

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: June 5, 2012

Consent
 Ordinance

Regular
 Public Hearing

Department:

Submitted By: PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION
Submitted For: PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION

I. EXECUTIVE BRIEF

MOTION AND TITLE: Staff recommends motion to: **(A) Ratify** the signature of the Chair on the approval of the Second Chance Act Grant Application to the Department of Justice (DOJ) for \$750,000 from October 1, 2012, to September 30, 2013 to facilitate the reduction of recidivism in Palm Beach County; and **(B) Authorize** the County Administrator or his designee to execute electronically all related documents for Palm Beach County's FY 2012 Second Chance Act Grant and to execute all necessary forms and documents as required by the U.S. Department of Justice, Bureau of Justice Assistance.

SUMMARY: Palm Beach County accepted a grant award of \$750,000 (Resolution Number- R-2010-1590) from the Department of Justice in 2010 to facilitate the successful reintegration of ex-offenders as they return to Palm Beach County. This application, if funded, will allow for a second year of continuation funding for the Regional and State Transitional Offender Reentry (RESTORE) Initiative. Ex-offenders are provided with pre- and post-release services to assist in their transition back into the community. The Grant requires a non-federal in-kind match of \$750,000 (50%). This match has been identified through existing Criminal Justice Commission resources (\$113,287) and partnering Reentry Service Providers (\$636,713), Countywide (PGE).

BACKGROUND: The Palm Beach County Criminal Justice Commission Reentry Task Force has developed a Strategic Plan for providing effective and coordinated reentry services to those returning from incarceration. The RESTORE Initiative is a product of this plan. The goal is to reduce the recidivism rate by 50% over 5 years for the target population (300 state prisoners returning to Palm Beach County through the Department of Corrections). The program is intended to reduce recidivism among transitioning offenders as well as reduce future victimization, enhance public safety and improve the lives of communities, victims and offenders.

A sub-committee of the Reentry Task Force issued a Request For Services, reviewed applications and selected Gulfstream Goodwill Industries, Inc., The Lord's Place, Inc. and The City of Riviera Beach to provide Case Management, Employment Services, Transitional Housing and Ex-Offender Support Services to include Drug Treatment, Peer Support Groups, Family Reunification Events, Literacy Classes, GED Classes and Trade Education and Certification. Grant Agreements will be drafted with these organizations to continue the reentry services that are currently underway.

Attachments:

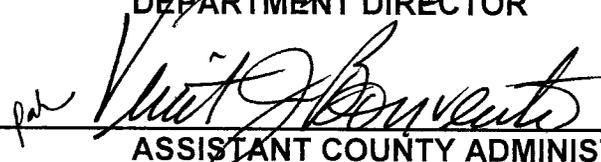
- 1.) Chair Approval Letter
- 2.) Signature Approval Letter
- 3.) Competitive Grant Announcement
- 4.) Submitted Grant Application

RECOMMENDED BY:


DEPARTMENT DIRECTOR

5-11-12
DATE

APPROVED BY:


ASSISTANT COUNTY ADMINISTRATOR

5/22/12
DATE

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Year	2012	2013	2014	2015	2016
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	\$1,500,000	_____	_____	_____
External Revenues	_____	<\$750,000>	_____	_____	_____
County Match	_____	_____	_____	_____	_____
In-Kind Match	_____	<\$636,713>	_____	_____	_____
NET FISCAL IMPACT	=====	\$113,287	=====	=====	=====
POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item In proposed budget? Yes No

Budget Account No: Fund _____ Agency _____ Org _____ Object _____

B. Recommended Sources Of Funds/Summary of Fiscal Impact:

- PBC Cash Match- \$65,696 = Existing CJC Staff (0001-767-7607 & 1500-767-7607)
- \$13,019 = Indirect Costs (0001-767-7607)
- \$27,630 = Existing Reentry Database (0001-490-1302)
- \$6,942 = Crime Prevention Fund (Rent Riviera Beach 1500-767-7607)
- In-Kind Match- \$23,000 = Office of the Public Defender
- \$476,927 = Florida Department of Corrections
- \$30,698 = Gulfstream Goodwill Industries, Inc.
- \$74,276 = PBSO Portal
- \$31,812 = The Lord's Place, Inc.

C. Departmental Fiscal Review: ms 5/14/12

The County match requirement is part of the proposed FY2013 budget and represents expenses that will be incurred with or without the grant program's approval.

III. REVIEW COMMENTS

A. OFMB Fiscal And/Or Contract Development and Control Comments:

OFMB MS 5/17/12 Contract Development & Control 5/21/12
SB 5/15/12 SN 5/14/12 CC 5/14/12 (SC)
5-21-12 B. Whelan

B. Legal Sufficiency:

Samuel E. Collins 5/21/12
 Assistant County Attorney



April 9, 2012

P.O. Box 1989
West Palm Beach, FL 33402-1989
(561) 355-2001
FAX: (561) 355-3990
www.pbcgov.com

Dr. Gary L. Dennis,
Senior Policy Advisor for Corrections
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh St. NW
Washington, DC 20531

Re: Second Chance Act Adult Offender Reentry Program for
Planning and Demonstration Projects FY 2012 Grant Application

■
**Palm Beach County
Board of County
Commissioners**

Dear Dr. Dennis:

As Chair of the Palm Beach County Board of County Commissioners I conditionally approve the Grant Application of \$750,000 for the FY2012 Second Chance Act Adult Offender Reentry Program for Planning and Demonstration Projects.

The application will be presented to the Board of County Commissioners for ratification at the next available Board meeting.

Sincerely,

A handwritten signature in cursive script that reads "Shelley Vana".

Shelley Vana
Chair, Board of County Commissioners

Shelley Vana, Chair
Steven L. Abrams, Vice Chairman
Karen T. Marcus
Paulette Burdick
Burt Aaronson
Jess R. Santamaria
Priscilla A. Taylor

County Administrator

Robert Weisman

*"An Equal Opportunity
Affirmative Action Employer"*

printed on recycled paper

Attachment # 1



County Administration

P.O. Box 1989
West Palm Beach, FL 33402-1989
(561) 355-2030
FAX: (561) 355-3982
www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

Shelley Vana, Chair
Steven L. Abrams, Vice Chairman
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Paulette Burdick
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County Administrator

Robert Weisman

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April 4, 2012

Dr. Gary L. Dennis, PhD.
Senior Policy Advisor
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

Re: Second Chance Act Adult Offender Reentry Program for
Planning and Demonstration Projects FY 2012 Competitive
Grant Announcement - Signature Authority Designation

Dear Dr. Dennis:

I am writing to extend signature authority to Mr. Michael L. Rodriguez, Executive Director of the Palm Beach County Criminal Justice Commission, to execute all related documents for the Second Chance Act Adult Offender Reentry Program for Planning and Demonstration Projects FY 2012 Competitive Grant Announcement Application. This authorization includes submitting the application electronically and the execution of all necessary forms and documents as required by the U.S. Department of Justice, Office of Justice Programs.

If you have any questions, please feel free to call Mr. Rodriguez at (561) 355-2314.

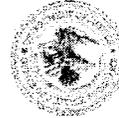
Thank you for your cooperation and attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Weisman".

Robert Weisman
County Administrator

Attachment # 2



The U.S. Department of Justice (DOJ), Office of Justice Programs' (OJP), Bureau of Justice Assistance (BJA), is pleased to announce that it is seeking applications for funding for the Second Chance Act Adult Offender Reentry Program for Planning and Demonstration Projects. This program furthers the Department's commitment to providing services and programs to help facilitate the successful reintegration of offenders as they return to their communities.

Second Chance Act Adult Offender Reentry Program for Planning and Demonstration Projects FY 2012 Competitive Grant Announcement

Eligibility

Applicants are limited to state and local government agencies and federally recognized Indian tribes (as determined by the Secretary of the Interior). Applicants must adhere to all of the eligibility and funding requirements of the Second Chance Act.

BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of applications and on the availability of appropriations in future years.

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See "How To Apply," page 16). All applications are due by 11:59 p.m. eastern time on April 24, 2012. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035 or via e-mail to support@grants.gov.

Note: The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by [live web chat](#). The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to announcement: BJA-2012-3112

Release Date: February 23, 2012

CONTENTS

Overview	3
Deadlines: Registration and Application	4
Eligibility	4
Second Chance Act Adult Offender Reentry Program for Planning and Demonstration Projects—Specific Information	4
Performance Measures	13
Notice of Post-Award FFATA Reporting Requirement	16
How To Apply	16
What an Application Should Include	18
Information to Complete the Application for Federal Assistance (SF-424)	
Abstract	
Program Narrative	
Budget Detail Worksheet and Budget Narrative	
Indirect Cost Rate Agreement (if applicable)	
Tribal Authorizing Resolution (if applicable)	
Additional Attachments	
Other Standard Forms	
Selection Criteria	22
Review Process	26
Additional Requirements	26
Provide Feedback to OJP on This Solicitation	27
Application Checklist	28
Appendix 1: Second Chance Act Grantees: What You Need to Know to Ensure Your Program is Built on Principles of Effective Practice	29
Appendix 2: Pay for Success Criteria	32

Second Chance Act Adult Offender Reentry Program for Planning and Demonstration Projects CFDA 16.812

Overview

The Second Chance Act of 2007 ([Pub. L. 110-199](#)) provides a comprehensive response to the increasing number of incarcerated adults and juveniles who are released from prison, jail, and juvenile residential facilities and returning to communities. There are currently over 2.3 million individuals serving time in our federal and state prisons, and millions of people cycling through local jails every year. Ninety-five percent of all offenders incarcerated today will eventually be released and will return to communities.

The Second Chance Act Programs are designed to help communities develop and implement comprehensive and collaborative strategies that address the challenges posed by offender reentry and recidivism reduction. "Reentry" is not a specific program, but rather an evidence-based process that starts when an offender is initially incarcerated and ends when the offender has been successfully reintegrated in his or her community as a law-abiding citizen. The reentry process includes the delivery of a variety of evidence-based program services for every program participant *in both a pre- and post-release setting*.

Collaboration with Other Federal Agencies

BJA and the Office of Juvenile Justice and Delinquency Prevention (OJJDP) are collaborating closely on the Second Chance Act implementation. BJA and OJJDP will continue to collaborate to ensure that both juvenile and adult reentry efforts are supported. Similarly, both BJA and OJJDP are working with the National Institute of Justice in support of the research and evaluation activities called for in the Act. For more information on BJA's implementation of the Second Chance Act initiatives and Frequently Asked Questions, visit BJA's Second Chance Act web page at www.bja.gov/grant/SecondChance.html. For those interested in submitting applications for specific juvenile-related demonstration reentry projects, visit the OJJDP web site at www.ojjdp.gov.

BJA and OJJDP are also collaborating with the National Reentry Resource Center (NRRC) to provide training and technical assistance (TTA) for Second Chance Act grantees. Established by FY 2009 Second Chance Act appropriations, the NRRC provides education and TTA to states, tribes, territories, local governments, service providers, nonprofit organizations, and corrections institutions working on reentry. The NRRC is coordinated by the Council of State Governments (CSG) Justice Center, with support from BJA and OJJDP. For more information on the NRRC, visit www.nationalreentryresourcecenter.org.

Pay for Success

Pay for Success projects represent a new way to potentially achieve positive outcomes with the criminal justice population at a lower cost to governments. Under a typical Pay for Success model, service providers either directly or through an intermediary organization secure capital to fund their operations and achieve specified outcomes for a predefined target population. The funding organizations only recoup their investment at such time that the outcomes for the target population have been achieved and that achievement has been verified via an evaluation

BJA-2012-3112

methodology mutually agreed upon by the government participant and the investors. This model is designed to be a low-cost, low-risk way for governments to achieve outcomes for certain populations. BJA is offering priority consideration for applicants proposing to incorporate a Pay for Success model into their offender reentry program. Under this priority, Second Chance grants may be used (1) to fund operations if a state, local or other organization will pay for outcomes after they are achieved; or (2) to pay for outcomes achieved within the grant period. Note that all standard financial and administrative restrictions will apply (for example, grant funds will be unavailable to promote or fund separate financial instruments such as bonds). For more information, see the Pay for Success Criteria in Appendix 2 and "Paying for Success" at the following web sites:

- www.whitehouse.gov/omb/factsheet/paying-for-success
- www.whitehouse.gov/blog/2012/01/24/pay-success-new-results-oriented-federal-commitment-underserved-americans
- payforsuccess.org

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register with Grants.gov several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on April 24, 2012. See the "How To Apply" section on page 16 for more details. Note that while the deadline for submission is 11:59 p.m. eastern time on April 24, 2012, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see "Contact Information" on the title page for more information about BJA's Justice Information Center).

Eligibility

Refer to the cover page of this solicitation for eligibility under this program.

Second Chance Act Adult Offender Reentry Program for Planning and Demonstration Projects—Specific Information

Section 101 of the Second Chance Act authorizes federal awards to state and local governments and federally recognized Indian tribes that may be used for demonstration projects to promote the safe and successful reintegration into the community of individuals who have been incarcerated or detained. Under this solicitation applicants may apply for either "planning" or "implementation" projects, but not both.

Goals, Objectives, and Deliverables

The goal of Section 101 of the Second Chance Act is to provide support to eligible applicants for the development and implementation of comprehensive and collaborative strategies that address the challenges posed by reentry to increase public safety and reduce recidivism. Within the context of this initiative, "reentry" is not envisioned to be a specific program, but rather a process that begins when the offender is first incarcerated (pre-release) and ends with the offender's successful community reintegration (post-release), evidenced by lack of recidivism.

This process should provide the offender with appropriate evidence-based services—including addressing individual criminogenic needs—based on a reentry plan that relies on a risk/needs assessment that reflects the risk of recidivism for that offender.

The objectives of this program are to provide all offenders participating in the program with appropriate evidence-based services—including addressing individual criminogenic needs—based on a reentry plan that relies on a risk/needs assessment that reflects the risk of recidivism for that offender, in both a pre and post release setting.

Mandatory Requirements of a Comprehensive Reentry Program:

Section 101 of the Second Chance Act is very clear in outlining the following Mandatory Requirements that must be included in an application (for both Category 1: Planning Projects and Category 2: Implementation Projects) to secure funding for a comprehensive reentry program.

1. A reentry strategic plan that describes the jurisdiction's long-term reentry strategy, including measurable annual and 5-year performance outcomes, relating to the long-term goals of increasing public safety and reducing recidivism. One goal of the plan shall be a 50 percent reduction in the rate of recidivism over a 5-year period.
2. A detailed reentry implementation schedule and sustainability plan for the program.
3. Documentation reflecting the establishment of a Reentry Task Force comprised of relevant state, tribal, territorial, or local leaders and representatives of relevant agencies, service providers, nonprofit organizations, and other key stakeholders. The Task Force should examine ways to pool resources and funding streams and collect data and best practices in offender reentry from stakeholder agencies and organizations. BJA notes that this required task force and the strategic planning requirement above provide a key opportunity for local policymakers to work together to identify and address local barriers to effective reentry, including barriers that are policy or procedural in nature. The American Bar Association (ABA) National Study on the Collateral Consequences of Criminal Convictions provides a nationwide database of collateral consequences of criminal convictions for federal, state, and U.S. territories. This sophisticated database consists of statutes and administrative rules that contain a collateral consequence that will allow attorneys, policymakers, and the public to more easily identify what consequences follow from particular criminal offenses: isrweb.isr.temple.edu/projects/accproject.
4. Discussion of the role of local governmental agencies, nonprofit organizations, and community stakeholders that will be coordinated by, and that will collaborate on, the offender reentry strategy of the applicant, and certification of the involvement of such agencies and organizations. Participants in the creation of the reentry strategy should include representatives from the fields of public safety, corrections, housing (including partnerships with public housing authorities), health, education, substance abuse, children and families, victims' services, employment, and business.
5. Extensive evidence of collaboration with state and local government agencies overseeing health, mental health, housing, child welfare, education, substance abuse, victims services, state child support, and employment services, and with local law enforcement agencies.

6. An extensive discussion of the role of state corrections departments, community corrections agencies, and local jail corrections systems in ensuring successful reentry of offenders into their communities. Applications must include letters of support from corrections officials responsible for facilities or offenders to be served through this project (see "What an Application Should Include," on page 18).
7. Documentation that reflects explicit support of the chief executive officer of the applicant state, unit of local government, territory, or Indian tribe and how this office will remain informed and connected to the activities of the project.
8. A description of the evidence-based methodology and outcome measures that will be used to evaluate the program and a discussion of how such measurements will provide a valid assessment of the impact of the program. The primary objective of the Second Chance Act is to reduce recidivism. Based upon reliable research findings, there are six fundamental strategies of evidence-based correctional practice that are widely accepted as efficacious in reducing future criminal behavior. These six strategies are outlined in **Appendix 1: Second Chance Act Grantees: What You Need to Know to Ensure Your Program is Built on Principles of Effective Practice**, located on page 29. Applicants are required to clearly articulate how these evidenced-based strategies are integrated into their program design.
9. A description of how the project could be broadly replicated if demonstrated to be effective.
10. A plan for the analysis of the statutory, regulatory, rules-based, and practice-based hurdles to reintegration of offenders into the community. (Note: this may be integrated into the strategic planning requirement and guided by the local task force discussed above.)

Target Population

The target population for the initiative must be a specific medium- to high-risk subset of the population of individuals convicted as an adult and imprisoned in a state, local, or tribal prison or jail. For federally recognized Indian tribes, the individuals may be housed in a tribal, regional, county, or local jail pursuant to state or tribal law. Applicants must identify and define the specific subset of offenders, or combination of subsets, that are proposed to be the target population of their project. For example, jurisdictions may choose to target specifically offenders who are:

- A specific demographic or set of demographics (age, gender, etc.).
- Returning to a specific community or neighborhood or zip code.
- Housed in the same facility.
- Assessed/classified as high risk.

Target Population Data Collection and Local Research Partnerships

In applying for these grants, lead grantees and their sub-grantees agree to cooperate in any and all related research efforts and program evaluations by collecting and providing enrollment and participation data during all years of the project. Applicants also agree to provide detailed individual-level data, in the format specified by OJP during this time period (and for the following five years for recidivism data). This may include *but will not be limited to* the following:

Participant Characteristics:

- Age

- Gender
- Race/Ethnicity
- Criminal history
- Educational history
- Incarceration history
- Employment history
- Substance abuse history
- Mental health history
- Family history
- Social and personal history
- Post-release recidivism
- Post-release employment
- Post-release housing

Intervention Information:

- Service history
- In-program services provided
- Program costs
- Duration of services
- Point of service (pre/post release)

Applicants further agree to implement random or other modes of participant assignment, required by the evaluation design; cooperate with all aspects of the evaluation project; and provide comparable individual-level data for comparison group members.

Applicants are encouraged to consider a partnership with a local research organization that can assist with data collection, performance measurement, and local evaluations. One resource that applicants may be interested in using is the e-Consortium for University Centers and Researchers for Partnership with Justice Practitioners. The purpose of this e-Consortium is to provide a resource to local, state, federal, and other groups who seek to connect to nearby (or other) university researchers and centers on partnerships and projects that are mutually beneficial to the criminal justice community. The e-Consortium can be found online at www.gmuconsortium.org/.

Note: All successful grantees will be expected to secure permission from all program participants to collect and report on administrative data pertaining to criminal status.

Priority Considerations

Priority consideration will be given to applicants who:

- Focus their program on geographic areas with a disproportionate population of offenders released from prisons or jails.
- Target high-risk offenders as determined through use of a validated risk/needs assessment instrument, to include sex offenders, mentally ill offenders, or offenders who have been dually diagnosed with major mental health disorders and alcohol or substance addictions at the same time, for participation in the funded program.

