

The electronic business process for Intergovernmental Agreements

eIGA Front-End
User Handbook
February 2009



Product of the
Office of the Federal Detention Trustee
U.S. Department of Justice

INTRODUCTION

Purpose of eIGA

eIGA streamlines and automates current Intergovernmental Agreement (IGA) detention forms for ease-of-use and timely response. It establishes a baseline for negotiating fixed-rate IGAs. One of the most helpful features of eIGA is that it tracks the IGA life-cycle, from application to implementation and future assessments.

The newly designed Jail Operating Expense Information (JOEI) form has been added to assist in evaluating the requested price for housing Federal prisoners or detainees. The JOEI is considered “other than certified cost or pricing data” and is required to determine a fair and reasonable price.

Your Role

As participating facilities, your role is vital to the success of the eIGA process. Developed to streamline detention procurement, eIGA begins with your application. Easy-to-use forms have been provided that take the user step-by-step through the critical startup and negotiation phase. The new system relies on your assessment of facility basics and service offerings.

Using This Handbook

- This handbook was designed to introduce the eIGA application process. It is a quick-read that provides eIGA basics.
- Help text has been highlighted in burgundy boxes.
- In most cases, the screen captures have been dissected to highlight particular topics.
- Required fields are highlighted in red, calculated fields are boxed in gray.

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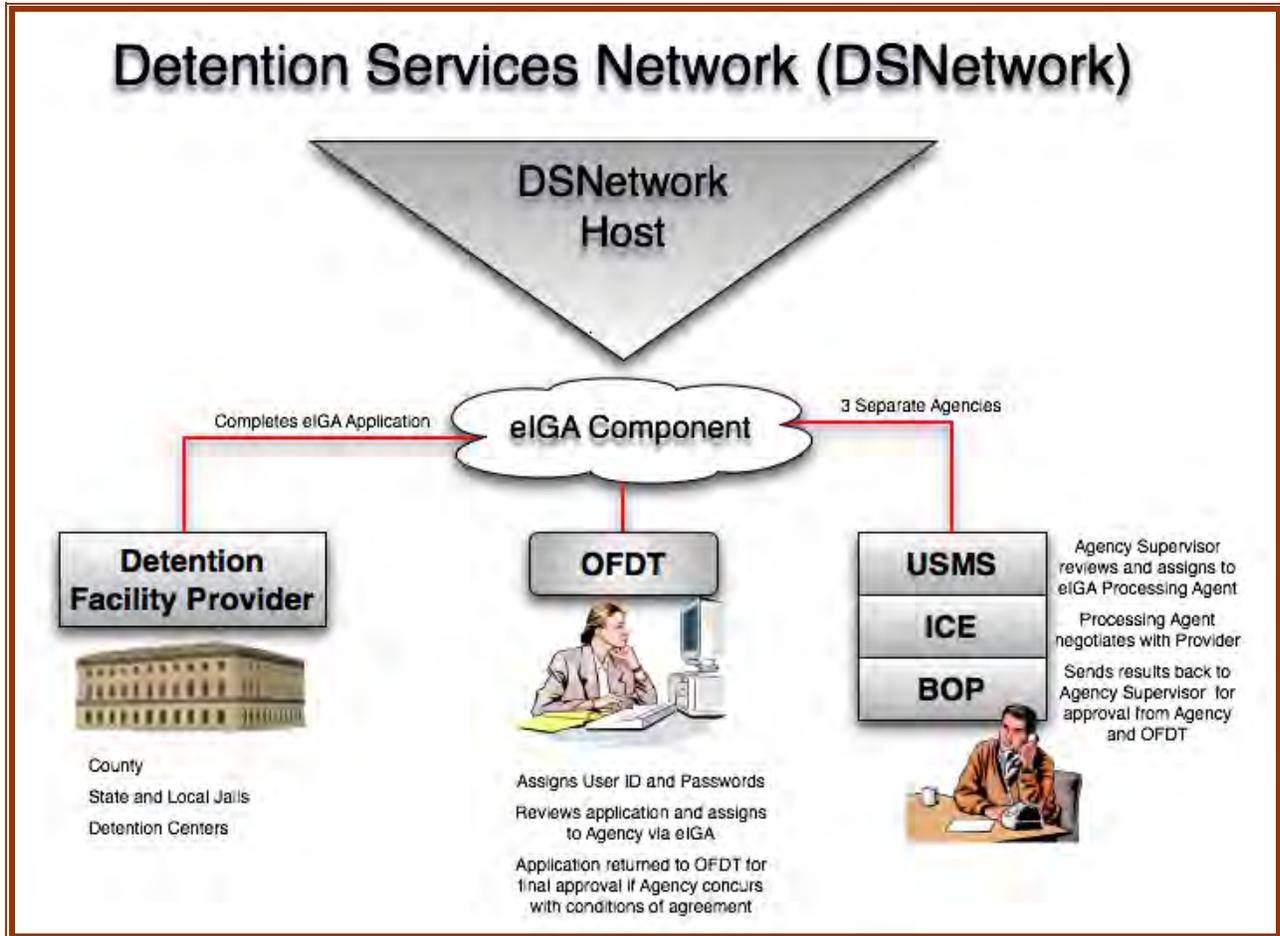


Figure 1. Detention Service Network (DSNetwork) Workflow

Logging Into eIGA & Requesting Temporary User ID/Password

This section provides guidance on logging into the eIGA welcome page and requesting a Temporary User ID and Password.

Step 1. Log onto <https://edes.usdoj.gov/iga/IgaMenu.aspx> to access the eIGA welcome page.

Step 2. Select the Request an Account option to display the account request form.



Figure 2. eIGA Welcome Screen

The data entry fields outlined in red are required and must be completed before submitting the application. All other fields are optional.

Step 3. Select “Yes” or “No” depending on whether or not you have an existing IGA.

Step 4. Enter the required data for all the fields in the **Facility Information** section.

Step 5. Enter the required data for all the fields in the **Requestor Contact Information** section.

Step 6. Click either “Cancel” or “Submit” after filling out all the required fields.

- If “Cancel” is clicked – all the entered data will be cleared out
- If “Submit” is clicked – your request will be forwarded to OFDT for approval

OFDT will email an approval or denial using the email address submitted in the request. If the request is granted, the email will contain a temporary User ID and Password.

The screenshot shows the 'ACCOUNT PROFILE' form for the 'DETENTION SERVICES NETWORK'. The form is divided into two main sections: 'FACILITY INFORMATION' and 'REQUESTOR CONTACT INFORMATION'. The 'FACILITY INFORMATION' section includes fields for Facility Name, Street, City, St, Zip, and County, along with a radio button for 'Do you currently have and IGA?'. The 'REQUESTOR CONTACT INFORMATION' section includes fields for Name (First and Last), eMail Address, Title, Tel Number, Ext., and FAX Number. A 'Sign In' button is located at the bottom left, and 'Cancel' and 'Submit' buttons are at the bottom center. Red boxes highlight the required fields in both sections. Blue arrows on the right side of the form point to these sections and the buttons, labeled 'Step 3', 'Step 4', 'Step 5', and 'Step 6' respectively.

Figure 3. Account Request Form

Logging Into eIGA & Creating Unique Password

This section will provide users with guidance on customizing the User ID and Password.

Users will receive an acceptance email, which will contain a link back to the eIGA site.

Step 1. Enter the **User ID** and temporary **Password** provided in the OFDT email.

Step 2. Click the “**Sign In**” button.



Figure 4. User ID & Password

Step 3. Click on “**Change Password**” to display the password change screen

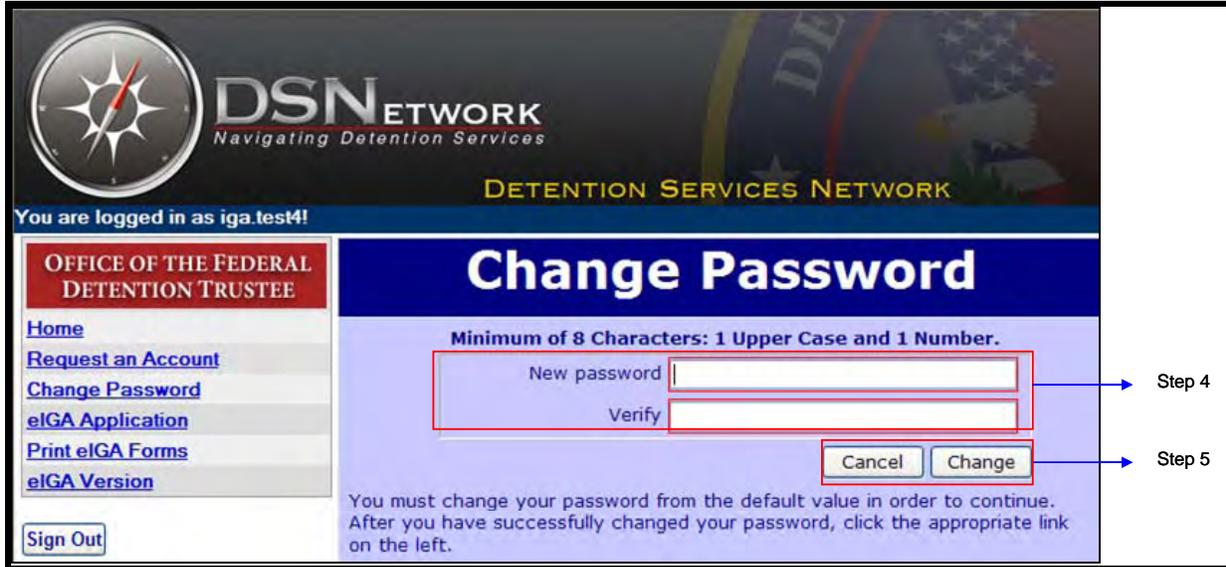


Figure 5. Change Password

Step 4. Enter a new password in the “New Password” field and re-enter that password in the “Verify” field.

Step 5. Click the “**Change**” button to execute password change and proceed to the My Facility Welcome page.

Upon clicking the "**Change**" button, the system will update your password and the IGA application will launch automatically. (If the application does not launch, click on the "**eIGA Application**" link.)

