

**CONTRACT DMS-08/09-076
BETWEEN
FLORIDA DEPARTMENT OF MANAGEMENT SERVICES
AND
CORECIVIC OF TENNESSEE, LLC
FOR THE
LAKE CITY CORRECTIONAL FACILITY**

AMENDMENT NO.: 17

This Amendment to Contract No.: DMS-08/09-076 (the "Contract") is by and between the State of Florida acting through the Florida Department of Management Services (the "Department") and CoreCivic of Tennessee, LLC., (the "Contractor"), hereby collectively known as the "Parties".

WHEREAS, Article 12.15 of the Contract expressly allows for amendments to be made to the Contract;

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 4 is amended as attached and incorporated herein by reference.

2. 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.

3. Sub-section 5.5.1. 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.

4. Sub-section 5.5.5. 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.

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

8/1/2018
Date

CORECIVIC OF TENNESSEE, LLC.



Natasha K. Metcalf, VP Partnership Development

8/1/18
Date

Department of Management Services
Private Prison Monitoring
Budget Summary

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

Facility:	Lake City Correctional Facility	Fiscal Year: 2018-2019	
Previous Year's Approved Budget:	\$ 195,403.00	Comments: 11 Months (Aug 1, 2018 - Jun 30, 2019)	
Previous Year's Total Expenditure:	\$ 141,813.85		
POIIWTF Allocation:	\$ 195,403.00		
POIIWTF Final Budget Approval:	\$ 178,889.08		
Balance of Allocated Budget:	\$ 16,513.92		
		For Department Use Only	
Summary		Approval	Final Budget Approval
Auburn - Salary & Benefits	\$ 45,414.42	Approved	\$ 45,414.42
Travel	\$ 4,313.23	Approved	\$ 4,313.23
Supplies	\$ 8,424.17	Approved	\$ 8,424.17
Equipment	\$ 1,283.33	Approved	\$ 1,283.33
Auburn Program Total	\$ 59,435.15		\$ 59,435.15
Barbering - Salary & Benefits	\$ 47,934.98	Approved	\$ 47,934.98
Travel	\$ 701.15	Approved	\$ 701.15
Supplies	\$ 1,617.78	Approved	\$ 1,617.78
Equipment	\$ 4,057.53	Approved	\$ 4,057.53
Barbering Program Total	\$ 54,311.44		\$ 54,311.44
HVAC/R - Salary & Benefits	\$ 56,434.16	Approved	\$ 56,434.16
Supplies	\$ 7,415.83	Approved	\$ 7,415.83
Equipment	\$ 1,292.50	Approved	\$ 1,292.50
HVAC/R Program Total	\$ 65,142.49		\$ 65,142.49
Total POIIWTF Funds Requested:	\$ 178,889.08	Final Budget Approval	\$ 178,889.08

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

Facility:	Lake City Correctional	Fiscal Year:	2018-2019
Title of Program:	Auburn University Canine Detection Training Program		
Program Instructor's Name:	Angela Perkins		
Program Instructor's Title/Position:	Program Manger		
Total Hours of Program Participation Per Inmate Per Week:	30	POIWTF Funds Requested:	\$ 59,435.15
Target Inmate Population (Inmate Criteria):	High School graduates or GED completers, show interest and can pass security check.	Previous Year's Approved Budget:	\$ 68,580.74
OBIS Course Code:	V-1470203		

1. Program Narrative:
This program provides training in an area that has become a growing vocation, thus providing participants with marketable skills. The experience of Auburn University's Department of Canine Performance Sciences clearly shows that one of the most productive settings for this training is in the prison setting where the canine trainers are inmates. Research has shown that prison-based dog training programs have become much sought after throughout the United States and Europe. Dog training programs provide an opportunity for the inmates to bond with with the dogs and to learn responsibility.
2. Specific Activities:
(Include information about service delivery and timelines.)
There are several activities that occur on a daily basis that include but are not limited to: house training, feeding, the cleaning of the physical plant and yard, "specialplay", recall training, leash training, obedience training, exercising, medicating (as prescribed by Auburn or a local veterinarian), grooming, inside socialization and record keeping. Other activiites include classroom instruction such that the handlers are well-versed in the training methods and care-giving outlined in the manual provided by the Department of Canine Performance Sciences. Additionally, the program manager removes the dogs from the facility for outside socialization.
3. How does this program have the potential to aid inmates' reintegration into society?
This program selects inmates who meet our facility classification for work in this program and Auburn's qualifications. Inmates are taught a vocational skill and then must demonstrate dog handling skills at a proficiency level set by Auburn. This program fosters positive behaviors, self-discipline, caring, additional job skills and above all else, responsibility.
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.)
From Auburn's perspective, the goal is to have the highest percentage of dogs trained at our prison that, when returned to Auburn, complete advanced training. From our prospective, the goals of the program is to offer inmates a chance to develop skills unique to this program as compared to other vocational offerings. Those skills include: recall, obedience, leash, and scent detection training. Caregiving skills (feeding, medicating, exercising and grooming), special play, inside socialization and record keeping are also emphasized. The main purpose of the program is for the inmate to learn to become a more responsible, caring person with a greater chance of post-release success.
5. Describe your evaluation plan for assessing how well the program met its goals and objectives.
The dogs and inmates are evaluated each day by the program manager. The canines are evaluated at 6-7 months of age(about 1 month after LCCF receives the canines), at 10 months and again at 12 months. The ultimate evaluation of the dogs is done by Auburn University Staff when the dogs have returned to Auburn. Additionally, the program is reviewed by Auburn staff on a quarterly basis.

