

INTRODUCED: November 9, 2020

AN ORDINANCE No. 2020-235

To authorize the Chief Administrative Officer to accept funds in the amount of \$250,000.00 from the United States Department of Justice, Office of Justice Programs; to amend the Fiscal Year 2020-2021 Special Fund Budget by creating a new special fund for the Richmond Sheriff’s Office called the PREA Standards special fund; and to appropriate the grant funds received to the Fiscal Year 2020-2021 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Richmond Sheriff’s Office’s PREA Standards special fund by \$250,000.00 for the purpose of supporting the Richmond Sheriff’s Office compliance with the Prison Rape Elimination Act standards by preventing, identifying, and responding to sexual harassment and abuse at the Richmond Justice Center.

\_\_\_\_\_  
Patron – Mayor Stoney

\_\_\_\_\_  
Approved as to form and legality  
by the City Attorney

PUBLIC HEARING: DEC 14 2020 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer is authorized to accept funds for the City of Richmond in the amount of \$250,000.00 from the United States Department of Justice, Office of Justice Programs for the purpose of supporting the Richmond Sheriff’s Office compliance with the Prison Rape Elimination Act standards by preventing, identifying, and responding to sexual harassment and abuse at the Richmond Justice Center.

AYES:                    9                    NOES:                    0                    ABSTAIN:                    \_\_\_\_\_

ADOPTED:            DEC 14 2020    REJECTED:            \_\_\_\_\_    STRICKEN:            \_\_\_\_\_

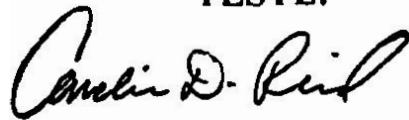
§ 2. That Ordinance No. 2020-050, adopted May 11, 2020, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2020, and ending June 30, 2021, and made appropriations pursuant thereto, be and is hereby amended by creating a new special fund for the Richmond Sheriff's Office called the PREA Standards special fund for the purpose of supporting the Richmond Sheriff's Office compliance with the Prison Rape Elimination Act standards by preventing, identifying, and responding to sexual harassment and abuse at the Richmond Justice Center.

§ 3. That Ordinance No. 2020-050, adopted May 11, 2020, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2020, and ending June 30, 2021, and made appropriations pursuant thereto, be and is hereby amended by increasing revenues from the funds accepted pursuant to section 1 of this ordinance by \$250,000.00 and increasing the amount appropriated to the Richmond Sheriff's Office's PREA Standards special fund by \$250,000.00 for the purpose of supporting the Richmond Sheriff's Office compliance with the Prison Rape Elimination Act standards by preventing, identifying, and responding to sexual harassment and abuse at the Richmond Justice Center.

§ 4. This ordinance shall be in force and effect upon adoption.

**A TRUE COPY:**

**TESTE:**

A handwritten signature in black ink that reads "Amelia D. Reed". The signature is written in a cursive style with a large initial 'A'.

**City Clerk**



# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

**O&R REQUEST**

**DATE:** 10/8/20

**EDITION:**

**TO:** The Honorable Members of City Council

**THROUGH:** The Honorable Levar M. Stoney, Mayor *L.M.S.*

**THROUGH:** Lenora Reid, Acting Chief Administrative Officer for Finance & Administration *lgr*

**THROUGH:** John Wack, Director of Finance *JW*

**THROUGH:** Jay A. Brown, Director of Budget & Strategic Planning *JAB*

**FROM:** Antionette V. Irving, Ph.D., Sheriff *Antionette*

**RE:** Acceptance of funds from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance to assist confinement facilities in preventing identifying and responding to sexual abuse and harassment in these facilities and to support compliance with the PREA (Prison Rape Enforcement Act) standards

Type text here

**ORD. OR RES. No.** \_\_\_\_\_

**PURPOSE:** To authorize the Acting Chief Administrative Officer (CAO) to accept Two Hundred Fifty Thousand (\$250,000.00) from the Department of Justice (DOJ), Office of Justice Programs (OJP), and Bureau of Justice Assistance (BJA) and to appropriate the same to the Richmond City Sheriff's Office FY2021 Special Fund Budget for the purpose of supporting PREA implementation at the Richmond City Justice Center and to initiate and/or expand efforts to implement the PREA standards and zero tolerance cultures related to sexual abuse and sexual harassment.

**REASON:** The Richmond City Sheriff's Office submitted an application to the DOJ, OJP and BJA to request support to implement and expand upon the PREA standards in the Richmond City Justice Center.

**RECOMMENDATION:** It is recommended that this funding is accepted and appropriated to the Richmond City Sheriff's Office FY 2021 Special Fund Budget.

**BACKGROUND:** The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) made \$4,500,000.00 available for the funding of projects designed to prevent, detect, and respond to sexual abuse and sexual harassment in confinement facilities, and to achieve and maintain compliance with the Prison Rape Elimination Act (PREA) standards. The Prison Rape Elimination Act (PREA) directs DOJ to provide

grants to jurisdictions and agencies nationwide to "protect inmates (particularly from prison rape) and to safeguard the communities to which inmates return." 34 USC § 30305(a).

Federal funds awarded to grantees may be used to protect inmates by "undertaking efforts to more effectively prevent prison rape; investigating incidents of prison rape; or prosecuting incidents of prison rape." 34 USC § 30305 (b)(1).