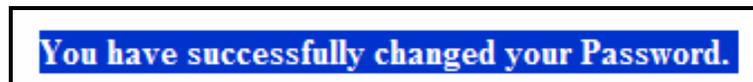


NOTE:

Create your password by using the following criteria:

- ◆ Must be at least 8 characters
- ◆ Must contain at least one upper-case letter
- ◆ Must contain at least one number

If the password was created successfully, the following message will display:



If not, the following error message will display:



Accessing the eIGA Application Form

Step 1. After logging in, click on the “eIGA Application” link located on the upper left corner to open the IGA Application.

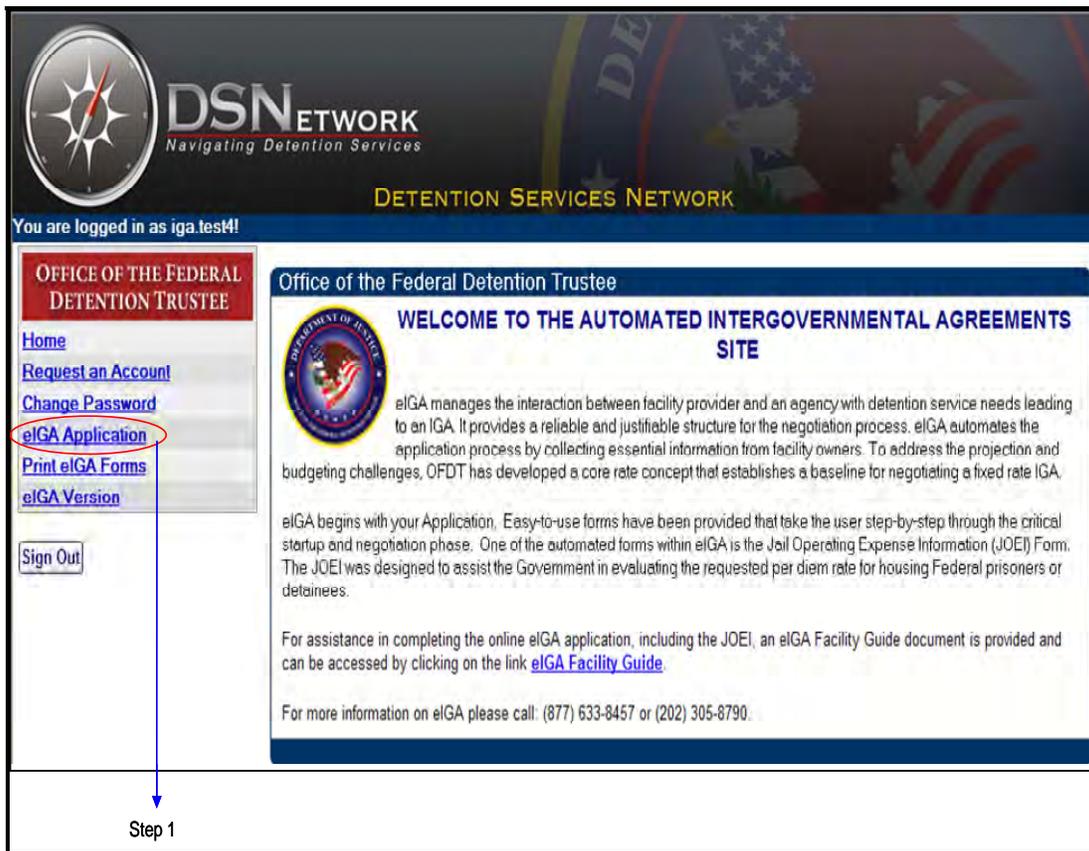


Figure 6. Opening the IGA Application

Application Form

Federal Negotiations in Progress

Step 1. Check either the “Yes” or “No” box depending on whether or not you are working with a Federal Agency.

If Yes is selected, Agency and Contact Information will be requested.

Step 2. After a successful login, click on the “**eIGA Application**” link to access the IGA Application screen.



Figure 7. Federal Negotiations In Progress

Step 3. Click on the “HELP” link to display the following detailed definitions of all the required information:



Figure 8. Help Menu

Facility Administrative Data

This section provides guidance on how to validate and update facility administrative data (e.g., TIN, DUNS, District, Facility Code, Facility Administrator, Authorized Representative, and contact information).

Step 1. Enter all the REQUIRED (in red boxes) information in this section.

Step 2. Check the “Check if same as above” box if the Facility Administrator and the Agreement Representative is the same individual.

The screenshot shows a web form titled "FACILITY ADMIN DATA" with a "Help" link in the top right corner. The form is divided into several sections:

- Facility Information:** Includes fields for Facility (Office of the Federal Detention Trustee), Address (4601 North Fairfax Drive), City (Arlington), County (United States), State (VA), Zip Code (22203), District, Facility Code, Tax ID Number, and DUNS Number. Red boxes highlight the Facility, Address, County, State, Zip Code, District, and DUNS Number fields.
- Requestor contact information (person completing the eIGA application):** Includes fields for Requestor (Sophia Edwards), Title (Contract Procurement Analyst), Phone Number (202.305.8267), and e-Mail (sophia.edwards@usdoj.gov).
- Administrator contact information (facility administrator):** Includes fields for Administrator (Sophia Edwards), Title (Contract Procurement Analyst), Phone Number (202.305.8267), and e-Mail (sophia.edwards@usdoj.gov). A checkbox labeled "Check if same as above" is checked and circled in red.
- Authorized Representative who can sign the agreement:** Includes fields for Negotiator, Title, Phone Number, and e-Mail. Red boxes highlight the Negotiator, Title, Phone Number, and e-Mail fields.

Annotations:

- Step 1:** A blue arrow points to the red boxes around the Facility, Address, County, State, Zip Code, District, and DUNS Number fields.
- Step 2:** A blue arrow points to the checked "Check if same as above" checkbox.
- Step 3:** A blue arrow points to the "Help" link in the top right corner.

Figure 9. Entering the Facility Administration Data

Step 3. Click on the “HELP” link to display the following detailed definitions of all the required information:

FACILITY ADMIN DATA

This section will contain facility information such as name, address, phone number, and requestor information pre-populated with captured data during the account request process.

Additional information necessary in this section includes Facility Administrator (official regardless of local title who has ultimate responsibility for managing and operating the facility) and Agreement Representative (individual who has the authority to sign the Agreement).

A box is provided for you to check if the Facility Administrator and Agreement Representative are the same.

Tax Identification Number (TIN) is the Federal tax identification number assigned solely to your business by the Internal Revenue Service (IRS) used to identify your business to Federal agencies.

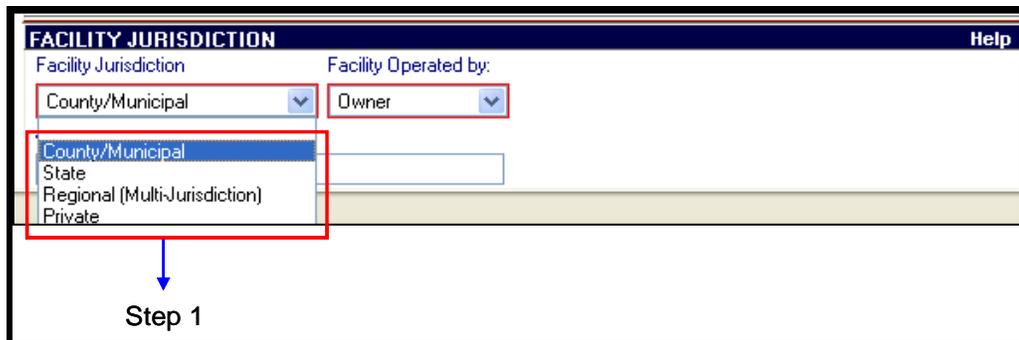
The Data Universal Numbering System (DUNS) number is provided by Dun and Bradstreet (D&B) as the proprietary means of identifying business entities on a location-specific basis. The nine-digit identification number provides information associated with an entity, including the business name, physical and mailing addresses, tradestyles (“doing business as”), principal names, financial, payment experiences, industry classifications (SICs and NAICS), socio-economic status, and government data.

Facility Jurisdiction

This section provides guidance on how to specify:

- The entity with legal authority over the facility.
- The jurisdiction name.
- The entity that operates the facility (if other than the facility owner).
- The facility operator and the operator's jurisdiction.

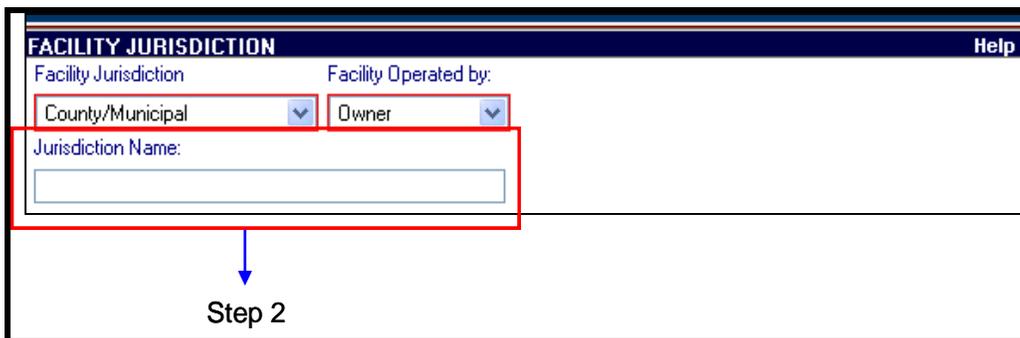
Step 1. Select the type of entity that has legal authority over the facility from the dropdown menu.



The screenshot shows a web form titled "FACILITY JURISDICTION" with a "Help" button in the top right corner. There are two dropdown menus: "Facility Jurisdiction" and "Facility Operated by:". The "Facility Jurisdiction" dropdown is open, showing a list of options: "County/Municipal", "State", "Regional (Multi-Jurisdiction)", and "Private". A blue arrow points from the "County/Municipal" option to the text "Step 1" below the form.

Figure 10. Selecting Facility Jurisdiction

Step 2. Enter the exact name of the entity with Jurisdiction over the facility.



The screenshot shows the same "FACILITY JURISDICTION" form. The "Facility Jurisdiction" dropdown is now closed and set to "County/Municipal". The "Facility Operated by:" dropdown is set to "Owner". A text input field labeled "Jurisdiction Name:" is highlighted with a red box. A blue arrow points from the input field to the text "Step 2" below the form.

