \$216

**4. Supplies: See Attachment C**

**5. Equipment Rental/Purchase: See Attachment C**

**6. Other: N/A**



**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>	Bay Correctional Facility	<b>Fiscal Year:</b>	2018-2019
<b>Title of Program:</b>	SafeStaff Food Handler Training		
<b>Program Instructor's Name:</b>	Boardman Keldie		
<b>Program Instructor's Title/Position:</b>	Food Service Manager		
<b>Total Hours of Program Participation Per Inmate Per Week:</b>	4	<b>POIWTF Funds Requested:</b>	\$ 756.25
<b>Target Inmate Population (Inmate Criteria):</b>	Inmates Working in Institution's Food Service	<b>Previous Year's Approved Budget:</b>	\$ -
<b>OBIS Course Code:</b>	SafeStaff Certification		
<b>1. Program Narrative:</b>			
<p>Since 1997, the State of Florida has mandated that all food service workers be trained in food safety. The SafeStaff Foodhandler Training Program is the contracted program of the Department of Business and Professional Regulation (DBPR) and contains the following six mandated key food safety principles: Ensuring proper personal hygiene; Preventing cross-contamination; Controlling time and temperature when handling food; Proper cleaning and sanitizing; the causes and effects of major foodborne illnesses; and Ensuring proper vermin control. Florida requires all food service employees in a license DBPR establishment to be trained on correct food handling and hygiene practices. Only DBPR division-approved training programs are accepted as meeting the training requirement. Bay Correctional Facility's Food Services Manager will train inmates in SafeStaff Foodhandler Training Program who are assigned to the Food Services Institutional Operations.</p>			
<b>2. Specific Activities:</b>			
<p>Inmate SafeStaff Foodhandler Training Program instruction will be a 4-hour training course for each inmate taught within a 5 day work-week with final exam proctored by Serve Safe Manager.</p>			
<b>3. How does this program have the potential to aid inmates' reintegration into society?</b>			
<p>The National Restaurant Association assesses the restaurant industry as the second largest private-sector employee in the United States, adding jobs at a stronger rate than all other industries combined. By 2027, the restaurant industry is projected to add 1.6 million jobs in the United States. Inmates will receive the National SafeStaff Foodhandler Training Certificates which will assist with employment upon release in the Food Services Industry in any location.</p>			
<b>4. What are the specific goals and objectives of this program?</b>			
<p>Bay Correctional Facility has a goal and objective of aiding 70 inmates during the 2018-2019 Fiscal Year in achievement of their SafeStaff Foodhandler Training.</p>			
<b>5. Describe your evaluation plan for assessing how well the program met its goals and objectives.</b>			
<p>Inmates will receive 4-hour instruction and training course with a final exam proctored by Serve Safe Manager.</p>			
<b>6. Staff Qualifications (Attach Job Description)</b>			
<p>Mr. Boardman Keldie, Food Services Manager for Bay Correctional Facility is a Serve Safe Manager with over 25 years Food Services Management.</p>			
<b>7. Attach Program Curriculum (e.g., Department of Education, Auburn University, etc.)</b>			

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.

Craig Hanks  


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**Electronic Signature**

May 22, 2018  


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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

**2. Fringe Benefits**

N/A

**3. Travel**

N/A

**4. Supplies**

a. Pens and Copy Paper for Student Instruction / \$117.89

b. Employee Food Handler Guide Book - English, by SafeStaff - Unit Price \$10 for 70 Students / \$700

**5. Equipment Rental/Purchase**

N/A

**6. Other**

**Department of Management Services**

**Private Prison Monitoring**

**Attachment C: Budget Narrative**

Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

<b>Facility:</b>	<b>Bay Correctional Facility</b>	<b>Fiscal Year:</b>	<b>2018-2019</b>
<b>Title of Program:</b>	<b>Safe Staff</b>	<b>Program Instructor's Name:</b>	<b>Boardman Keldie</b>
<b>Previous Year's Approved Budget for This Program:</b>	<b>\$</b>	<b>-</b>	
<b>Previous Year's Expenditure for This Program:</b>	<b>\$</b>	<b>-</b>	
<b>POIIWTF Funds Requested for This Program:</b>	<b>\$</b>	<b>756.25</b>	

**Budget Summary (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	Miscellaneous	\$ 756.25	See breakdown
Equipment		\$ -	
Other (Please Specify in Narrative):			
<b>Total</b>		<b>\$ 756.25</b>	