6. Staff Qualifications (Attach Job Description)

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

This requires a full time Program Manager who is trained by Auburn University. After receiving training, the manager is then responsible for training the inmates in the correct methods of handling dogs, supervising the overall care of the dogs and providing feedback to Auburn and to the facility on the progress of the program. The dogs are evaluated daily and their care and training are monitored. The program manager's position requires graduation from an accredited college or university with a degree in social or behavioral science or a closely related field preferred. Three years of correctional field is preferred. Certification in dog training and one year in the deployment of dog training programs is required. A valid driver's license is required.

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.



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.
- 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.

Department of Management Services

Private Prison Monitoring

Attachment C: Budget Narrative

Privately Operated Institutions Inmate Welfare Trust Fund (POIITWF)

Facility:	LCCF	Fiscal Year:	2018-2019 (8/1/18 - 6/30/19)
Title of Program:	CANINE PROGRAM	Program Instructor's Name:	MS. ANGELA PERKINS
Previous Year's Approved Budget for This Program:	\$ 68,580.74		
Previous Year's Expenditure for This Program:	\$ 58,869.79		
POIITWF Funds Requested for This Program:	\$ 59,435.15		
Budget Summary (Lines can be added as needed)			
Item	Quantity	Amount Requested	Narrative
Staffing Salary		\$ 36,331.53	INCLUDES A 3% INCREASE
Staffing Fringe Benefits		\$ 9,082.88	Benefits 25% (Salary + Benefits \$45,414.41) (8/1/18 - 6/30/19)
Travel		\$ 4,313.23	
Supplies		\$ 8,424.17	As detailed below
Equipment		\$ 1,283.33	As detailed below
Other (Please Specify in Narrative)			
Total		\$ 59,435.15	
Supplies & Materials Breakdown (Lines can be added as needed)			
Description	Number of Units	Cost Per Unit	Total Cost
TOYS			\$ 458.33
DOG COLLARS	20	\$ 9.17	\$ 183.33
DOG LEASH	20	\$ 13.75	\$ 275.00
HARNESS	25	\$ 13.75	\$ 343.75
TOWELS	25	\$ 4.58	\$ 114.58
DOG SHAMPOO	3	\$ 45.83	\$ 137.50
DUST PAN & BROOM	18	\$ 4.58	\$ 82.50
COTTON ROUNDS	20	\$ 1.83	\$ 36.67
BLEACH	20	\$ 3.67	\$ 73.33
MULTI PURPOSE CLEANER	20	\$ 11.92	\$ 238.33
REPAIR AND MAINTENANCE OF EXISTING DOG CRATES			\$ 91.67
REPAIR/REPLACEMENT OF PROGRAM PRINTER			\$ 91.67
MISC. OFFICE SUPPLIES (PAPER, PENS, ETC.)			\$ 275.00
DOG FOOD	46	\$ 41.25	\$ 1,897.50
MEDICAL SUPPLIES/VET VISITS	150	\$ 13.75	\$ 2,062.50
FLEA MEDICATION			\$ 2,062.50
Supplies & Materials Total			\$ 8,424.17