- Clearly demonstrate how the six evidenced-based strategies are incorporated into the project program design (see Appendix 1 on page 29).
- Provide for an independent evaluation of reentry programs that include, to the maximum extent possible, random assignment and controlled studies to determine the effectiveness of such programs.
- Include input from relevant nonprofit organizations (in any case where relevant input is available); crime victims; individuals who have been released from prisons, jails, and juvenile facilities; and families of offenders.
- Demonstrate effective case assessment and management abilities to provide a comprehensive and continuous reentry process, including the following:
 - Using an actuarial-based assessment instrument for reentry planning that targets the criminogenic needs of the offender that affect recidivism, and provide sustained case management and services during incarceration and for at least 6 months in the community.
 - Pre-release planning and transition housing.
 - Establishing pre-release planning procedures to ensure that the eligibility of an individual for federal or state benefits is established before release and those individuals will obtain all necessary referrals for reentry services.
 - Delivery of continuous and appropriate drug treatment, medical care, job training and placement, educational services, or any other service or support needed for successful reentry.
- Review the process by which the applicant adjudicates violations of parole, probation, or supervision following incarceration, taking into account public safety and the use of swift, certain, graduated and proportionate responses.
- Provide a baseline recidivism rate for the proposed target population including documentation to support the development of the rate.
- Incorporate a "Pay for Success" model into their projects.

Definitions

Recidivism

The Second Chance Act requires that recidivism be a measure of success in funded programs. For purposes of this solicitation, recidivism is defined as "a return to prison and/or jail with either a new conviction or as the result of a violation of the terms of supervision within 12 months of initial release."

Evidence-Based Programs or Practices

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a

change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Award Categories, Amount, and Length

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Two categories for adult offender reentry programs are solicited. Category 1 supports Planning Projects, and Category 2 supports Implementation Projects. Applicants may apply under Category 1 or Category 2, but not both.

Note: As indicated above, priority consideration will be given to those applications that provide a baseline recidivism rate for the proposed target population, including documentation to support the development of the rate. All grantees will be required to provide a baseline recidivism rate upon award. See the Selection Criteria, Category 1: Planning Projects—Statement of the Problem on page XXX, and Selection Criteria-Category 2: Implementation Projects—Statement of the Problem on page XXX for more information.

BJA also advises applicants that in FY 2012, BJA is also supporting the Second Chance Act Demonstration Field Experiment: Fostering Desistance through Effective Supervision competitive solicitation, as well as potentially providing limited continuation funding for reentry programs competitively selected in previous years that have demonstrated strong progress. As a result of potentially limited continuation for existing awardees, applicants should expect more rigorous competition for funding through this solicitation.

CATEGORY 1: Planning Projects. Up to: \$50,000. Project period: 12 months. Competition ID: BJA-2012-3113.

Complying with the above Mandatory Requirements takes significant resources and time. Category 1 applicants will constitute jurisdictions which have demonstrated a commitment to establishing a reentry program, and have made progress on the Mandatory Requirements for a Comprehensive Reentry Program, but have not yet fully completed each step. In addition to funding, successful Category 1 applicants will receive targeted technical assistance to help them in the planning process. Applications for Category 1 must include specific strategies for meeting the Mandatory Requirements referenced above.

During this planning stage, grantees will receive intensive technical assistance and will be required to complete and submit a *Planning and Implementation Guide*, the format for which will be provided by the BJA technical assistance provider. A completed and BJA-approved Planning and Implementation proposal based on the *Guide* will mark successful completion of the planning phase. Grantees may then be eligible to receive additional resources for the implementation of the proposed project based on the availability of funds.

Approved Uses for Award Funds

Approved uses for award funds under Category 1 include the following:

- Continue establishment of a Reentry Task Force comprised of relevant state, tribal, territorial, or local leaders and representatives of relevant agencies, service providers, nonprofit organizations, and other key stakeholders. The Task Force should examine ways to pool resources and funding streams and collect data and best practices in offender reentry from stakeholder agencies and organizations. The Task Force should be the primary resource for development of a reentry strategic plan.
- Continue development of a reentry strategic plan that describes the long-term strategy, including measurable annual and 5-year performance outcomes, relating to the long-term goals of increasing public safety and reducing recidivism. The reentry strategic plan must:
 - Incorporate a detailed reentry implementation schedule and sustainability plan for the program;
 - Include discussion of the role of local governmental agencies, nonprofit organizations, and community stakeholders that will be coordinated by, and that will collaborate on, the offender reentry strategy of the applicant and its supporting evidence base, and certification of the involvement of such agencies and organizations;
 - Include extensive evidence of collaboration with state and local government agencies overseeing health, mental health, housing (including partnerships with public housing authorities), child welfare, education, substance abuse, victims' services, and employment services, and with local law enforcement agencies; and
 - Discuss of the role of state corrections departments, community corrections agencies, local jail, and/or juvenile corrections systems in ensuring successful reentry of offenders into their communities. Applications must include letters of support from corrections officials responsible for facilities or offenders to be served through this project.
 - Include a baseline recidivism rate for the target population.

CATEGORY 2: Implementation Projects. Up to: \$750,000. Project period: 12 months. Competition ID: BJA-2012-3114.

The initial award period will be for a period of 12 months, with the possibility of no-cost extensions.

Applications for Category 2 must include specific strategies for implementing the Mandatory Requirements of a Comprehensive Reentry Program, referenced above.

Approved Uses for Award Funds

Approved uses for award funds under Category 2 include the following:

- ***Use Actuarial-Based Assessment Instruments for Reentry Planning.*** There is strong evidence from the research literature that offender populations should be assessed to determine criminogenic risk and needs factors and determine supervision levels and services so that appropriate interventions can be delivered. Use of assessment instruments

BJA-2012-3112

that are reliable, validated, and normed for a specific population increase the chances that individuals will be matched with the appropriate type of treatment and reentry services.

- **Target Criminogenic Needs that Affect Recidivism.** While offenders reentering the community have a variety of treatment and behavioral needs, which are themselves risk factors for future offending, criminogenic needs are the dynamic risk factors mostly closely associated with offending behavior. Criminogenic risk and needs factors include history of anti-social behavior; anti-social personality pattern; anti-social cognition; anti-social associates; family and/or marital; school and/or work; leisure and/or recreation; and substance abuse. Behavioral change is possible if offenders are provided with tailored, sequential programming that addresses individual criminogenic needs that affect the risk of recidivism. Applicants are strongly urged to provide treatment interventions that target criminal thinking, especially for higher-risk offenders.
- **Provide Sustained Case Planning/Management in the Community.** Reentry programs should ideally begin when the individual is first incarcerated and continue when the individual is released to the community. Since most offenders are at the highest risk of re-arrest the first few months after release, services should be most intensive at the time of release to the community. Applicants are strongly urged to use consistent pre- and post-release case management and supervision that is sustained over a period of at least 6 months and is especially responsive to the offender's transition from incarceration to the community.
- **Support a Comprehensive Range of Services for Offenders.** Based on an individual offender's risk/needs assessment, applicants are encouraged to make available a comprehensive range of programs and a process for addressing the dosage needs of individual offenders, including the following: treatment services that employ the cognitive, behavioral, and social learning techniques of modeling, role playing, reinforcement, resource provision, and cognitive restructuring; educational, literacy, vocational, and job placement services; substance abuse treatment (including alcohol abuse); housing, mental, and physical health care services; veteran-specific services as applicable; programs that encourage safe, healthy, and responsible family and parent-child relationships and enhance family reunification, as appropriate; and, mentoring.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice

Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Minimization of Conference Costs

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at www.ojp.usdoj.gov/funding/funding.htm.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

Match Requirement

As required by the Second Chance Act, a match is required for all applications submitted under either Category 1 or Category 2. A grant made under this program may not cover more than 50 percent of the total costs of the project being funded. The applicant must identify the source of the 50 percent non-federal portion of the budget and how match funds will be used. The recipient of a grant must provide a minimum of 25 percent of the total project cost in cash match, and 25 percent of the total project cost may be matched by making in-kind contributions of goods or services that are directly related to the purpose for which the grant was awarded. Federal funds received and cash match provided by the grantee shall be used to supplement, not supplant, non-federal funds that would otherwise be available for the activities funded under this section. **The applicant must identify the source of the 25 percent non-federal cash portion of the budget and how both cash and in-kind match funds will be used.**

Match Waiver:

The Attorney General may waive the match requirement upon a determination of fiscal hardship. To be considered for a waiver of match, a letter of request signed by the Authorized Representative must be submitted with the application defining the fiscal hardship. Fiscal hardship may be defined in terms related to reductions in overall correctional budgets, furloughing or reductions in force of correctional staff or other similar documented actions which have resulted in severe budget reductions.

Note: Once incorporated into the OJP-approved budget, the match becomes mandatory and subject to audit. Further, if a successful applicant's proposed match exceeds the required match amount, the match amount that is incorporated into its OJP-approved budget is mandatory and subject to audit.

The formula for calculating match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

Example: For a federal award amount of \$750,000, match would be calculated as follows:

$$\frac{\$750,000}{50\%} = \$1,500,000 \quad 50\% \times \$1,500,000 = \$750,000 \text{ match}$$

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at: www.bjaperformancetools.org. The following measures are examples of some of the core performance measures for the Second Chance Act Adult Reentry Program for Category 1 and Category 2. Implementation Projects applicants should examine the complete list available at: www.bjaperformancetools.org/help/SCAReentryQuestionnaireNarrativeQuestions.pdf.

Objective	Measure	Data Granter Provides
	Submit a Planning and Implementation Guide for a reentry strategy	Provide updates on the completion of key components of the Planning and Implementation Guide.
Category 1 Planning Projects: Develop a reentry strategic plan that will provide offenders with appropriate evidence-based services—including addressing	Strategic plan status	Describe any updates or modifications concerning the long term reentry strategy. Include measurable annual and 5-year performance outcomes that relate to the long-term goals of increasing public safety and reducing recidivism.
	Reentry plan status	Describe any updates or modifications concerning the reentry plan implementation schedule and sustainability plan for the program.

Objective	Measure	Data Grantee Provides
individual criminogenic needs—based on a reentry plan that relies on a risk/needs assessment that reflects the risk of recidivism for that offender.	Data collection plan status	Describe any updates or modifications to the data collection plan and policy including how data will be collected and what indicators will be utilized upon implementation. Describe how data and program outcomes will be obtained by program managers and service providers.
	Reentry task force composition	Provide the current status of the establishment of a Reentry Task Force. Include a description of relevant leaders, representatives of agencies, service providers, nonprofit organizations, and other key stakeholders.
	Reentry population	Describe the target population including relevant information on demographics, risk level, and offense types.
	Anticipated capacity	Enter the number of participants expected to be admitted to the reentry program per year of the grant.
	Risk and needs assessment	A. What risk assessment instrument will be used, if any? B. Describe how offenders will be assessed.
	Baseline recidivism	Describe how a baseline recidivism rate will be calculated for the proposed target population.
	Recidivism rate reduction	Discuss what level of reduction in recidivism you would consider to be success. Include a description of the follow-up period length (post-release), and the recidivism rate targeted such as arrest, conviction, revocation, and/or reincarceration.
Category 2 Implementation Projects: Provide offenders with appropriate evidence-based services—including addressing individual criminogenic needs—based on a reentry plan that relies on a risk/needs assessment that reflects the risk of recidivism for that offender.	Percentage of participants who successfully completed the program	A. Number of participants enrolled in pre-release services B. Number of participants who completed pre-release services C. Number of participants enrolled in post-release services D. Number of participants who completed post-release services
	Percentage of unsuccessful program exits Percentage of program incompletes	A. Number of enrolled program participants B. Number of participants no longer in the program due to failure to meet program requirements C. Number of participants no longer in the program due to court or criminal involvement (technical violation, arrest, conviction, revocation, reincarceration) D. Number of participants no longer in the program due to a lack of engagement (no shows and nonresponsive participants) E. Number of participants no longer in the program due to absconding F. Number of participants no longer in the program due to relocating or case transfer G. Number of participants no longer in the program due to death or serious illness

Objective	Measure	Data Grades Provides
		H. Number of participants who did not complete the program for other reasons (please specify) I. Specify other reasons
	The recidivism rate for program participants	A. Number of program participants B. Number of participants who had a technical violation of supervised release while participating in the program C. Number of participants who were arrested while participating in the program D. Number of participants who were convicted while participating in the program E. Number of participants who had a revocation of the terms of supervised release while participating in the program F. Number of participants who were reincarcerated while participating in the program
	Rate of recidivism for the participants who have successfully completed the program	A. Number of pre-lease program participants who have successfully completed the program B. Number of participants who had a technical violation of supervised release after successfully completing the program C. Number of participants who were arrested for a new offense after successfully completing the program D. Number of participants who were convicted of a new offense after successfully completing the program E. Number of participants who had a revocation of the terms of supervised release after successfully completing the program F. Number of participants who were reincarcerated for a new offense after successfully completing the program

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section "What an Application Should Include" on page 18 for additional information.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, "a systematic investigation, including research development, testing, and evaluation,

BJA-2012-3112

designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that web page.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrc.gov/.

Note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How To Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS Number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.812, titled "Second Chance Act Prisoner Reentry Initiative," and the funding opportunity number is BJA-2012-3112.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
7. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
8. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. The

BJA-2012-3112

disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJA will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must e-mail the BJA Justice Information Center (see page 1 for contact information) **within 24 hours after the deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. **Note: Requests are not automatically approved by BJA.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, BJA will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology (IT) environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Should Include

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by BJA to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical:

- Program Narrative
- Budget Detail Worksheet and Budget Narrative
The Budget Detail Worksheet and Budget Narrative may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information
- Description of both pre- and post-release service delivery for every program participant in the Abstract and the Program Narrative

OJP strongly recommends use of appropriately descriptive file names (e.g., "Abstract," "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

1. Information to complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

- Ensure that all the information is correct.
- Check spelling and pay careful attention to the legal name, award amount, address, and the points of contact.
- Select appropriate Point of Contact (POC) and the Authorized Representative. The two contacts cannot be the same. The authorized representative must have the authority to enter the state, county, municipality, or other eligible unit of local government into a legal contract with the federal government. This person is typically a county commissioner, mayor, city manager, or other similarly designated official. The POC will serve as the primary point of contact and will be responsible for grant management duties such as a submission of reports.
- Ensure that the name, contact information, title, and solicitation is correct.

See www.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete the SF-424.

2. Abstract

The abstract should provide an overall summary of the project and include the project's purposes, goals, and deliverables. The abstract may be single- or double-spaced, but must use a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins, and must not exceed 2 pages. OJP strongly recommends that the abstract be submitted in a Word document format. The abstract should include the following clearly labeled and delineated information:

- Characteristics of target population and projected number of clients to be served
- Overall program design elements which clearly reflect both pre- and post-release service delivery
- Use of risk principle
- Use of needs principle
- Use of responsivity principle
- Use of dosage principle
- Plan for establishing a baseline recidivism rate
- Plan for collecting and reporting key data elements

- Brief description of both the pre- **and** post-release services to be provided for every program participant
- Permission to Share Abstract and Contact Information with Private Funders: It is unlikely that BJA will be able to fund all competitive applications, but may have the opportunity to share unfunded competitive application information with private foundations. Applicants should indicate whether they give BJA permission to share their Abstract and Contact Information for both the Authorized Representative and Point of Contact with potentially interested private foundations. Granting this permission will not affect BJA's funding recommendations, and if the application is not funded, it will not guarantee that information will be shared, nor does it guarantee funding from any other source.

3. Program Narrative

The program narrative must respond to the solicitation and the Selection Criteria (1-5) in the order given. The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and should not exceed 20 pages. Number pages "1 of 20," "2 of 20," etc.

If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Impact/Outcomes, Evaluation, and Sustainability and Plan for Collecting the Data Required for this Solicitation's Performance Measures
Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to BJA as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.
- e. Collaboration

4. Budget Detail Worksheet and Budget Narrative (Attachment 3)

Note: The Budget Narrative and the Budget Detail Worksheet may be combined in one document. However, if only one document is submitted it must contain both narrative and detail information or the application will not proceed to peer review.

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants should clearly demonstrate a full breakdown of all costs, and show calculations and computations for each budget category. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included (i.e., Personnel, Fringe Benefits, Travel, Equipment, Supplies, Consultants/Contracts, and Other category).

The budget must indicate how the match requirement will be allocated in the overall budget. Match funds must be clearly identified in the budget showing all calculations/computations.

Applicants must budget funding to travel to DOJ-sponsored grant meetings. Applicants should estimate the costs of travel and accommodations for three staff to attend two meetings in Washington, DC. All expenses must be reasonable, allowable and necessary to the project.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

7. Additional Attachments: Project Timeline, Position Descriptions, Strategic Plans, and Letters of Support

Attach a *Project Timeline* that includes each project goal, related objective, activity, expected completion date, responsible person, or organization; *Position Descriptions* for key positions; *Reentry Strategic Plan*; and *Letters of Support* from all key partners, detailing the commitment to work with reentry initiative partners to promote the mission of the project.

The Letter of Support from the lead organization responsible for the operational aspects of the project must include (1) certification that the lead agency has consulted with other local parties, and (2) the following statement: "The agency agrees to provide individual criminal history information for all participants to evaluators, unless prohibited by law. These data will be provided in response to periodic requests from the grantees and evaluator throughout the period of performance of this project to capture both criminal history prior to the program enrollment and subsequent recidivism."

8. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- a. Standard Assurances
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
Applicants must read, certify and submit in GMS prior to the receipt of any award funds.
- c. Accounting System and Financial Capability Questionnaire (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and submitted).

Selection Criteria—Category 1: Planning Projects

The following six selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed below after each individual criteria. For example, for the first criteria, "Statement of the Problem," for Category 1 applicants, is worth 10 percent of the entire application in the review process.

1. Statement of the Problem (10 percent out of 100)

- Describe the nature and scope of the problem in the jurisdiction, and provide any local/state data and a trend analysis to support the discussion.
- Discuss the efforts that have been made to date in planning for a program that responds to the intent of the Second Chance Act such as establishment of a Reentry Task Force or preliminary meetings of potential stakeholders in any proposed reentry effort.

- Provide justification and support documentation for defining the target population and establishing a baseline recidivism rate.

2. Project Design and Implementation (30 percent out of 100)

- Describe proposed planning activities, expected outcomes, and process for meeting the Mandatory Requirements of a Comprehensive Reentry Program (see pages 5-6).
- Planning activities should include establishing a collaborative structure, with agreements in place that address the organization and composition of the planning/oversight body; developing a statement of the program's goals, objectives, and work plan agreed upon by collaborative partners identifying a list of services and resources in the jurisdiction that can support the proposed project; defining the target population; and developing a data-driven strategy, including operational guidelines and assessment and referral tools, for identifying and enrolling eligible program participants.
- Provide a description of both the pre- and post-release services to be provided for every program participant.

3. Capabilities and Competencies (25 percent out of 100)

- Describe the project collaboration structure and how it will ensure successful project planning and potential implementation of a reentry demonstration project.
- Identify stakeholders and their respective roles.
- Describe the anticipated role of consumers, advocates, and family members in the project.
- Indicate each project goal, related objective, activity, expected completion date, and responsible person or organization in the attached Project Timeline.
- Describe any potential barriers to implementing the project and strategies to overcome them.

