

FY 2015 PREA Overview

Congress passed the Prison Rape Elimination Act (PREA) in 2003 with unanimous votes of both houses of Congress. Congress intended that PREA would 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. See, 42 U.S.C. § 15601 et seq. PREA authorized funding for the Bureau of Justice Assistance (BJA) and the National Institute of Corrections administer to support efforts across the nation to establish zero tolerance cultures for sexual assault in confinement facilities. The law also directed the Attorney General to promulgate national standards for all such facilities, including prisons and local jails, police lockups, community confinement facilities, and juvenile facilities.

PREA called for the creation of the National Prison Rape Elimination Commission, which was charged with developing a set of national standards. The commission published a final draft of the standards in June 2009 and turned them over to the Department of Justice (DOJ) for review and revision. After two extensive public comment periods and subsequent revisions, DOJ published the final rule in the Federal Register on June 20, 2012, and it became effective on August 20, 2012.

Among other things, PREA provides that a state whose governor does not certify full compliance with the standards is subject to the loss of 5 percent of any DOJ grant funds that it would otherwise receive for prison purposes unless the governor elects to submit an assurance that the state will use the 5 percent only to achieve and certify full compliance with the standards in future years. 42 U.S.C. § 15607(e). OJJDP's Title II, Part B, Formula Grants Program is one of the DOJ grant programs subject to this requirement in fiscal year 2015, which commenced on October 1, 2014, and ended on September 30, 2015. Pursuant to PREA, the governor has three options: (1) submit a certification that the state is in full compliance, (2) submit an assurance that the state will use not less than 5 percent of its DOJ funding for prison purposes (including its Title II Part B Formula Grant funds award) to adopt and achieve full compliance with the PREA standards, or (3) accept a 5-percent reduction in such grants (including its Title II Part B Formula Grant award). The date for the governor's submission of a certification or assurance was May 15, 2015. Since the required audits had not been conducted at all facilities under the operational control of the Governor, Governor Daugaard submitted an assurance that the state would use 5% of DOJ grant funds to support compliance.

OJJDP calculated the PREA reallocation to reduce the state retained portion of its Formula Grants funding by 5 percent, thereby not affecting funding for state advisory groups (SAGs) and local juvenile justice programming. OJJDP took the PREA reallocation from the portion of the Title II Part B Formula Grants funding that the state retains to include funds for plan preparation and administration. JJDP Act funds withheld from states or territories that did not submit a certification or assurance were proportionally distributed to states and territories that had submitted the required certification or assurances based on the juvenile population of the participating state or territory for a bonus award.

Name of state	FY 2015 Title II B Formula Grant Allocation	SAG set aside	Sum of previous 2 columns	Funds passed through to localities	States funds retained	PREA reduction	Bonus award	Final Title II Award Amount	Final PREA Award Amount
South Dakota	\$400,000	(\$20,000)	\$380,000	\$253,333	\$126,667	\$6,333	\$158	\$393,667	\$6,491

Juvenile Prison Rape Elimination Act (PREA)

Subgrant Application

Title II Formula Grant

South Dakota Department of Corrections

APPLICATION DUE: November 25, 2015

RECEIVED

NOV 12 2015

DEPT. OF CORRECTIONS

SECTION 1. APPLICANT INFORMATION

Applicant: Lutheran Social Services of South Dakota		
Address: 705 E. 41 st St., Ste. 200		
City/State/Zip: Sioux Falls, SD 57105-6048		Phone: Fax: 605-444-7540
Email: Sheila.Weber@LssSD.org		
Federal Employer or Payee Identification Number (FEIN):		46-0224731
Project Director Name: Sheila Weber		Title: Vice President, Children & Youth Services
Agency: Lutheran Social Services of S.D.	Address: 705 E. 41 st St., Ste. 200	
City/State/Zip: Sioux Falls, SD 57105-6048	Phone: 605-444-7530	Fax: 605-444-7540
Email: Sheila.Weber@LssSD.org		
Project Title:	Improving PREA Compliance through Installing Security Cameras at Summit Oaks I and II	
Project Period:	January 1, 2016 – September 30, 2016	