**SOURCE:** (must select all that apply)

- New/increased revenue** (complete the general fund new budget item detail chart)(you must identify the amount of the new revenue or increase in revenue and the reason the new revenue or increase in revenue is available – do this in the Background section above)
- Existing general fund** (complete general fund transfer budget item detail)(you must identify the budget item to be reduced, the amount of the reduction, the reason for the reduction, and an analysis of the impact on each program or subprogram funded by that budget item – do this in the Background and Reason sections above)
- Fund Balance/Reserve/Contingency/Other Funding Source** (you must identify the specific source to be used (eg. Fund balance, reserve, contingency, or other), the amount of that funding source proposed to be used, and the reason for the use of that funding source – do this in the Background section above)

**FISCAL IMPACT/COST** (current FY):

- **If Adopted:** These funds will increase the RCSO FY21 Special Fund Budget in the amount of \$250,000.00 and will allow for Richmond City Sheriff's Office to initiate and/or expand efforts to implement the PREA standards and zero tolerance cultures related to sexual abuse and sexual harassment. Specifically, the award will provide for an internal self- assessment, staff training, enhanced victim support services, enhanced/upgraded security equipment, and a PREA audit.
- **If Not Adopted:** Currently the RCSO is on the path to full PREA compliance and certification. Without this funding, it will be unable to continue down that path to implement and provide for an internal self- assessment, staff training, enhanced victim support services, enhanced/upgraded security equipment, and a PREA audit; thereby nullifying improvements in the provision of a safe and secure corrections environment.

**FISCAL IMPLICATIONS** (future FYs): Acceptance of this award will provide for an internal self- assessment, staff training, enhanced victim support services, enhanced/upgraded security equipment, and a PREA audit.

**BUDGET AMENDMENT NECESSARY:** Yes. The Special Fund Budget needs to be amended.

**REVENUE TO CITY:** The City of Richmond will receive a total of \$250,000.00 from U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) to be appropriated to the Richmond City Sheriff's Office.

**DESIRED EFFECTIVE DATE:** Upon Adoption

**REQUESTED INTRODUCTION DATE:** November 9, 2020

**CITY COUNCIL PUBLIC HEARING DATE:** December 14, 2020

**REQUESTED AGENDA:** Consent Agenda

**RECOMMENDED COUNCIL COMMITTEE:** Request a waiver.

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** None

**AFFECTED AGENCIES:** Department of Finance, Department of Budget and Strategic Planning, and the Richmond City Sheriff's Office.

**RELATIONSHIP TO EXISTING ORD. OR RES.:** Amends the FY21 Special Fund Budget, Ord #2020-050

**REQUIRED CHANGES TO WORK PROGRAM(S):** None

**ATTACHMENTS:** Application (Program Narrative and Budget/Budget Narrative), Award letter

**STAFF:**

Antionette V. Irving, Sheriff, Richmond City Sheriff's Office

[Antionette.Irving@richmondgov.com](mailto:Antionette.Irving@richmondgov.com)

Kimberlee Goins, Budget Manager, Richmond City Sheriff's Office

[Kimberlee.Goins@richmondgov.com](mailto:Kimberlee.Goins@richmondgov.com)

Bart Blanks, Compliance Analyst, Richmond City Sheriff's Office

[Barton.Blanks@richmondgov.com](mailto:Barton.Blanks@richmondgov.com)

**GENERAL FUND TRANSFER BUDGET ITEM DETAIL:**

\*for item # and title, see ordinance #2017-036, FY2018 Program Level Budget)

Existing Item – You must show the total appropriation/s for each budget item for your agency EXCEPT the budget item to receive funds

<b>FROM</b>					
<u>Item #</u>	<u>Title</u>	<u>Program</u> (cost center #)	<u>Subprogram</u> (service code #)	<u>Transfer</u> <u>Amount</u>	<u>New Appropriation</u> <u>Amount</u>


Existing Item – You must show the total appropriation for each modified budget item to receive funds, for your agency

**OR**

New Item – You must show the total appropriation for each modified budget item to receive funds, for your agency

\*for a new item you must reference the next corresponding item # with a (.) decimal point, see ordinance #2017-036, FY2018 Program Level Budget)

<u>TO</u>					
<u>Item #</u>	<u>Title</u>	<u>Program</u> <small>(cost center #)</small>	<u>Subprogram</u> <small>(service code #)</small>	<u>Transfer</u> <u>Amount/New</u> <u>Amount</u>	<u>New Appropriation</u> <u>Amount</u>
<u>Grand Total</u>					

**\*\*\*Grand total for the New Appropriation Amount MUST match the TOTAL AGENCY budget requested as a result of this ordinance\*\*\***



Department of Justice (DOJ)  
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 18, 2020

Ms. Lenora Reid  
City of Richmond  
900 East Broad Street, Suite 201  
Richmond, VA 23219-1907

Dear Ms. Reid

On behalf of Attorney General William P. Barr, it is my pleasure to inform you that the Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), has approved the application by City of Richmond for an award under the OJP funding opportunity entitled "PREA: Units of county or city local government agencies." The approved award amount is \$250,000. These funds are for the project entitled Implementing the PREA Standards.

The award document, including award conditions, is enclosed. The entire document is to be reviewed carefully before any decision to accept the award. Also, the webpage entitled "Legal Notices: Special circumstances as to particular award conditions" ([ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm](http://ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm)) is to be consulted prior to an acceptance. Through that "Legal Notices" webpage, OJP sets out – by funding opportunity – certain special circumstances that may or will affect the applicability of one or more award requirements. Any such legal notice pertaining to award requirements that is posted through that webpage is incorporated by reference into the award.

Please note that award requirements include not only award conditions, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. Because these requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds), it is vital that all key staff know the award requirements, and receive the award conditions and the assurances and certifications, as well as the application as approved by OJP. (Information on all pertinent award requirements also must be provided to any subrecipient of the award.)

Should City of Richmond accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Please direct questions regarding this award as follows:

- For program questions, contact Ania M. Dobrzanska, Program Manager at (202) 598-7476, and
- For financial questions, contact the Customer Service Center of OJP's Office of the Chief Financial Officer at (800) 458-0786, or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov)

We look forward to working with you

Sincerely,

Katharine T. Sullivan  
Principal Deputy Assistant Attorney General

Encl.