Figure 11. Entering Jurisdiction's Name

Step 3. Select the appropriate option from the dropdown menu to define the entity responsible for the day-to-day operation and management of the facility.

The screenshot shows the 'FACILITY JURISDICTION' form. The 'Facility Jurisdiction' dropdown is set to 'County/Municipal'. The 'Facility Operated by:' dropdown is open, showing 'Owner' and 'Other Entity' options. A red circle highlights the 'Other Entity' option, with a blue arrow pointing to the text 'Step 3' below the form.

Figure 12. Selecting Facility Operator

Step 4. The data fields will expand if "Other Entity" is selected for the facility operator. Select the facility operator's jurisdiction ("Private" or "State") from the dropdown menu.

The screenshot shows the 'FACILITY JURISDICTION' form. The 'Facility Operated by:' dropdown is now set to 'Other Entity'. The 'Operator Jurisdiction:' dropdown is open, showing 'Private' and 'State' options. A red circle highlights the 'Private' option, with a blue arrow pointing to the text 'Step 4' below the form.

Figure 13. Selecting Operator's Jurisdiction

Step 5. Enter the facility operator's exact name.

The screenshot shows the 'FACILITY JURISDICTION' form. The 'Facility Operated by:' dropdown is set to 'Other Entity' and the 'Operator Jurisdiction:' dropdown is set to 'Private'. The 'Facility Operator:' text field is highlighted with a red circle, with a blue arrow pointing to the text 'Step 5' below the form.

Figure 14. Entering Operator's Name

Establishing a Per-Diem Rate

This section provides guidance on establishing per diem rates.

Step 1. Click on the “Help” link to display instructions for establishing the per diem rate.



Figure 15. Establishing Per Diem Rate

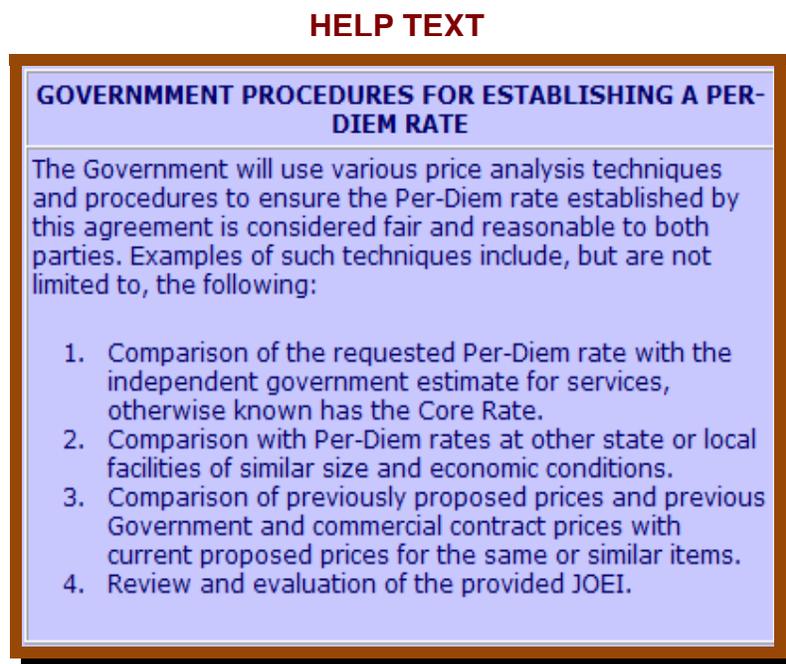


Figure 16. Government Procedures for Establishing Per Diem Rates

Total Capacity/Proposed Per-Diem

This section provides guidance on how to capture the facility's total capacity, current beds for federal use, average daily population, current per diem rate, and the year rates were established.

Step 1. Enter a value for the facility's Adult Male capacity (numeric value only).

Step 2. Enter a value for the facility's Adult Female capacity (numeric value only).

Step 3. Enter a value for the facility's Juvenile capacity (numeric value only).

The screenshot shows a software interface titled "TOTAL CAPACITY/PER DIEM" with a "Help" button in the top right. The interface is divided into several sections:

- Facility Total Capacity:** A table with columns "Type of Prisoner" and "Capacity". It contains three rows: "Adult Male" with a value of 1,075 (Step 1), "Adult Female" with a value of 150 (Step 2), and "Juvenile" with a value of 0 (Step 3). A "Total Capacity" field at the bottom of this section shows the value 1,225 (Step 9).
- Available Beds for Federal Use [Daily]:** A table with columns "Type of Prisoner" and "Beds". It contains two rows: "Adult Male" with a value of 25 (Step 4) and "Adult Female" with a value of 0 (Step 5).
- Average Daily Population:** Two fields: "Current ADP" with a value of 0 (Step 6) and "Projected ADP" with a value of 0 (Step 7).
- Per Diem Rates:** Three fields: "Current Rate" with a value of \$0.00 (Step 8), "Effective Date" (Step 9), and "Proposed Per Diem Rate" with a value of \$0.00 (Step 10).

At the bottom of the form, there is a paragraph of text: "The proposed Per-Diem rate, if accepted, will be considered a firm-fixed-price and will not be subject to adjustment on the basis of the actual cost in providing the service. The Per-Diem rate shall be fixed for a period from the effective date of the Agreement forward for thirty-six (36) months. After 36 months, if a rate increase is desired, the Local Government shall submit a request through the eIGA area of the Detention Services Network (DSNet). All information pertaining to the jail on DSNet will be required and new rate negotiated."

Figure 17. Entering Values for Capacity/Per Diem

The "Total Capacity" will auto-populate once the values have been entered for adult male, adult female, and juvenile.

Step 4. Enter a value for the number of beds available for Federal use to house Adult Males (numeric value only).

Step 5. Enter a value for the number of beds available for Federal use to house Adult Females (numeric value only).

Step 6. Enter a value for the current average daily population (ADP).

Step 7. Enter a value for the projected ADP.

Step 8. Enter the current per diem rate (if not pre-populated).

Step 9. Enter the effective year of the current rate (if not pre-populated).

Step 10. Enter the Per Diem Rate that is being proposed.

Other Jurisdiction Rate(s) Paid

This section provides guidance on entering information on rates paid by other jurisdictions housed at facilities and the year those rates were established.

Step 1. Click on the “Edit” button to open the display screen that will allow rate information to be entered.

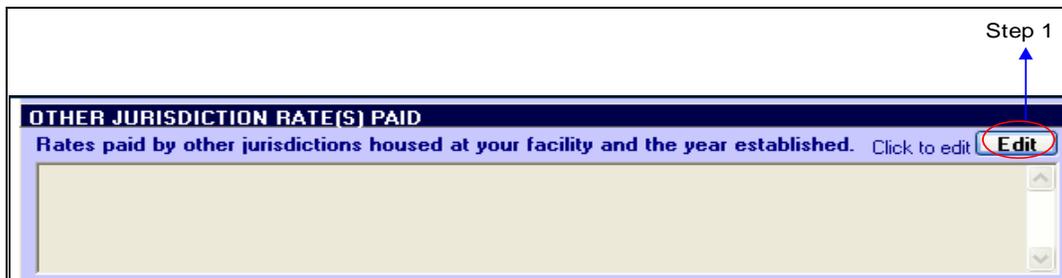


Figure 18. Other Jurisdiction Rates

Step 2. TO ADD: Click on the “Add” button on the upper right. A line is inserted that allows the user to enter the rate, type of jurisdiction, name of the jurisdiction, and the year established.

TO DELETE: Click on the “Del” button on the upper right corner. The rate by jurisdiction is deleted from the list.

Step 3. Enter the rate in dollar (\$) amounts in this box.

Step 4. Click on the dropdown menu to pick the specific jurisdiction (State, Multi-Jurisdiction, and County/Municipal)

Step 5. Use this space to enter the specific name of the jurisdiction.

Step 6. Click on “Save” button to save the changes. The rates by jurisdiction screen disappear.

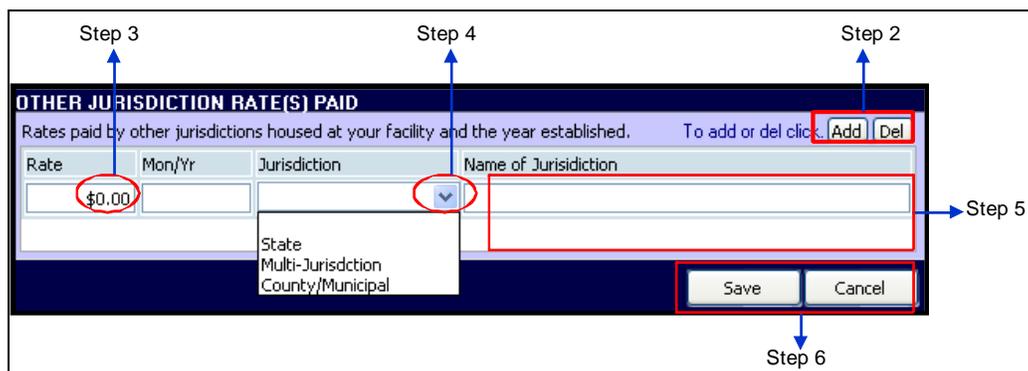


Figure 19. Making Edits to Jurisdiction Rates

Central Service Cost Allocation Plan (CSCAP)

This section provides guidance on entering Central Service Cost Allocation Plan (CSCAP) information for user facilities.

Step 1. Select “Yes” if your jurisdiction has an approved CSCAP.

Step 2. If “Yes” is selected, please enter what percentage of CSCAP is applied to Direct Expenses.

Step 3. Select the Federal Agency from the dropdown menu where your jurisdiction’s CSCAP is on file.

Step 4. Type in the name of the Federal Agency if “Other” is the appropriate response. (The government reserves the right to request a copy of the CSCAP.)

The screenshot shows a web form titled "Central Service Cost Allocation Plan (CSCAP)". The form includes a definition of CSCAP and three main input fields. Annotations on the left side of the form indicate the steps for completion:

- Step 1:** Points to the question "Does your jurisdiction have an approved CSCAP?" with radio buttons for "Yes" (selected) and "No".
- Step 2:** Points to the question "What is the percentage applied to Direct Expenses?" with a text input field containing "0.0 %".
- Step 3:** Points to the question "What Federal Agency is the CSCAP on file with?" with a dropdown menu showing "Other" selected.
- Step 4:** Points to the "Other:" text input field next to the dropdown menu.