4. Impact/Outcomes, Evaluation, Sustainment, and Plan for Collecting Data for this Solicitation's Performance Measures (15 percent out of 100)

- Identify a plan for responding to the performance measures and who will be responsible for data collection.
- Provide a clear and comprehensive description of the evidence-based methodology and outcome measures that will be used to evaluate the program and a discussion of how such required data on performance measurement and recidivism will be collected, maintained and reported.
- Discuss how stakeholder support and service coordination will be defined and measured.
- Describe how evaluation and collaborative partnerships will be leveraged to build long-term support and resources to sustain the project when the federal grant ends.

5. Collaboration (10 percent out of 100)

- Describe how the proposed project will be integrated with other offender reentry efforts in the same jurisdiction (state, local, county/city, tribe).
- Describe how the project has worked collaboratively with partners from multiple disciplines.
- Describe how the proposed project will use this prior experience to enhance the project's overall goal of reducing recidivism.

6. Budget (10 percent out of 100)

- Provide a proposed budget that is complete; reasonable and allowable; cost effective, and necessary for project activities.
- The budget must indicate how the 50 percent federal funds and the 50 percent match will be allocated in the overall budget.

Selection Criteria—Category 2: Implementation Projects

The following six selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed below after each individual criteria. For example, for the first criteria, "Statement of the Problem," for Category 1 applicants, is worth 10 percent of the entire application in the review process.

1. Statement of the Problem (10 percent out of 100)

- Describe the problems with returning adult offenders to the community.
- Indicate the jurisdiction or tribal community to be served, include details on the target population, the number of offenders to be served and returning to the community, and describe the number and type of offenders in facilities.
- Summarize the basic components of the current reentry process in the jurisdiction, including:
 - How risk and need assessments are currently utilized to develop individualized transition/reentry plans
 - Data collection and analysis methodology
- Provide justification and support documentation for selecting the target population.
- Provide a baseline recidivism rate for the proposed target population and discuss what level of reduction in recidivism you would consider to be successful. If the applicant does not have a baseline recidivism rate for a historical sample of ex-offenders **similar to the target population**, provide a rate for **another** population. For instance, use a recidivism rate for ex-offenders that have been released from a local prison or jail, **such as a facility or a system-wide recidivism rate**. Make sure to include a description of the type of recidivism rate targeted such as arrest, conviction, revocation, and/or reincarceration. Also, provide an explanation of the population (demographics, risk level, offense type) the follow-up period length (post-release), and the dates when the recidivism rate was calculated.

2. Project/Program Design and Implementation (30 percent out of 100)

- Describe in detail how the Mandatory Requirements of a Comprehensive Reentry Program specified on pages 5-6 of this solicitation have been met.
- Describe proposed activities that fall within one or more of the Approved Uses of Award Funds for grant funds specified on pages 10-11 of this solicitation.
- Describe aspects of your initiative that fulfill one or more of the Priority Considerations listed on pages 7-8 of this solicitation.
- Provide a description of both the pre- and post-release services to be provided for every program participant.

3. Capabilities and Competencies (25 percent out of 100)

- Describe the management structure and staffing of the project, identifying the agency responsible for the project and the grant coordinator.
- Demonstrate the capability of the Reentry Task Force and collaborative partners to implement the project, including gathering and analyzing information, developing a plan, and evaluating the program. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the implementation plan.

4. Impact/Outcomes, Evaluation, Sustainability, and Plan for Collecting Data for Performance Measures (15 percent out of 100)

- Describe the process for assessing the initiative's effectiveness through the collection and reporting of the required performance metrics data (see Performance Measures on page 13).
- Identify goals and objectives for program development, implementation, and outcomes.
- Describe how performance will be documented, monitored, and evaluated, and identify the impact of the strategy once implemented.
- Outline what data and information will be collected and describe how evaluation and collaborative partnerships will be leveraged to build long-term support and resources for the program.
- Discuss how this effort will be integrated into the state and local justice system plans or commitments, how the program will be financially sustained after federal funding ends, and the expected long-term results for the program.
- Describe the strategy/methodology for tracking offenders assigned to the reentry process for a period of up to 3 years after their release from prison or jail.

5. Collaboration (10 percent out of 100)

- Describe how the proposed project will be integrated with other offender reentry efforts in the same jurisdiction (state, local county/city, tribe).
- Describe how the project has worked collaboratively with partners from multiple disciplines.

- Describe how the proposed project will use this prior experience to enhance the project's overall goal of reducing recidivism.

6. Budget (10 percent out of 100)

- Provide a proposed budget that is complete; reasonable and allowable; cost effective, and necessary for project activities.
- The budget must indicate how the 50 percent federal funds and the 50 percent match will be allocated in the overall budget.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJA may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with BJA, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General (AAG), who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance

- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs Financial Guide
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to OJPSolicitationFeedback@usdoj.gov.

Application Checklist

FY 2012 Second Chance Act Adult Offender Reentry Program for Planning and Demonstration Projects

This checklist has been created to assist with developing an application.

Eligibility Requirements:

- Applicant agency meets eligibility requirements (see title page)
- Category 1: Planning Projects—The proposed budget is within the allowable limits (\$50,000) (see page 9)
- Category 2: Implementation Projects—The proposed budget is within the allowable limits (\$750,000)(see page 10)
- Federally recognized tribe (if applicable) (see title page)

What an Application Should Include:

- SF-424 Form (see page 19)
- Abstract—Including information on **both pre- and post-release services for every program participant*** (see page 19)
- Program Narrative*—Including information on **both pre- and post-release services for every program participant*** (see page 20)
- Budget Detail Worksheet and Budget Narrative* (see page 20)
- Disclosure of Lobbying Activities (SF-LLL) (see page 17)
- Indirect Cost Rate Agreement (if applicable, see page 21)
- Tribal Authorizing Resolution (if applicable, see page 21)
- Additional Attachments (see page 22)
 - Project Timeline
 - Position Descriptions
 - Strategic Plans
 - Letters of Support
- Other Standard Forms including (as applicable, see page 22):
 - Accounting System and Financial Capability Questionnaire

***Note:** These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.

Appendix 1
Second Chance Act Grantees:
What You Need to Know to Ensure Your Program is Built on
Principles of Effective Practice

Fundamental Principles of Evidence-Based Correctional Practice

The primary objective of the Second Chance Act is to reduce recidivism. Based upon reliable research findings, there are six fundamental principles of evidence-based correctional practice that are widely accepted as strategies to reduce future criminal behavior.

- 1) **Objectively Assess Criminogenic Risks and Needs:** Maintain a comprehensive system to establish risk screening and needs assessment. The actuarial assessment of offenders—in a reliable and valid manner—is essential for the effective supervision and treatment of people returning from prisons, jails, and juvenile facilities (Andrews and Bonta, 1998). The levels of supervision and services for individual offenders must be matched to individual risk and need.
- 2) **Enhance Intrinsic Motivation:** Staff must be able to relate to offenders in interpersonally sensitive and constructive ways in order to enhance intrinsic motivation in offenders. Research findings suggest that motivational interviewing or other cognitive-behavioral communication techniques can effectively enhance the offender's desire to initiate and maintain behavior changes (Miller and Rollnick, 2002; Miller and Mount, 2001).
- 3) **Target Higher-Risk Offenders:** Prioritize primary supervision and treatment resources for offenders who are at higher risk to re-offend. Consistent findings from a wide variety of recidivism studies show that supervision and treatment resources focused on lower-risk offenders produce little if any positive effect on the rates of subsequent criminal behavior (McGuire, 2001, 2002) and can at times increase the risk level of low-risk offenders. Maximum benefit is gained only when intervention resources are directed to moderate- and high-risk offenders.
- 4) **Address Offenders' Greatest Criminogenic Needs.** The greatest emphasis must be placed on addressing those needs which are most closely associated with criminal behavior. When the factors that lead the offender to commit crimes are effectively addressed, that person is less likely to commit crime (Elliot, 2001).
- 5) **Use Cognitive-Behavioral Interventions:** These strategies are focused on changing the offender's thinking patterns in order to change future behavior. The most effective interventions provide opportunities for participants to practice new behavior patterns and skills with feedback from program staff.
- 6) **Determine Dosage and Intensity of Services:** Higher-risk offenders require significantly more structure and services than lower-risk offenders. High-risk offenders should receive a minimum of 300 hours of cognitive-based interventions, moderate-risk offenders should receive a minimum of 200 hours, and low-risk offenders should receive a minimum of 100 hours of cognitive-based interventions. Additionally, during the initial three to nine months post-release, 40%–70% of high-risk offenders' free time needs to be occupied with

delineated routine and appropriate services (Bourgon and Armstrong, 2006; Latessa, 2004; Gendreau and Goggin, 1995).

Important Things to Understand From the Research:

- Correctional staff needs to work with offenders to ensure they have the tools needed for success in the community.
- Correctional and community staff must understand the importance of working with ***moderate- and high-risk*** offenders rather than low-risk offenders in order to demonstrate that their program can decrease recidivism.
- The most effective organizational-change strategies involve supervision and coaching of staff to reinforce the expected way of doing business—training alone is not sufficient.

Questions to Ask As You Launch Your Program:

- Who are you targeting for your program?
- Do the risk and needs of your target population match the services and supports you've funded through your Second Chance grant?
- When and how are the risks and needs of your target population assessed?
- Following the risk/need assessment, are the services, supervision, and interventions recommendations developed with the offender?
- Are these interventions based upon a systematic assessment of individual levels of risk and criminogenic needs?
- How are services coordinated for your target population as they move from the institutional phase, to the reentry phase, to the community phase?
- How is programming that is begun in prison linked to the programming that the offender receives in the community?
- How are supervision and treatment resources prioritized for moderate and high risk offenders?
- Are your interventions cognitive-behavioral based?
- What data is collected on individuals?
- Do you collect case-level data on which of your program participants have (1) housing, (2) employment, (3) substance abuse treatment [if necessary], (4) mental health treatment [if necessary], and (5) social support?

References:

Andrews, D.A., and J. Bonta (1998). *The Psychology of criminal conduct*. Cincinnati: Anderson Publishing Co.

Bourgon, G., and B. Armstrong (2006). Transferring the Principles of Effective Treatment into a "Real World" Setting. *Criminal Justice*, 32(1), 3-25.

Elliott, D. (2001). Youth violence: A report of the Surgeon General.

Gendreau, P. and C. Goggin (1995). Principles of effective correctional programming with offenders. Center for Criminal Justice Studies and Department of Psychology, University of New Brunswick, New Brunswick.

Latessa, E.J. (2004). The challenge of change: Correctional programs and evidence based practices. *Criminology & Public Policy*, 3(4), 547-560.

McGuire, J. (2002). Evidence-based programming today. Paper presented International Community Corrections Association Conference, Boston, MA, November 2002.

McGuire, J. (2001). What works in correctional intervention? Evidence and practical implications. Pp. 25-43 in *Offender rehabilitation in practice: Implementing and evaluating effective programs*, edited by D.F. Gary Bernfeld, Alan Leschied. New York, NY: John Wiley & Sons, LTD.

Miller, W. and S. Rollnick (2002). *Motivational Interviewing: Preparing people for change*. New York, NY: Guilford Press.

Miller, W. and K.A. Mount (2001). "A small study of training in Motivational Interviewing: Does one workshop change clinician and client behavior?" Albuquerque, NM.

Appendix 2 Pay for Success Criteria

Criteria	
Target Population	The project must describe the population to be served, the goals to be obtained, and provide adequate protection for vulnerable populations. The project should describe any safeguards and incentives against “creaming.” The project should also describe how it meets a compelling need.
Evidence	The project must describe the types of services and other interventions that will be provided. The project should identify any body of evidence that supports the efficacy of the approach.
Investment	The project should clearly identify the source of working capital and provide evidence of its availability. The quantity and availability of operating funds should be adequate to sustain the life of the project. The project should clearly describe the use of any newly requested or existing federal funds.
Agreement	The project must identify all parties to the agreement including prime and sub-recipients. Any intermediaries or other management organizations must be clearly identified. The roles and responsibilities of all parties should be described.
Flexibility	The project must not overly encumber the management and administration of services and other interventions. The project includes the flexibility to adjust the service delivery strategy to achieve the negotiated outcomes. If necessary the project should identify and justify any requested flexibilities around regulations and/or administrative requirements. The project should identify the source (federal/state/local) for each requested variation.
Outcomes	Outcomes must be defined in terms of the desired “end state”. The project should identify outcomes that can be measured and given a monetary value. The project should describe the derivation of the monetary value for each desired outcome including identification and assignment of any expected future savings to governmental entity(s).

Outcome Measures	<p>The project must describe how the achievement of outcomes will be measured. The project should provide evidence that the [grantee] and the investors have agreed upon the evaluation/measurement methodology including metrics, timing, independence, and credible comparison groups. This methodology should provide assurances that PFS is paying for impacts and not just outcomes that would have been achieved with or without the intervention. The project should describe the reporting of any interim measures and progress toward achievement of outcomes, including how interim evaluation data could be used to improve program efficacy.</p>
Payments	<p>The obligation and period of availability of government funds should align with payback periods. The project should describe provisions for government payments based upon achievement of proposed outcomes. Payments should only be made based upon substantiated achievement of interim or final outcomes.</p>
Savings/ROI	<p>Savings or return on investment (ROI) generated from the achievement of outcomes should meet or exceed the cost of services and other interventions including management, administration and evaluation. Government and outside entities should identify whether these savings or ROI accrue proportionate to investment for each participating governmental entity.</p>

Program Abstract

Palm Beach County in collaboration with the Florida Department of Corrections and community-based reentry partners facilitate the successful reintegration of ex-offenders returning to Palm Beach County. The *Regional and State Transitional Offender Reentry (RESTORE) Initiative*, established in 2011, provides inmates with pre- and post-release services to assist in their transition back into the community.

Characteristics of the target population and projected number of clients to be served:

The Target Population is 300 medium to high risk state inmates returning to Palm Beach County through the Department of Corrections. The following is a snapshot of the target population by primary offense, based on the statutory degree of the crime: Violent (18.5%), Drug (23.8%), Property (8.6%), Sexual (2.6%), Burglary/Robbery (35.1%) and Other (11.4%).

Overall program design elements which reflect both pre- and post-release service delivery:

The RESTORE Initiative implements a seamless plan of services and supervision developed with each offender, delivered through state and local collaboration, from the time of their entry into prison through their transition, reintegration and aftercare in the community.

Use of risk principle:

Medium to high risk offenders are identified using the LSI-r Assessment and receive the most intensive treatment. Lower-risk offenders receive less intensive treatment services.

Use of needs principle:

The RESTORE Initiative identifies and targets the inmates criminogenic (Anti-social attitudes, Anti-social friends, Substance abuse, Lack of empathy, Impulsive behavior) needs through individual assessment of each inmate.

Use of responsivity principle:

The RESTORE Initiative matches each offender to appropriate behavioral change services based upon their individual needs and risk factors, with the intent of increasing success rates and reducing recidivism. The offenders learning style, gender, degree of motivation and mental capacity are considered.

Use of dosage principle:

Proper dosage of time and programming are implemented based on the risk level of the offender. Higher dosages of programming and interventions are provided to offenders who present elevated risk.

Plan for establishing a baseline recidivism rate:

The Florida Department of Corrections (FDC) baseline recidivism rates for the target population are: 1 year = 10.7%, 2 years = 23.9% and 3 years = 29.2%. The baseline rate was calculated using a comparison group consisting of the same characteristics as the target population. It was calculated for the comparison group by using an eleven-year cohort of releases (from 1/1/1995 through 12/31/2005).

Plan for collecting and reporting key data elements:

The FDC Offender-Based Information System (OBIS) contains detailed information on all inmates who are sentenced to state prison or community supervision (e.g., demographic data, sentencing information, the specific offense, date of the offense and details as to the specific sentence). Post-release data collection will be compiled and analyzed by the Criminal Justice Commission's (CJC) automated Reentry Network (RENEW). Services received, outcomes and recidivism rates will be collected in a shared data base system and evaluated by an independent outside evaluator, the University of South Florida, hired by the Criminal Justice Commission.

Brief Description of Services:

Pre-Release Services- LSI-r Risk/Needs Assessment, Thinking for a Change, GED, Job Readiness, Victim Impact, Inside Out Dad, Transition Planning, Case Management, Substance Abuse Counseling, Family Reunification, Career Scope and TABE Assessments.

Post-Release Services- Comprehensive Case Management, Transitional Housing, Vocational Training, On the Job Training, Mental Health Treatment, Substance Abuse Treatment, Peer Mentoring, Literacy Classes, Employment Apprenticeships, Transportation Assistance, Educational Classes, Family Reunification Events, Identification Assistance, Tattoo Removal and Food Stamp Assistance.

Permission to Share Abstract and Contact Information with Private Funders:

Palm Beach County gives permission to BJA to share this Abstract with contact information for both the Authorized Representative and Point of Contact with potentially interested private foundations.

1. Statement of the Problem

Palm Beach County, Florida (PBC), in partnership with The Florida Department of Corrections (FDC), implements a project that delivers a comprehensive model for inmate reentry into Palm Beach County. The *Regional and State Transitional Offender Reentry (RESTORE) Initiative*, established in 2011, is designed to reduce recidivism by 50% over a 5-year period for the target population by identifying needs, providing targeted evidence-based programs and coordinating pre- and post-release services that will assist inmates transitioning from prison to the community.

Problems with Returning Inmates to the Community - Echoing many of the problems found nationally with reentry, Palm Beach County's released prisoners face numerous challenges that ultimately aid in their return to criminal activity, re-arrest and re-incarceration. These challenges include unemployment, lack of housing, substance abuse, mental health problems and strained family relationships. To further compound these challenges, institutional programs aimed at assisting inmates in dealing with these issues have been sharply reduced in recent years due to budget reductions. Research shows that *unemployment* has a profound impact on recidivism rates. Statistics show that even before incarceration, adult inmates demonstrate weak or non-existent ties to the workforce (33% of inmates are unemployed in the month leading up to their arrests, compared to 10% unemployment in the general population¹). The *lack of appropriate housing* and the inability to access *substance abuse treatment and mental health care* significantly reduce positive outcomes. The "what works" literature shows that programs that provide intensive substance abuse and mental health treatment during incarceration, combined with aftercare, have proven effective in reducing recidivism; however, accessing these services continues to prove challenging for the target population.

Target Population, Jurisdiction, Number and Type of Returning Offenders - This initiative targets male and female inmates ages 18 and older, convicted in and/or returning to Palm Beach County with or without supervision. Florida holds national significance due to its size, diversity and ever-expanding penal system. The FDC is the 3rd largest state correctional system in the country. Palm Beach County, ranks as the 29th largest county in the U.S. with more than 1.2 million residents. It is important to understand the magnitude and volume of ex-offenders returning to the County. Palm Beach County had 511 FDC inmates that recidivated in 09-10 and ranked 8th out of 67 counties in Florida. Currently, there are 4,444 sentenced adult inmates from Palm Beach County who are incarcerated in the Florida Department of Corrections. Of these, 300 inmates housed at the Sago Palm Reentry Center and West Palm Beach Work Release Centers released between 10/1/12 and 9/30/13 will be the target population of the RESTORE Initiative. Palm Beach County will target the highest risk inmates with the most intensive services. The Florida Department of Corrections (FDC) baseline recidivism rates for the target population are: 1 year = 10.7%, 2 years = 23.9% and 3 years = 29.2%. The baseline rate was calculated using a comparison group consisting of the same characteristics as the target population. It was calculated for the comparison group by using an eleven-year cohort of releases (from 1/1/1995 through 12/31/2005). The following is a snapshot of the target population by primary offense, based on the statutory degree of the crime: Violent (18.5%), Drug (23.8%), Property (8.6%), Sexual (2.6%), Burglary/Robbery (35.1%) and Other (11.4%).