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## CASE FOR SUPPORT

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### **General Grant Information:**

**Grantor:** U.S Department of Justice, Office of Justice Programs, Bureau of Justice Assistance

**Grant Program:** Implementing the PREA Standards, Protecting Inmates, and Safeguarding Communities FY 2020

### **I. DESCRIPTION OF THE ISSUE**

The Richmond City Sheriff's Office (RCSO) is one of the largest sheriff's offices in the Commonwealth with nearly 500 sworn and civilian staff members. It is responsible for the operation of the Richmond Justice Center and the safety and security of the residents in its jail. The RCSO is also responsible for the safety of the citizens, judges and staff at its three courthouses: John Marshall, Manchester, and Oliver Hill. The RCSO provides service of civil process and the execution of court ordered documents, transportation of inmates, and the safety of the general public.

The RCSO has an inmate population of nearly 800 individuals housed at the Richmond City Justice Center (RCJC). The safety of the inmate population is paramount to the RCSO, particularly protecting inmates from sexual assault, sexual harassment as well as "consensual sex" with employees, and inmate-inmate sexual assault.

#### **Statement of Need**

The RCSO has established victim advocacy and language translation partnerships that minimally meet PREA standards 115.16, 115.21 & 115.51 and resources to build on these relationships, and will establish new relationships, with a focus on victim services. Though the facility provides basic PREA training to staff and inmates, additional training is needed to ensure effective responses to sexual victimizations in the facility and to promote full procedural buy-in of staff. The RCSO's intention is to be a leader in PREA compliance by focusing on victim-centered service provision coupled with enhanced staff training on the PREA standards, and upgraded facility resources that meet or exceed PREA standards.

The RCSO, with limited budget and resources, is proactively taking steps to become Prison Rape Elimination Act (PREA) compliant and adopt a zero tolerance PREA standard operating procedure, by adopting the following measures:

- Develop and implement a PREA-Compliant Staffing Plan
- Ensure adequate staffing and supervision to minimize PREA incidents
- Implement video monitoring and video surveillance systems
- Designate a PREA Coordinator,
- Implement mandatory staff, volunteer, contractor training
- Implement a trauma informed approach to mental health care and mental health screening,
- Collect incident data
- Ensure all inmates receive information and education regarding PREA





- Ensure PREA victims receive adequate medical attention and counseling
- Ensure inmate PREA offenders receive counseling to combat repeat offenses
- Enter into agreements with victim advocacy and mental health agencies (i.e. YWCA, Virginia Sexual & Domestic Violence Action Alliance, Samaritan House, Daily Planet, Health Brigade, OAR of Richmond, and Richmond Behavioral Health Authority),

### **Justification**

The purpose PREA is to “provide for the analysis of the incidence and effects of prison rape in Federal, State, and local institutions and to provide information, resources, recommendations, and funding to protect individuals from prison rape.” (Prison Rape Elimination Act, 2003). According to a 2018 Bureau of Justice Statistics (BJS) study covering incidences occurring in correctional facilities from 2012-2015, correctional administrators reported 24,661 allegations of sexual victimization in prisons, jails, and other adult correctional facilities in 2015. Of these, an estimated 1,473 allegations were substantiated (determined to have occurred). More than half (58%) of substantiated incidents of sexual victimization in 2015 were perpetrated by inmates, while 42% were perpetrated by staff members.

Also in a study by BJS released in March, 2020, Jails held 738,400 inmates nationwide at midyear 2018, a decline of 6% from 785,500 inmates held in 2008.

The average daily population at the Richmond City Sheriff's Office (RCSO) went from approximately 858 in calendar year 2018 to 720 in calendar year 2019, representing a roughly 16% decrease.

Despite the trends in declining correctional facility population, the number of sexual victimization allegations in prisons increased from 6,660 in 2011 to 18,666 in 2015 (up 180%). (BJS, Sexual Victimization Reported by Adult Correctional Authorities, 2012-15) Although the RCSO has had relatively few victimization allegations in 2019, it does not have enough data to track and evaluate the meaning behind the numbers as it seeks to ensure best practice is replicated. In addition, the RCSO does not adequate tools for comprehensive investigation of victimization allegations, and thus can not determine if the “unfounded” cases are the correct investigation outcomes.

At RCSO, our objective is to also to partner with rape crisis centers and advocacy agencies serving the City of Richmond regarding how it should implement those respective services within the facility.

### **Current RCSO Challenges:**

Per the PREA Resource Center, a myriad of issues confront correctional facilities today as they strive to become fully compliant with the PREA standards and at the same time, proactively implement victim centered services. This is also true for the RCSO where the challenges are as follows:

- Insufficient staffing (currently have 70 sworn staff vacancies)
- Insufficient monitoring devices and other equipment to eliminate blind spots



- Lack of resources and capacity to build partnerships specifically with sexual assault crisis specialists, trauma informed care experts, and support organizations
- Lack of staff resources to develop and implement victim services
- Lack of policies to support effective response to sexual assault within the Richmond City Justice Center
- Insufficient training and information. sharing necessary for all employees, contractors, vendors, and volunteers to support policy implementation
- Limited investigation tools and evidence kits

From a cost perspective, the US Department of Justice commissioned a study, via consulting firm Booz Allen Hamilton which measured audit compliance with the proposed PREA standards at 49 sites in the U.S. The selected sites included 13 state prison systems, 15 county jails, 1 city jail, 9 state juvenile prison systems, 1 county juvenile detention facility, 6 state community corrections systems and 4 city police department lockups. The study found that majority of the costs to achieve compliant PREA standards are related to 1) staffing levels and limiting cross-gender searches, which accounted for 86% of the ongoing (annual) costs, and 2) a single standard requiring the use of monitoring technology such as video surveillance systems, which accounted for 96% of the upfront costs. (Prison Legal News). These two key areas for PREA compliance are challenges for the RCSO, which has a sworn staff vacancy rate of 19%. The Richmond City Sheriff's Office has significant blind spots in the facility which increases its risk of inmate-on-inmate sexual assault and inmate victimization by staff. The areas most vulnerable are the individual pods, the religious sanctuary, and the showering areas.

The RCSO's following project design and implementation further addresses the steps needed, with the assistance afforded in this grant, to provide upgraded facility resources, to provide enhanced PREA training to RCSO staff, and to accomplish certification of full PREA standard compliance and partnership building with community agencies to provide comprehensive victim-focused support services.