Below the dropdown menu, a list of federal agencies is visible: "DOHHS", "OJP", and "Other". A red note at the bottom of the form states: "(Please ensure any expense reported under the CSCAP is direct expense under the JOEI. The Government reserves the right to request a copy of the CSCAP.)".

Figure 20. Central Service Cost Allocation Plan (CSCAP)

Jail Operating Expense Information (JOEI) Form

JOEI Guidelines

JAIL OPERATING EXPENSE INFORMATION (JOEI)
<p>The JOEI was designed to assist the Government in evaluating the requested per diem rate for housing Federal prisoners or detainees. The JOEI is considered "other than certified cost or pricing data" and is required to determine a fair and reasonable price. Your expenses for completing the JOEI shall be based on actual and projected expense data for categories including Personnel, Care and Treatment and Other Operating Expenses. Guidelines for completing the JOEI are provided below:</p>
<p style="text-align: center;"><u>GUIDELINES</u></p>
<p>REPORTED EXPENSES</p> <p>In determining reasonableness of a given expense, consideration should be given to whether the expense is generally recognized as ordinary and necessary. If the expenses do not benefit federal prisoners, they cannot be claimed on the JOEI form. Your operating expenses must be computed on the basis of actual and projected expenses associated with the operation of the facility and that benefit federal prisoners during the most recent accounting period.</p>
<p><u>DEFINITIONS</u></p> <p>For full definition and description proceed to the JOEI Summary page and click on the "Help" button for the section listed below.</p>
<p>PERSONNEL</p> <ul style="list-style-type: none">● Personnel Benefits● Consultants and Contract Services● Other Direct Jail Operating Costs
<p>CARE AND TREATMENT</p> <ul style="list-style-type: none">● Food and Kitchen Supplies● Medical and First Aid Supplies● Bedding and Linen● Recreation● Educational Services
<p>OTHER OPERATING EXPENSES</p> <ul style="list-style-type: none">● Facility and Office Supplies● Vehicle Operations● Safety and Sanitation● Insurance
<p>REVENUES</p> <ul style="list-style-type: none">● CAP Grant● Inmate Telephone● Commissary

JOEI Personnel Definitions

PERSONNEL
Full-time and part-time salaries for the following personnel: <ul style="list-style-type: none">• Jail management officials• Administrative support personnel• Detention officers and other uniformed personnel assigned to the detention facility• Maintenance personnel• Cooks and aides• Training officers• On-site medical personnel
Personnel Benefits
The following are types of personnel benefits: <ul style="list-style-type: none">• Retirement plan costs• State and federal (FICA) payroll taxes (limited to a maximum of 7.65 percent)• Life, health, and dental insurance plans• Workman's compensation insurance• Employee uniforms, including shoes
Consultants and Contract Services
Expenses for consultant and contract services may be used if they benefit federal prisoners. The following are examples of contract services: <ul style="list-style-type: none">• In-house medical, dental, and mental health care• Laboratory and x-ray costs provided to federal prisoners if the federal government is not billed separately for these services• Custodial and maintenance• Legal services• Nondenominational religious services

Accessing the JOEI Form

This section provides guidance on how to access the JOEI Form.

Step 1. Select “1” if this is an established, ongoing facility in which actual operating expenses can be reported for the most recent accounting period.

Step 2. Select “2” if this is a new or rebuilt facility in which no actual expenses have been established or can be reported.

Step 3. Click on the “JOEI Data” button to display the JOEI Personnel Expense form to enter expense information.

(This response only applies to initial IGA application requests.)

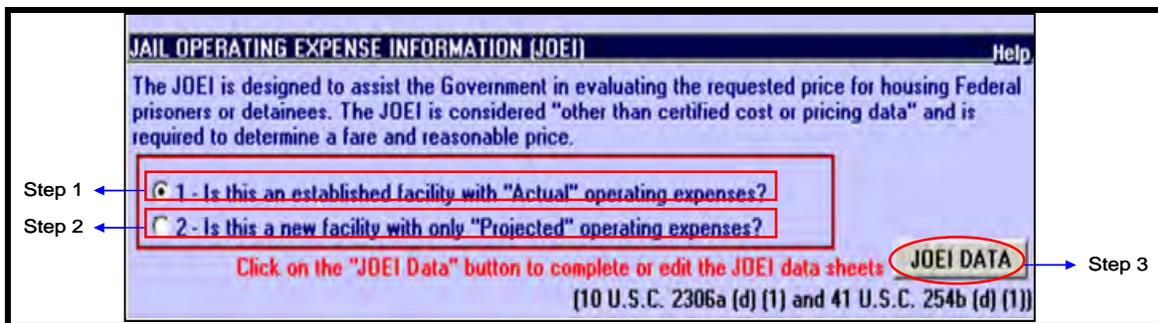


Figure 21. Accessing the JOEI Personnel Expense Form

JOEI Personnel Expense – Actuals

This section provides guidance for capturing actual staff positions, personnel salaries, benefits, and contracts/services.

Step 1. “Position” - Enter the position description for the staff category.

Step 2. “No. Pos” - Enter the number of positions for the position described.

Step 3. Verify that the **“Total Admin Positions”** line adds up to the total number of positions entered in the “No. Pos.” lines above.

Step 4. “Full/Part” –Select **“Full”** (for full-time) or **“Part”** (for part time) from the dropdown.

Step 5. “Hr Rate” – Enter the hourly rate if applicable.

- *Required* - If salary is to be calculated based on hourly rate.
- *Not Required* - if a “Salary” is to be entered.

NOTE:

If the salary is to be calculated based on an hourly rate, verify that when the “Estmd Hrs” are entered, the salary is calculated using the following formula: ((“Hr Rate” x “Estmd Hrs”) x “No.Pos”) =”Salary”).

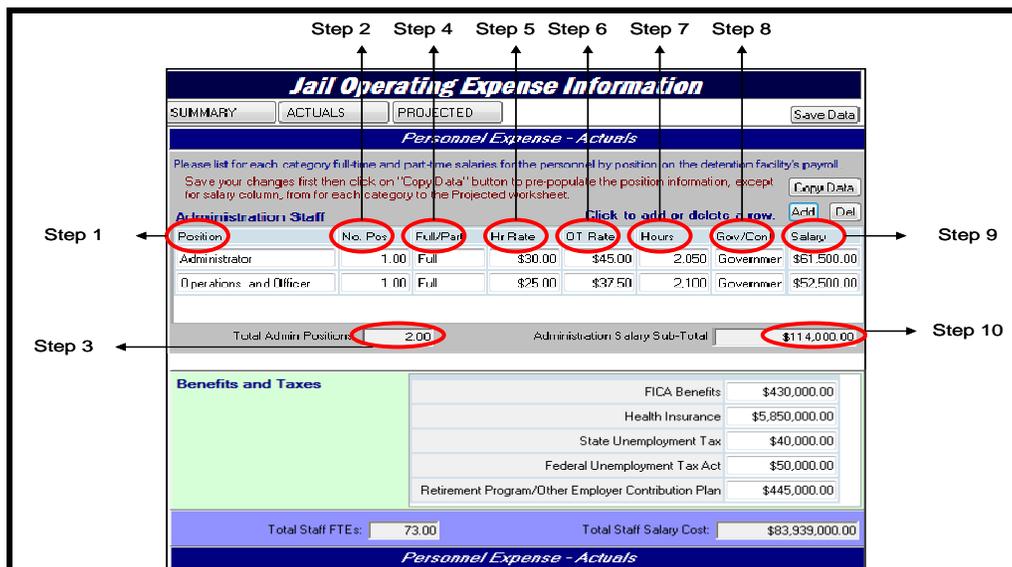
Step 6. “OT Rate” – Enter the overtime rate if applicable.

Step 7. “Estmd Hrs” – Enter the estimated hours worked for the position.

Step 8. “Gov/Cont” – Select either **“Gov”** (for government) or **“Cont”** (for contract) from the dropdown menu.

Step 9. “Salary” – Enter a salary if no hourly rate and estimated hours have been entered (this is not auto-calculated).

Step 10. “Administration Salary Sub-Total” – This field is auto-calculated and should total the all the entries entered in the “Salary” fields.



The screenshot shows the 'Jail Operating Expense Information' software interface. At the top, there are tabs for 'SUMMARY', 'ACTUALS', and 'PROJECTED'. Below this is the title 'Personnel Expense - Actuals'. A table lists 'Administration Staff' with columns: Position, No. Pos, Full/Part, Hr Rate, OT Rate, Hours, Gov/Con, and Salary. The table contains two rows: 'Administrator' (1.00, Full, \$30.00, \$45.00, 2,050, Governmenter, \$61,500.00) and 'Operations and Officer' (1.00, Full, \$25.00, \$37.50, 2,100, Governmenter, \$52,500.00). Below the table, 'Total Admin Positions' is 2.00 and 'Administration Salary Sub-Total' is \$114,000.00. A 'Benefits and Taxes' section lists: FICA Benefits (\$430,000.00), Health Insurance (\$5,850,000.00), State Unemployment Tax (\$40,000.00), Federal Unemployment Tax Act (\$50,000.00), and Retirement Program/Other Employer Contribution Plan (\$445,000.00). At the bottom, 'Total Staff FTEs' is 73.00 and 'Total Staff Salary Cost' is \$83,939,000.00. Red circles highlight the 'No. Pos', 'Full/Part', 'Hr Rate', 'OT Rate', 'Hours', 'Gov/Con', and 'Salary' columns. Arrows point from the steps listed in the text to the corresponding fields in the software.

Figure 22. JOEI Actual Personnel Expense

Step 11. “Benefits and Taxes” – Enter the applicable values for the benefits or taxes.

Step 12. “Total Staff Salary Cost” – This field is not auto-calculated and should be equal to the sum of all the values entered for the staff category’s salaries and benefits.

Step 13. “Total Staff FTEs” – This field is auto-calculated and should be equal to all the values entered for the staff category positions.

Step 14. Click the “Save Data” to save and submit the entered information.