Basic Components of the Continuum of Services - Reentry must begin at reception; therefore, the RESTORE partners provide a structured reception process at local prisons that includes diagnostic and assessment tools for analyzing the risk and needs of each inmate. **Risk and Needs:** The Level of Service Inventory-Revised (LSI-r) is a quantitative survey of offender

attributes and their situations relevant to level of supervision and treatment decisions. The LSI-r helps predict parole outcome, success in correctional halfway houses, institutional misconducts, and recidivism. The 54 items are based on legal requirements and include relevant factors needed for making decisions about risk and treatment. The LSI-r Manual explains the use of the LSI-r and summarizes research studies on its reliability and validity. The FDC's Risk and Needs Assessment System is a national model that was validated by the National Institute of Corrections in 2000. This system utilizes objective assessments of the inmate's criminogenic needs that, when compared to risk factors and classification criteria, result in a prioritized list of recommended programs which take into account safety, program availability and other factors.

Transition Plans: Transition plans are finalized 180 days prior to an inmate's anticipated release date. During this time, the inmate is scheduled for statutorily mandated appointments and programs, including medical screening, aftercare planning for inmates with a mental illness and a 100-Hour Transition Training Program that covers job readiness, life skills and community reentry. The initial release interview addresses inmate needs such as housing, employment, substance abuse and post-release requirements. Inmate needs are captured in the Transition Plan.

Pre- and Post-Release Programs and Services: *Pre-release:* Based on identified needs and program slots, inmates participate in education, vocational training, cognitive behavior change programs, substance abuse treatment and various life skills programs prior to release. In addition to the statutorily mandated 100-Hour Transition Training Program noted above, transition fairs are conducted by FDC to provide inmates with valuable information regarding employment opportunities, community resources, social services and housing to ensure a smooth transition back to their respective communities. *Post-release:* The Palm Beach County Criminal Justice Commission (CJC), which serves as a catalyst to bring together criminal justice related agencies

in the County, operates a Portal of Entry, where participants returning to Palm Beach County are required to register as a felon. The Portal of Entry provides a transition point from pre-release services to community-based service providers. Through the Portal concept, ex-offenders are linked to a variety of needs-based programs, including legal, health, housing, work release, child support and family counseling, mental health, substance abuse, life skills, mentoring, job training and placement, education and employment, community resources and transitional and permanent housing. ***Ongoing Inmate Behavior Assessments:*** The FDC conducts ongoing inmate behavior assessments every 6 months for inmates within 3 years of release. Additional assessments regarding custody and other issues are automatically generated by an inmate tracking system. These periodic assessments allow FDC to gauge the inmates' program progress based on the program goals that were previously set. ***Data Collection and Analysis for Future Efforts:*** In February of 2012, the Palm Beach County Criminal Justice Commission (CJC) implemented a web-based, client focused, ex-offender reentry case management/data collection REENTRY NETWORK (RENEW). The CJC's Reentry Task Force developed the automated system that creates individualized transition plans using evidence-based tools for ex-offenders returning to Palm Beach County. The goal of RENEW is to gather data to support the ability to: 1) Improve the level of service to clients; 2) Maximize agency resources by affording case managers more time to focus on individualized service through a targeted plan; 3) Provide valid planning information related to client needs, service gaps, outcome measures and service utilization; and 4) Allow for easy construction of reports to assess the needs and services of Palm Beach County Reentry agencies. RENEW contains detailed information on all inmates who receive pre-release services (e.g., demographic data, sentencing information, specific offense, date of the offense and details as to the specific sentence). Post-release data are compiled and analyzed by the CJC

and will be formally evaluated by the University of South Florida. Services received, outcomes and recidivism rates are collected in the shared database system.

2. Project Design and Implementation

Palm Beach County in partnership with the Florida Department of Corrections has established a Reentry Prison, the Sago Palm Reentry Center, located in Palm Beach County and provides linkage to the Portal of Entry, centrally located in West Palm Beach. Community-based service providers, having already established a pre-release relationship with the inmates, meet the ex-offenders at the Portal the day of their release and begin post-release services.

Ten Program Specific Requirements:

Reentry Strategic Plan – Palm Beach County has developed a 5-year strategic plan (Attachment #3) that aims to reduce recidivism by providing services and release planning to ex-offenders. Outlined are clear and concise goals, objectives, action plans and performance measures used to gauge progress in reducing recidivism as well as an implementation schedule. The plan is based on what can be accomplished with existing resources, thereby increasing sustainability and success.

Establishment of Reentry Task Force – The Palm Beach County Reentry Task Force began meeting in February 2008 and was ratified by members of the Criminal Justice Commission as a permanent Task Force in November 2009. ***The PBC Reentry Task Force*** and subcommittees are comprised of over forty decision makers in PBC and includes the support of the Chief Judge, Public Defender, Sheriff, nonprofit organizations, representatives from the Department of Corrections and community stakeholders. This type of support makes it possible for real reform to occur. Participants have been fully engaged in making suggestions that affect public policy regarding reentry using their experiences as key stakeholders as a barometer of needs in this

county. The pooling of resources and uniform programming is of high importance. Chaired by Public Defender, Carey Haughwout, the group was tasked with the development of a Reentry Strategic Plan that was based on a county-wide assessment of reentry services. This Plan guides Palm Beach County in the development and implementation of a coordinated and comprehensive continuum of care for ex-offenders. All established committees within the Task Force have invited ex-offenders to attend.

-The Florida Department of Corrections- has agreed to house a percentage of inmates returning to Palm Beach County at facilities located in Palm Beach County, thus allowing service providers to establish pre-release relationships with inmates. A copy of the Memorandum of Agreement between Palm Beach County and the Florida Department of Corrections can be seen as Attachment #6.

-Support of the State – Attachment #4 contains explicit support letters from Kenneth S. Tucker, Secretary, Florida Department of Corrections and Representative Alcee Hastings, Florida House of Representatives.

-Evidence-Based Methodology and Outcome Measures – Palm Beach County utilizes the Risk-Needs-Responsivity (RNR) model to guide the reentry process. The RNR model refers to predicting which inmates have a higher probability of recidivating and treating the criminogenic needs of those inmates with appropriate programs based on their level of need. There is considerable empirical evidence that programs that target inmates who are at a higher risk to recidivate are more effective in reducing recidivism than those that do not. Accordingly, a range of interventions are provided that target the specific criminogenic needs of inmates who are higher risk. The long term goals are to increase public safety by reducing recidivism by 50% over 5 years in Palm Beach County. Outcome measures that are used to monitor the impact of

the process of these long term goals include a reduction in recidivism rates for the target population. The six fundamental strategies of evidence-based correctional practice are integrated into the design of the program. The RESTORE Initiative:

1) Objectively Assess Criminogenic Risks and Needs: Inmates are objectively assessed using the LSI-r Risk/Needs Assessment.

2) Enhances Intrinsic Motivation: Pre- and Post-Release Staff received training in motivational interviewing and are trained instructors for the Thinking For A Change Curriculum, a cognitive behavior change program for offenders that includes cognitive restructuring, social skills development and development of problem solving skills.

3) Targets Higher-Risk Offenders: Medium to high risk offenders are identified using the LSI-r Assessment and receive the most intensive treatment. Lower-risk offenders receive less intensive treatment services.

4) Addresses Offenders' Greatest Criminogenic Needs: RESTORE identifies and targets the inmate's criminogenic (Anti-social attitudes, Anti-social friends, Substance abuse, Lack of empathy, Impulsive behavior) needs through individual assessment of each inmate.

5) Uses Cognitive-Behavioral Interventions: RESTORE strategies are focused on changing the offender's thinking patterns in order to change future perceptions. The Thinking For A Change curriculum provides the vehicle for change.

6) Determines Dosage and Intensity of Services: Proper dosage of time and programming are considered based on the risk of the offender. Higher dosages of programming and interventions are provided to offenders who present elevated risk.

-Replication – Palm Beach County maintains documentation on the implementation process, delivery of services, collaborations and evaluation instruments. It is through this documentation

that the County is able to report on the intended and unintended impacts of the program. The RESTORE Initiative Model is based on a program instituted in Duval County, Florida (Offenders About to Reenter Society- OARS). However, Palm Beach County utilizes community-based service providers for post-release services to ensure the continuum of care. This Community-Based Model could be replicated in other jurisdictions.

-Role of Corrections – The FDC is comprised of *Institutions* that maintain custody and control of more than 102,000 inmates in 140 prison facilities statewide that also provide medical and *mental health services* for inmates. The FDC coordinates reentry services for inmates to ensure successful transition back into society and reduce recidivism. In October 2008, Florida Department of Corrections (FDC) created the Office of Reentry. With this reorganization, reentry became an integral part of Florida's correctional system. The Office of Reentry's mission is to provide inmates and offenders with services that will assist in successful reentry into the community, thereby reducing recidivism while enhancing public safety. The *Community Corrections Division* monitors and supervises more than 153,000 offenders on supervision through 156 probation offices statewide in 20 judicial circuits. A local Community Corrections officer has established an office in the Palm Beach County Portal.

Collaboration with State and Local Government – Palm Beach County partners with criminal justice agencies, nonprofit organizations, state and community agencies who are key players in successful inmate reentry, reduction of inmate recidivism and enhancing community safety. The PBC Criminal Justice Commission currently has existing agreements, partnerships and working relationships with 7 federal agencies, 30 non-profit providers, 37 Florida cities, and a large number of community-based organizations. Additionally, PBC has received 14 letters of support from community resource organizations overseeing health, housing, child welfare, education,

substance abuse treatment, victim services and employment across the state. *Analysis of Challenges to Reintegration of Inmates* – In June of 2008, the Palm Beach County Reentry Task Force's Program Assessment Subcommittee provided key findings on barriers to reentry for federal, state and local inmates returning to Palm Beach County. Based on a review of the subcommittee's assessment of reentry services in Palm Beach County, three categories of gaps were identified: 1) *Geographical*- Because of the size of Palm Beach County certain areas of the county were underserved; 2) *Population*- Palm Beach County was lacking in coordination of comprehensive reentry services for inmates returning from the FDC; and 3) *Systemic*- Palm Beach County was lacking in the areas of transition from incarceration to freedom, including pre-release communication with inmates, transportation to inmates destination and linkages between pre- and post-release services. Since then, the task force has recognized that housing, substance abuse, family issues, mental health problems and a lack of transportation and job opportunities are factors that also impede the successful transition of inmates back into society.

Proposed Plan to Implement the Approved Use of Funds/Critical Elements of the Reentry Strategy - The most important aspect of this process is the delivery of reentry services pre- and post-release. The project design shifts the model from correctional employees to a community-based organization for the delivery of post-release services. It is evident that pre- and post-release reentry services must be coordinated and reinforced to provide the ex-offender with the skills and support systems needed to reintegrate into his or her community. The critical design strategies for this project are: (1) Comprehensive Assessment and Planning; (2) Pre-Release Program Services; (3) Individualized Transition Planning; and (4) Seamless Post-Release Supervision and Linkage to Community Services. Through early assessments and individualized services, the RESTORE Initiative addresses inmate's needs both before and after release in an

effort to reduce recidivism, improve public safety and improve reentry outcomes. The **Program Design** is as follows: Focusing on the critical transition success elements, the target population is transferred to an institution located in Palm Beach County at least 18 months prior to their release date. RESTORE Initiative representatives work with the inmates to develop an individualized transition plan using validated assessments. Based on identified needs, the participants complete education, vocation, substance abuse treatment and various life skills programming prior to release, including linkage to the post-release services via the Portal of Entry and case managers.

Approved Use of Funds 1: Assessment and Planning - The RESTORE Initiative begins with a *Risk and Needs Assessment*. The FDC's Risk and Needs Assessment System utilizes objective assessments of the inmate's program needs that, when compared to the inmate's risk factors and other classification criteria, results in a prioritized list of recommended internal placement and program decisions. The *Level of Service Inventory-Revised* is a quantitative survey of inmate attitudes and situations developed by Andrews and Bonta (1995). The survey includes 54 items that measure ten components of risk to recidivate. The survey instrument has shown to be "highly predictive of recidivism²." *Career Scope 8.5* measures employment interest and aptitudes, identifies a user's attraction to careers that correspond to the Department of Labor (DOL) Interest Areas. Based on the assessments, a transition plan will be developed collaboratively by the pre- and post-release reentry coordinators for at least 300 participants.

Approved Use of Funds 2: Target Criminogenic Needs that Affect Recidivism - Following the development of the transition plan, inmates are placed in identified pre-release programs in order to **target their criminogenic needs that affect recidivism**. Pre-release services occur within the participant's last 18 months of incarceration. Services include, but are not limited to:

Case Management – Local reentry case management teams review the needs assessment, identify available programs, ensure recommended programs are completed and develop a report outlining program accomplishments.

Cognitive Behavioral Counseling – RESTORE utilizes the *Thinking for a Change* program, which addresses criminogenic thinking to help participants change their perceptions and the behaviors driven by such perceptions.

Employment Training – RESTORE utilizes a 2 week, pre-release job readiness class that prepares the inmates for employment. Each inmate leaves the facility with an updated resume and participates in mock interviews. Upon release, the ex-offender is paired with a job coach that guides them through the hiring and employment process. A local Job Finder identifies businesses that are willing to hire ex-offenders and works closely with the Job Coaches.

GED/Education - The Tests of Adult Education (TABE) determines the educational level of the inmate. Based on the scores, the inmate is placed in a classroom or provided with individual tutoring services for Adult Basic Education and/or GED.

Substance Abuse - Based on assessments and availability of space, substance abuse treatment and access to AA/NA begin prior to release.

Mental Health – All inmates have access to mental health care while incarcerated through FDC.

Medical Screening - Inmates have access to medical and dental care while incarcerated.

Vocational Training - The FDC provides workforce development programs statewide leading to multiple Occupational Completion Points (OCP) and/or certificates. The workforce programs that are offered are matched to employment opportunities available in the County. The RESTORE Initiative will provide additional pre-release vocational training through Palm Beach State College and provide an opportunity for post-release vocational apprenticeships.

Family Counseling and Reunification – The strategy utilizes the National Fatherhood Initiative, *Inside Out Dad* curriculum, which empowers Fathers with the knowledge and skills needed to engage their children (a comparable curriculum will be offered to the female participants).

Victim Awareness – RESTORE utilizes the *Victim Impact, Listen and Learn* curriculum that encourages empathy towards crime victims.

Approved Use of Funds 3: Provide Sustained Case Planning/Management in the Community-

An individualized transition plan is developed by the team **to ensure continuity of care for all participants**. A sub-committee of the Reentry Task Force issued a competitive Request For Services, reviewed applications and recommended that Gulfstream Goodwill Industries, Inc., The Lord's Place, Inc. and The City of Riviera Beach provide post release services. These services include: Case Management, Transitional Housing, Vocational Training, On the Job Training, Mental Health Treatment, Substance Abuse Treatment, Peer Mentoring, Literacy Classes, Employment Apprenticeships, Transportation Assistance, Educational Classes, Family Reunification Events, Identification Assistance, Tattoo Removal and Food Stamp Assistance. Because of the size of Palm Beach County, reentry services are divided into geographical service areas based on a strategy developed by the Reentry Task Force to ensure a **local network of focused community-based support** exists. Each organization houses two RESTORE case managers that coordinate services based on the needs of the ex-offenders. The Case Managers maintain uniform case notes and program information through RENEW which allows for programmatic and financial tracking of services and resources. Through RENEW, the post-release RESTORE Case Managers have access to the transition plans that outline pre-release accomplishments and post-release needs 60 to 90 days prior to the inmates release. This ensures a continuity of services.

Approved Use of Funds 4: Support a Comprehensive Range of Services for Offenders

The most critical element in the Reentry process is creating post-release opportunities. Palm Beach County has developed a seamless continuum of services for inmates returning to the county. The Criminal Justice Commission coordinates a Portal of Entry, where *Ex-Offenders* returning from local, state or federal incarceration receive assistance for successful reentry into the community, with a focus on meeting support service needs. Comprehensive post-release case management offers identification assistance, on-the-job-training opportunities, transitional housing, peer mentoring groups, family reunification events, treatment services, felony registration and transportation assistance as needed. Inmates with mandatory supervision requirements also report to the local FDC Probation Office located at the Portal.

Empowerment of Task Force to Examine Pooling Resources - In February 2008, Palm Beach County formed the Reentry Task Force and developed a *Reentry Strategic Plan* that is used to guide the County in improving public safety, maximizing existing resources and aligning Palm Beach County to meet all Second Chance Act requirements. The Task Force is responsible for the coordination of care among multiple systems, provision of evidence-based policies (EBP) and utilization of other county agencies (child welfare, education, primary health care, mental health, substance abuse and housing) to pool limited resources. The Task Force is the impetus for PBC's strategic planning for reentry services and will use data gathered through this initiative as a catalyst to guide future planning and funding of reentry services. Specifically, data: (1) supports programs and encourages system improvements; (2) improves individualization and effectiveness of programs; and (3) responds to evaluation findings with data-based decision making and systems improvement.

List of Government/Community Agencies that Comprise the Reentry Task Force - Task Force membership reflects a diverse range of community stakeholders; a detailed membership list and their affiliations is found within Attachment #3.

Activities of the Task Force - The goals of the Palm Beach County Reentry Task Force include:

- Delivering a coordinated County reentry service plan
- Creating uniformity in assessment, delivery and evaluation of services
- Increasing employment opportunities for ex-offenders
- Securing the financial sustainability of reentry services and programs

Plan Development, Execution, Monitoring and Evaluation – Palm Beach County, as the lead organization, is responsible for the operational aspects of the project. RESTORE provides pre-release services, transition planning and post-release services through three Community Based Service Providers. An independent evaluation will be conducted by the University of South Florida beginning in 2012. The University will analyze data collected in the RENEW system. The Reentry Task Force assists in monitoring progress made towards the goals outlined in the 5-year Strategic Plan and addresses any issues or concerns that are relevant to plan.

Guarantee that a Reasonable Number of Inmates will be Identified for Target Population –

The FDC transfers inmates to a facility located in Palm Beach County eighteen months prior to scheduled release dates. Based on: (1) inmates housed at the project institutions, (2) inmates currently approved for transfer, and (3) inmates who meet the facility profiles, Palm Beach County can expect to serve at least 300 inmates through this project.

3. Capabilities and Competencies

The PBC Criminal Justice Commission (CJC) was created by ordinance in 1988. It has 21 public sector members representing local, state and federal criminal justice and governmental

agencies. It also has 12 private sector business leaders representing the Economic Council of Palm Beach County. The Criminal Justice Commission (CJC) has an established history of building strong partnerships to improve the criminal justice system. The CJC is a trusted agency known for thinking outside the box and has created and funded several pilot criminal justice programs. In addition to providing oversight to the Portal of Entry, the CJC also piloted the Mental Health/Substance Abuse Project funded by the State of Florida. Many significant reforms to the county's criminal justice system have been led by the CJC, including the implementation of Community Courts and the Youth Violence Prevention Project. Altogether, the CJC staff has over 100 years experience in youth violence, courts, probation, reentry, research, statistics and law enforcement.

The RESTORE Program Manager coordinates and administers the RESTORE Initiative, supervises the reentry staff, manages contracts and is responsible for all of the data and reporting required for this project. The RESTORE Initiative began serving inmates pre-release in June of 2011. The first RESTORE inmate was transported to the Portal for post-release services on August 1, 2011. RESTORE has shown some promising early results as none of the 103 post-release participants have been resentenced to the Department of Corrections (0% recidivism).