## **II. PROJECT DESIGN AND IMPLEMENTATION**

The Department of Justice states that "PREA does not require state and local facilities to comply with the Department's standards, nor does it enact a mechanism for the Department to direct or enforce such compliance; it does instead, provide certain incentives for such confinement facilities to implement the standards. The incentives referred to in the standards are provided through Federally-funded corrections programs, few of which are available directly to jails such as the Richmond City Justice Center (RCJC). (PREA Resource Center)

Even if jails are not affected by or do not have access to financial incentives to conform to the PREA standards, they still may elect to push forward with compliance efforts considering that it is a best practice for most facilities and that it is a basic tenet for security operations. Some considerations for basic adherence to the standards include creation of a zero-tolerance policy,



establishing a PREA coordinator on-site, contracting with PREA-compliant 3<sup>rd</sup> parties, providing an adequate staffing plan, instituting effective hiring policies (i.e. background checks for sexual offenses), consideration of the effect of the upgrade of facilities on PREA related inmate security, providing inmate access to outside victim support services, and providing inmates protection against future abuse. Fortunately, RCSO has implemented many of these basic provisions and is on the right path to full compliance, though it intends to foster a more comprehensive approach centered on an enhanced menu of community based victim support services and upgraded staff training as well as monitoring/surveillance, annual internal assessments, improved data tracking, trauma-informed information/counseling for inmates, enhanced medical treatment for victims of sexual assault.

**A. Self-Assessment:**

Currently the RCSO does not have a comprehensive self-assessment process, which is a critical first step for correctional facilities to attaining full compliance with the PREA standards. The self-assessment tool, developed by the Moss Group in partnership with the Center for Innovative Public Policies, provides a step-by-step process for jails to review and assess policies, procedures, and practices relative to the PREA Standards and accepted best practices.

1. **Administrative Considerations Checklist:** The administrative considerations checklist takes into account an agency's zero tolerance policy its staffing, personnel, and facility considerations, and its agreements with external entities.
2. **Inmate Management and Services Checklist:** The inmate management and services checklist takes into account an agency's inmate supervision practices including the implementation of unannounced supervisory rounds, cross-gender searches, and victim services such as the provision of access to mental health care and external victim advocates for emotional support services. This checklist also takes into account protections immediately afforded the inmates with respect to physical protection, access to medical care, and access to rape crisis centers, in addition to the provision of ongoing medical and mental health care.
3. **Inmate Screening Checklist:** The inmate screening checklist considers an inmate's risk of being abused or alternately, being abusive, whether the inmates are re-assessed and how the agency uses and manages that information.
4. **Reporting Checklist:** The reporting checklist considers an agency's handling of allegations, including methods of available reporting to inmates, reporting provisions for those who need language interpretation, reporting provisions for those with disabilities, grievance procedures, staff and third party reporting of allegations and measures taken to prevent retaliation.



5. **Investigation Checklist:** The investigation checklist considers agencies' investigation procedures, investigative responses to allegations including the uniform protocols of internal and external investigations, use of a referral process for legal/criminal investigations, how investigation results are categorized and shared with inmates, and the reporting and response of agencies to the results of an investigation to include disciplinary sanctions, counseling, therapy, or other actions. Incident review protocols are also considered.
  
6. **Training and Education Checklist:** The training and education checklist considers inmate orientation and education on the PREA standards, employee training and employee training design and efficacy (timing and verification of trainings and refresher or recurring trainings), and contractor and volunteer training.
  
7. **Data Collection Checklist:** The data collection checklist reviews an institutions application of uniform data collection protocols, frequency of data aggregation, as well as data usage and reporting.

**Self-Assessment: Completing the Action Plan:**

At the RCSO, Sheriff Antionette Irving, PhD, will assign a committee to the task of completing the checklist. Once the checklist is complete, a checklist summary will be completed. The checklist summary will identify the standards which need follow-up. The RCSO's administrative leadership, which includes the RCSO Compliance Manager, will then assign priority to the specific standard and note it in the summary. An action plan will then be developed charting out each individual standard for review, responsible parties to ensure compliance, resources needed to achieve compliance and date for future review.

**B. Training:**

While RCSO offers basic jail security orientation, including PREA standard orientation, to all those who enter the facility (employees, contractors, volunteers etc), additional, best practice training is needed to promote ongoing learning, enhanced knowledge of the PREA standards, and girded support of the standards by all staff.

Instructor led training of the standards, as outlined by the Moss Group, Inc., provides for an in-depth overview of the standards which help impact and guide facility operations.

Units covered in the training are:

Unit	Title	Hours
Unit 1	The Prison Rape Elimination Act: Overview of the Law and Your Role	1.5
Unit 2	Inmates' Rights to be Free from Sexual Abuse and Sexual Harassment and Staff	1.5



	and Inmate Rights to be Free from Retaliation for Reporting	
Unit 3 Part 1	Prevention and Detection of Sexual Abuse and Sexual Harassment	2.75
Unit 3 Part 2	Response and Reporting of Sexual Abuse and Sexual Harassment	1.75
Unit 4	Professional Boundaries	1.75
Unit 5	Effective and Professional Communication with Inmates	2.25
	<b>Total</b>	<b>11.5</b>

The RCSO holds 383 sworn officer positions with 312 of those filled (20% vacancy rate). The RCSO plans to engage PREA instructors in an effort to provide Instructor led training on the PREA standards for all sworn staff, which in turn will foster staff engagement in upholding the standards themselves.

**C. Audit:**

The RCSO has not had a PREA audit. According to the PREA Resource Center, the Department of Justice certifies qualified individuals to conduct PREA audits. In order to conduct a PREA audit, individuals must possess a Department of Justice PREA auditor certification. Certified PREA auditors will perform the PREA audits as independent contractors unless they have or create an arrangement to conduct audits through another entity, such as their current employer, an external governmental entity, the American Correctional Association (ACA), or other accreditation body.