SECTION 2: PROGRAM NARRATIVE

A. PROJECT ABSTRACT AND DEMONSTRATION OF NEED

Abstract

Applicant Name: Lutheran Social Services of South Dakota, Summit Oaks I and Summit Oaks

II

Title of Project: Improving PREA Compliance through Installing Security Cameras at Summit Oaks I and II

Goals: 1) Minimize instances of sexual harassment and assault; 2) Ensure that any allegations are investigated to the most thorough extent possible, any issues are remediated, and the therapeutic environment is as safe as possible for clients and staff.

Strategies: Install additional security cameras at Summit Oaks I and Summit Oaks II so that staff can visually monitor all areas of the facility effectively.

Demonstration of Need

Summit Oaks I and Summit Oaks II are both a Lutheran Social Services residential treatment programs in Sioux Falls serving youth ages 10 through 17. Both programs are located in LSS's Center for Children and Youth in north central Sioux Falls. Summit Oaks I is a psychiatric residential treatment facility for boys and girls. Summit Oaks II is an intensive psychiatric residential treatment facility for girls. Youth in these programs are referred by the South Dakota Department of Social Services, South Dakota Department of Corrections, the Bureau of Indian Affairs, the State of Minnesota, or parent placement. As of October 2015, 15% of Summit Oaks I clients and 8% of Summit Oaks II clients are DOC-referred.

LSS and the Summit Oaks staff have worked diligently to establish policies, implement training, and develop materials to comply with PREA standards. In our annual Summit Oaks facility assessments, the main remaining weakness we have identified is the need for additional

security cameras. The facility was designed for residential treatment prior to the state's move to psychiatric residential treatment. Although we have installed a security camera system, there are some remaining blind spots in the rec rooms, gym/dining room and kitchen that are not covered with cameras.

B. STATEMENT OF THE PROBLEM

Both Summit Oaks programs have participated in Lutheran Social Services' agency-wide efforts to implement PREA standards in residential programs that serve DOC-referred youth. PREA policies are in place agency-wide. Sheila Weber, Vice President of Children and Youth Services, is a trained PREA investigator. All Summit Oaks staff have been trained regarding PREA standards, and all new staff receive PREA training as part of their orientation. All Summit Oaks clients have received age-appropriate training regarding PREA standards, and all new clients receive training during their orientation to the program. Posters in the building remind youth of their rights under PREA. All visitors who will have contact with clients receive PREA instruction from staff. LSS has produced separate PREA information brochures designed specifically for clients, staff, and visitors.

Our annual facility assessments have identified a shortage of security cameras as the main remaining weakness in implementing PREA standards at Summit Oaks. Areas without cameras in the four rec rooms, gym/dining room, and kitchen mean that significant areas that are used regularly by clients and staff remain without camera coverage. The specific PREA standards pertaining to this challenge are, "Standard 115.313 requires that each agency develop, implement, and document a staffing plan that provides adequate levels of staffing and video monitoring (where applicable)," and "Standard 115.318 requires the agency to consider the effect any design, acquisition, expansion or modification of physical plant or monitoring technology might have on the agency's ability to protect residents from sexual abuse."

Security cameras placed in four rec rooms (one in each residential unit) and the common gym/dining and kitchen areas will allow staff to monitor youth in all areas of the Summit Oaks facility. Recorded security footage will be saved for approximately 30 days, providing visual evidence in the event of an allegation. And, simply knowing that there are security cameras throughout the building will act as a deterrent for clients or staff who may engage in inappropriate behavior.