Management Structure and Staffing- Palm Beach County is the lead applicant for this project and is responsible for the fiscal and programmatic aspects of this grant. Palm Beach County's staff's expertise in program implementation and inmate reentry will ensure successful oversight of this project. See Attachment # 5 for the CJC organizational structure and Attachment #2 for the RESTORE organizational structure and current staff resumes.

Capability of the Task Force/Partners – Palm Beach County's capability to implement the RESTORE Initiative derives from its mission, experience and staff. Palm Beach County brings

decades of experience and partnerships in employment, health, social services, counseling, vocational and educational rehabilitation, transportation, housing, and substance abuse treatment yielding effective and efficient service to the target population. Palm Beach County's partner, the Florida Department of Corrections (FDC) operates 140 correctional facilities and 156 probation offices statewide and is an integral part of the criminal justice system working with federal, state and local law enforcement and the court system on a daily basis. The FDC is able to effectively deliver inmate programs at institutions statewide and to document program participation for all inmates. The Community-Based Service Providers, the backbone of the project, bring dedication, compassion and knowledge of local resources. The *Reentry Task Force* is highly committed to improving reentry outcomes in the County for inmates and reducing recidivism, as evidenced by the development of Palm Beach County's 5-year *Reentry Strategic Plan*. The task force has contracted with the University of South Florida who will begin a process and outcome evaluation of RESTORE in 2012.

Palm Beach County Reentry

The RESTORE Initiative is one strategy under the Criminal Justice Commission's Reentry Task Force's umbrella. Palm Beach County has created a network of unique Reentry efforts that complement each other. Some highlights are listed below:

- *Established a Portal of Entry that provides transition services (Peer Mentoring, Family Reunification, Mental Health Treatment, Literacy and GED classes, Vocational Training, Transportation Assistance, On-the-job Training and Identification Assistance) to any ex-offender returning to Palm Beach County.*
- *Allocated \$500,000 towards Reentry efforts outside of the RESTORE Initiative in 2011.*

- *Established three (3) different Reentry Transitional Housing developments through Community-Based Service Providers.*
- *Uses Evidence-Based programs and practices.*
- *Employs a Reentry Job Finder, whose mission is to form relationships with local businesses that are willing to employ ex-offenders.*
- *Employs a Reentry Paralegal who assists ex-offenders with legal issues such as driver's license reinstatement, early termination of probation, sealing and expunging of records and restoration of civil rights.*
- *Developed an automated Reentry Case Management System that allows for a seamless transition from prison to the community and captures data for reporting and evaluations.*
- *Has allocated \$100,000 for an independent Evaluation of reentry services.*

4. Impact/Outcomes, Evaluation, Sustainability, and Plan for Collecting Data for Performance Measures

Process for Assessing the Initiative's Effectiveness – Palm Beach County uses research-based evaluation methods to measure progress and outcomes. The approach will be collaborative and will involve the FDC and community partners in the development, measurement and reporting of program outcomes. **Process evaluation** tasks will track and measure the objectives of the project. Specifically, process evaluation will show services provided, numbers achieved and will complement the outcome evaluation to begin in 2012 by the University of South Florida. From the data derived, PBC will adjust program activities to best meet goals and objectives. The overall goal of this initiative, to reduce recidivism by 50% over a 5-year period, will be measured through an **outcome evaluation**. Data will be collected over a 5-year period and assessed annually in order to determine whether or not recidivism was reduced by 50% for program

participants. RESTORE has also incorporated recommendations made through a Technical Assistance Site Visit set up by the Council of State Governments. The 2011 visit produced recommendations that included expanding the services to inmates returning from other facilities and formalizing policies to ensure participant utilization of post-release services.

Goals and Objectives for the RESTORE Initiative – See Attachment #1 for Specific Timeline

Goal- To reduce the recidivism rate by 50% over 5 years for the target population

OBJECTIVES

1) Complete at 300 LSI-r Risk/Needs Assessments on the target population by June 2013.
2) Provide 300 inmates with pre-release services based on identified needs by June 2013.
3) Complete 300 transition plans for the target population by June 2013.
4) Refer 300 inmates in the target population to the PBC Portal of Entry by September 2013.
5) Track 100% of inmates who complete the RESTORE Initiative through June 2015.

Performance Documentation, Monitoring, Evaluation, and Impact of the Strategy - In order to assess program effectiveness, RESTORE staff document program development, implementation and outcomes through the automated RENEW system. The FDC has established a RESTORE Initiative code specifically designed to collect and report information applicable to the grant and all program participants are tracked in OBIS. Inmate demographic, risk/needs and program information are collected at the time of entry into the system (baseline) and tracked. Inmate program completion and pre-release services are reported monthly, while job placement, housing, substance abuse and other services post-release are reported quarterly by PBC. Data collection, analysis and reporting ensure that data are available to all parties so that the project can be continuously reviewed for quality assurance and improved upon as needed. Palm Beach County has developed a data and case management system, the Reentry Network (RENEW), that

is secure and will store all recorded data for the 2012 Second Chance Project. Palm Beach County, the Florida Department of Corrections and the Community-Based Service Providers have access to this system with limited users. Palm Beach County will input program participant information to document all services delivered. The information placed into this system will include the following: Program participant's name, DC #, birth date, education level, number of children, race, gender, home address, assigned Correctional Institution, probation officer (if applicable), summary of court-ordered payments and work history, documentation of attendance at all program services, documentation of all incidents and counseling, documentation of all referrals made to reentry services and follow-up documentation and narrative case notes providing information on program activities, including dates of service delivery.

Data Collection Plan, Information to be Collected and Partnership Leverage – Palm Beach County's research staff has extensive experience and academic training in research, statistics and evaluation. The newly created database, contains, but is not limited to: inmate demographics, mental health services provided, substance abuse treatment services, educational situations, updated employment history, the number of successful and unsuccessful program exits, the number returning to prison, the number participating in educational services, the number who became employed and number who received housing and other transition services. Data will be used to support the initiative's commitment to carry out the delivery principles, build partnerships, emphasize interagency efforts, market achievements and increase awareness of strengths and needs of the program. The system will also be used to track recidivism for every ex-offender returning to Palm Beach County from the Department of Corrections (roughly 1,200 per year) in order to compare those who receive services and those that do not.

Sustainment Plan - A sustainability plan is an ongoing effort between Palm Beach County, the Florida Department of Corrections and the Community-Based Service Providers who:

- (1) *Advocate for policy change and* develop policies that will positively shape future reentry funding and
- (2) Identify a realistic and comprehensive *funding plan*.

More specifically, the sustainability plan involves three strategies:

- (1) Community Ownership
- (2) Multiple Funding Streams
- (3) Replication of Proven Essential Elements.

5. Collaboration

The RESTORE Initiative is a true collaboration between Palm Beach County, the Florida Department of Corrections and the 23 local organizations, including the faith-based community, dedicated to making a change through the Reentry Task Force. Palm Beach County's existing resources are enhanced through the collaboration with the FDC. Resources are integrated at every level within the Criminal Justice Commission. The Sheriff assists in funding the Portal of Entry and interlocal agreements or contracts have been established with over twenty agencies within the County. The inclusion of The Lords Place, Gulfstream Goodwill and the City of Riviera Beach in this project as community-based, non-profit, reentry service providers allows for complete comprehensive coverage of Reentry services in Palm Beach County. Collaboration is built into the organizational and operational structure of the Criminal Justice Commission's RESTORE Initiative.

¹Petersilia, Joan. 2002. "Challenges of Prisoner Reentry and Parole in California" *California Policy Research Center Brief, 12(3)*. CA: Univ. of California. www.seweb.uci.edu/users/joan/Images/ca_paroloe_and_reentry.pdf.

²Gendreau, P., Goggin, C., & Smith, P. (2002). Is the PCL-R really the "unparalleled" measure of offender risk? A lesson in knowledge cumulation. *Criminal Justice and Behavior, 29(4)*, 397-426.

**Regional and State Transitional Offender Reentry (RESTORE) Initiative
 Palm Beach County
 Budget Detail 2012-2013**

BUDGET WORKSHEET

A. PERSONNEL

<u>Name/Position</u>	<u>Salary Computation</u>	<u>Cost</u>
<u>Request</u>		
RESTORE Program Manager	\$ 30.28/hr x 2,080 hrs	\$62,982
<u>TOTAL REQUEST</u>		<u>\$ 62,982</u>

In-Kind Match

Probation Officer	100% of \$45,779 Annual Salary	\$ 45,779
CJC Executive Director	25% of \$127,140 Annual Salary	\$ 31,785
CJC Criminal Justice Manager	25% of \$99,288 Annual Salary	\$ 24,822
CJC Research Manager	10% of \$90,888 Annual Salary	\$ 9,089
Public Defender Task Force Staff	33.333% of \$69,000 Annual Salary	\$ 23,000
<u>TOTAL MATCH</u>		<u>\$134,475</u>

B. FRINGE BENEFITS

<u>Name/Position</u>	<u>Benefits Computation</u>	<u>Cost</u>
<u>Request</u>		
RESTORE Program Manager	\$ 62,982 Salary x 34.4 % (Standard County Rate)	\$21,666
<u>TOTAL REQUEST</u>		<u>\$ 21,666</u>

Palm Beach County Criminal Justice Commission
Regional and State Transitional Offender Reentry (RESTORE) Initiative

C. TRAVEL		
Purpose of Travel	Computation	Cost
<u>Request</u>		
Mileage Reimbursement Costs (MRC)		
MRC – RESTORE Program Manager	5,265 miles x \$.555 per mile=	\$ 2,922
BJA Workshops and Conferences (Total: \$3,600)		
1) \$900/trip x 5 trips		\$ 4,500
Airfare	\$400/trip	
Hotel	\$100/night x 3 nights = \$300	
Per Diem	\$40/day x 4 days = \$160	
Incidentals (taxi cabs, etc)	\$40/trip	
Total	\$900	
	<u>TOTAL REQUEST</u>	<u>\$ 7,422</u>
D. EQUIPMENT		
Item	Computation	Cost
		<u>TOTAL REQUEST \$ 0</u>
E. SUPPLIES		
Supply Items	Computation	Cost
Marketing Items	Informational Brochures, Pamphlets, Shirts & Video	\$ 700
Inside Out Dads	\$6.73 per Booklet x 250 Booklets	\$ 1,682
LSI-R Assessment Materials	\$3 per use x 667 uses	\$ 2,000
	<u>TOTAL REQUEST</u>	<u>\$ 4,382</u>

Palm Beach County Criminal Justice Commission
Regional and State Transitional Offender Reentry (RESTORE) Initiative

F. CONSTRUCTION		
Purpose	Description of Work	Cost
	<u>TOTAL REQUEST</u>	<u>\$ 0</u>
G. CONSULTANTS/CONTRACTS		
<i>Contracts</i>		
Agency	Service to be Procured	Cost
Gulfstream Goodwill Industries	Case Manager Salary and Fringe	\$ 49,582
	Case Manager/Job Coach Salary and Fringe	\$ 35,714
	Case Manager Supervisor	\$ 10,000
	Post-Release Vocational Instructor	\$ 10,387
	Transitional Housing Units	\$ 5,000
	Case Manager Travel	\$ 2,400
	Bus Passes	\$ 1,000
	Vocational Training Software	\$ 10,000
	Ex-Offender Support Services	\$ 13,000
The Lords Place	Case Manager Salary and Fringe	\$ 53,492
	Case Manager/Job Coach Salary and Fringe	\$ 50,190
	Employment Coordinator Salary and Fringe	\$ 53,492
	Transitional Housing Units	\$ 20,000
	On-The-Job Training Stipends	\$ 10,000
	Case Manager and Employment Coordinator Travel	\$ 4,800
	Bus Passes	\$ 2,000
	Ex-Offender Support Services	\$ 9,030
City of Riviera Beach	Case Manager Salary and Fringe	\$ 53,492
	Case Manager/Job Coach Salary and Fringe	\$ 50,190
	Transitional Housing Units	\$ 4,000
	On-The-Job Training Stipends	\$ 15,000
	Case Manager and Employment Coordinator Travel	\$ 2,400
	Bus Passes	\$ 2,000
	Ex-Offender Support Services	\$ 9,029
Office of the Public Defender	Pre-Release Project Coordinator Salary and Fringe	\$ 53,300
	Pre-Release Project Counselor Salary and Fringe	\$ 50,700
	Pre-Release Project Counselor Salary and Fringe	\$ 44,200
	General Office Supplies	\$ 1,950
	Pre-release Staff Travel	\$ 2,400
TBD	Pre-Release Vocational Training	\$ 23,800
	<u>TOTAL REQUEST</u>	<u>\$652,548</u>

Palm Beach County Criminal Justice Commission
Regional and State Transitional Offender Reentry (RESTORE) Initiative

In-Kind Match

Security Operations DOC	\$39.56 security operations per diem rate x 365 days x 8.05% x 300 participants=	\$348,712
Goodwill Program Supervision	25% of Director's Annual Salary (\$57,936)	\$ 14,484
Portal Facilities	\$22 per square foot x 1,260 square feet =	\$ 27,720
Goodwill Occupancy	Office space and related expenses	\$ 16,214
Employment Training Supervision	Lord's Place- 25% of \$50,000 Annual Salary	\$ 12,500
Lord's Place Program Supervision	33% of Director's Annual Salary (\$57,936)	\$ 19,312
Portal Staff	100% of \$46,556 Annual Salary	\$ 46,556
Reentry Case Management System	100% of cost to create the system	\$ 27,630
100-Hour FDC Transitional Facilitator	100% of Annual Salary and Fringe	\$ 37,586
Pre-Release Academic Teacher Salary	100% of Annual Salary and Fringe	\$ 44,850
Crime Prevention Trust Fund	Rent for Riviera Beach Facility	\$ 6,942

TOTAL MATCH \$602,506

H. OTHER COSTS

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Hourly Fee for New Arrest Research	\$30/hour x 33.33 hours=	\$ 1,000

TOTAL REQUEST \$ 1,000

I. INDIRECT COSTS

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
<u>In-Kind Match</u>		
Indirect Cost Rate for Palm Beach County	\$97,452 eligible dollars x 13.36 % =	\$ 13,019

TOTAL MATCH \$ 13,019

Budget Narrative: The narrative should describe each budget item and relate it to the appropriate budget activity. It should follow the content of the budget detail worksheet and provide justification for all proposed costs. In the budget narrative the applicant should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased and how overhead was calculated. The budget narrative should justify the specific items listed on the budget detail worksheet (particularly supplies, travel and equipment) and demonstrate that all costs are reasonable.

Personnel (\$62,982)

-A federal request of \$62,982 will cover personnel costs associated with the Palm Beach County RESTORE Initiative.

RESTORE Program Manager- \$62,982 – This position will manage all aspects of the RESTORE Initiative; supervise case managers and the employment coordinator; develop organizational partnerships with private, governmental and nonprofit entities; monitor the quality of services offered; account for all funds associated with the program; and perform any other duties necessary to properly manage the program.

In-Kind Match- All staff members listed are not funded through the grant or through other federal dollars but are current employees in PBC. A local Match of \$134,475 will be provided in the form staff dedicated to the RESTORE Initiative:

Community Corrections Probation Officer- \$45,779 – A Probation Officer serves offenders full-time from the Portal of Entry. One Hundred percent (100%) of the Officer's time will be spent focused on the RESTORE Initiative.

CJC Research Manager- \$9,089- The CJC Research Manager will assist in collecting and reporting data related to recidivism in Palm Beach County and will perform a program evaluation to assure that the program is on track to meet its goals and objectives. Ten percent (10%) of their time during the grant period will be spent evaluating Reentry.

CJC Executive Director- \$31,785- The CJC Executive Director will act as the liaison between CJC and the Florida Department of Corrections as well as supervise five positions created by the grant. Twenty percent (25%) of the Executive Director's time will be spent coordinating Reentry efforts related to this project.

CJC Criminal Justice Manager- \$24,822- The CJC Criminal Justice Manager will provided administrative guidance and attend grant related meetings. Twenty percent (25%) of the Manager's time will be spent coordinating Reentry efforts related to this project.

Public Defender Task Force Staff- \$23,000 – The Public Defender's Office has taken a leadership role in the development of the Reentry Task Force and Strategic Plan. This staff position will spend thirty-three percent (33.33%) of their time during the grant period facilitating reentry meetings and developing policies that relate to Reentry in Palm Beach County.

Palm Beach County Criminal Justice Commission
Regional and State Transitional Offender Reentry (RESTORE) Initiative

Fringe (\$21,666)	<p>-A request of \$21,666 will cover the fringe benefits associated with Staff employed by the RESTORE Initiative:</p> <p>RESTORE Program Manager- \$21,666 - This position will manage all aspects of the RESTORE Initiative; supervise case managers and the employment coordinator; develop organizational partnerships with private, governmental and nonprofit entities; monitor the quality of services offered; account for all funds associated with the program.</p>
Travel (\$7,422)	<p>A request of \$7,422 will cover costs for BJA approved conferences and trainings and Mileage Reimbursement Costs for RESTORE Staff.</p>
Equipment (\$0)	
Supplies (\$4,382)	<p>Marketing Items- \$700- A request of \$700 is being made to provide funding so that marketing items (staff shirts-\$28.00 x 25) can be developed.</p> <p>InsideOut Dads- \$1,682 – A request is being made to purchase the InsideOut Dad curriculum which is a fatherhood reentry program designed to connect inmates to their families and prepare them for release. Research shows that inmates who are connected to their families are more likely to successfully reenter society. This unique reentry program reaches men on the Inside and prepares them for life when they get Out by helping them explore and heal from their pasts, while developing healthy emotions, reconnecting to their families, and planning for the future.</p> <p>LSI-R Assessment Materials- \$2,000 – A request is being made to purchase Pre-release Assessment software and materials. The Level of Service Inventory – Revised is a combined and integrated risk/needs assessment instrument for use with general populations of offenders.</p>
Construction (\$0)	
Consultants/Contracts (\$652,548)	<p style="text-align: center;"><u>Gulfstream Goodwill Industries, Inc. – (\$137,083)</u></p> <p>Gulfstream Goodwill Industries, Inc., through a competitive Request for Proposal (RFP) process, was selected to provide Ex-Offender Reentry services to individuals returning to the central geographic region of Palm Beach County.</p> <p>Reentry Case Manager Salary- \$40,310 (19.38/hour x 2080 hours = \$40,310)- This post-release position will service a caseload of active participants; provide individual case management sessions with all clients at regularly scheduled intervals; develop individual service plans for all clients that identify barriers to successful reentry; document all client contact and progress, including time and date, type of contact, outcome and plan of action; provide or broker services to holistically address clients' needs; oversee sessions with volunteer mentors, including tracking contact times, facilitating activities and resolving issues; and provide regular updates to the RESTORE Program Manager.</p> <p>Reentry Case Manager Fringe Benefits- (\$40,310 x .23 = \$9,272)</p>

Reentry Case Manager/Job Coach Salary- \$29,036 (13.96/hour x 2080 hours = \$29,037)- This post-release position will service a caseload of active participants; provide individual case management sessions with all clients at regularly scheduled intervals; develop individual service plans for all clients that identify barriers to successful reentry; document all client contact and progress, including time and date, type of contact, outcome and plan of action; provide or broker services to holistically address clients' needs; oversee sessions with volunteer mentors, including tracking contact times, facilitating activities and resolving issues; and provide regular updates to the RESTORE Program Manager. This position will focus on ex-offender job skills and employment.