The RCSO will request an audit and will pursue a contractual agreement between Certified PREA Auditor and the agency itself. The agreement will address all aspects of the audit, including scheduling and all fees, costs, and expenses associated with the work performed.

The RCSO anticipates that an audit of the facility will take at least ten working days, including approximately five days of work at the facility touring the facility; interviewing staff, contractors, and volunteers; interviewing inmates/detainees/residents; and reviewing facility records.

Additionally, the RCSO will post a notice of the audit in each housing unit of the facility to be audited. This notice will be in place six weeks prior to the audit, and will include an address at which the auditor can receive confidential correspondence prior to the onsite audit activities and through the issuance of the final report.

Lastly, the auditor and the agency will jointly develop a corrective action plan, should there be any findings that fall short of the acceptable standards. After the auditor later verifies that the corrective actions have been implemented, a final report will be issued and RCSO will post the final report on its website.



#### **D. Comprehensive Victim Support Services:**

Although the RCSO currently has a grant-funded Mental Health Pilot program, it does not currently offer comprehensive support services for victims of sexual assault. The Department of Justice publication "Recommendations for Administrators of Prisons, Jails, and Community Confinement Facilities for Adapting the U.S. Department of Justice's A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents" provides a series of recommendations to adult corrections facilities looking to develop and enhance support services for victims of sexual assault. They include, but are not limited to the following:

- Ensure that victims in correctional facilities have access to a full range of specialized services they may need in the aftermath of a report of sexual assault: Specialized services include access to external advocacy services, to community support services, to mental health services, to medical services.
- Maximize victim safety: Separate victims and perpetrators.
- Balance victims' needs with the safety and security needs of the correctional facility: Practice confidentiality and privacy to the extent possible.
- Make every reasonable effort to include community-based sexual assault victim advocates in an immediate response to victims in confinement settings: Identify local community-based victim advocacy programs and community support service agencies, establish agreements, cross-train staff on how to provide advocacy services
- Train at least one staff person (either security or non-security) in the correctional facility to serve as an internal victim resource specialist.
- Ensure that victims have access to sexual assault forensic examiners to perform the medical forensic examination: When possible, consider utilizing independent forensic examiners.
- Facilitate victims' access to their personal support persons, if requested.
- Devise correctional facility practices that address, to the extent possible, victims' concerns related to reporting: Provide multiple methods of reporting, train all staff on the zero tolerance policy, and provide inmates with information about sexual assault on intake.
- Offer victims information following their sexual assault: Three tiered approach to sharing information includes information from staff, medical forensic staff, and community advocates.

Additionally, the publication makes recommendations which promote a best practice, coordinated team approach, which the RCSO will follow in their totality. They are:

- Form a planning committee to facilitate the development/revision of a correctional protocol for an immediate response to sexual assault: Meet regularly and plan for scheduled, periodic reviews.
- Consider participating in a community-based sexual assault response team (SART)
- Ensure core responders are appropriately trained



- Facilitate examination site readiness for victims from prisons and jails: Determine whether examinations will be conducted at the facility or another facility such as a hospital.
- Ensure that policies are in place for reporting sexual assault occurring in other correctional facilities.
- Initiate regular clinical reviews of the facility's response to sexual assaults and responder performance to determine strengths, weaknesses, gaps, and areas where additional training or revisions to policy are indicated: Involve external groups such as the SART in the evaluation.

The RCSO plans to become more comprehensive in its approach to victim support services by expanding its service menu offering to victims of sexual assault. The Richmond City Sheriff's Office will actively engage additional advocacy and community support service agencies and place staff members on a local sexual assault response team (SART). It will also cross train staff on advocacy services, and create a committee which regularly reviews policy and institutional response to sexual assault. The agencies identified by the RCSO are YWCA, Virginia Sexual & Domestic Violence Action Alliance, Samaritan House, Daily Planet, Health Brigade, OAR of Richmond, and Richmond Behavioral Health Authority.

While the RCSO is currently adhering to many of the victim support recommendations made by the Department of Justice, a thorough review is needed via both the self-assessment and by external audit to help determine the areas which need increased focus.

### **III. CAPABILITIES AND COMPETENCIES**

The capabilities and competencies relative to the Implementation of the PREA Standards will be the staff. RCSO staff are familiar with the population/community. The existing policies and procedures demonstrate a positive relationship between hiring practices and strategies to support cultural competencies (i.e. communication, rapport, trust, adherence to policy, improved outcomes for the population provided by diverse professionals). The program is designed to improve the jail population outcomes relative to sexual victimization and the PREA standards.

The RCSO has developed the following goals and objectives for the project, to include projected outcomes and outputs as a result of upgraded technology/facilities including monitoring and surveillance equipment, closing the staffing gap, increased focus on victim support services, and enhanced training and oversight of the PREA standards implementation:



<b>Goal: Increase awareness of and adherence to the PREA Standards for staff and inmates through an enhanced, comprehensive, and continuous PREA program for Richmond City Justice Center</b>	
<b>Objectives</b>	<b>Projected Outcomes</b>
1. Increase Compliance to PREA Standards	100% compliance within 2 year window
2. Upgrade facility monitoring system and surveillance equipment	Increased visibility throughout the facility
3. Increase number of sworn staff trained on the PREA Standards; cross train staff on victim advocacy	50% increase in total trainings (new and refresher) in year 1; 100% year 2
4. Increase accessibility to victim advocacy and community support service agencies	Formally engage at least 5 additional agencies within 2 years
5. Develop a PREA standard implementation and sustainability plan	Implementation plan developed with technical advisor within 6 months of award; sustainability plan developed with technical advisor by end of award period.
6. Comprehensive Recruitment Plan to hire sworn officer to fill vacancies	Implement a plan to attract and retain sworn staff to reduce the current 20% vacancy rate by 3% within the first 6 months of the award and by 5% within 12 months of the award.
7. Enhanced Investigation Plan	Internal investigation training for internal affairs to include collecting evidence, interviewing complainants, and interviewing accused offenders. Ensure agency has adequate evidence kits.