C. PROJECT DESIGN AND IMPLEMENTATION

With funding from this grant, LSS will install seven additional security cameras to complete the existing security camera system and cover the entire Summit Oaks facility. Staff will be able to monitor youth in all areas of the facility, including blind spots. Security video will be recorded for up to 30 days to be referred to in the event of an allegation of sexual harassment or assault. Still images or clips may be saved permanently to serve as evidence in any investigation. The system to be installed will be video only, but sound can be added at any time in the future for an additional cost.

All staff have already received training to operate and monitor the security camera system. They will receive additional in-service training to inform them about the additional camera coverage. Ongoing maintenance and licenses for the security cameras are part of the annual Summit Oaks operating budget.

D. GOALS AND OBJECTIVES

Goals

- 1) Minimize instances of sexual harassment and assault.
- 2) Ensure that any allegations are investigated to the most thorough extent possible, any issues are remediated, and the therapeutic environment is as safe as possible for clients and staff.

Objectives

As described previously, this project will help Summit Oaks implement PREA Standards 115.313 and 115.318 regarding the use of monitoring technology to protect residents from sexual abuse. We will accomplish our project goals and meet PREA standards through accomplishing these objectives:

- 1) We will obtain a bid from a qualified contractor. We have a 2014 bid from another LSS facility and expect that the costs for additional cameras at Summit Oaks will be similar.
- 2) We will install seven additional security cameras at Summit Oaks (planned for January or February 2016). These additional cameras will augment our existing security camera system.
- 3) Summit Oaks staff will use the system's monitoring equipment to monitor youth activities in the building. Staff are already trained and familiar with using the system.
- 4) We will schedule any required maintenance with the contractor as part of Summit Oaks' established facility maintenance practices.

PROJECT BUDGET WORKSHEET

A. Personnel	Local Funds	Grant Funds	Total
			\$
<i>Employee Fringe Benefits</i>			
TOTAL			\$
B. Contracted Services	Local Funds	Grant Funds	Total
			\$
TOTAL			\$
C. Travel and Per Diem	Local Funds	Grant Funds	Total
			\$
TOTAL			\$
D. Equipment	Local Funds	Grant Funds	Total
7 security cameras added to the existing Summit	\$89	\$6,491	\$6,580
Oaks system			
TOTAL	\$89	\$6,491	\$6,580
E. Operating Expenses	Local Funds	Grant Funds	Total
			\$
TOTAL			\$
Total Project Budget -- Combined totals for all columns	\$89	\$6,491	\$6,580

BUDGET NARRATIVE WORKSHEET

In the space provided, explain the relationship between budgeted items listed in the budget worksheet and project activities. Include information (data and criteria) as to how you arrived at budget estimates. Discuss all items by category and in full.

Personnel Narrative - Explain how the compensation and expenses were calculated, duties of the position, and any other information about personnel of the project. If proposed funding covers more than one position, you must identify the duties and estimated percent of time for duties that directly relate to the successful implementation of the program.

Position #1:		
	Personnel Responsibilities & Duties <i>(must directly relate to the implementation of the program)</i>	Estimated % Time
	1.	
	2.	
	3.	
	4.	

Compensation for services was calculated as follows *(if a position is established to cover multiple projects, you will need to estimate compensation for each duty)*:

Wage/Salary:		
Benefits:		

Position #2:		
	Personnel Responsibilities & Duties <i>(must directly relate to the implementation of the program)</i>	Estimated % Time
	1.	
	2.	
	3.	
	4.	

Compensation for services was calculated as follows *(if a position is established to cover multiple projects, you will need to estimate compensation for each duty)*:

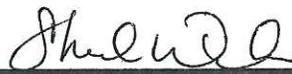
Wage/Salary:		
Benefits:		

Position #3:		
	Personnel Responsibilities & Duties <i>(must directly relate to the implementation of the program)</i>	Estimated % Time
	1.	
	2.	
	3.	
	4.	