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

<b>Description</b>	<b>Number of Units</b>	<b>Cost Per Unit</b>	<b>Total Cost</b>
Copy Paper	1	\$ 55.00	\$ 55.00
Pens	10	\$ 5.96	\$ 59.58
Employee Food Handler Guide Book - English, by SafeStaff	70	\$ 9.17	\$ 641.67
			\$ -
<b>Supplies &amp; Materials Total</b>			<b>\$ 756.25</b>

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

<b>Description</b>	<b>Number of Units</b>	<b>Cost Per Unit</b>	<b>Total Cost</b>
			\$ -
			\$ -
			\$ -
			\$ -
<b>Equipment Total</b>			<b>\$ -</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>	Bay Correctional Facility	<b>Fiscal Year:</b>	2018-2019
<b>Title of Program:</b>			
OSHA Training			
<b>Program Instructor's Name:</b>			
Kendria Turner-Carr			
<b>Program Instructor's Title/Position:</b>			
Safety Manager			
<b>Total Hours of Program Participation Per Inmate Per Week:</b>		10	<b>POIWTF Funds Requested:</b> \$ 12,445.58
<b>Target Inmate Population (Inmate Criteria):</b>		Inmates with 2 years or less to serve on sentence and have a GED or High School Diploma.	<b>Previous Year's Approved Budget:</b> \$ -
<b>OBIS Course Code:</b>		OSHA Safety Training	
<b>1. Program Narrative:</b>			
<p>The OSHA program allows inmates getting released within 2 years of the certification date, to be able to show perspective employers that they have Federal Safety training in general industry as well as the construction industry. Almost every business in the United States has to deal with a safety obligation to it's employees. With the benefit that the inmates have a nationally recognized certification when the exit the facility, it provides a perspective employer the knowledge that that person committed himself/herself to the best and safest practices known, and recognized.</p>			
<b>2. Specific Activities:</b>			
<p>The class for OSHA 1910, and 1926 (10 hr. per class) would both be held for 2 full days, or 4 days in a week, each month. There would be 25 students per class, for 12 months, which would avail 300 students to receive instruction. Every student would receive upon passing the examinations, a nationally recognized certification from an OSHA approved training location.</p>			
<b>3. How does this program have the potential to aid inmates' reintegration into society?</b>			
<p>This training teaches workers about their rights as an employee, employer responsibilities, and how to file a complaint as well as how to recognize, abate, and prevent job related hazards. OSHA has been promoting safety and health since the late 1970's, and with more technological advances the employees have the knowledge that allows them to work productively and safely in all manners of employments. Workers that have this certification will not be able to be made to work in unsafe or unhealthy environments and not have a say as to their welfare. The knowledge that the inmates would receive would provide them the opportunities to work in industries where safety practices are a high priority and are needed to complete the job functions.</p>			
<b>4. What are the specific goals and objectives of this program?</b>			
<p>In the local area, the construction industry is rapidly growing, with housing construction, as well as other commercial project industries occurring. We have a local ship building company, as well as a paper mill in the local county that require new hires to the companies to complete safety and or construction training before the employees are placed to work. This certification allows the inmate being released to skip that week long training class, because they have the safety and or construction training in hand and be put to work earning money.</p>			
<b>5. Describe your evaluation plan for assessing how well the program met its goals and objectives.</b>			
<p>The class is evaluated on the performance on the OSHA required test, and the passing rate of those who take the class. The evaluation of the class will be the passing rate of all those inmates who have taken the course and utilized their certification after leaving the facility. As with national certification, the persons utilizing their knowledge will show in the percentage on worker accidents, OSHA related findings, and fatalities on the national average.</p>			
<b>6. Staff Qualifications (Attach Job Description)</b>			
<p>Mrs. Kendria Turner-Carr, holds a bachelors degree in criminology, with an under graduate certification in emergency management. Mrs. Turner-Carr is also a OSHA Certified Train the trainer in General Industry 1910.00. Mrs. Turner-Carr has also been educated at the University of Kentucky where she acquired a certification in Correctional General Industrial safety practices. Mrs. Turner-Carr has been in the correctional field for since 1996, and is a FLDOC Instructor through Florida Department of Law Enforcement. Mrs. Turner-Carr is also a certified Correctional Officer, and has been certified since 1997.</p>			
<b>7. Attach Program Curriculum (e.g., Department of Education, Auburn University, etc.)</b>			

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.