**IV. EVALUATION AND PERFORMANCE DATA COLLECTION**

Evaluation and Performance Data Collection: Impact evaluations assessments will be used for the project. These assessments will consider both short-and long-term effects of the program and enable the RCSO Grant Coordinator, the Program Director, and grant evaluation team to quantify the specifics benefits achieved by the program.

The impact evaluation will require specific data collection systems that track the implementation of each standard according to the implementation plan developed in concert with the technical advisor, to include staff actions toward implementing the standard, resources required to implement the standard, the time frame required to implement the standard, and date of completion.





**Background**

**Current PREA Program at RCSO**

Currently the RCSO is on the path to certification. It has a designated PREA Coordinator, an adopted zero tolerance PREA standard operating procedure, mandatory staff, volunteer, contractor training, inmate access to mental health screening, incident data collection, and agreements with victim advocacy agencies. It also has a surveillance system, which provides adequate coverage of the facility, however, state-of-the-art upgrades to the system are needed to provide more monitoring coverage which in turn can act as a deterrent against additional incidents.

The RCSO has formal Memorandums of Understanding with a local health system (Bon Secours) as well as the local YWCA to provide victim advocacy services to include, crisis response, forensic screening, emotional support services etc. Additionally, a formal agreement was established with Certified Languages International to provide language translation services for victims in need. In addition, the RCSO has formal MOUs with two mental health care organizations, OAR Richmond and Richmond Behavioral Health. RCSO has a Letter of Intent with the Health Brigade, an additional mental health provider.

Data has been collected over time, though not consistently and uniformly. Below is the facility's 2019 data per the standard requirements:

Substantiated	Inmate to Inmate	0
Unsubstantiated	Inmate to Inmate	7
Unfounded	Inmate to Inmate	2
Substantiated	Staff to Inmate	1
Unsubstantiated	Staff to Inmate	0
Unfounded	Staff to Inmate	1

Additional training, review oversight and inspection of the facility with respect to the standards is needed. Increased victim support services and the means by which those services can be accessed is another important need as the RCSO strives to be on the leading edge of PREA compliance for correctional facilities in Virginia.



**PROGRAM TIMELINE**

<b>Project Timeline</b>	
<p><b>Year 1: 10/1/20 - 9/30/21</b></p>	<ol style="list-style-type: none"> <li>1. Draft comprehensive, individualized PREA implementation plan</li> <li>2. Procurement of equipment for facility camera system upgrade</li> <li>3. Procurement of office supplies required for the planning and development of this program (e.g. binders, paper for training manuals)</li> <li>4. Procurement of Training Consultant</li> <li>5. Procurement of tools and equipment for inmate shower areas (including showers currents that allows for inmate privacy while also ensuring adequate observation to ensure safety).</li> <li>6. Training Consultant conducts PREA standard training Units 1-3 (part 1); Trauma Informed Care</li> <li>7. Implementation of trauma-informed training for RCSO staff, volunteers and medical/mental health care vendors/partners.</li> <li>8. RCSO engages 3 additional advocacy, or community support service agencies.</li> <li>9. RCSO staff joins local sexual assault response team (SART) via VA Department of Criminal Justice</li> <li>10. Procurement of PREA Auditor</li> <li>11. RCSO staff attends Audit preparedness training.</li> </ol>
<p><b>Year 2: 10/1/21 – 9/30/22</b></p>	<ol style="list-style-type: none"> <li>1. Installation of upgraded monitoring equipment</li> <li>2. Training Consultant conducts PREA standard training Units 3 (part 2) through Unit 5; Trauma Informed Care</li> <li>3. RCSO engages at least 2 additional advocacy or community support service agencies</li> <li>4. PREA Audit</li> <li>5. Completion of Sustainability Plan with technical advisor</li> <li>6. Creation of staff committee to provide oversight and ongoing review of victim support services and adherence to standards</li> </ol>



**SAMPLE EVALUATION AND PERFORMANCE DATA COLLECTION FORM**

PREA Implementation Plan  
Project Goals and Objectives Data Collection Form

<b>1. Purpose Area/PREA Standard</b>												
<b>2. Goal</b>												
<b>3. Objective</b>												
<b>4. Responsible Personnel, Date Range, Required Resources</b>												
<b>5. Activities</b>	<b>6. Mark months in which implementation step occurs</b>											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

# Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N  
 (DOJ Financial Guide, Section 3.10)

## A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
Jaynaka Barnes	PREA Coordinator	\$43,219.08	yearly	1	100%	\$43,220	\$43,220	\$0
Stacy Bagby	Major	\$62,711.55	yearly	1	75%	\$47,034	\$47,034	\$0
Tracy Stancil-Purches	Major	\$70,722.58	yearly	1	40%	\$28,503	\$28,503	\$0
						\$0		\$0
						\$0		\$0
						\$0		\$0
						\$0		\$0
						\$0		\$0
						\$0		\$0
						\$0		\$0
<b>Total(s)</b>						<b>\$118,757</b>	<b>\$118,757</b>	<b>\$0</b>

### Narrative

The positions indicated are required for successful implementation of the PREA Program, which includes developing programs, facilitating training, investigations, obtaining materials, installing equipment, identifying volunteers and partners, etc.