Compensation for services was calculated as follows *(if a position is established to cover multiple projects, you will need to estimate compensation for each duty)*:

Wage/Salary:	
Benefits:	
Contracted Services Narrative - Explain the consultant fees, consultant expenses, contracted services, the cost per service/per youth being served, and how the cost for services was calculated. Contracted services fees cannot exceed \$650 per day.	
Consultant #1:	
Consultant Fees:	
Contracted Service:	
Consultant #2:	
Consultant Fees:	
Contracted Service:	
Travel and Per Diem Narrative – Explain the calculation of travel costs for travel <u>outside the home jurisdiction</u> , (travel <u>must be calculated at current state rates</u> (\$0.42 per mile and \$32 per diem)), how the expenses are directly related to the implementation of the project, and if out-of-state travel is anticipated, give particulars (i.e., location, state, dates, purpose, cost).	
Purpose of Travel:	
$[Mileage] \times \$0.42 =$ $[Number\ of\ Travel\ Days\ for\ per\ diem] \times \$32.00 =$	
Purpose of Travel:	
$[Mileage] \times \$0.42 =$ $[Number\ of\ Travel\ Days\ for\ per\ diem] \times \$32.00 =$	
Equipment and Operating Expenses Narrative – Explain the supplies and equipment costs directly related to the implementation of the program or project. You must be specific regarding the items in which you intend to use federal funding. For example, a budget item of “office expenses” will not be accepted as these items must be detailed. You need to identify what you anticipate for office expenses and list each item and the estimated costs. Items not specifically outlined will not be eligible for reimbursement.	
Equipment – List nonexpendable items that are to be purchased and show how you calculated these costs. Nonexpendable equipment is tangible property having a useful life of more than 2 years.	
7 security cameras @ \$940 each, including labor and excise tax. Cameras will be added to Summit Oaks’ existing security camera system, and will cover 4 rec rooms, the gym/dining room, and kitchen.	
Operating Expenses – List items by type (office supplies, postage, training materials, copying paper, and expendable equipment) and show how you calculated these costs. Generally, supplies include any materials that are expendable or consumed during the course of the project.	

SECTION 4. SIGNATURE PAGE:

Original Signatures are Required		
Chief Executive Officer		
Name: Betty Oldenkamp	Title: President & CEO	
Address: LSS-SD, 705 E. 41 st St., Ste. 200	City/State/Zip: Sioux Falls, SD 57105-6048	
E-mail: Betty.Oldenkamp@LssSD.org	Phone: 605-444-7501	Fax: 605-444-7540
Signature 	Date: November 9, 2015	
B. Project Director		
Name: Sheila Weber	Title: Vice President, Children & Youth Services	
Address: 705 E. 41 st St., Ste. 200	City/State/Zip: Sioux Falls, SD 57105-6048	
E-mail: Sheila.Weber@LssSD.org	Phone: 605-444-7530	Fax: 605-444-7540
Signature 	Date: November 9, 2015	
C. Financial Officer		
Name: Jenn Tanno	Title: Director, Accounting Services	
Address: 705 E. 41 st St., Ste. 200	City/State/Zip: Sioux Falls, SD 57105-6048	
E-mail: Jenn.Tanno@LssSD.org	Phone: 605-444-7509	Fax: 605-444-7540
Signature 	Date: November 9, 2015	
D. Other Official		
Name	Title	
Address	City/State/Zip	
E-mail	Phone	Fax
Signature	Date	

RECEIVED

NOV 19 2015

DEPT. OF CORRECTIONS

SECTION 1. APPLICANT INFORMATION

Applicant: Our Home, Inc.		
Address: 334 3 rd St SW		
City/State/Zip: Huron, SD 57350		Phone: 605-352-4368 Fax: 605-352-4976
Email: sriedel@ourhomeinc.org		
Federal Employer or Payee Identification Number (FEIN): 23-7163006		
Project Director Name: Steve Gubbrud		Title: Executive Director
Agency: Our Home, Inc.	Address: 334 3 rd St SW	
City/State/Zip: Huron, SD 57350	Phone: 605-352-4368	Fax: 605-352-4976
Email: sgubbrud@ourhomeinc.org		
Project Title:	Our Home, Inc. PREA Compliance Audit Project	
Project Period:	January 1, 2016 – September 30, 2016	

SECTION 2: PROJECT NARRATIVE

A. PROJECT ABSTRACT AND DEMONSTRATION OF NEED

Applicant Name: Our Home, Inc. Adolescent Sexual Adjustment Program – Huron, SD and Our Home, Inc. Parkston Residential Facility – Parkston, SD.