Craig Hanks  
Electronic Signature

May 22, 2018  
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

**2. Fringe Benefits**

N/A

**3. Travel**

**a. University of South Florida Training for 1926 Train the Trainer Certification / \$700.00**

Provides Dual National Certifications for Inmate Population in General Industry and Construction

b. Per Diem for 6 Days \$36 / \$216

c. Hotel for 6 Days \$150 / \$900

d. Gas for Travel \$300

**4. Supplies - See Attachment C**

**5. Equipment Rental/Purchase - See Attachment C**

**6. Other**

N/A

**Department of Management Services**

**Private Prison Monitoring**

**Attachment C: Budget Narrative**

Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

<b>Facility:</b>	<b>Bay Correctional</b>	<b>Fiscal Year:</b>	<b>2018-2019</b>
<b>Title of Program:</b>	<b>OSHA General Industry, Construction Training</b>	<b>Program Instructor's Name:</b>	<b>K.Turner-Carr,BS</b>
Previous Year's Approved Budget for This Program:	\$	-	
Previous Year's Expenditure for This Program:	\$	-	
POIIWTF Funds Requested for This Program:	\$	<b>12,445.58</b>	
<b>Budget Summary (Lines can be added as needed)</b>			
<b>Item</b>	<b>Quantity</b>	<b>Amount Requested</b>	<b>Narrative</b>
Staffing Salary		\$ -	
Staffing Fringe Benefits		\$ -	
Travel	1	\$ 1,939.67	USF Training for 1926 Train the Trainer Certification to provide dual National Certifications for Inmate Population. General Industry and Construction
Supplies		\$ 7,297.58	See Below
Equipment		\$ 3,208.33	See Below
Other (Please Specify in Narrative)			N/A
<b>Total</b>		<b>\$ 12,445.58</b>	
<b>Supplies &amp; Materials Breakdown (Lines can be added as needed)</b>			
Description	Number of Units	Cost Per Unit	Total Cost
OSHA 1910 Industry Books	30	\$ 59.58	\$ 1,787.50
OSHA 1926 Industry Book	30	\$ 45.83	\$ 1,375.00
Certification Cards 1910	180	\$ 9.17	\$ 1,650.00
Certification Cards 1926	180	\$ 9.17	\$ 1,650.00
Certificate Paper	6	\$ 16.50	\$ 99.00
Copy Paper	6	\$ 62.33	\$ 374.00
Notebook Paper	30	\$ 2.29	\$ 68.75
Pens	10	\$ 5.50	\$ 55.00
Highlighters	10	\$ 7.33	\$ 73.33
Notebooks	30	\$ 5.50	\$ 165.00
			\$ -
<b>Supplies &amp; Materials Total</b>			<b>\$ 7,297.58</b>
<b>Equipment Breakdown (Lines can be added as needed)</b>			
Description	Number of Units	Cost Per Unit	Total Cost
Projector with Audio System	1	\$ 916.67	\$ 916.67
Smartboard	1	\$ 1,375.00	\$ 1,375.00
Laptop	1	\$ 916.67	\$ 916.67
			\$ -
			\$ -
<b>Equipment Total</b>			<b>\$ 3,208.33</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>	<b>Bay Correctional Facility</b>	<b>Fiscal Year:</b>	<b>2018-2019</b>
<b>Title of Program:</b>	<b>Trauma Informed Care</b>		
<b>Program Instructor's Name:</b>	<b>Cinthia Creteur</b>		
<b>Program Instructor's Title/Position:</b>	<b>Substance Abuse Counselor</b>		
<b>Total Hours of Program Participation Per Inmate Per Week:</b>	<b>1.5</b>	<b>POIWTF Funds Requested:</b>	<b>\$ 4,553.08</b>
<b>Target Inmate Population (Inmate Criteria):</b>	<b>8-10 Participants identified based on trauma history</b>	<b>Previous Year's Approved Budget:</b>	<b>\$ -</b>
<b>OBIS Course Code:</b>			