## B. Fringe Benefits

Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
Jaynaka Barnes	\$43,220.00	19.92%	\$8,610	\$8,610	\$0
Stacy Bagby	\$47,034.00	19.92%	\$9,370	\$9,370	\$0
Tracy Stancil-Purches	\$28,503.00	19.92%	\$5,678	\$6,340	\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
<b>Total(s)</b>			<b>\$23,658</b>	<b>\$24,320</b>	<b>\$0</b>

**Narrative**

Fringe rates for full-time employees are 6.75% FICA, 1.45% OASDI and 11.72% Retirement

**C. Travel**

Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Lodging, Meals, Etc.</i>	Basis <i>Per day, mile, trip, Etc.</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
PREA Conference	Lodging 6 nights	Lodging	Night	\$150.00	6	2	1	\$1,800		\$1,800
PREA Conference	Food Per Diem 6 days	Meals	Day	\$100.00	6	2	1	\$1,200		\$1,200
PREA Conference	Registration Fee	Other	N/A	\$500.00	1	2	1	\$1,000		\$1,000
<b>Total(s)</b>								<b>\$4,000</b>	<b>\$0</b>	<b>\$4,000</b>

**Narrative**

Annual PREA Conference for 2 individuals to attend in order learn and refresh best practices relative to the PREA standards as well peer to peer learning and networking.

<b>D. Equipment</b>					
Item <i>List and describe each item of equipment that will be purchased</i>	Computation <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Server	1	\$15,000.00	\$15,000		\$15,000
Laptops	5	\$1,100.00	\$5,500		\$5,500
Camera/Surveillance Upgrade	1	\$40,000.00	\$40,000		\$40,000
Axon body worn cameras (#7411)	25	\$299.00	\$7,475		\$7,475
Z Bracket Rapid Lock (#74018, 74019)	25	\$29.95	\$749		\$749
70026 Evidence Docking, Six bay	5	\$1,495.00	\$7,475		\$7,475
70033 Wall Mount Bracket Assy	5	\$35.00	\$175		\$175
cartridges (22151)	50	\$31.50	\$1,575		\$1,575
cartridges (training- 22157)	50	\$30.60	\$1,530		\$1,530
<b>Totals:</b>			<b>\$79,479</b>	<b>\$0</b>	<b>\$79,479</b>

**Narrative**

In order to provide an increased visibility throughout the facility, an upgrade to our current surveillance system is needed which will also increase the number of cameras we are able to include onto our network. Body cameras are another avenue of additional security surveillance and would not be on every sworn deputy but on select deputies that have the most direct contact with inmates. The other items listed are all part of purchasing the body cameras - body mounting, cartridges, docking stations, etc. Included with all these surveillance needs, we will then also need a server to house all the additional storage of data and video.

<b>E. Supplies</b>					
<b>Supply Items</b> <i>Provide a list of the types of items to be purchased with grant funds.</i>		<b>Computation</b> <i>Describe the item and then compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>			
	<i># of Items</i>	<i>Unit Cost</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
Privacy Curtains	100	\$24.98	\$2,498		\$2,498
Educational Material	500	\$7.10	\$3,550		\$3,550
Training Materials	500	\$7.10	\$3,550		\$3,550
			\$0		\$0
<b>Total(s)</b>			<b>\$9,598</b>	<b>\$0</b>	<b>\$9,598</b>

**Narrative**

Privacy curtains are for the purpose for obscuring inmates from shoulder to leg and for allowing staff to determine dangerous activity or multi purpose occupancy without violating privacy. Educational Material would include posters, PREA Notification Cards, brochures, etc to distribute materials to inmates to educate them on sexual victimization, PREA policy standards and RC50 institutional PREA processes. Training materials would include brochures, manuals, DVDs, etc. to reinforce the education of staff and staff compliance with PREA standards.

<b>F. Construction</b>						
<b>Purpose</b> <i>Provide the purpose of the construction</i>	<b>Description of Work</b> <i>Describe the construction project(s)</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		<i># of Items</i>	<i>Cost</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Narrative**

**G. Subawards (Subgrants)**

Description <i>Provide a description of the activities to be carried out by subrecipients.</i>	Purpose <i>Describe the purpose of the subaward (subgrant)</i>	Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>			
			Total Cost	Non-Federal Contribution	Federal Request
Clinical Service Provider	Provide various services regarding PREA		\$15,000		\$15,000
Training Consultant	Training regarding PREA		\$20,000		\$20,000
<b>Total(s)</b>			<b>\$35,000</b>	<b>\$0</b>	<b>\$35,000</b>

**Consultant Travel (if necessary)**

Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotels, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
<b>Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>			

**Narrative**

The Clinical Service Provider would provide crisis intervention services and mental health assistance for victims along with counseling for inmate perpetrators to reduce reoccurrence of behaviors. The Training Consultant would be for PREA related subject matter to include PREA Standards and Trauma Informed Care

**H. Procurement Contracts**

Description <i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>	Purpose <i>Describe the purpose of the contract</i>	Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>			
			Total Cost	Non-Federal Contribution	Federal Request
Job Fairs	to combat 20% vacancy rate, attending job fairs helps recruit more individuals	No	\$1,500		\$1,500
Advertising	Advertising for hiring purposes	No	\$8,000		\$8,000
Language line	Victim support translation services	No	\$5,500		\$5,500
<b>Total(s)</b>			<b>\$15,000</b>	<b>\$0</b>	<b>\$15,000</b>



<b>Consultant Travel (if necessary)</b>										
<b>Purpose of Travel</b> <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<b>Location</b> <i>Indicate the travel destination.</i>	<b>Type of Expense</b> <i>Hotel, airfare, per diem</i>			<b>Computation</b> <i>Compute the cost of each type of expense X the number of people traveling</i>					
					<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
								\$0		\$0
					<b>Total</b>			\$0	\$0	\$0
<b>Narrative</b>										
To combat 20% vacancy rate, advertising and attending job fairs helps recruit more individuals. The language line provides translation services for those inmates in need who do not speak English or that we do not have a translator on staff. There is an initial set up fee and then a cost per minute.										
<b>I. Other Costs</b>										
<b>Description</b> <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>			<b>Computation</b> <i>Show the basis for computation</i>							
			<b>Quantity</b>	<b>Basis</b>	<b>Cost</b>	<b>Length of Time</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
							\$0		\$0	
							<b>Total(s)</b>	\$0	\$0	\$0
<b>Narrative</b>										
<b>J. Indirect Costs</b>										
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>			<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs</i>							
			<b>Base</b>	<b>Indirect Cost Rate</b>			<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
							\$0		\$0	
							<b>Total(s)</b>	\$0	\$0	\$0
<b>Narrative</b>										