Reentry Case Manager Fringe Benefits- (\$29,036 x .23 = \$6,678)

Case Manager Supervisor Salary and Fringe- \$10,000 (20% of \$50,000 total for Salary and Fringe- This post-release position will manage the RESTORE Case Manager and assist with program Administration.

Transitional Housing Units- \$5,000 - A federal request of \$5,000 is being made to offset costs associated with transitional housing for ex-offenders.

A request of **\$2,400** will cover costs Mileage Reimbursement Costs for the Case Manager (Reimburse \$.51 per mile x 4,706 miles).

Bus Passes -\$1,000 - A request of \$1,000 is being made to purchase twenty five (25) 31-day unlimited bus passes to be used by the program participants to assist with transportation needs (appointments, interviews, etc) while navigating through the reentry process.

Ex-Offender Support Services- (\$13,000) - This Line Item includes Family Reunification Counseling and Events, Literacy and GED Classes, Coordination of Peer Mentoring Groups, Trade Education and Certification and Mental Health Treatment Services.

Post-Release Vocational Instructor (\$10,387) - This part-time position will provide post-release vocational education and certification to RESTORE participants at a rate of \$10 per hour x 1,039 hours.

Meineke Software Annual Fee (\$10,000) - Tortal.net will provide a Learning Management System, containing the Meineke technical training modules. Participants will have the opportunity to become certified in the automotive repair field.

The Lord's Place, Inc. – (\$203,004)

The Lord's Place, Inc., through a competitive Request for Proposal (RFP) process, was selected to provide Ex-Offender Reentry services to individuals returning to the southern geographic region of Palm Beach County.

Reentry Case Manager Salary- \$42,120 (20.25/hour x 2080 hours = \$42,120)- This post-release position will service a caseload of active participants; provide individual case management sessions with all clients at regularly scheduled intervals; develop individual service plans for all clients that identify barriers to successful reentry; document all client contact and progress, including time and date, type of contact, outcome and plan of action; provide or broker services to holistically address clients' needs; oversee sessions with volunteer mentors, including tracking contact times, facilitating activities and resolving issues; and provide regular updates to the RESTORE Program Manager.

Reentry Case Manager Fringe Benefits- (\$42,120 x .27 = \$11,372)

Reentry Case Manager/Job Coach Salary- \$39,520 (19/hour x 2080 hours = \$39,520)- This post-release position will service a caseload of active participants; provide individual case management sessions with all clients at regularly scheduled intervals; develop individual service plans for all clients that identify barriers to successful reentry; document all client contact and progress, including time and date, type of contact, outcome and plan of action; provide or broker services to holistically address clients' needs; oversee sessions with volunteer mentors, including tracking contact times, facilitating activities and resolving issues; and provide regular updates to the RESTORE Program Manager. This position will focus on ex-offender job skills and employment.

Reentry Case Manager Fringe Benefits- (\$39,520 x .27 = \$10,670)

Employment Coordinator Salary- \$42,120 (20.25/hour x 2080 hours = \$42,120)- This post-release position will develop and conduct orientation sessions for program participants; create and implement multifaceted curriculum that meets the needs of ex-prisoners; coordinate the administration of skills assessments tests and any other examinations; conduct soft-skill training sessions on resume writing, interview skills, dress for success, etc.; may be required to train participants in hard-skills, such as computer literacy, or arrange such training through an outside partner agency, such as a construction apprenticeship; Prepare program participants for quick placements once they are interview-prepared; and provide regular updates to Program Manager.

Employment Coordinator Fringe Benefits- (\$42,120 x .27 = \$11,372)

Transitional Housing Units- \$20,000 - A federal request of \$20,000 is being made to offset costs associated with transitional housing for ex-offenders.

On-The-Job Training Employment Stipends - \$10,000 – Payment of ex-offenders salary's while receiving on the job training.

A request of **\$4,800** will cover costs Mileage Reimbursement Costs for the Case Manager and Employment Consultant (Reimburse \$.51 per mile x 9,412 miles).

Bus Passes -\$2,000 - A request of \$2,000 is being made to purchase fifty (50) 31-day unlimited bus passes to be used by the program participants to assist with transportation needs (appointments, interviews, etc) while navigating through the reentry process.

Ex-Offender Support Services- (\$9,030) - This Line Item includes Family Reunification Counseling and Events, Literacy and GED Classes, Coordination of Peer Mentoring Groups, Trade Education and Certification and Mental Health Treatment Services.

City of Riviera Beach – (\$136,111)

The City of Riviera Beach, through a competitive Request for Proposal (RFP) process, was selected to provide Ex-Offender Reentry services to individuals returning to the northern geographic region of Palm Beach County.

Reentry Case Manager Salary- \$42,120 (20.25/hour x 2080 hours = \$42,120)- This post-release position will service a caseload of active participants; provide individual case management sessions with all clients at regularly scheduled intervals; develop individual service plans for all clients that identify barriers to successful reentry; document all client contact and progress, including time and date, type of contact, outcome and plan of action; provide or broker services to holistically address clients' needs; oversee sessions with volunteer mentors, including tracking contact times, facilitating activities and resolving issues; and provide regular updates to the RESTORE Program Manager.

Reentry Case Manager Fringe Benefits- (\$42,120 x .27 = \$11,372)

Reentry Case Manager/Job Coach Salary- \$39,520 (19/hour x 2080 hours = \$39,520)- This post-release position will service a caseload of active participants; provide individual case management sessions with all clients at regularly scheduled intervals; develop individual service plans for all clients that identify barriers to successful reentry; document all client contact and progress, including time and date, type of contact, outcome and

plan of action; provide or broker services to holistically address clients' needs; oversee sessions with volunteer mentors, including tracking contact times, facilitating activities and resolving issues; and provide regular updates to the RESTORE Program Manager. This position will focus on ex-offender job skills and employment.

Reentry Case Manager Fringe Benefits- (\$39,520 x .27 = \$10,670)

Transitional Housing Units- \$5,000 - A federal request of \$5,000 is being made to offset costs associated with transitional housing for ex-offenders.

On-The-Job Training Employment Stipends - \$15,000 - Payment of ex-offenders salary's while receiving on the job training.

A request of \$2,400 will cover costs Mileage Reimbursement Costs for the Case Manager (Reimburse \$.51 per mile x 4,706 miles).

Bus Passes -\$2,000 - A request of \$2,000 is being made to purchase fifty (50) 31-day unlimited bus passes to be used by the program participants to assist with transportation needs (appointments, interviews, etc) while navigating through the reentry process.

Ex-Offender Support Services- (\$9,029) - This Line Item includes Family Reunification Counseling and Events, Literacy and GED Classes, Coordination of Peer Mentoring Groups, Trade Education and Certification and Mental Health Treatment Services.

Office of the Public Defender – (\$152,550)

Pre-Release Project Coordinator Salary- \$41,000 - This is a pre-release management level position that will conduct data analyses to ensure compliance and accountability; including but not limited to, preparation of monthly reports, maintaining the program budget, and other systems to ensure contract goals and objectives are met; prepares briefings, executive summary reports, memoranda, correspondence and other written materials as needed.

Pre-Release Project Coordinator Fringe Benefits- \$41,000 x .30 (Standard State Rate) = \$12,300

Pre-Release Project Counselor II Salary- \$39,000 - The primary purpose of this position is to provide professional and ethical application of basic tasks and responsibilities of addictions counseling which include clinical evaluation; treatment planning; referral; service coordination; client and community education; client, and group counseling; and documentation. This position will have a caseload between 23-26 clients.

FDC Pre-Release Project Counselor Fringe Benefits-\$39,000 x .30 (Standard State Rate) = \$11,700

Pre-Release Project Counselor I Salary- \$34,000 - The primary purpose of this position is to provide professional and ethical application of basic tasks and responsibilities of addictions counseling which include clinical evaluation; treatment planning; referral; service coordination; client and community education; client, and group counseling; and documentation. This position will have a caseload between 23-26 clients.

FDC Pre-Release Project Counselor Fringe Benefits-\$34,000 x .30 (Standard State Rate) = \$10,200

General Office Supplies - \$1,950 - Funds for pre-release general office supplies and recurring costs (paper, pens, ink cartridges, telephone usage, postage, etc.) are included to support the project administration.

A request of **\$2,400** will cover costs Mileage Reimbursement Costs for the Pre-Release Staff (Reimburse \$.51 per mile x 4,706 miles).

Other Contractual (\$23,800)

TBD- Pre-Release Vocational Training- (\$23,800) – Pre-release vocational training for inmates.

In-Kind Match

\$602,506

-A local in-kind match of \$602,639 will be provided in the form of contractual services dedicated to the RESTORE Initiative. All contractual services listed are not funded through the grant or through other federal dollars but are expenses of PBC or FDC:

Security Operations- FDC (\$348,712)- \$39.56 security operations per diem rate x 365 days x 8.05% x 300 participants- The in-kind line item is the published per diem rate for security operations per inmate in the Florida Department of Corrections (<http://www.dc.state.fl.us/pub/annual/0809/ar-im-budget.html>). A portion of this rate (8.05%) is being used to reflect the inmates participating in the RESTORE project housed at Sago Palm Re-Entry Center and the West Palm Beach Work Release Centers, which have been selected as the project sites.

Goodwill Program Supervision (\$14,484) - This position supervises a case manager, oversees transitional housing and is responsible for collecting

data associated with the RESTORE Initiative. The in-kind match is twenty-five percent (25% of the \$57,936 Annual Salary) of their time.

Portal Facility Space (\$27,720)- Palm Beach County will allow RESTORE Staff to utilize space (\$1,260 square feet) at their Central Detention Center to serve RESTORE participants at an annual cost of \$22 per square foot (The standard rate for corrections space in the County).

Goodwill Occupancy (\$16,214) – Cost incurred for office space and related expenses for a Case Manager and Program Manager.

Portal of Entry Staff (\$46,556) - An in-kind contribution of \$46,556 will be utilized for the staffing of the Portal of Entry. A fingerprint technician will be responsible for providing felon registration for the RESTORE participants.

The Lord's Place Employment Training Supervision (\$12,500) – An in-kind contribution of \$12,500 will be utilized for the supervision of the employment training piece of RESTORE ex-offender services.

The Lord's Place Program Supervision (\$19,312) - This position supervises a case manager, oversees transitional housing and is responsible for collecting data associated with the RESTORE Initiative. The in-kind match is thirty-three percent (33% of the \$57,936 Annual Salary) of their time.

Rent for Justice Service Center (\$6,942) – Local Crime Prevention Trust Funds support a facility in Riviera Beach where the Case Managers are housed.

RENEW System Development (\$27,630) - The cost to develop and maintain a shared data base system that will be used by the RESTORE Initiative.

FDC Pre-Release Academic Teacher (\$44,850) – This position will provide pre-release academic instruction to the target population. This position will assist in equipping inmates with basic academic skills. Their services will be utilized at one hundred percent 100%.

100-Hour FDC Transitional Facilitator (\$37,586) – This Facilitator delivers the 100-Hour Transition course, pre-release, offered by FDC. Three hundred and twenty five (325) inmates will participate in the course that helps develop transition skills such as time and anger management. This staff member is not funded through the grant or through other federal dollars but is a current employee of FDC. Their services will be utilized at 100%.

Palm Beach County Criminal Justice Commission
Regional and State Transitional Offender Reentry (RESTORE) Initiative

Other (\$1,000)	Florida Department of Law Enforcement (FDLE) hourly fee for researching new arrest data (\$1,000) - \$30/hour x 33.33 hours- FDLE will provide new arrest information for the RESTORE participants. The data will be analyzed quarterly.
Indirect (\$0)	<u>In-Kind Match</u> Indirect Cost Rate- \$13,019 - Palm Beach County has an approved Federal Indirect Cost Rate of 13.36% (\$97,452 eligible dollars x .1336).
Total Federal grant/funding dollars which will be incorporated into the project: \$750,000	
Total state/local grant/funding dollars which will be incorporated into the project: \$750,000	
Total Project Budget \$1,500,000	

Budget Summary:

<u>Budget Category</u>	<u>Federal Request</u>	<u>Non-Federal Match</u>	<u>Total Budget</u>
A. Personnel	\$ 62,982	\$ 134,475	\$ 197,457
B. Fringe	\$ 21,666	\$ 0	\$ 21,666
C. Travel	\$ 7,422	\$ 0	\$ 7,422
D. Equipment	\$ 0	\$ 0	\$ 0
E. Supplies	\$ 4,382	\$ 0	\$ 4,382
F. Construction	\$ 0	\$ 0	\$ 0
G. Consultants/Contracts	\$652,548	\$602,506	\$1,255,054
Other	\$ 1,000	\$ 0	\$ 1,000
TOTAL DIRECT COSTS:	\$750,000	\$736,981	\$1,486,981
H. Indirect Costs	\$ 0	\$ 13,019	\$ 13,019
TOTAL PROJECT COSTS:	\$750,000	\$750,000	\$1,500,000
Federal Request	\$750,000		
Non-Federal (Match)	\$750,000		

Palm Beach County RESTORE Ex-Offender Reentry Services

Sage Palm Reentry Center and West Palm Beach Work Release Centers

Portal of Entry

(Felon Registration, Probation, Intake, Referrals)

673 West Palmetto Road, West Palm Beach, FL 33411

West Palm, Palm Beach, and Delray Beach

Job Finder

Forms relationships with local businesses that are willing to employ Ex-Offenders

Community-Based Service Providers

The Lord's Place

Provides Comprehensive Ex-Offender Case Management Services for South Palm Beach County

Gulfstream Goodwill

Provides Comprehensive Ex-Offender Case Management Services for Central Palm Beach County

Restoration Squared

Provides Comprehensive Ex-Offender Case Management Services for North Palm Beach County

Reentry Paralegal

Assists Ex-Offenders with legal issues and restoration of rights

Family Reunification

On the Job Training

Peer Mentoring

Transportation Assistance

Trade Education and Certification

Mental Health Treatment

Literacy and GED Classes

Transitional Housing

Position Descriptions

R.E.S.T.O.R.E. PROGRAM MANAGER

NATURE OF WORK

This is specialized work organized around the efforts of inmate re-entry in Palm Beach County. The job focuses around the management and implementation of the United States Department of Justice Second Chance Grant. This intervention program will provide a select group of inmates a host of interlinking services in an attempt to reduce the recidivism rate of this selected group of respondents.

An employee in a position allocated to this class is responsible for the day to day management of the grant. Work is performed in collaboration with the Florida Department of Corrections which is partner on the project for financial and administrative interfaces.

Work is performed with considerable independence and is reviewed by the Criminal Justice Commission through its Executive Director. Work is evaluated through conferences, work and results obtained.

EXAMPLES OF WORK

Acts as a liaison to service providers and contractors associated with this project.

Assists in planning and implementation of the Second Chance Grant.

Assists in data collection and analysis for said project using DOC system of collection and management.

Assists in grant reporting using US Department of Justice systems, Grants Management System (GMS) and services for such tasks.

Assists in financial reporting which includes invoice review, confirmation and payment.

Prepares and submits reports and memoranda on re-entry in Palm Beach County as it relates to this project.

Coordinates communication with the US Department of Justice, Bureau of Justice Assistance Services and the Florida Department of Corrections.

Prepares yearly program budget; grant reimbursement requests and financial reports, maintains complete and accurate financial records.

Monitors the timely submissions of program deliverables, reviews invoices, receivables and vouchers.

Provides research and technical assistance to sites to obtain federal, State and local grants and partnering initiatives; contracts foundations and other private funders to enhance re-entry activities. Manages all aspects of the RESTORE Initiative.

Serves as the Manager of the Second Chance Grant which includes contract management for services utilized during the grant such as GED Training Substance Abuse and Mental Health Services.

Supervises Case Managers, Employment Training Specialists, Employer Recruitment Specialists and Volunteers.

R.E.S.T.O.R.E. PROGRAM MANAGER – CONT'D.

EXAMPLES OF WORK – CONT'D

Develops organizational partnerships with private, governmental and nonprofit entities.

Monitors the quality of services offered.

Accounts for all funds associated with the program.

Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of Federal, State, local and private application procedures, grants administration and management.

Considerable knowledge of current re-entry issues and theories.

Knowledge of the criminal justice system and experience working with ex-prisoners.

Knowledge of basic software applications and familiarity with the internet and email communications.

Ability to work with Federal, State, County and local agencies and private community on projects of common interest.

Ability to review, analyze and interpret Federal, State and/or prepare state laws, rules, regulations and procedures as related to the assigned program.

Ability to establish and maintain working relationships with departmental officials, legislators, staff associates, the general public and others.

Ability to analyze, evaluate policies, operations and formulate recommendations.

Ability to prepare complex analysis and reports.

Ability to communicate effectively both orally and in writing.

Ability to travel within the metropolitan area and nationally or internationally if required.

Ability to work effectively with people of diverse educational and cultural backgrounds, from ex-prisoners to public officials.

Thorough skill in verbal, written and interpersonal communication.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with a

Master's Degree in Business Administration, Public Administration,

Public Policy, Social Work or closely related field; three (3) years experience managing federal grants such as Department of Justice,

Department of Commerce and Department of Housing and Urban Development agency; one (1) year of supervisory experience; or any equivalent combination of related training and experience.

CRAIG A. SPATARA

2429 SW Impala Way
Stuart, FL 34997
772.223.0773
CSpatara@comcast.net

OBJECTIVE: To make a difference through innovative management in the public sector.

EDUCATION: Florida Atlantic University, Boca Raton, FL
Masters of Public Administration, 2006

Honors:

Pi Alpha Alpha Honor Society, 2006

Embry-Riddle University, Daytona Beach, FL
B.S. in Business Administration, 1995
Area of Concentration: Management

EXPERIENCE:

Palm Beach County Criminal Justice Commission
RESTORE Program Manager, 2011-Present

- Act as a liaison to service providers and contractors associated with the RESTORE EX-Offender Reentry Initiative.
- Assist in planning, implementation and data collection of the Second Chance Grant.
- Assist in grant reporting using US Department of Justice systems, Grants Management System.
- Develop and maintain a case management/data collection automated system.
- Assist in financial reporting which include invoice review, confirmation and payment.
- Prepare and submit reports and memoranda on reentry as it relates to the project.
- Coordinate communication with the US Department of Justice, Bureau of Justice Assistance Services and the Florida Department of Corrections.
- Prepare yearly program budget; grant reimbursement requests and financial reports.
- Monitor the timely submissions of program deliverables, review invoices, receivables and vouchers.
- Manage all aspects of the RESTORE Initiative.
- Serve as the Manager of the Second Chance Grant which includes contract management for services utilized during the grant such as GED Training, Substance Abuse and Mental Health Services.
- Supervise Case Managers, Employment Training Specialists, Employer Recruitment Specialists and Volunteers.
- Develop organizational partnerships with private, governmental and nonprofit entities.
- Monitor the quality of services offered.

City of West Palm Beach Weed and Seed Program
Site Coordinator, 1997-2011

- Administered community oriented Social Service and Law Enforcement programs.
- Drafted contracts and developed measurable objectives for outside non-profit organizations.
- Monitored contract and grant compliance for fifty (50) service providers.
- Prepared budgets, financial and progress reports for the U.S. Department of Justice.
- Evaluated social service programs.
- Supervised, trained and evaluated staff.
- Obtained \$4,045,128 in grant funds for programming in Palm Beach County.
- Member on numerous community advisory boards.
- Developed and administered the first Weed and Seed Ex-Offender Reentry program in West Palm Beach.