Jail Operating Expense Information

SUMMARY ACTUALS PROJECTED Save Data → Step 14

Personnel Expense - Actuals

Please list for each category full-time and part-time salaries for the personnel by position on the detention facility's payroll. Save your changes first then click on "Copy Data" button to pre-populate the position information, except for salary column, from for each category to the Projected worksheet. Copy Data

Administration Staff Click to add or delete a row. Add Del

Position	No. Pos	Full/Part	Hr Rate	OT Rate	Hours	Gov/Cont	Salary
Administrator	1.00	Full	\$30.00	\$45.00	2,050	Government	\$61,500.00
Operations and Officer	1.00	Full	\$25.00	\$37.50	2,100	Government	\$52,500.00

Total Admin Positions: 2.00 Administration Salary Sub-Total: \$114,000.00

Benefits and Taxes

FICA Benefits	\$430,000.00
Health Insurance	\$5,850,000.00
State Unemployment Tax	\$40,000.00
Federal Unemployment Tax Act	\$50,000.00
Retirement Program/Other Employer Contribution Plan	\$445,000.00

Total Staff FTEs: 73.00 Total Staff Salary Cost: \$83,939,000.00 → Step 12

Personnel Expense - Actuals

Step 13

Figure 23. Benefits & Taxes Information

Step 15. Click “Copy Data” (optional) – This will copy all the information about each staff category from “Personnel Expense – Actuals” page into the “Personnel Expense – Projected” page (with the exception of the amounts entered for “Salary”).

Step 16. Click the “PROJECTED” button to access the “Personnel Expense – Projected” information page.

Jail Operating Expense Information

SUMMARY ACTUALS PROJECTED Save Data

Personnel Expense - Actuals

Please list for each category full-time and part-time salaries for the personnel by position on the detention facility's payroll. Save your changes first then click on "Copy Data" button to pre-populate the position information, except for salary column, from for each category to the Projected worksheet. Copy Data → Step 15

Administration Staff Click to add or delete a row. Add Del

Position	No. Pos	Full/Part	Hr Rate	OT Rate	Hours	Gov/Cont	Salary
Administrator	1.00	Full	\$30.00	\$45.00	2,050	Government	\$61,500.00
Operations and Officer	1.00	Full	\$25.00	\$37.50	2,100	Government	\$52,500.00

Total Admin Positions: 2.00 Administration Salary Sub-Total: \$114,000.00

Benefits and Taxes

FICA Benefits	\$430,000.00
Health Insurance	\$5,850,000.00
State Unemployment Tax	\$40,000.00
Federal Unemployment Tax Act	\$50,000.00
Retirement Program/Other Employer Contribution Plan	\$445,000.00

Total Staff FTEs: 73.00 Total Staff Salary Cost: \$83,939,000.00

Personnel Expense - Actuals

Step 16

Please verify that “Government” or “Contract” is selected for each line item.

Figure 24. Opening "Projected" Expense Form

JOEI Personnel Expense – Projected

This section provides guidance for capturing actual staff positions, personnel salaries, benefits, and contracts/services.

If the “Copy Data” button was clicked on “Personnel Expense – Actuals” page, all the information should have been uploaded into the “Personnel Expense – Projected” page. Verify that all the entries are accurate (with the exception of the “Salary” field).

If all the data was correctly copied from the “Personnel Expense – Actuals” page, update the “Salary” fields and proceed to **Step 3**.

Step 1. “Benefits and Taxes” – Enter the applicable values for the benefits or taxes.

Step 2. “Total Staff Salary Cost” – This field is not auto-calculated and should be equal to the sum of all the values entered for the staff category’s salaries and benefits.

Step 3. “Total Staff FTEs” – This field is auto-calculated and should be equal to all the values entered for the staff category positions.

Step 4. Click the “Save Data” to save and submit the entered information.

Step 5. Click the “Summary” button to proceed to the summary for the all the entered data.

The screenshot shows the "Jail Operating Expense Information" interface. At the top, there are tabs for "SUMMARY", "ACTUALS", and "PROJECTED". The "SUMMARY" tab is selected and circled in red, with an arrow pointing to "Step 5". To the right of the tabs is a "Save Data" button, also circled in red, with an arrow pointing to "Step 4". Below the tabs, the page title is "Personnel Expense - Projected". A note says "Please list for each category full-time and part-time salaries for the personnel by position on the detention facility's payroll." There is a section for "Administration Staff" with a table. The table has columns: Position, No. Pos., Full/Part, Hr Rate, OT Rate, Estmd Hrs, Gov/Cont, and Salary. Two rows are shown: "Administrator" and "Operations and Officer". The "Gov/Cont" column for both rows is circled in red, with an arrow pointing to a text box that says "Please verify that 'Government' or 'Contract' is selected for each line item." Below the table, there are fields for "Total Admin Positions" (2.00) and "Administration Salary Sub-Total" (\$118,150.00). There is a "Benefits and Taxes" section with a table listing various benefits and their amounts. The amounts are: FICA Benefits (\$435,000.00), Health Insurance (\$5,900,000.00), State Unemployment Tax (\$45,000.00), Federal Unemployment Tax Act (\$55,000.00), and Retirement Program/Other Employer Contribution Plan (\$450,000.00). The "FICA Benefits" amount is circled in red, with an arrow pointing to "Step 1". At the bottom, there are two summary fields: "Total Staff FTEs" (73.00) and "Total Staff Salary Cost" (\$89,126,350.00). Both are circled in red, with arrows pointing to "Step 3" and "Step 2" respectively. The page title "Personnel Expense - Projected" is at the bottom.

Position	No. Pos.	Full/Part	Hr Rate	OT Rate	Estmd Hrs	Gov/Cont	Salary
Administrator	1.00	Full	\$31.00	\$45.00	2,050	Government	\$63,550.00
Operations and Officer	1.00	Full	\$26.00	\$37.50	2,100	Government	\$54,600.00

Benefit Category	Amount
FICA Benefits	\$435,000.00
Health Insurance	\$5,900,000.00
State Unemployment Tax	\$45,000.00
Federal Unemployment Tax Act	\$55,000.00
Retirement Program/Other Employer Contribution Plan	\$450,000.00

Total Staff FTEs: 73.00 Total Staff Salary Cost: \$89,126,350.00

Figure 25. Benefits & Taxes Information

JOEI Summary Data Sheet

This section provides guidance on creating a summary data sheet that covers the personnel expenses of the four distinct expense categories: personnel, care and treatment, other operating expenses (facility, vehicles, etc.), and revenue streams.

Jail Operating Expense Information			
Expense Summary			
		Year: 2007	Year: 2008
EXPENSE CATEGORIES		ACTUALS	PROJECTED
Personnel			
Local Government Salaries:		\$11,200,000.00	\$11,251,000.00
Benefits:		\$9,185,000.00	\$9,208,000.00
Consultant/Contract Services:		\$300,000.00	\$303,000.00
Sub-Total Personnel:		\$20,685,000.00	\$20,762,000.00
Care and Treatment			
Category	Actual	Projected	
Food and Kitchen Supplies:	\$2,355.00	\$2,438.00	
Medical and First Aid Supplies:	\$2,344.00	\$2,342.00	
Bedding and Linen:	\$2,343.00	\$2,342.00	
Recreation:	\$234.00	\$2,218.00	
Educational Services:	\$3,234.00	\$4,324.00	
Sub-Total Care and Treatment:	\$10,510.00	\$13,782.00	
Other Operating Expenses			
Category	Actual	Projected	
Utilities:	\$4,322.00	\$5,433.00	
Office Supplies/Postage:	\$2,342.00	\$3,543.00	
Telephone:	\$2,434.00	\$5,432.00	
Facility Depreciation:	\$4,500.00	\$4,000.00	
Sub-Total Other Operating Expenses:	\$212,529.00	\$200,227.00	
Revenues			
Category	Actual	Projected	
CAP Grant:	\$4,500.00	\$4,500.00	
Inmate Telephone:	\$4,500.00	\$4,500.00	
Commissary:	\$3,500.00	\$3,500.00	
Sub-Total Revenues:	\$10,450.00	\$8,000.00	
TOTAL		\$21,497,589.00	\$21,368,019.00

Figure 26. JOEI Summary Sheet

PERSONNEL

Step 1. "Actual" and "Projected" year – Select the year from the dropdown that applies for both actual and project data.

CARE & TREATMENT

Step 2. “Care and Treatment” – Enter the values for each category for both Actual and Projected - only numeric values are accepted.

Step 3. “Sub-Total Care and Treatment” – These fields are auto calculated. Verify that the total is the sum of all the values entered in each category.



Figure 27. Care & Treatment Categories

OTHER OPERATING EXPENSES (FACILITY/OFFICE)

Step 4. “Other Operating Expenses” – This section includes the following subsections (if applicable): *Facility/Office, Vehicle Operations, Safety and Sanitation, Insurance, and Other*. Enter values in each category under Actual and Projected for all applicable subsections.

Step 5. “Sub-Total Other Operating Expenses” – These fields are auto calculated. Verify that the total is the sum of all the values entered in each category.

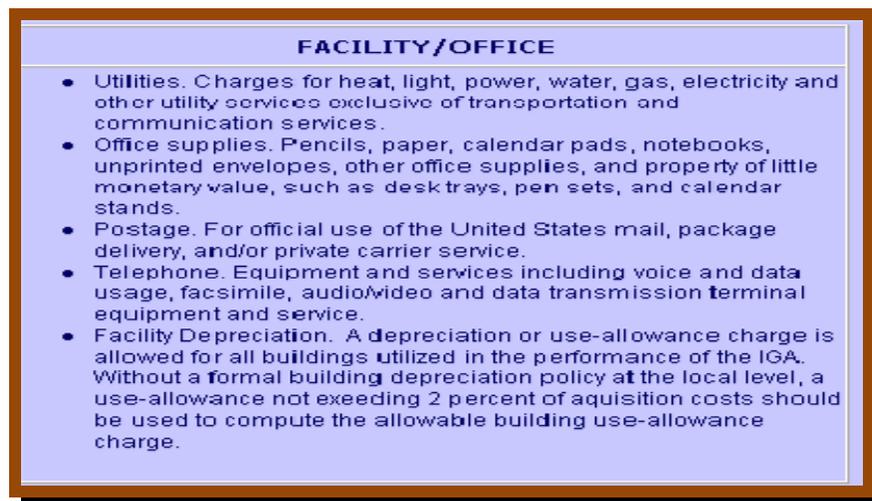


Figure 28. Facility/Office Categories

REVENUES

Step 6. “Revenues” – Enter values for each category under Actual and Projected (only numeric values are accepted).