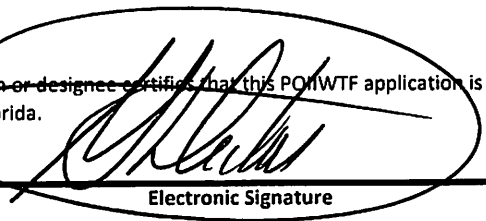
Equipment Breakdown (Lines can be added as needed)			
Description	Number of Units	Cost Per Unit	Total Cost
DOG BOWLS	20	\$ 4.58	\$ 91.67
DOG BATHTUBS	2	\$ 137.50	\$ 275.00
DOG CRATES	10	\$ 91.67	\$ 916.67
Equipment Total			\$ 1,283.33
Travel Breakdown (Lines can be added as needed)			
Description	Number of Units	Cost Per Unit	Total Cost
Transportation to and from Quarterly Manager's Meetings (Mileage)	4	\$ 223.35	\$ 893.38
Lodging at Quarterly Manager's Meeting	16	\$ 137.50	\$ 2,200.00
Meals for Quarterly Manager's Meetings (Program Manager)	1	\$ 660.00	\$ 660.00
Transportation to and from dog pickup	1	\$ 295.85	\$ 295.85
Meals for 2 Quarterly Manager's Meetings (Unit Manager)	1	\$ 264.00	\$ 264.00
Travel Total			\$ 4,313.23

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

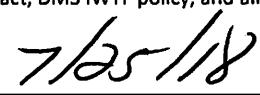
Facility:	Lake City Correctional	Fiscal Year:	2018-2019
Title of Program:	Barbering		
Program Instructor's Name:	Christopher Carodine		
Program Instructor's Title/Position:	Barbering Instructor		
Total Hours of Program Participation Per Inmate Per Week:	30	POIWTF Funds Requested:	\$ 54,311.44
Target Inmate Population (Inmate Criteria):	HSD or GED preferred, with Reading and Math TABE levels are 9.0 or higher on the D level TABE.	Previous Year's Approved Budget:	\$ 57,561.48
OBIS Course Code:	I120402		

1. Program Narrative:
Through both annuals surveys and surveys of new gain, it is clear that there is a high amount of interest in this program. Many inmates come to us having cut hair on the street without formal training or licensure. This training will enable those who complete it to pursue licensure as a Restricted Barber in the State of Florida, thus improving their chances of successful re-entry post-release.
2. Specific Activities:
(Include information about service delivery and timelines.)
The class is 1,200 hours in length. During this time the students cut hair in class and also learn the correct use, sanitation and maintenance of the equipment of the trade. Instruction includes communication skills, human relation skills, employability skills, and knowledge of Florida barbering law. Additionally, students learn chemistry, bacteriology, virology, anatomy and physiology as they pertain to barbering. Graduates of this course may become licensed restricted barbers upon release improving their post-release success.
3. How does this program have the potential to aid inmates' reintegration into society?
Upon completion of this program and release from prison, the inmate has to complete a brief, on-line HIV/AIDS course and take and pass the State of Florida Restricted Barber Examination. Both of these requirements can be completed in a short amount of time after release allowing the ex-offender to legally work as a restricted barber. Quickly becoming gainfully employed is imperative for successful reintegration into 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.)
We anticipate that students enrolled in this program will complete all requirements in the curriculum frameworks and have the required TABE scores to earn their Barbering certificate. They will master both the hard skills relating to the actual cutting of hair and the "soft" human relations skills. They will understand the science associated with barbering and skills to operate as a barber in a sanitary manner, insuring the health and wellbeing of their patrons, as well as Florida Barbering Law and licensure requirements.
5. Describe your evaluation plan for assessing how well the program met its goals and objectives.
Program participants will be required to (1) receive satisfactory scores on assessments, (2) demonstrate knowledge of Barbering skills, and (3) participate in hands-on training to include on-the-job training within a simulated barber shop. Eighty five percent of all programs participants will complete the program and receive a certificate.
6. Staff Qualifications (Attach Job Description)
(Include biographical information or required minimum qualifications for any staff and volunteers):
HSD and GED plus three years full time paid experience in the subject vocational trade or three years experience as a certified instructor teaching in the specific trade or subject area. Must be eligible for certification through the State of Florida, Department of Corrections and must maintain this certification. A valid driver's license is required.
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.

A handwritten signature in black ink, enclosed within a hand-drawn oval. The signature is stylized and difficult to decipher.

Electronic Signature

A handwritten date in black ink, written as "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.
- 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.