Title of Project: Our Home, Inc. PREA Compliance Audit Project

Project Abstract and Demonstration of Need: The overarching intent of this project is to secure two PREA audits at two independent Our Home, Inc. (OHI) program sites; OHI Adolescent Sexual Adjustment Program, Huron, SD and OHI Parkston Residential Facility, Parkston, SD.

OHI adopted a basic strategy of incrementally implementing a number of steps necessary to become fully PREA compliant. This mission, we believe, has been accomplished through training, policy amendments, procedural modifications and, most importantly through performance implementation. We have operated under PREA standards since mid-January of 2014 and our internal audit procedures indicate a level of performance compliance that can now be externally audited.

In addressing the need for this project, please note that during the past fiscal year 57% of the admissions at OHI – ASAP were placed by the juvenile court system. Admissions at our Parkston treatment program were 69% juvenile court placements. Also reflective of need, these two programs were recently awarded a contract with the Federal Bureau of Prisons and this contract requires that both facilities “must be in full compliance with PREA standards that apply to Juvenile Facilities.” Further the Bureau of Prisons contract requires that the “contractor must be audited by a certified PREA compliance auditor. Audit will be at no additional costs to the B.O.P.”

In summation of need for this project, the OHI program's demographics and contracting requirements call for PREA audits.

The basic strategy toward goal achievement will be to:

- 1) Utilize the PREA Resource Center to identify certified PREA auditors,
- 2) Contract with PREA auditor,
- 3) Coordinate for and host a PREA audit at the two distinct program locations referenced above,
- 4) Provide timely response to audit expectations,
- 5) Voucher for the grant award after the work has been completed. This project seeks funding for audit expenses only.

B. STATEMENT OF PROBLEM(S)

Due to our initial PREA compliance work described above, what remains as this agency's greatest and foreseeable challenge is funding the two external PREA compliance audits. Unless audit findings should identify unexpected program changes and costs, we believe the work necessary to maintain PREA will be self-sustaining; this also forgoing any significant changes in juvenile demographics or behavioral patterns.

Among the greatest challenges we have faced are:

- 1) Completing PREA Investigator Training,
- 2) Training for all agency employees in PREA standards and practices,
- 3) Modifying agency policies and procedures to achieve (internally audited) PREA compliance.

Specifically, internal investigation procedures were enhanced to be PREA specific.

- 4) Conducting internal audits using tools to guide us including, The BJA - PREA Act: A Toolkit of Juvenile Agencies and also the Federal Bureau of Prisons Residential Reentry Branch Prison Rape Elimination Act Compliance Tool. Our internal audits have been documented. The Associate Director, Steve Riedel M.S. Ed. has been appointed the PREA Coordinator. Our Home, Inc. employs a Licensing and Accreditation Manager, Kyle Will, to assist in PREA and all agency compliance activities. Each program site has an on-site and designated "PREA Manager" who is trained in PREA investigation procedures. PREA standards have been accounted for throughout program policies, procedures and practices.

C. PROJECT DESIGN AND IMPLEMENTATION

The proposed project will help Our Home, Inc. assure substantial PREA compliance by securing the external audit needed and to recognize and amend any remaining areas of PREA non-compliance. The project design is simple, *utilize grant dollars to fund partial audit costs for two OHI program locations*. Our Home, Inc. will report audit findings along with any corrective action plans necessary to the SD Department of Corrections and will submit a one-time billing for this grant. Any corrective action plans pursuant to the audit will correlate to specific PREA standards.