## Budget Detail - Year 2

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N  
 (DOJ Financial Guide, Section 3.10)

**A. Personnel**

Name <small>List each name, if known.</small>	Position <small>List each position, if known.</small>	Computation <small>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</small>						
		Salary	Rate	Time Worked <small>(# of hours, days, months, years)</small>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
Jaynala Barnes	PREA Coordinator	\$43,219.08	yearly	1	100%	\$43,220	\$43,220	\$0
Stacy Bagby	Major	\$62,711.55	yearly	1	50%	\$31,356	\$31,356	\$0
Tracy Stancil-Purches	Major	\$70,722.58	yearly	1	21%	\$14,584	\$14,584	\$0
						\$0		\$0
						\$0		\$0
						\$0		\$0
						\$0		\$0
						\$0		\$0
						\$0		\$0
						\$0		\$0
<b>Totals</b>						<b>\$89,160</b>	<b>\$89,160</b>	<b>\$0</b>

**Narrative**

The positions indicated are required for successful implementation of the PREA Program, which includes developing programs, facilitating training, investigations, obtaining materials, installing equipment, identifying volunteers and partners, etc.

**B. Fringe Benefits**

Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
Jayneka Barnes	\$43,220.00	19.92%	\$8,610	\$8,610	\$0
Stacy Bagby	\$31,356.00	19.92%	\$6,247	\$6,247	\$0
Tracy Stancil-Purches	\$14,584.00	19.92%	\$2,906	\$2,906	\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
<b>Totals</b>			<b>\$17,763</b>	<b>\$17,763</b>	<b>\$0</b>

**Narrative**

Fringe rates for full-time employees are 6.75% FICA, 1.45% OASDI and 11.72% Retirement.

<b>C. Travel</b>										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
PREA Conference	Lodging 6 nights	Lodging	Night	\$150.00	6	2	1	\$1,800		\$1,800
PREA Conference	Food Per Diem 6 days	Meals	Day	\$100.00	6	2	1	\$1,200		\$1,200
PREA Conference	Registration Fee	Other	N/A	\$500.00	3	2	1	\$3,000		\$3,000
<b>Total(s)</b>								<b>\$6,000</b>	<b>\$0</b>	<b>\$6,000</b>

**Narrative**

Annual PREA Conference for 2 individuals to attend in order learn and refresh best practices relative to the PREA standards as well peer to peer learning and networking.

<b>D. Equipment</b>					
Item	Computation				
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Camera/Surveillance Upgrade	1	\$22,373.00	\$22,373		\$22,373
<b>Total(s)</b>			<b>\$22,373</b>	<b>\$0</b>	<b>\$22,373</b>

**Narrative**

In order to provide an increased visibility throughout the facility, an upgrade to our current surveillance system is needed which will also increase the number of cameras we are able to include onto our network.

<b>E. Supplies</b>					
Supply Items	Computation				
<i>Provide a list of the types of items to be purchased with grant funds.</i>	<i>Describe the item and compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Educational Material	500	\$7.10	\$3,550		\$3,550
			\$0		\$0
			\$0		\$0
<b>Total(s)</b>			<b>\$3,550</b>	<b>\$0</b>	<b>\$3,550</b>

<b>Narrative</b>
Educational Material would include posters, PREA Notification Cards, brochures, etc to distribute materials to inmates to educate them on sexual victimization, PREA policy standards and RCISO Institutional PREA processes.

<b>F. Construction</b>						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g. the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Narrative</b>

<b>G. Subawards (Subgrants)</b>						
Description <i>Provide a description of the activities to be carried out by subrecipients.</i>	Purpose <i>Describe the purpose of the subaward (subgrant)</i>	Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>	Total Cost	Non-Federal Contribution	Federal Request	
PREA Auditor	Audit for PREA compliance		\$25,000		\$25,000	
Clinical Service Provider	Provide various services regarding PREA		\$15,000		\$15,000	
Training Consultant	Consultant for PREA related subject matter to include PREA Standards and Trauma Informed Care		\$20,000		\$20,000	
<b>Total(s)</b>			<b>\$60,000</b>	<b>\$0</b>	<b>\$60,000</b>	

<b>Consultant Travel (if necessary)</b>							
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>				
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution
					\$0		\$0
<b>Total</b>			<b>\$0</b>		<b>\$0</b>		<b>\$0</b>

**Narrative**

PREA Audit is a flat all-inclusive fee for performing an audit of the Sheriff's Office PREA compliance. Included in the above cost is the cost of a return visit should the original certification fail. The Clinical Service Provider would provide crisis intervention services and mental health assistance for victims along with counseling for inmate perpetrators to reduce recurrence of behaviors. The Training Consultant would be for PREA related subject matter to include PREA Standards and Trauma Informed Care.

**H. Procurement Contracts**

Description	Purpose	Consultant?			
<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>	<i>Describe the purpose of the contract</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>			
			<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Job Fairs	to combat 20% vacancy rate, attending job fairs helps recruit more individuals	No	\$1,500		\$1,500
Advertising	Advertising for hiring purposes	No	\$8,000		\$8,000
Language Line	Victim support translation services	No	\$5,500		\$5,500
<b>Total(s)</b>			<b>\$15,000</b>	<b>\$0</b>	<b>\$15,000</b>

**Consultant Travel (if necessary)**

Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
<b>Total</b>						<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Narrative**

To combat 20% vacancy rate, advertising and attending job fairs helps recruit more individuals. The language line provides translation services for those inmates in need who do not speak English or that we do not have a translator on staff. There is an initial set up fee and then a cost per minute.

**I. Other Costs**

Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	Computation <i>Show the basis for computation</i>						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					\$0		\$0
<b>Total(s)</b>					<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Narrative</b>	

<b>J. Indirect Costs</b>					
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>	<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
	<b>Base</b>	<b>Indirect Cost Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total(s)</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Narrative</b>	