Department of Management Services

Private Prison Monitoring

Attachment C: Budget Narrative

Privately Operated Institutions Inmate Welfare Trust Fund (POIITWF)

Facility:	LCCF	Fiscal Year:	2018-2019 (8/1/18 - 6/30/19)
Title of Program:	BARBERING	Program Instructor's Name:	MR. CHRISTOPHER CARODINE
Previous Year's Approved Budget for This Program:	\$ 57,561.48		
Previous Year's Expenditure for This Program:	\$ 52,938.55		
POIITWF Funds Requested for This Program:	\$ 54,311.44		

Budget Summary (Lines can be added as needed)

Item	Quantity	Amount Requested	Narrative
Staffing Salary		\$ 38,347.98	INCLUDES A 3% INCREASE
Staffing Fringe Benefits		\$ 9,587.00	Benefits 25% (Salary + Benefits \$47,934.98)
Travel		\$ 701.15	Instructors continued Education training
Supplies		\$ 1,617.78	As detailed below
Equipment		\$ 4,057.53	As detailed below
Other (Please Specify in Narrative)			
Total		\$ 54,311.44	

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

Description	Number of Units	Cost Per Unit	Total Cost
barber pole clock	1	\$ 9.12	\$ 9.12
wahl blade 1005	12	\$ 11.50	\$ 138.00
unbreakable mirror	12	\$ 10.95	\$ 131.45
vintage gold apron	24	\$ 14.62	\$ 350.90
Parker Essentials 12 pack	2	\$ 14.21	\$ 28.42
Sanek Neck Strips	6	\$ 33.88	\$ 203.28
Sanek Neck Strips Dispenser	12	\$ 7.29	\$ 87.45
Andis Cool Care Plus	60	\$ 6.37	\$ 382.25
Starflite Barber Combs	5	\$ 13.75	\$ 68.75
Lustray Draggon Noir	40	\$ 5.45	\$ 218.17
			\$ -
Supplies & Materials Total			\$ 1,617.78

Equipment Breakdown (Lines can be added as needed)

Description	Number of Units	Cost Per Unit	Total Cost
8500 Wahl Senior Clipper	16	\$ 59.54	\$ 952.60
Andis T-Outliner Trimmer	24	\$ 48.13	\$ 1,155.00
Andis t-Outliner Blade	24	\$ 13.29	\$ 319.00
No. 2325 Super Salano Blow Dryer	16	\$ 96.20	\$ 1,539.27
DVD Player	1	\$ 91.67	\$ 91.67
			\$ -
Equipment Total			\$ 4,057.53

Travel Breakdown (Lines can be added as needed)

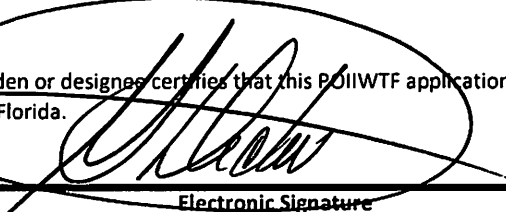
Description	Number of Units	Cost Per Unit	Total Cost
Premiere Orlando	1	\$ 77.92	\$ 77.92
Transportation (Mileage)	350	\$ 0.445	\$ 155.75
Lodging	2	\$ 177.37	\$ 354.73
Per Diem	2	\$ 56.38	\$ 112.75
			\$ -
Travel Total			\$ 701.15

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

Facility:	Lake City Correctional	Fiscal Year:	2018-2019
Title of Program:	Heating, Air Conditioning, and Refrigeration Mechanics and Installers		
Program Instructor's Name:	Scott Ray		
Program Instructor's Title/Position:	Vocational Instructor		
Total Hours of Program Participation Per Inmate Per Week:	30	POIWTF Funds Requested:	\$ 65,142.49
Target Inmate Population (Inmate Criteria):	Reading and 10.0 in Math on the D or A level TABE.	Previous Year's Approved Budget:	\$ 69,260.78
OBIS Course Code:	V-1470203		