D. GOALS AND OBJECTIVES

The two specific project goals and their objectives are presented below:

Goal 1. Participate in a PREA Audit at the OHI – Adolescent Sexual Adjustment Program in Huron and respond to audit findings as necessary.

Objective	OHI Position Responsible	Projected Completion
Contract with PREA auditor	Licensing Manager	01/15/2016
Schedule audit date	Licensing Manager	02/01/2016
Host PREA audit	Licensing Manager/ Assoc. Director	07/01/2016
Receive audit report	Executive Director	08/01/2016
Respond to audit findings	Licensing Manager	08/15/2016
Submit audit response, and billing to SD Dept. of Corrections.	Business Manager	08/19/2016

Goal 2. Participate in a PREA Audit at the OHI – Parkston Residential Facility in Parkston.

Objective	OHI Position Responsible	Projected Completion
Contract with PREA auditor	Licensing Manager	01/15/2016
Schedule audit date	Licensing Manager	02/01/2016
Host PREA audit	Licensing Manager/ Assoc. Director	07/01/2016
Receive audit report	Executive Director	08/01/2016
Respond to audit findings	Licensing Manager	08/15/2016
Submit audit response, and billing to SD Dept. of Corrections.	Business Manager	08/19/2016

PROJECT BUDGET WORKSHEET

The Council of Juvenile Services will award or not award funding based the extent to which program design addresses a recognized need and whether the proposal is financially responsible and efficient. Funds will be paid through a reimbursement process for items specifically outlined and approved in the application.

Applicants may apply for a budget up to \$6,491.00.

Non-supplanting Requirements: Funds or other resources of the applicant normally devoted to programs and activities designed to meet the needs of criminal justice will not be diminished in any way as a result of a grant award of federal funds. The project for which assistance is being requested will be in addition to, and not a substitute for, criminal justice services previously provided without federal assistance.

A. Personnel	Local Funds	Grant Funds	Total
			\$
NOT APPLICABLE			
<i>Employee Fringe Benefits</i>			
TOTAL			\$ 0
B. Contracted Services	Local Funds	Grant Funds	Total
Auditor-Kurt L. Streed, DKMS Ltd	\$ 1,009	\$ 6,491	\$ 7,500
TOTAL			\$ 7,500
C. Travel and Per Diem	Local Funds	Grant Funds	Total
			\$
NOT APPLICABLE-included in fee			
TOTAL			\$ 0
D. Equipment	Local Funds	Grant Funds	Total
NOT APPLICABLE			
TOTAL			\$ 0
E. Operating Expenses	Local Funds	Grant Funds	Total
			\$
NOT APPLICABLE			
TOTAL			\$ 0
Total Project Budget -- Combined totals for all columns			\$ 7,500

BUDGET NARRATIVE WORKSHEET

In the space provided, explain the relationship between budgeted items listed in the budget worksheet and project activities. Include information (data and criteria) as to how you arrived at budget estimates. Discuss all items by category and in full.

Personnel Narrative - Explain how the compensation and expenses were calculated, duties of the position, and any other information about personnel of the project. If proposed funding covers more than one position, you must identify the duties and estimated percent of time for duties that directly relate to the successful implementation of the program.

Position #1: **NOT APPLICABLE**

Personnel Responsibilities & Duties <i>(must directly relate to the implementation of the program)</i>	Estimated % Time
1.	
2.	
3.	
4.	

Compensation for services was calculated as follows *(if a position is established to cover multiple projects, you will need to estimate compensation for each duty):*

Wage/Salary:

Benefits:

Position #2: **NOT APPLICABLE**

Personnel Responsibilities & Duties <i>(must directly relate to the implementation of the program)</i>	Estimated % Time
1.	
2.	
3.	
4.	

Compensation for services was calculated as follows *(if a position is established to cover multiple projects, you will need to estimate compensation for each duty):*

Wage/Salary:

Benefits:

Position #3: **NOT APPLICABLE**

Personnel Responsibilities & Duties <i>(must directly relate to the implementation of the program)</i>	Estimated % Time
1.	
2.	
3.	
4.	