Civilian of the Quarter, West Palm Beach Police Department, 2002

Grant Professional Certified, by the
American Association of Grant Professionals, 2009

Project Safe Neighborhoods Award, United States Attorney, 2009 (for work in Crime Prevention and Intervention Programs)

SPECIAL SKILLS: Grant Writing, Internet and Computer Literate (Microsoft Word, Excel, Publisher, PowerPoint, Lotus Notes, Word Perfect), Digital photography.

REFERENCES: Available upon request.

POSITION TITLE: REENTRY CASE MANAGER

TITLE: CASE MANAGER – R.E.S.T.O.R.E. Initiative

SCOPE:

Perform functions to implement the RESTORE Initiative (RI) program, and auxiliary services; develop and monitor the implementation of Individual Plans with participants in the restore program, provide guidance and support to those participants to meet program objectives; supervise reentry department staff and the development of program activities and reports. Contribute to the mission of by ensuring the fulfillment of contracts and maximizing the positive impact on participants, guided by precedent and working within the limits of established policies.

ESSENTIAL FUNCTIONS:

1. Implement, administer, and oversee the RI program elements. Oversee the development of activities within the program, both on-site and within the community. Monitor progress for contract compliance and fulfillment.
2. Coordinate services between Criminal Justice Commission Program Manager, Sago Palm Correctional Institution's Project Coordinator and Counselor, and Palm Beach County's Portal of Entry Unit Manager to insure a seamless programming for RI participants.
3. Coordinate services between other RI partners and referral agencies for employment services, peer support groups, substance abuse/ mental health and family reunification needs.
4. Make regular assessments of participant's progress against objectives and document results. Review the goals and update with progress and program changes.
5. Assist with interviewing, selection, recommendation, hiring, training and supervision of assigned staff.
6. Provide direction to staff and assist in the investigation and resolution of problems. Evaluate performance and provide counseling and coaching to employees. Participate/ assist with personnel actions, such as promotions, transfers, terminations, or disciplinary measures. Maintain harmonious employee/employer relations.
7. Review participant files for document quality and continued eligibility for program services.
8. Serve as the liaison for participants' families, and other persons or entities concerned with the well being of the participant. Participate in support planning for participants, As well as problem solving with participants, case managers and/or staff and other agencies affiliated with the RI program.
9. Review, complete and submit the annual participant report to program sponsors for renewal of funding.
10. Attend meetings with Director to network and discuss program results and changes.

ESSENTIAL FUNCTIONS (cont.):

11. Attend training sessions as they become available to renew or enhance skills.
12. Market the program benefits to the community by attending functions and events sponsored by community service organizations. Interact with CJC representatives.
13. Provide assistance with other general department activities.

OTHER DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:

1. Perform or assist with any duties or operations, as required to maintain workflow and to meet schedules and quality requirements.
2. Maintain safe work area and comply with safety procedures and equipment operating rules, keeping work area in a clean and orderly condition.
3. Participate in any variety of meetings and task force groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.

TOOLS AND EQUIPMENT USED:

Computer and peripherals, word processing, spreadsheets and software programs, and standard office equipment.

Daniel DeStefano
905 N. O St. Lake Worth, FL 33460
ddestefano007@yahoo.com
561.329.1595 or 561.420.9105

Education

1998 - 2000 – Bachelor of Arts with a major in Sociology.
Florida Atlantic University, Boca Raton, FL

1991 - 1993 – Associates of Arts
Palm Beach Community College, Lake Worth, FL

Work Experience

Gulfstream Goodwill Inc. West Palm Beach, FL: May 2009 - Present.

Case Manager. Offender Re-entry. Provide comprehensive case management services for individuals returning to community from prison that live in specific Weed and Seed areas of West Palm Beach. Case management services included, but not limited to: Assess individuals' assets and barriers to self sufficiency, assistance in obtaining identification, applying for food stamps, health care, GED classes, technical or traditional college, investigating D/L issues and working with Traffic Court to set up community service to pay fines accrued in PBC. Make referrals to area agencies involving job readiness, child care needs and any other agency that may be able to assist individual toward self sufficiency. Work with employment services representative for development of resume and procurement of job leads. Visit regional jails and prisons participating with educating prisoners of area resources to assist them with reintegration to communities. Maintain contact, including home visits with individual to encourage remaining on track. Train incoming case manager(s) for expanding programs in PBC. Create and maintain individuals chart and Personal Development Plan (PDP).

The Lords Place Inc. West Palm Beach, FL: March 2005 – January 2009.

Program Coordinator/Case Manager. Joshua House. 10/07 – 1/09. Oversee Joshua House program facility, residents, staff and services. Direct supervision of resident managers (2) and program assistant. Screen potential residents for appropriateness through intake process. Coordinate all ancillary services required (ex. Substance abuse providers, life skills, job skills and education assessment/training) and any other services deemed necessary to promote self-sufficiency. Monitor Program goals, objectives and HUD grant compliance. Also, provides all case management services thru this time period.

Case Manager. Joshua House. 3/05 – 1/09. Provide comprehensive case management services to twenty single men with a history of chronic homeless and addiction issues within a residential setting. Work in concert with therapist, program coordinator and resident managers in accomplishment of residents' goals. Develop Action Plans focused on tasks addressing various issues in residents' life to assist them in gaining self-sufficiency. Maintain client charts in compliance within HUD standards. Determine and provide referrals to community agencies. Develop savings and budgeting goals.

Case Manager. Café Joshua. 3/05 – 10/07. Provide case management services for homeless individuals and families at drop in center. Made assessments and identified issues pertaining to homelessness. Made referrals to community agencies to assist in ending individual(s) homelessness. Also coordinated in-house services related to guests needs (ex. Clothing vouchers, job training, assist to obtain ID/birth certificates etc.).

Oneida – Lewis NYS ARC, Utica, NY: September 2003 – December 2004.

Behavior Specialist/OMRP. Work with individuals dully diagnosed MR/DD with mental health concerns in a Day Services site. Assist to design and implement a variety of positive approaches to behavior supports for challenging individuals. Generate, maintained and trained staff on person specific behavioral guidelines with the supervision of program psychologist. Present restrictive behavioral plans to the Human Rights Committee. An agency instructor of SCRIP (Strategies for Crisis Intervention and Prevention). Team Leader in any crisis situation that arises at the site. Responsible for all documentation related to behavioral incidents or interventions. Generate and maintain CFA and Day Hab plans with individual and team members during bi-yearly meetings or when special needs arise.

Reusselaer Co. NYS ARC, Troy, NY: October 2002 – August 2003.

Medicaid Service Coordinator. Assist persons with MR/DD in gaining access to necessary services and supports appropriate to the needs of the individual. Uses person centered planning process in developing, implementing and maintaining an Individual Service Plan (ISP). Maintain all documentation of eligibility, service plans, benefits, entitlements and Medicaid files. Maintain monthly visits with appropriate documentation of each visit. Promote the concepts of choice with individualized services/supports, unique goals/desires and client satisfaction.

Samaritan Hospital, Troy, NY: October 2001 – March 2002.

Behavioral Health Unit Assistant. Worked in behavioral acute care unit consisting of: Adult Psychiatric, Geriatric, MICA and ER behavioral crisis unit. Daily responsibilities include but not limited to, activities of daily living, new patient admission and orientation, crisis intervention, coordinate patient's visits to doctors, take vital signs, collect specimens, transfer patients, supplies and unit maintenance.

The Watershed, Boca Raton, FL: September 2000 – July 2001.

Mental Health Technician. Worked in 64-bed drug and alcohol abuse treatment facility for detoxing and residential clients. Assist the program therapist in co-facilitating group therapies and document each service provided. Responsible for admission and orientation of new clients. Organize the timeliness of clients' activity schedule. Document appropriately in the medical record. Co-facilitate with licensee therapist appropriate groups as scheduled by Program Director. Approach and communicate with clients' families and visitors.

Fair Oaks Pavilion, Delray Beach, FL: January 1998 – September 2000.

Mental Health Technician. Worked in an acute care facility with four self contained units: Adult Psychiatric I & II, chemical dependency detox and geriatric. Responsible for activities of daily living, observing and documenting patients on behavioral, emotional and physical changes. Provide one to one support and supervision during various rehabilitative, therapeutic activities and groups. Intervene immediately when patient threatens loss of control or becomes violent and safely restrains with therapeutic intervention.

ORIE BULLARD

1416 13th Street • West Palm Beach, FL 33401 • 850-321-8760 • oriebullard@yahoo.com

Profile

Dedicated and skilled business professional with quality customer service skills and a versatile background in operational management and social services developed through years of experience in those areas.

Excel in resolving employer challenges with innovative solutions, systems and process improvements proven to increase efficiency and customer satisfaction.

Key Skills

Office Management	Budget & Report Preparation	Cash Management
Supervision/Management	MS Office applications	Superior Customer Service
Event Planning	Case Management	Inventory Management
Marketing/Promotions	Employee Payroll & Scheduling	Employee Training

Experience

City of Riviera Beach Justice Service Center, Riviera Beach, FL 04/07 to Current

Reentry Coordinator

- Develop, implement and facilitate programs that assist clients with the transition from correctional institutions to the community including but not limited to: education, identification, rights restoration, job training and substance/mental health abuse assessment.
- Liaison between Justice Service Center and other community agencies; representing the Justice Service Center at various governmental, community and civic initiatives as needed.
- Followed municipal and departmental policies, goals, objectives, and procedures, conferring with managers, organization officials, and staff members as necessary.
- Supervise and coordinate schedule for case manager, case worker and office assistants. Also, interview and train new hires.
- Sound knowledge of cash management principles and procedures, budgets, RFP's, and grant fund management.
- Developed efficiency-enhancing workflow/process improvements that made it possible to accommodate increasing responsibilities necessitated by staff reductions.
- Reconciled and retained all client financial assistance paperwork and monetary request vouchers.

Ephesus Junior Academy, West Palm Beach, FL 03/05 to 02/07

Treasurer

- Managed all accounting and financial procedures including fiscal budget.
- Produced and retained all financial reports such as monthly and year end reports and reconciliations.
- Managed all office issues such as facility leases, facility maintenance/set up and record keeping.
- Responsible for all Accounts Receivable/Accounts Payable issues.
- Responsible for all Human Resource issues such as payroll, worker's compensation, deductions, vacation and worksite compliance.

- Managed personnel files and facilitated payroll functions including the preparation and disbursement of payroll checks and all new hire documentation.
- Developed specific goals and plans in performing day-to-day administrative tasks such as maintaining information files and processing paperwork

Wachovia Bank, Tallahassee, FL

11/01 to 09/03

Customer Service

- Provided superior customer service to account holders and customers.
- Followed bank policies and procedures while applying a high degree of accuracy in processing bank transactions.
- Initiated account maintenance and processed numerous transactions such as deposits, withdrawals, payments and check verification.
- Consistently met with customers to provide information in response products and services inquiries and to resolve issues in a timely manner.

Community Involvement

2006-2011 Twinbull Sports (Owner)

- Youth mentoring and sports training for inner-city youth ranging from ages 5-21.
- Conduct various basketball fundamental clinics and workouts.
- Provide guidance and character building for youth.
- Sponsor youth to collegiate and professional sporting events.

Education/Certifications

University of Phoenix

2010-2014

Bachelor of Science (Business Management-Currently enrolled)

Suncoast High School, Riviera Beach, FL

1994 -1998

High School Diploma (Business)

State of Florida

2005-Current

Florida Notary Public

(Commission # DD925772)

References available upon request

4205 Shelley Road North West Palm Beach, FL 33407. [561-721-5827](tel:561-721-5827). cslydell@gmail.com

Christopher L. Slydell

Education

2003 -2007 University of Central Florida

Orlando, FL

- Bachelor of Arts, Psychology

Experience

2011-Present: Case Manager with The Lord's Place

West Palm Beach, FL

- Assist men released from Prison and Jail with re-entering society.
- Act as a liaison between clients and program providers in the community.
- Link client's to social services needs to improve their state of living.
- Create case plans/goals for clients to comply with.
- Maintain documentation of clients progress and participation in various programs.

2011-2011: Case Manager with GulfStream Goodwill Inc.

West Palm Beach, FL

- Assist in the transition from the jail to the community of qualified inmates.
- Maintain case files according to all regulations.
- Present case file information in meetings.
- Act as liaison between participants and Re-Entry Support Services.

2008-2009: Intern for The Saxton Group, Ltd.

New York, NY

Personal Assistant to Catherine Saxton and Account Executives

- Managed CEO's business and personal calendar.
- Assisted in preparing tip sheets, press releases, and media lists.
- Acted as gatekeeper between clients/media and the company.
- Assisted account executives with preparation for Galas, cocktail socials, and garnering funds for Galas.

2007-2008: Probation Officer

West Palm Beach, FL

- Acted as liaison between the court and probationers.
- Ensured probationers completed terms of probation governed by the court.
- Referred probationers to local community outreach programs for financial, mental, and social issues.
- Met with probationers monthly to review progress and discuss needs to fulfill terms of probation.
- Maintained detailed case files for the needs of the client and court system.

Skills

- Great interpersonal/organizational skills, detailed oriented, self-starter, multitasked, effective under pressure, team worker, image conscious, solid writing skills
- Proficient in MS Office, Type 48 WPM, Internet Savvy

POSITION TITLE: REENTRY EMPLOYMENT COORDINATOR

Responsibilities/Duties

- Develop and conduct initial orientation session for program participants
- Create and implement multifaceted curriculum that meets the needs of ex-prisoners
- Coordinate the administration of skills assessments tests and any other examinations
- Conduct soft-skill training sessions on resume writing, interview skills, dress for success, etc.
- May also be required to train participants in hard-skills, such as computer literacy, or arrange such training through an outside partner agency, such as a construction apprenticeship
- Prepare program participants for quick placements once they are interview-prepared
- Provide regular updates to Program Manager

Minimum Qualifications

- Bachelor's Degree in Education, Business Administration, Communications, Social Work, Psychology, Counseling or a related field (or equivalent experience)
- 2-3 years experience in teaching, training or counseling ex-prisoners or another high-risk, adult population
- Experience with Adult Basic Education
- Excellent verbal, written and interpersonal communication skills
- Ability to effectively teach ex-prisoners with little education
- Computer literacy, including knowledge of basic software applications and familiarity with the internet and e-mail communications
- Knowledge of criminal justice system and/or experience with ex-prisoners is preferred
- Ability to travel within city and surrounding communities

ROBYN RABATIN
Delray Beach, FL 33484
561-568-2926
rabatinrobyn@gmail.com

EDUCATION:

Ball State University, Muncie, IN
Master of Arts in Teaching, 2003
Elementary Education/Reading K-12
4.0/4.0, Dean's List

Ball State University, Muncie, IN
Bachelor of Arts, 2001
Elementary Education Major
Reading Endorsement K-12
3.8/4.0, Dean's List

Virginia and Florida Teaching Licenses
General Elementary
Reading Specialist K - 12

TEACHING AND RELATED EXPERIENCE:

- Job Training Instructor/Job Placement Coordinator (2010-Present), Sago Palm Re-entry Center/The Lord's Place. Teach bi-weekly job and computer skills classes to 8 students. Plan multi-level lessons to meet the needs of all students. Compile client information and assess each student. Modify curriculum when necessary. Obtain information on housing, GED testing, clothing, jobs, and other services. Supervise AmeriCorps members as well as staff.
- Assessment and Outreach Coordinator/ESOL/Literacy Teacher (2009-2010), DePorres P.L.A.C.E. Adult Literacy Center. Assessed individuals using the BEST oral and written tests, the SORT, and other informal measures to determine placement in curriculum. Planned for and taught 2-3 daily ESOL and Reading classes for adults. Ran outreach center for students of DePorres P.L.A.C.E. Coordinated services for 30-40 students including help with job applications, resumes, food stamp applications, legal assistance, and other social services. Wrote grants for various projects.
- Literacy AmeriCorps Member (2008-2009), DePorres P.L.A.C.E. Adult Literacy Center. Planned for and taught reading and ESOL lessons for 7 daily classes. Taught life skills such as resume writing, applying for jobs, and computer skills. Assessed individuals and small groups of students using the BEST and SORT tests as well as informal measures. Coordinated reading and other activities for AmeriCorps and service site. Assisted in planning meetings for all members. Attended reading and ESOL conferences and training.
- Title I Reading Teacher (2005-2008), NESI. Assessed 40-50 students per year using informal and formal measures. Planned and taught reading lessons based on students' needs. Met with parents for conferences, meetings, and special Title I activities/workshops. Provided bi-monthly progress reports and newsletters. Coordinated lessons with classroom teachers.
- Reading Tutor (2004-2005), Educational Connections. Created systematic, research-based lessons for struggling readers in grades K-12. Used Wilson, Great Leaps, Read Naturally and Phonographix reading systems to increase student reading ability. Met with teachers, reading specialists, and parents to implement effective therapies and to provide monthly progress reports.
- Reading Specialist (2003-2004), Katherine Thomas School. Implemented elementary reading groups. Collaboratively designed and taught reading lessons for K-8 students. Assessed all students with formal and informal evaluations. Guided teachers in IEP writing and planning.
- First Grade Teacher/Title I Teacher (2002-2003), Muncie Community Schools. Planned bi-weekly interdisciplinary units. Assessed students' writing using portfolios. Collaborated weekly with other first grade teachers. Guided student learning using the Four Blocks method. Developed classroom management system that focused on students' positive contributions. Designed emerging literacy curriculum for first grade students. Met with small group daily to reinforce reading skills. Organized assessments and interventions to assist struggling readers.

PARENT INVOLVEMENT:

- Conducted workshop for parents: topics included fluency, comprehension, phonemic awareness, and how to help at home.
- Provided open house opportunities to learn more about resources available for parents and families.
- Acted as a liaison between families and local screening committees.
- Planned and coordinated literacy activities for yearly Title I meetings.

STAFF DEVELOPMENT:

- Conducted Microsoft Word and Excel trainings for staff at The Lord's Place.
- Conducted workshops for staff of private school, topics include fluency, assessing emergent literacy, and multi-sensory techniques.
- Presented a workshop entitled "What is Reading Fluency" to Educational Connections.
- Presented a workshop entitled "Study Skills for Adults" at the National Association for Academic Advising Regional Conference.
- Presented a workshop entitled "Study Strategies and Reading Skills" at the National Association for Developmental Education National Conference.

VOLUNTEERING:

- ESOL Teacher (2009-2010), Jack the Bike Man, Inc. Developed program to teach English and job skills to adult students. Assessed and placed 30 students in different curriculums. Taught students weekly.
- Sibshops Volunteer (2008), Northern Virginia Brain Injury Services. Assisted in running workshops for siblings of children with special needs.
- Sweet Dreams Reader (2006), Loudoun County Literacy Council. Read stories to children at homeless shelter. Helped parents choose appropriate books for their children.
- Child Life Volunteer (2002), Riley Children's Hospital. Implemented developmentally appropriate activities for Child Life Preschool and Toddler rooms. Helped children carry out planned activities. Assisted Child Life Specialist with daily activities.
- Hippotherapy Volunteer (1998), Woodland Park, CO. Helped preschool children with special needs learn to ride horses. Worked with specialists to create a program in the best interest of the child.