<b>1. Program Narrative:</b>
Trauma Informed Care is a one hour per week group designed to provide substance abuse clients with additional group therapy for those who have experienced abuse such as i.e.: neglect, and/or abandonment as children.
<b>2. Specific Activities:</b>
Trauma Informed Care is a counselor led, 26 - week therapeutic program meeting one time per week, using guidelines included in Lisa M. Najavits's book "Seeking Safety" and a workbook "101 Trauma-Informed Interventions" to assist the client in practice work on each of the covered topics. The group is designed to have 8 to 10 participants, selected based on trauma history identified during their initial psychosocial assessment.
<b>3. How does this program have the potential to aid inmates' reintegration into society?</b>
Clients will gain an understanding of how their past trauma has influenced their criminal actions, faulty relationships, faulty thinking, and substance abuse. Clients will be given tools to help them overcome substance abuse problems, let go of dangerous relationships, and gain control over extreme symptoms of dissociation and self-harm.
<b>4. What are the specific goals and objectives of this program?</b>
Clients will gain knowledge and skills necessary to help them overcome the adverse affects of the trauma they have endured. Topics covered are, Introduction to Treatment, Safety, PTSD, Taking Back Your Power, Detaching from Emotional Pain, When Substances Control You, Asking for Help, Taking Good Care of Yourself, Compassion, Red and Green Flags, Honesty, Recovery Thinking, Integrating the Split Self, Commitment, Creating Meaning, Community Resources, Setting Boundaries, Relationships, Discovery, Getting Others to Support Your Recovery, Coping with Triggers, Respecting Your Time, Healthy Relationships, Self-Nurturing, Healing from Anger, The Life Choices Game, and Termination from Therapy.
<b>5. Describe your evaluation plan for assessing how well the program met its goals and objectives.</b>
The effectiveness of the Trauma Informed Care program will be evaluated through participants' self- reporting and reduced recidivism.
<b>6. Staff Qualifications (Attach Job Description)</b>
Requirements are a minimum of a Bachelor's Degree in a Social Services field and a base understanding of the effects of substance abuse on the individual and society as a whole.
<b>7. Attach Program Curriculum (e.g., Department of Education, Auburn University, etc.)</b>

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.

*Craig Hank's*

Electronic Signature

April 19, 2018

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
  
2. **Fringe Benefits**  
N/A
  
3. **Travel**  
N/A
  
4. **Supplies**  
a. See Budget Narrative
  
5. **Equipment Rental/Purchase**  
a. See Budget Narrative
  
6. **Other**  
N/A

**Department of Management Services**

**Private Prison Monitoring**

**Attachment C: Budget Narrative**

Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

<b>Facility:</b>	<b>Bay Correctional Facility</b>	<b>Fiscal Year:</b>	<b>2018-2019</b>
<b>Title of Program:</b>	<b>Trauma Informed Care</b>	<b>Program Instructor's Name:</b>	<b>Cynthia Creteur</b>
Previous Year's Approved Budget for This Program:	\$	-	
Previous Year's Expenditure for This Program:	\$	-	
POIIWTF Funds Requested for This Program:	\$	<b>4,553.08</b>	
<b>Budget Summary (Lines can be added as needed)</b>			
<b>Item</b>	<b>Quantity</b>	<b>Amount Requested</b>	<b>Narrative</b>
Staffing Salary	0	\$ -	n/a
Staffing Fringe Benefits	0	\$ -	n/a
Travel	0	\$ -	n/a
Supplies	48	\$ 1,344.75	See breakdown
Equipment	1	\$ 3,208.33	See breakdown
Other (Please Specify in Narrative)	0	\$ -	n/a
<b>Total</b>		<b>\$ 4,553.08</b>	
<b>Supplies &amp; Materials Breakdown (Lines can be added as needed)</b>			
Description	Number of Units	Cost Per Unit	Total Cost
Seeking Safety treatment manuals	4	\$ 41.25	\$ 165.00
101 Trauma Informed Interventions workbooks	4	\$ 20.17	\$ 80.67
Card Decks of Safe Coping Skills	5	\$ 16.96	\$ 84.79
Safe Coping Skills Wall Poster	1	\$ 16.96	\$ 16.96
Seeking Safety Training DVDs	1	\$ 322.67	\$ 322.67
The PTSD Coloring Book: A calming resource for adults	4	\$ 9.17	\$ 36.67
JAM Paper Plastic 2-Pocket Folders-Eco Folder- Purple Pack of 6	8	\$ 9.63	\$ 77.00
CYPER TOP 80-color colored pencils set	12	\$ 10.08	\$ 121.00
Boise Copy Paper	8	\$ 55.00	\$ 440.00
<b>Supplies &amp; Materials Total</b>			<b>\$ 1,344.75</b>
<b>Equipment Breakdown (Lines can be added as needed)</b>			
Description	Number of Units	Cost Per Unit	Total Cost
Smartboard	1	\$ 916.67	\$ 916.67
Projector with Audio System	1	\$ 1,375.00	\$ 1,375.00
Laptop	1	\$ 916.67	\$ 916.67
<b>Equipment Total</b>			<b>\$ 3,208.33</b>