Step 7. “Sub-Total Other Operating Expenses” – These fields are auto calculated. Verify that the total is the sum of all the values entered in each category.

NOTE: This value is SUBTRACTED from the grand Total Operating Expenses.

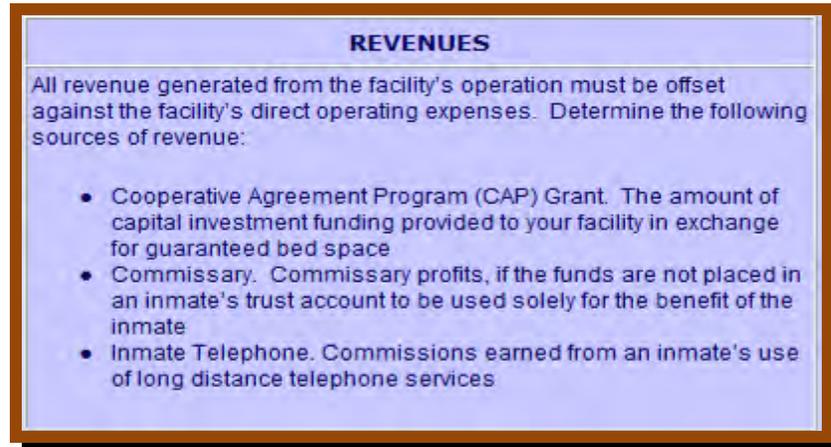


Figure 29. Revenue Categories

Step 8. “TOTAL” – This is the sum of all the sub-totals from all the expense categories. The revenue sub-total will be subtracted from this total.

Step 9. Click on the “Finished” button at the top right corner of the JOEI form.

Step 10. A dialog screen will display confirming that the form and all changes have been saved. Click “OK” to close the JOEI forms and return to the main eIGA application.



Step 11

Step 11. Click on the “JOEI Data” button on the main application form to confirm the data was committed and properly retrieved.



Step 12

Figure 30. Confirming JOEI Data

Staffing

This section displays the staffing by category in read-only format. The fields in this section should be pre-populated with the information previously entered in the JOEI data sheets (Actuals & Projected). If the fields are blank, this indicates that the JOEI data sheets have not yet been completed.

<u>Job Category</u>	<u>FTEs</u>	<u>Job Category</u>	<u>FTEs</u>	
a. Administration Staff	2.00	d. Clerical & Maintenance Staff	2.50	
b. Detention Officer Staff	51.00	e. Other Staff, describe	0.00	
c. Professional & Technical Staff	5.00			
			Total FTEs:	60.50

NOTE: If fields are blank - please complete the JOEI data sheets in the section above.

Figure 31. Staffing

Types of Services

This section provides guidance on how to specify the type of transportation facilities offered and whether or not the transport guard hourly rates are separate charges from the per diem rates.

Step 1. Check the applicable box for whether or not the facility offers Guard/Transportation services.

- If “No” is checked, you are done with this section of the form and may proceed to **Step 3**.
- If “Yes” is checked, additional checkboxes will display with options for specifying the types of transportation offered and distinguishing between the transport guard hourly rate and the per diem.

Step 2. Indicate the type of transportation offered by marking all the checkboxes that apply (e.g., Medical, Court, or Other).

The screenshot shows a web form titled "TYPES OF SERVICES" with a "Help" button in the top right corner. The form contains the following elements:

- Step 1:** A question "Do you Offer Guard/Transportation Services?" with a "Yes" checkbox (checked) and a "No" checkbox (unchecked). An arrow points from "Step 1" to this section.
- Step 2:** A question "Indicate the type of transportation offered:" with three checkboxes: "Medical" (checked), "Court" (checked), and "Other" (unchecked). An arrow points from "Step 2" to this section.
- Step 3:** A question "Is the transport guard hourly rate a separate charge from the Per Diem?" with a "Yes" checkbox (checked) and a "No" checkbox (unchecked). An arrow points from "Step 3" to this section.
- Step 4:** A text input field labeled "Current Guard Rate:" containing the value "\$0.00". An arrow points from "Step 4" to this field.

Red circles and arrows highlight the "Yes" checkbox for Step 1, the "Medical" and "Court" checkboxes for Step 2, the "Yes" checkbox for Step 3, and the "Current Guard Rate" field for Step 4.

Figure 32. Selecting Types of Services

Step 3. Check the applicable box to indicate whether or not the transport guard hourly rate is a separate charge from the Per Diem.

- If “No” is checked, you are done.
- If “Yes” is checked, enter the current guard rate.

Step 4. Enter the Current Guard Rate (numeric values only).

Incidents Involving Prisoners

In this section, report applicable incidents involving prisoners and the number of occurrences over a 12-month period at a facility.

Step 1. Under “Nature of Incident,” check all the boxes that apply.

Step 2. Enter the exact corresponding numbers for each box checked.

INCIDENTS INVOLVING PRISONERS		Help	
Indicate if any of these incidents have occurred in the last 12 months.			
<u>Nature of Incident</u>	<u>No.</u>	<u>Nature of Incident</u>	<u>No.</u>
<input checked="" type="checkbox"/> Prisoner-on-prisoner assaults Req Med attention	2	<input checked="" type="checkbox"/> Disturbances 4 or more prisoners	2
<input checked="" type="checkbox"/> Prisoner-on-prisoner assaults resulting in death	1	<input type="checkbox"/> Attempted prisoner escapes	0
<input type="checkbox"/> Staff-on-prisoner assaults req medical attention	0	<input type="checkbox"/> Actual prisoner escapes	0
<input checked="" type="checkbox"/> Staff-on-prisoner assaults resulting in death	1	<input checked="" type="checkbox"/> Prisoner suicides	1

Figure 33. Reporting Prisoner Incidents

Judicial Oversight

This section provides guidance on how to indicate all applicable court orders or consent decrees and their dates.

Step 1. Check the applicable box to indicate if there are any court orders or Consent Decrees pursuant to facility.

- If “No” is checked, you are done with this section of the form.
- If “Yes” is checked, a new screen will display to enter dates for the applicable selection (**go to Step 2**).

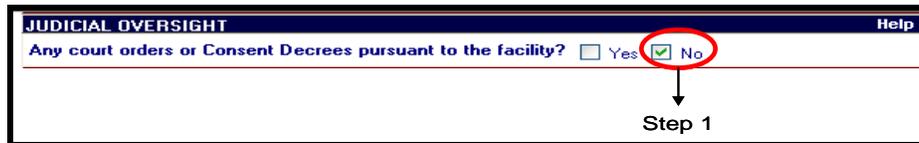


Figure 34. Selecting Court Order/Consent Decrees

Step 2. Click the “Yes” box if there are any applicable court orders or Consent Decrees.

Step 3. Click inside the applicable field to display the calendar.

Step 4. Use the calendar to select the exact date of the facility's court order or Consent Decree. The selected date(s) is displayed on fields selected.

Step 5. Click the “Save” button to save your entries or click the “Cancel” button to cancel the action and reset your entries.

- If the “Cancel” button was clicked, continue to the next section.
- If the “Save” button was clicked, proceed to Step 6.

Step 6. Click “Edit” to verify that data was correctly saved and to make changes to the entered information.

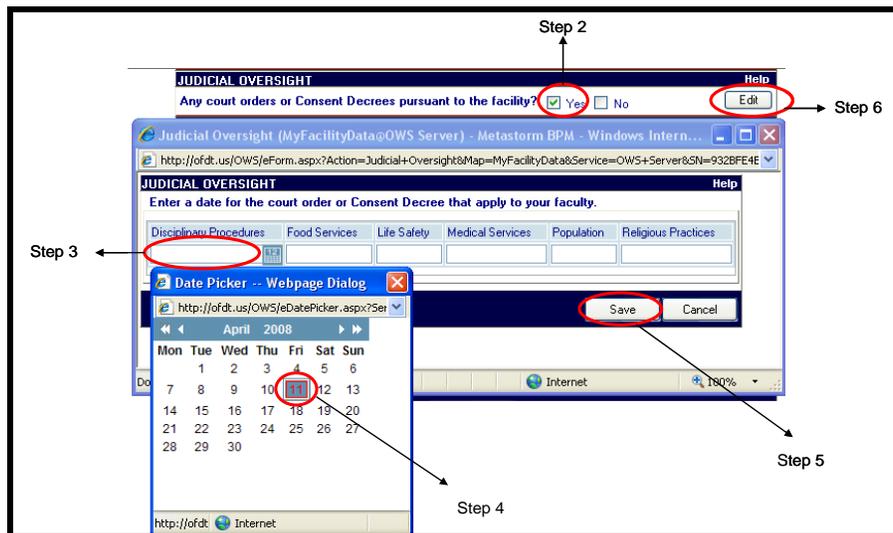


Figure 35. Judicial Oversight Information

Health Care Policies

This section provides guidance on specifying the healthcare services provided to inmates.

Step 1. Click the “Define” button to display the list of options for healthcare services provided to inmates.