Compensation for services was calculated as follows *(if a position is established to cover multiple projects, you will need to estimate compensation for each duty):*

Wage/Salary:

Benefits:

BUDGET NARRATIVE WORKSHEET CONTINUED

Contracted Services Narrative - Explain the consultant fees, consultant expenses, contracted services, the cost per service/per youth being served, and how the cost for services was calculated. Contracted services fees cannot exceed \$650 per day.

Consultant #1:

Consultant Fees:

Contracted Service

PREA audit which includes offsite pre & post audit work as well as onsite visits for audit of two OHI programs. Fee includes up to 120 hours of service (\$500 per day). Cost per youth served = \$104.17 (72 licensed beds total for the two programs divided by \$7,500 audit fee).

Consultant #2:

Consultant Fees:

Contracted Service:

Travel and Per Diem Narrative – Explain the calculation of travel costs for travel **outside the home jurisdiction**, (travel must be calculated at current state rates (\$0.42 per mile and \$32 per diem)), how the expenses are directly related to the implementation of the project, and if out-of-state travel is anticipated, give particulars (i.e., location, state, dates, purpose, cost).

Purpose of Travel:

[Mileage] x \$0.42 =

[Number of Travel Days for per diem] x \$32.00 =

Purpose of Travel:

[Mileage] x \$0.42 =

[Number of Travel Days for per diem] x \$32.00 =

Equipment and Operating Expenses Narrative – Explain the supplies and equipment costs directly related to the implementation of the program or project. You must be specific regarding the items in which you intend to use federal funding. For example, a budget item of “office expenses” will not be accepted as these items must be detailed. You need to identify what you anticipate for office expenses and list each item and the estimated costs. Items not specifically outlined will not be eligible for reimbursement.

Equipment – List nonexpendable items that are to be purchased and show how you calculated these costs. Nonexpendable equipment is tangible property having a useful life of more than 2 years.

NOT APPLICABLE

Operating Expenses – List items by type (office supplies, postage, training materials, copying paper, and expendable equipment) and show how you calculated these costs. Generally, supplies include any materials that are expendable or consumed during the course of the project.

NOT APPLICABLE

NOTE: If there is a change in the above budget narrative, programs will need to request an amendment to their budget. All amendments must be requested in writing **prior to the expenditure of funds.**

SECTION 4. SIGNATURE PAGE:

The officials who certify this document agree to adhere to all terms and conditions relating to this application. Duplication of responsibilities by one individual for any position listed below is NOT acceptable.

Original Signatures are Required

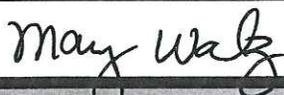
Chief Executive Officer

Name Steve Gubbrud	Title Executive Director	
Address 334 3 rd St SW	City/State/Zip Huron, SD 57350	
E-mail sgubbrud@ourhomeinc.org	Phone 605-352-4368	Fax 605-352-4976
Signature 	Date 11-17-15	

B. Project Director

Name Steve Riedel	Title Associate Director	
Address 334 3 rd St SW	City/State/Zip Huron, SD 57350	
E-mail sriedel@ourhomeinc.org	Phone 605-352-4368	Fax 605-352-4976
Signature 	Date 11-17-15	

C. Financial Officer

Name Mary Walz	Title Business Manager	
Address 334 3 rd St SW	City/State/Zip Huron, SD 57350	
E-mail mwalz@ourhomeinc.org	Phone 605-352-4368	Fax 605-352-4976
Signature 	Date 11/17/15	

D. Other Official

Name Kyle Will	Title Licensing & Accreditation Manager	
Address 334 3 rd St SW	City/State/Zip Huron, SD 57350	
E-mail kwill@ourhomeinc.org	Phone 605-352-4368	Fax 605-352-4976
Signature 	Date 11/17/15	