1. Program Narrative:
The HVAC/R program is based on industry standards and the Florida Department Education Curriculum Frameworks for post-secondary career preparatory instruction. This program benefits the inmates by providing them with training during their incarceration equipping them with the skills needed to secure meaningful employment with potential for advancement. The State of Florida predicts that the number of openings in this trade between 2014 and 2022 will grow 34.1% assuring ample opportunities for gainful employment and successful re-integration into our society.
2. Specific Activities:
(Include information about service delivery and timelines.)
This program provides students with a thorough exposure to the technical and safety aspects of the HVAC/R trade. Their instruction consists of textbook knowledge, training DVD's, demonstration and hands-on activities. Additionally, these students perform preventative maintenance and repairs on the facility AC/Heating equipment.
3. How does this program have the potential to aid inmates' reintegration into society?
Because of the strong demand for this profession, inmates completing the training have an excellent opportunity for employment in field, greatly improving their chances of post-release success. To further enhance their credentials, these students may, at their expense earn their EPA credential that HVAC/R technicians need to legally obtain and handle Freon. Other industry recognized credentials being earned include: R-410A, Green Technician, Preventative Maintenance Technician and Indoor Air Quality. Additionally, some students have joined the Refrigeration Service Engineer's Society (RSES), a professional organization for HVAC/R technicians and obtain their credentials.
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.)
Earn a HVAC/R certificate from Lake City Correctional Facility. Become fluent in the mechanical and electrical processes of system components and the tools required in their maintenance/repair. Gain hands-on experience in troubleshooting and repairing HVAC/R equipment. Earn nationally recognized industry certifications. The activities of this program are specifically designed to aid in the acquisition of the knowledge and skills stipulated in the curriculum frameworks for this course.
5. Describe your evaluation plan for assessing how well the program met its goals and objectives.
Program participants will be required to (1) receive satisfactory scores on assessments, (2) demonstrate knowledge of the HVAC/R systems, and (3) participate in hands-on training to include on the job training with the maintenance department on facility HVAC/R systems. Eighty-five percent of all program participants will complete the program and receive a certificate.
6. Staff Qualifications (Attach Job Description)
(Include biographical information or required minimum qualifications for any staff and volunteers):
HSD or GED plus three full time paid experience in the subject vocational trade or three years experience as a certified instructor teaching in the specific trade or subject area. Must be eligible for certification through State of Florida, Department of Corrections and must maintain this certification. A valid driver's license is required.
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.

A handwritten signature in black ink, appearing to be "J. [unclear]", written over a horizontal line. The signature is enclosed in a large, hand-drawn oval.

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:

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- a. Each individual should be identified by name and position.
- b. Time commitments should be included as hours or percentage of time stated for each position.
- c. The total charges for each person listed includes an explanation of how the costs have been calculated.
- d. Indicate which individuals (if any) are volunteers.

2. Fringe Benefits

- 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.

Department of Management Services

Private Prison Monitoring

Attachment C: Budget Narrative

Privately Operated Institutions Inmate Welfare Trust Fund (POIIWTF)

Facility:	LCCF	Fiscal Year:	2018-2019 (8/1/18 - 6/30/19)
Title of Program:	HVAC	Program Instructor's Name:	MR. SCOTT RAY
Previous Year's Approved Budget for This Program:	\$ 69,260.78		
Previous Year's Expenditure for This Program:	\$ 63,160.09		
POIIWTF Funds Requested for This Program:	\$ 65,142.49		
Budget Summary (Lines can be added as needed)			
Item	Quantity	Amount Requested	Narrative
Staffing Salary	1	\$ 45,147.33	INCLUDES A 3% Increase
Staffing Fringe Benefits	1	\$ 11,286.83	Benefits 25% (Salary + Benefits \$56,434.16) (8/1/18 - 6/30/19)
Travel	0	\$ -	
Supplies		\$ 7,415.83	As detailed below
Equipment		\$ 1,292.50	As detailed below
Other (Please Specify in Narrative)			
Total		\$ 65,142.49	
Supplies & Materials Breakdown (Lines can be added as needed)			
Description	Number of Units	Cost Per Unit	Total Cost
TEXTBOOK NCCER LEVEL 2 & 3, 3RD EDITION	10	\$ 110.00	\$ 1,100.00
COMPOSITION BOOKS	30	\$ 9.17	\$ 275.00
MISC. ELECTRICAL PARTS & SUPPLIES			\$ 1,375.00
MISC. REFRIGERANT PARTS & SUPPLIES			\$ 1,375.00
COPPER TUBING & FITTINGS			\$ 733.33
1.5" DUCTBOARD, TAPE, STAPLES, ETC...			\$ 1,375.00
15% SILVER SOLDER			\$ 137.50
COMPRESSED OXYGEN 20 CU FT	4		\$ 73.33
COMPRESSED ACETAYLENE 10 CU FT	4		\$ 73.33
COMPRESSED NITROGEN 40 CU FT	4		\$ 73.33
FIELD PIECE PARTS & SUPPLIES			\$ 458.33
MISC. PVC PIPE & FITTINGS			\$ 183.33
MISC. CLEANERS & LUBRICANTS VACUUM PUMP			\$ 183.33
			\$ -
			\$ -
Supplies & Materials Total			\$ 7,415.83
Equipment Breakdown (Lines can be added as needed)			
Description	Number of Units	Cost Per Unit	Total Cost
SC 260 COMPACT DMM	1		\$ 137.50
REPLACEMENT 11 INCH DRIVER	2		\$ 55.00
REPLACEMENT PUMP SPRAYER			\$ 183.33
REPLACEMENT RECOVERY MACHINE			\$ 916.67
			\$ -
Equipment Total			\$ 1,292.50