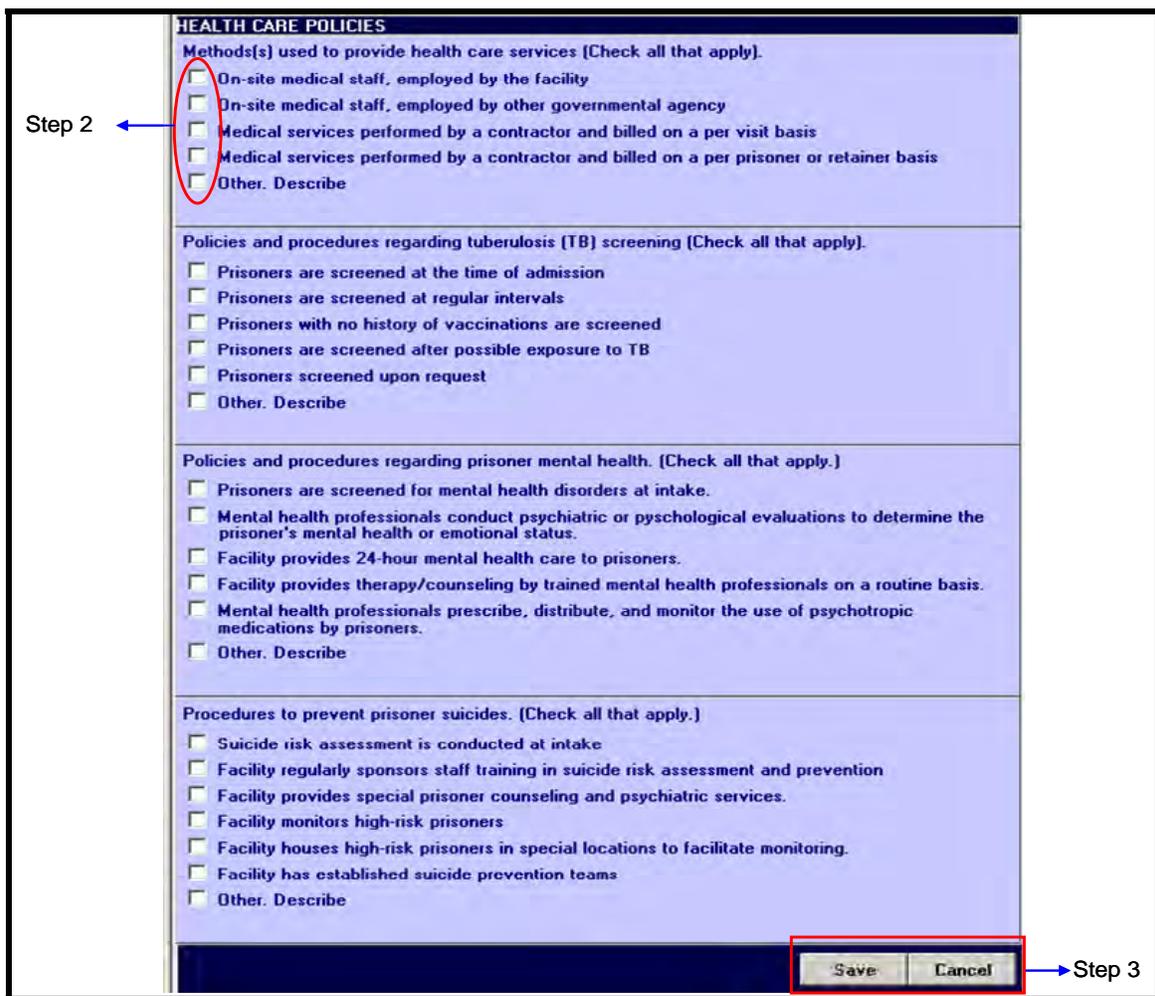


Figure 36. Define Healthcare Services

Step 2. Select all the applicable healthcare services that are provided to inmates.

Step 3. -Click on the “Save” button to save all checked options and close the form.

-Click “Cancel” to close the form without saving any information.



HEALTH CARE POLICIES

Methods(s) used to provide health care services [Check all that apply].

- On-site medical staff, employed by the facility
- On-site medical staff, employed by other governmental agency
- Medical services performed by a contractor and billed on a per visit basis
- Medical services performed by a contractor and billed on a per prisoner or retainer basis
- Other. Describe

Policies and procedures regarding tuberculosis (TB) screening [Check all that apply].

- Prisoners are screened at the time of admission
- Prisoners are screened at regular intervals
- Prisoners with no history of vaccinations are screened
- Prisoners are screened after possible exposure to TB
- Prisoners screened upon request
- Other. Describe

Policies and procedures regarding prisoner mental health. [Check all that apply.]

- Prisoners are screened for mental health disorders at intake.
- Mental health professionals conduct psychiatric or psychological evaluations to determine the prisoner's mental health or emotional status.
- Facility provides 24-hour mental health care to prisoners.
- Facility provides therapy/counseling by trained mental health professionals on a routine basis.
- Mental health professionals prescribe, distribute, and monitor the use of psychotropic medications by prisoners.
- Other. Describe

Procedures to prevent prisoner suicides. [Check all that apply.]

- Suicide risk assessment is conducted at intake
- Facility regularly sponsors staff training in suicide risk assessment and prevention
- Facility provides special prisoner counseling and psychiatric services.
- Facility monitors high-risk prisoners
- Facility houses high-risk prisoners in special locations to facilitate monitoring.
- Facility has established suicide prevention teams
- Other. Describe

Save Cancel

Figure 37. Choosing Specific Healthcare Services

Inspection Oversight

This section provides guidance on how to define an inspecting agency, the dates of inspection, and the inspection frequency.

Step 1. Click on the “Define” button to display the “Inspection Oversight” screen.

Step 2. Enter the applicable agency (e.g., USMS, BOP) in the “Inspecting Agency” field.

Step 3. Click on the date control in the right corner of the “Inspection Date” field to display a calendar.

Step 4. When the calendar displays, select the exact date on which the inspection was performed.

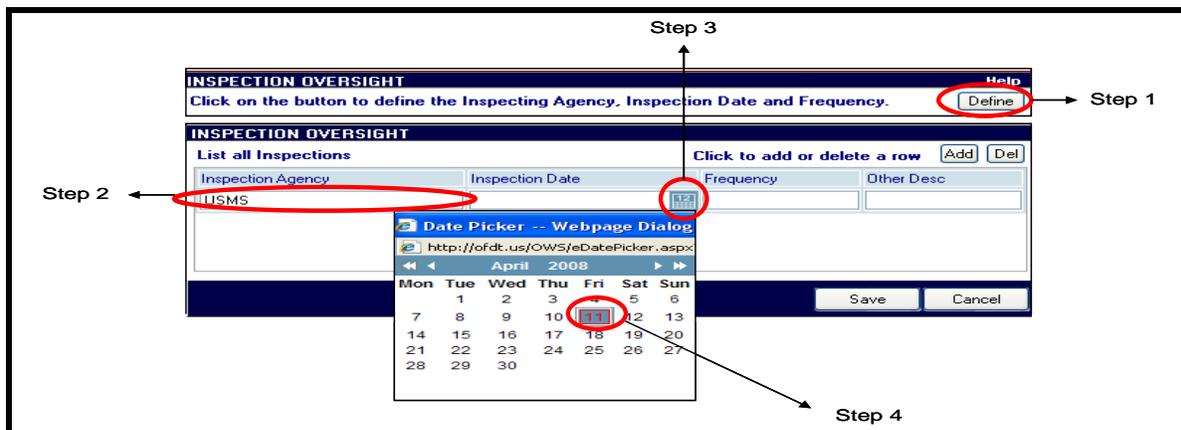


Figure 38. Entering Inspection Information

Step 5. Select the frequency (monthly, quarterly, annually, etc.) of inspections from the dropdown menu.

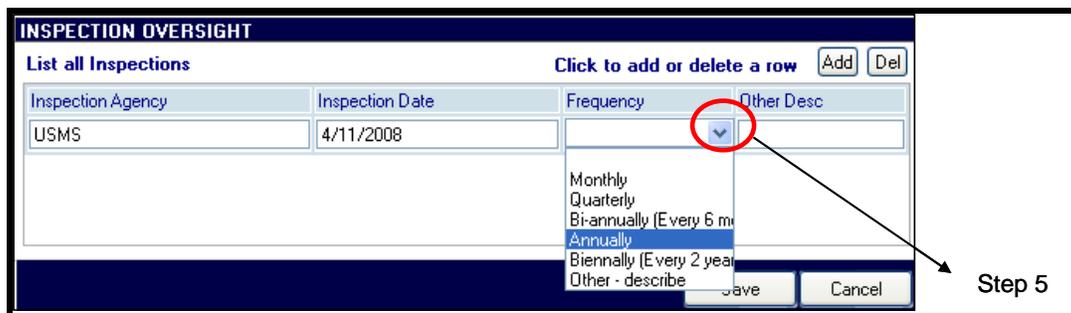


Figure 39. Selecting Inspection Frequency

Step 6. Click the “Add” or “Delete” buttons in the upper right corner to add or remove new rows if multiple inspecting agencies need to be listed.

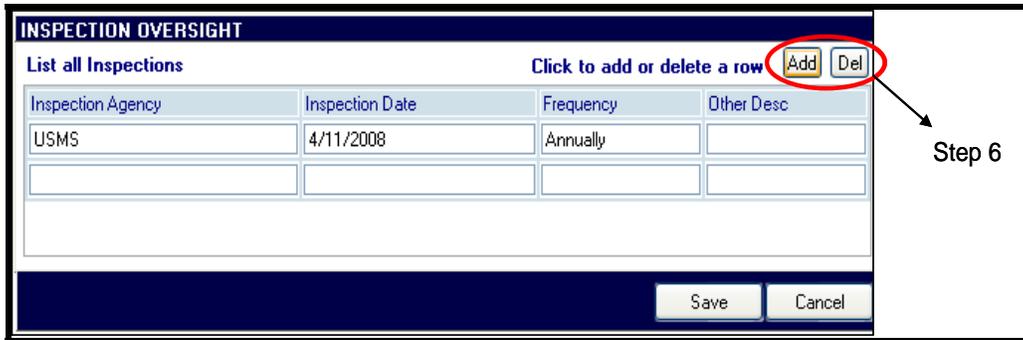


Figure 40. Adding or Deleting Rows

Step 7. Click the “Save” button to save your entries or click the “Cancel” button to cancel the action and clear out all entries.



Figure 41. Saving or Canceling Entries

Step 8. After the entry has been saved, click on the “Define” button to confirm that all entered information was saved accurately.



Professional Accreditations

This section provides guidance on how to indicate whether or not professional accreditations have been awarded, to which agencies and on what dates.

Step 1. Check the applicable box to indicate whether or not professional accreditations were awarded.

- If “No” is checked, you are done and can continue to the next section.
- If “Yes” is checked, a screen will display to enter more information about the professional accreditations.

Step 2. Click on the dropdown menu in the “Organization” field to select the name of the accredited organization.

The screenshot shows a web application interface for 'PROFESSIONAL ACCREDITATIONS'. At the top, there is a header bar with 'PROFESSIONAL ACCREDITATIONS' and a 'Help' button. Below the header, a form asks 'Professional accreditations awarded?' with radio buttons for 'Yes' (checked) and 'No'. An arrow labeled 'Step 1' points to the 'Yes' radio button. Below this is a table with columns for 'Organization', 'Date', and 'Score'. The 'Organization' column has a dropdown menu with a red circle around it, and an arrow labeled 'Step 2' points to it. The dropdown menu is open, showing options: 'ACA', 'JCAHO', and 'NCCHC'. At the bottom of the form are 'Save' and 'Cancel' buttons.

Figure 42. Selecting Accredited Organization

Step 3. Click on the date control to display calendar.

Step 4. Select the exact date on which the accreditation was awarded to the selected organization.

The screenshot shows the same web application interface as Figure 42. The 'Organization' dropdown menu is now filled with 'ACA'. The 'Date' field has a date picker icon with a red circle around it, and an arrow labeled 'Step 3' points to it. A 'Date Picker -- Webpage Dialog' window is open, showing a calendar for April 2008. The date '15' is selected and circled in red, with an arrow labeled 'Step 4' pointing to it. The calendar shows days of the week and dates from 1 to 30.

Figure 43. Selecting Organization Accreditation Date

Step 5. Enter a numeric value to indicate the accreditation “**Score**” of the awarded organization.

The screenshot shows a web form titled "PROFESSIONAL ACCREDITATIONS" with a sub-header "List all professional accreditations". It includes a table with columns for "Organization", "Date", and "Score". The first row contains "ACA" and "4/14/2008". The "Score" column for this row is empty and highlighted with a red circle. An arrow points from the circle to the text "Step 5". Above the table are "Add" and "Del" buttons, and below are "Save" and "Cancel" buttons.

Figure 44. Entering Accreditation Score

Step 6. Click the “**Add**” or “**Delete**” buttons in the upper right corner to add or remove new rows if multiple organizations need to be listed.

Step 7. Click the “**Save**” button to save your entries or click the “**Cancel**” button to cancel the action and clear out all entries.

This screenshot is similar to Figure 44 but shows an additional empty row in the table. The "Add" and "Del" buttons in the top right are circled in red, with an arrow pointing to "Step 6". The "Save" and "Cancel" buttons in the bottom right are also circled in red, with an arrow pointing to "Step 7".

Figure 45. Adding New Rows / Saving Data

Step 8. After the entry has been saved, click the “**Edit**” button to confirm that all entered information was saved accurately.

The screenshot shows a confirmation dialog box titled "PROFESSIONAL ACCREDITATIONS" with the text "Professional accreditations awarded?" and radio buttons for "Yes" (checked) and "No". An "Edit" button is circled in red, with an arrow pointing to "Step 8". A "Help" button is also visible in the top right corner.

Figure 46. Confirming Entered Data

Remarks and Submission

In this section, users may use the Remarks text box to describe any issues not identifiable in this handbook.

Step 1. Please write specific details that may be helpful in the processing of this form.

Step 2. Click “Save” to save changes made to the system.

Step 3. Click “Exit” to exit out of the system without saving any changes.

Step 4. Click “Submit IGA” to submit the IGA application. Please make sure that you have saved all of your changes before submitting.

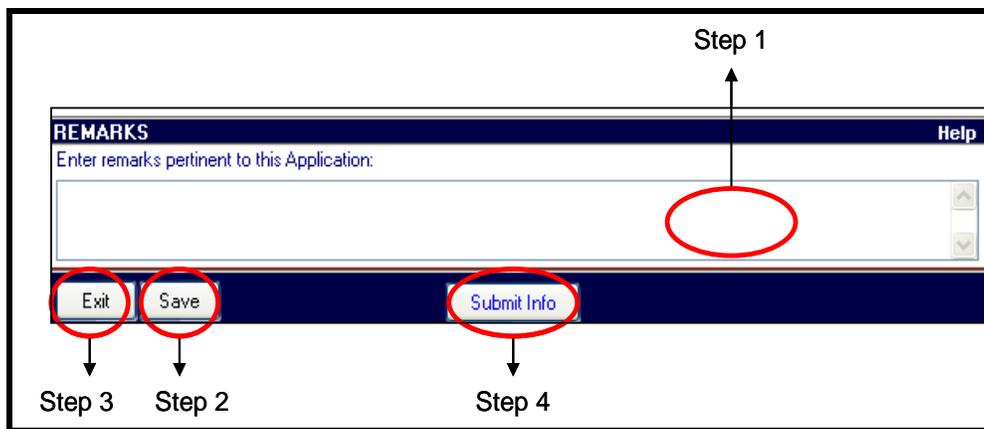


Figure 47. Remarks and Submitting Form

The following message will display once the IGA application has been successfully submitted:

You have successfully submitted your IGA Application. The Application will be now be reviewed

 **NOTE:**

Users will be redirected to the eIGA Welcome Screen to print eIGA Forms.

Printing eIGA Forms

This section provides guidance for printing the eIGA forms after all information has been submitted and saved.

Step 1. Click on “Print eIGA Forms” to display the print option screen.

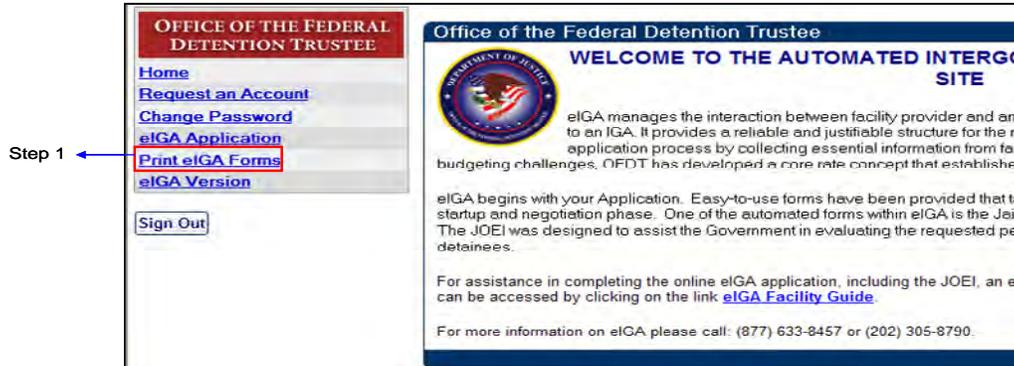


Figure 48. Print eIGA Forms

Step 2. To view and print the completed JOEI, click on the line where your specific facility name and JOEI data appears.

Step 3. Click on “Print IGA Application” to display the completed IGA Application in print preview mode.



Figure 49. Printing JOEI or IGA Application

Jail-Operating-Expense-Data

Facility-Information		TIN: 52-3898485						
Facility Name: eIGA Test Facility 4								
Address: 1234 West LA								
City: Los Angeles	St: CA	Zip: 90032						
JOEI-Summary								
		Year: 2007	Year: 2008					
Categories		Actual	Projected					
Benefits:		\$9,185,000.00	\$9,208,000.00					
Consultant / Contract Services:		\$300,000.00	\$303,000.00					
Local Government Salaries:		\$11,254,600.00	\$11,251,000.00					
Other Category Expenses:		\$816,089.00	\$609,619.00					
EXPENSE-SUB-TOTALS:		\$21,555,689.00	\$21,371,619.00					
Revenues (-):		\$10,450.00	\$8,000.00					
TOTAL OPERATING-EXPENSES:		\$21,545,239.00	\$21,363,619.00					
Expense-Details								
Actual Personnel-Expense								
Category	Position	No. Pos	Full/Part	Hr-Rate	OT-Rate	Hours	Gov/Contr	Salary
Admin	Administrator	1	Full	\$0.00	\$0.00	0	Government	\$145,000.00
Deten	Sergeant	15	Full	\$0.00	\$0.00	0	Government	\$975,000.00
Deten	Detention-Officers	240	Full	\$0.00	\$0.00	0	Government	\$5,480,000.00
Prof/Tech	Medical-Tech	6	Full	\$0.00	\$0.00	0	Government	\$360,000.00
Prof/Tech	R/N	3	Full	\$0.00	\$0.00	0	Contractor	\$300,000.00
Others	Training-Officers	5	Full	\$0.00	\$0.00	0	Government	\$240,000.00
Admin	Special-and-Admin-Assist	1	Full	\$26.00	\$0.00	2100	Government	\$54,600.00
Cler/Maint				\$0.00	\$0.00			\$0.00
Projected Personnel-Expense								
Category	Position	No. Pos	Full/Part	Hr-Rate	OT-Rate	Hours	Gov/Contr	Salary
Admin	Administrator	1	Full	\$0.00	\$0.00	0	Government	\$150,000.00
Deten	Sergeant	15	Full	\$0.00	\$0.00	0	Government	\$990,000.00
Deten	Detention-Officers	240	Full	\$0.00	\$0.00	0	Government	\$9,500,000.00
Prof/Tech	Medical-Tech	6	Full	\$0.00	\$0.00	0	Government	\$366,000.00
Prof/Tech	R/N	3	Full	\$0.00	\$0.00	0	Contractor	\$303,000.00

Figure 50. Print Preview of JOEI Data

Step 4. Click the “Print” button to print out a copy of the IGA Application.

IGAAApplication
Health Care Policies

Print

FACILITY ADMIN DATA

Facility: eIGA Test Facility 4

Address: 1234 West LA, Los Angeles, CA, 90032

Tax ID Number: 52-3898485, DUNS Number: 45342312

Requestor contact information (person completing the eIGA application):

Requestor: IGA Test4, Title: Admin, e-Mail: igatest@eiga.com

Phone Number: 213-233-2323

Administrator contact information (facility administrator):

Administrator: IGA Test4, Title: Admin, e-Mail: igatest@eiga.com

Phone Number: 213-233-2323

Check if same as above

Authorized Representative who can sign the agreement (if different from above)

Negotiator: O'Chap Mason, Title: chief, e-Mail: chief@usms.gov

Phone Number: 202-556-5656

FEDERAL NEGOTIATIONS IN PROGRESS

Are you currently working with a Federal Agency? Yes No

FACILITY JURISDICTION

Facility Jurisdiction: County/Municipal, Facility Operated by: Owner

Jurisdiction Name: O'Kelly

TOTAL CAPACITY/PER DIEM

Facility Total Capacity		Available Beds for Federal Use (Daily)	
Type of Prisoner	Capacity	Type of Prisoner	Beds
Adult Male:	1,075	Adult Male:	25
Adult Female:	150	Adult Female:	0
Total Capacity:	1,225	Average Daily Population	
		Current ADP: 250	

Figure 51. Print Preview of IGA Application