CONTINUING EDUCATION AND PROFESSIONAL MEMBERSHIPS:

- **GRADUATE COURSES:**
 - Linguistics for ESOL Teachers, *Palm Beach State College – January – May 2011*
 - Using Technology to meet VATSIP (Technology Requirements), University of Virginia – *April-May 2008*
 - Advanced Literacy Foundations and Instruction, Adolescence through Adulthood, George Mason University-*January-May 2006*
 - Advanced Literacy Foundations and Instruction, Birth to Middle Childhood, George Mason University *August-December 2005*
- **WORKSHOPS:**
 - Grantsmanship Training Program – *November 2009*
 - Basics in Grant Writing – *October 2009*
 - *ESOL and Reading – January – May 2008*
 - Play Therapy – *June 2006*
 - Phonographix Training – *July 2005*
 - Child Word Finding Abilities: Assessment and Intervention – *December 2003*
 - Wilson Reading Series Training-*November 2003*
 - Dyslexia Symposium with Sally Shaywitz-*October 2003*
 - Advanced Guided Reading Techniques – *November 2002*
- **MEMBERSHIPS:**
 - International Dyslexia Association (2006-Present)
 - Read America (2005-Present)
 - International Reading Association (2002-Present)

POSITION TITLE: PRE-RELEASE REENTRY PROGRAM COORDINATOR

This is a management level position. Work is complex and requires attention to detail. Work involves monitoring performance, developing and monitoring budgets. Assignments are carried out in accordance with contract and funder specifications. Position requires an individual with experience in project planning, oversight, contract management and program implementation.

Essential Functions:

- Conduct data analyses to ensure compliance and accountability; including but not limited to, preparation of monthly reports, maintaining the program budget, and other systems to ensure contract goals and objectives are met.
- Prepares briefings, executive summary reports, memoranda, correspondence and other written materials as needed.
- Plan and lead weekly, monthly, and/or quarterly meetings.
- Develops scope of training and any related materials for training subordinates to successfully operate and administer a government funded program.
- Administrate and implement policy and procedure; oversee the program and personnel.
- Supervise treatment and education; train staff; direct program operations.
- Review clinical records to assure appropriate documentation is maintained; facilitate Peer Review and Quality Assurance measures.
- Provide monthly reports to program manager; report any incidents/events to program manager.
- Perform other duties as required.

SHAHZIA A. HASHMI
Wellington, FL 33414
(561) 452-8022
Blessedwoman1986@yahoo.com

EDUCATION:

Florida Atlantic University, Boca Raton, FL
Master of Science, 2010
Criminology & Criminal Justice Major
3.8 GPA

Florida Atlantic University, Boca Raton, FL
Bachelor of Arts, 2009
Criminology & Criminal Justice Major
3.6 GPA/ Cum Laude

Palm Beach Community College
Associates of Arts
Criminal Justice Major

RELATED EXPERIENCE:

- Pre-Release Reentry Coordinator (2010-Present), Public Defender's Office/ Florida Department of Corrections. Assess male and female inmates to determine reentry needs through motivational interviewing. Provide transition planning and goal setting for inmates. Coordinate case management, programming, and reentry services for inmates being released from state prison. Data entry for monthly and quarterly reports. Maintain files and update offender information. Facilitate Thinking for A Change (cognitive-behavioral) and Inside Out Dad groups for offenders.
- Adjunct Professor (2012-Present), Florida Atlantic University School of Criminology and Criminal Justice. Educate a class of 55 undergraduate college students on the field of Prisoner Reentry. Teach students how to effectively reduce recidivism through the practice of Reentry.
- Research Assistant (2007-2010), Palm Beach County Criminal Justice Commission. Assisted Research and Planning Manager with various research projects. Developed database and system for monthly report submissions. Maintained database for programs funded by department. Entered data and ensured data quality for monthly progress reports. Assisted in program evaluations. Coordinated Reentry Transition Fairs throughout Palm Beach County. Staffed Vulnerable Adult Protocol Committee and assisted in staffing the Law Enforcement Planning Council.

RELATED SKILLS:

- Motivational Interviewing
- Assessing clients
- Organizing and planning
- Coordinating
- Data entry, collection, and maintenance
- Reviewing and interpreting police and crime data
- Case management
- Microsoft Word, Excel, Publisher, PowerPoint, and Access

TRAINING AND CERTIFICATIONS:

- Anti-gang Training- (2010)
- Thinking For A Change (2011)
- Level of Service Inventory (2011)
- Motivational Interviewing (2011)
- Florida Department Of Corrections In-service Training (2011)

RELATED GRADUATE COURSES:

- Prisoner Reentry (2010).
- Corrections (2010)

POSITION TITLE: PRE-RELEASE REENTRY COUNSELOR

The primary purpose of this position is to provide professional and ethical application of basic tasks and responsibilities of addictions counseling which include clinical evaluation; treatment planning; referral; service coordination; client and community education; client, and group counseling; and documentation. This position is under the supervision of the program director. This position will have a caseload between 23-26 clients.

Essential Functions:

- Provide substance abuse evaluations of clients screened as appropriate for treatment by Department of Corrections. Analyze and interpret data to determine treatment recommendations.
- Document assessment findings and treatment recommendations. Develop with the client a mutually acceptable individual service plan and method for monitoring and evaluating progress.
- Keep all files in compliance with Chapter 65D-30 and initiate and maintain all paperwork required by funders, administrators, and applicable rules and law. This includes describing and documenting treatment process, progress and outcome.
- Inform client of confidentiality rights, program procedures that safeguard them, and the exceptions imposed by regulations.
- Provide the client with individual sessions a minimum of one hour monthly to assess treatment and recovery progress and make appropriate changes to the individual service plan to ensure progress toward treatment goals.
- Facilitate group sessions for educational group, process group, and phase group as assigned. Adhere to treatment curriculum topics.
- Staff all client issues or needs. Attend staff meetings as scheduled.
- Deliver require curriculum.
- Communicate with post-release partners regarding participant needs, referrals, and progress.

Tamika Cooley
9210 Roan Lane
Lake Park, FL 33403
(561) 267-6307
Email: cooleyc90@yahoo.com

Objective

Seeking an entry level position where I can assist individuals, groups or communities enhance their social functioning and improve their quality of life.

Education

Florida Atlantic University, Boca Raton, FL. 08/2009 - 12/2010
Bachelors of Social Work (BSW) GPA 3.8
Honors: Magna Cum Laude
Palm Beach Community College, Lake Worth, FL. 05/2007 to 5/2009
Human Services AS/AA GPA 3.78
Presidents List: Outstanding Academic Achievement

Relevant Skills and Experience

Provided pre-release services to incarcerated individuals within Florida Department of Corrections in an effort to help them successfully transition back into society.

Studied all aspects of the criminal justice and crime prevention systems within the federal, state, county, municipal and private agencies in an effort to improve the criminal justice system in Palm Beach County.

Provided custodial care and rehabilitation for youth who are incarcerated, on probation, or in community placement for a criminal offense.

Made recommendations on behalf of youth to the State Attorney's Office/ 15th Circuit Court of Palm Beach County.

Case management to include crisis intervention, substance abuse, mental health issues, referrals, and advocacy. Developed supervision plans to accurately address risks and needs of youth.

Intake Evaluation/Psychosocial Assessment (gathered comprehensive histories to better understand clients and to optimize client care.

Employment History

Pre-Release Reentry Counselor	FL Dept of Corrections	05/2011-present
Student Intern	Criminal Justice Commission	08/2010-12/2010
Juvenile Probation Officer Intern	FL Dept of Juvenile Justice	07/2008 -11/2008

Reentry Strategic Plan



Palm Beach County Criminal Justice Commission

Reentry Task Force

5-Year Strategic Plan

Revised, 2012

Mission: *To implement a five year plan for providing coordinated and effective reentry services to those returning to our community from incarceration based on the gaps identified in the Countywide Assessment. This plan should solidify the Task Force as the advisory body for reentry programming in Palm Beach County, whether publicly or privately funded.*

Brief History

Between 2007 and 2009, the CJC Reentry Task Force, which sometimes numbered more than 60 individuals, contributed to a detailed assessment of all reentry services in Palm Beach County, including those programs funded through public dollars and those funded by private or faith-based organizations. The result was a clearer picture of what services were being offered, but more importantly, what services were lacking due to geographical, financial or other barriers. The next step for the Task Force was then to develop a Five Year Strategic Plan that would create a strategy for filling the gaps identified in the Assessment. Not all gaps were included in this plan; the Task Force decided to narrow its scope and improve what it felt was realistic, with hopes of expanding its scope once existing programs were proven effective.

The current 2012 Reentry Task Force is now responsible for the overall implementation and sustainability of the Strategic Plan, and includes 4 Subcommittees that are responsible for various tasks that will lead to the achievement of specific goals described in the plan. The Assessment is continually updated to reflect changes in countywide programs. The consequence of such changes is that the Strategic Plan is a dynamic rather than static document, subject to modifications and periodic updates.

Task Force Membership, Recidivism Goals and Responsibilities

A. Membership

The 2012 CJC Reentry Task Force consists of, but is not limited to, representatives from the following agencies and organizations:

Veteran's Administration	Workforce Alliance
Palm Beach State College	Victim's Services
Literacy Coalition	Health Department
Criminal Justice Commission	Palm Beach County Sheriff's Office
Department of Children and Family Services: Substance Abuse	Department of Children and Family Services: Mental Health
Public Defender's Office	State's Attorney's Office
Florida Department of Corrections (FDC)	GEO Group
Riviera Beach Justice Service Center	Prison Fellowship
Diocese of Palm Beach County	Salvation Army
Department of Public Safety	True Fast Ministries
Palm Beach County Board of Commissioners	Matthew 25 Ministries
Juvenile Justice	Gulfstream Goodwill Industries

B. Recidivism Goals

The Reentry Task Force has adopted the following definitions of recidivism and timeline for achieving a goal of 50% reduction in recidivism.

- ✓ **50% Reduction in Recidivism by Jurisdiction** (county, state and federal releases to PBC)
- ✓ **25% increase in number of offenders using services** (based on funding availability through grants and tax dollars diverted from corrections)
- ✓ **3 year re-arrest/violation free**
- ✓ **1 year reporting periods established for comparison of data**
- ✓ **Uniform data collection available to all service providers by 2012**
- ✓ **Program Evaluation implemented in 2012 with recommendations implemented 2013**

System	Current 3 Year Recidivism Rate	2010 % Reduction (Cumulative)	2011 % Reduction (Cumulative)	2012 % Reduction (Cumulative)	2013 % Reduction (Cumulative)	2014 % Reduction (Cumulative)	Projected Recidivism Rate by 2015
PBSO-Local Jail	51%	2% (-2%)	4% (-6%)	6% (12%)	7% (-19%)	8% (-27%)	24%
FDC-State	33%	2% (-2%)	3% (-5%)	4% (-9%)	5% (-14%)	5% (-19%)	14%
FBOP-Federal	41%	2% (-2%)	4% (-6%)	5% (11%)	5% (-16%)	5% (-21%)	20%

C. Responsibilities

The Reentry Task Force is responsible for the following:

1. Updating the Strategic Plan annually.
2. Continuing to identify new partners and determine how and when to bring additional partners into the initiative
3. Fine-tuning goals and tasks as needed due to new initiatives and circumstances
4. Developing a plan for sustainability, including the ability to maintain existing services in the event of budget cuts, grant losses/non-renewals or staff changes
5. Facilitating sharing of resources among agencies and service providers
6. Developing a fundraising plan which includes diverse sources of support
7. Engaging federal, state and local officials
8. Determining feasibility of shifting county/state/federal-funded programming to community-based funding.
9. Working with Data & Evaluation subcommittee to identify cost savings impact of successful reentry, and advise CJC on potential County re-allocation of funding.*
10. Working with Data & Evaluation subcommittee to identify cost savings impact of successful reentry, and advise impacted communities on partnerships and reallocation of money.*
11. Identifying and prioritizing new funding sources based on prioritization of case management needs and direct service needs. *
12. Identifying and seeking additional funding opportunities for site augmentation/addition and for closing service gaps. ***(See Goal 4)**

The Strategic Plan: Goals, Tasks and Timeline

Goal 1

Continue to build a coordinated reentry service delivery plan through the infrastructure of existing CJC programs by augmenting existing services at sites and adding additional sites. This will include the coordination of felon registration with reentry services and coordination with FDC inmates. (Update annually with the goal that in five years as many gaps have been closed as possible but all existing gaps continue to be identified and prioritized through the strategic planning process.)

Task 1: Augment existing sites. (See also Goal 2, Task 1)

- A. Map actual services provided to ex-offenders while incarcerated and upon release to determine which services are most effectively delivered at the various points.
- B. Assess services that are currently delivered and the allocating of funding for those services.
- C. Identify opportunities for re-allocation of funding for more effective service delivery for recommendation to the Task Force.
- D. Identify gaps in specific services and prioritize those gaps for consideration by the Task Force.

Responsibility: CJC Staff

Due Date: February 1, 2010 with ongoing updates

Task 2: Add reentry opportunities.

- A. Work with the Palm Beach County Sheriff's Office to increase work release, conditional release and house arrest opportunities.
- B. Work to close gaps identified in the Task 1 mapping of services through coordination and implementation of new efforts.

Responsibility: Task A: Task Force Chair, Sheriff and Task Force
Task B: CJC Staff

Due Date: Ongoing

Task 3: Add new sites.

- A. Prioritize additional sites for recommendation to the Task Force based on the updated gap assessment of reentry case management services and the mapping process above.

Responsibility: CJC Staff

Due Date: According to Funding Cycle, Grant Opportunities - Ongoing

Task 4: Coordinate Felon registration with the delivery of reentry services.

- A. Identify cost to PBSO for moving felon registration; cost of separating felon registration from sex offender registration.
- B. Identify potential sites for combination of services.

Responsibility: Reentry Task Force

Due Date: Established August 2010

Task 5: Increase opportunities to work with the FDC to support offenders returning from the state system.

- A. Continue to improve FDC reentry processes to better coordinate immediate efforts.
- B. Continue advocating to the FDC for additional inmates to be moved to closer facilities prior to release as we develop a county-wide service delivery plan.
- C. Identify costs of providing services to additional offenders at closer facilities.

Responsibility: Task Force and CJC Staff

Due Date: June, 2010 - ongoing

Task 6: Implement and increase opportunities to educate returning offenders about services that are provided in the community.

- A. Create and update literature that provides information about services within various communities where offenders are returning.
- B. Work with facilities to provide this information to offenders prior to release.

- C. Identify pockets where returning offenders aren't educated prior to release and target those offenders.

Responsibility: Service Providers Subcommittee/Case Managers,
CJC Staff

Due Date: March, 2010 + ongoing outreach efforts

Task 7: Identify and seek additional funding opportunities for site augmentation/addition and for closing services gaps for recommendation to the Task Force. (See also Goal 4: Sustainability)

Responsibility: Reentry Task Force and CJC Staff

Due Date: Ongoing

Goal 2

Create uniformity in assessment, delivery and evaluation of services. (Update annually with the goal that in five years as many program as possible - both public and privately funded – quantify the delivery and evaluation of services through the same method).

Task 1: Map effective delivery of services.

- A. This task is being accomplished under Goal 1, Task 1.

Responsibility: CJC Staff and University of South Florida

Due Date: On-going

Task 2: Create recommended county-wide data collection and evaluation methods.

- A. Create a Task Force subcommittee that will recommend based on the map of effective delivery of services: what data should be collected, at what points and how that data will be evaluated. **(See also Goal 5, Tasks 1 & 2)**

- B. Advocate to various reentry service providers for uniform tracking of data based on recommendations of subcommittee and Task Force.

Responsibility: Data & Evaluation Subcommittee/CJC Staff
(See Appendix 1 D)

Due Date: Committee Formation: February, 2010. Data collection and evaluation methods determined by December, 2010.

Task 3: Implement uniform case management system within CJC funded reentry program for data tracking.

- A. Identify funding source for system.
- B. Implement system within programs.

Responsibility: CJC Staff/Data & Evaluation Subcommittee
Due Date: Established March 2012

Task 4: Expand uniform case management system to non-CJC funded reentry programs through advocacy.

Responsibility: Data & Evaluation Subcommittee/CJC Staff
Due Date: Established March 2012

Goal 3

Increase employment opportunities for ex-offenders.
(Update annually with the goal that in five years we have doubled our partnerships in the business community and developed two micro-enterprises serving ex-offenders).

Task 1: Build a shared network of offender-friendly employers.

- A. Create opportunities for Job Developers to address organizations that can employ ex-offenders.
- B. Educate businesses about incentives to hire ex-offenders such as tax credits, bonding and support networks.

Responsibility: Service Provider Subcommittee/CJC Staff
(See Appendix 1 A)

Due Date: February 1, 2010, continual updating

Task 2: Enhance and improve the Ex-Offender Employment Services offered in Palm Beach County.

- A. Develop a professional certification program for ex-offenders through Workforce Alliance utilizing input from validated assessment tools, social service agencies, case managers and the Criminal Justice Commission's Reentry Task Force.
- B. Create Employer Referral Standards for social services agencies

Responsibility: Advocacy Subcommittee/CJC Staff (**See Appendix 1 B**)
Due Date: Establish Sub-committee by February, 2010 + ongoing

Task 3: Research opportunities for ex-offender participation in micro-enterprise

Responsibility: Employment Subcommittee/CJC Staff
(**See Appendix 1 C**)
Due Date: Establish Sub-committee by February, 2010 + ongoing

Task 4. Provide education, job training and job skills development classes in the communities where ex-offenders are returning.

Responsibility: Employment Subcommittee/CJC Staff
(**See Appendix 1 C**)
Due Date: Establish Sub-committee by February, 2010 + ongoing

Goal 4

Secure the financial sustainability of reentry services and programs.

Task 1: Update strategic plan annually.

Responsibility: Reentry Task Force/CJC Staff
Due Date: Ongoing with Strategic plan tied appropriately to County funding cycle

Task 2: Work with Data & Evaluation Subcommittee to Identify cost savings impact of successful Reentry and advise CJC on potential County re-allocation of funding.

Responsibility: Reentry Task Force/CJC Staff and University of South Florida
Due Date: Ongoing with Strategic plan tied appropriately to County funding cycle

Task 3: Work with Data/Evaluation Subcommittee to Identify cost savings impact of successful Reentry and advise impacted communities on partnerships and re-allocation of money.

Responsibility: Reentry Task Force/CJC Staff and University of South Florida

Due Date: Ongoing with Strategic plan tied appropriately to County funding cycle

Task 4: Identify new funding sources and – based on prioritization of case management needs and direct service needs – make recommendations to the Task Force.

Responsibility: Reentry Task Force/CJC Staff

Due Date: Ongoing with Strategic plan tied appropriately to County funding cycle

Goal 5

Create a subcommittee structure to support goals 1-4.

Task 1: Identify Subcommittees based on Strategic Plan. (See Appendix 1)

Service Providers
Employment/Training/Education
Advocacy & Marketing
Data & Evaluation
Sex Offender

Responsibility: Task Force/Countywide Coordinator
Due Date: February, 2010. Subcommittee roles and responsibilities updated annually by Task Force.

Task 2: Form and advise each subcommittee on roles and responsibilities, updating on an annual basis consistent with strategic planning process.

Responsibility: Task Force/Countywide Coordinator
Due Date: Formation in February 2010 followed by ongoing work addressing tasks outlined in **Appendix 1**

Appendix 1:

Subcommittees of the Reentry Task Force:
Members and Missions

A. Service Provider Subcommittee

Membership includes, but is not limited to, representatives from the following agencies and organizations:

Workforce Alliance	The Lord's Place	Riviera Beach Community Justice Service Center
Faith-Based organizations	Veteran's Administration	Public Defender's Reentry Initiative
PBSO	DCF	Gulfstream Goodwill
Salvation Army	PRIDE Probation	FDC

Mission:

1. Identify and develop methods of educating offenders, including those still incarcerated, about reentry services
2. Increase opportunities for employment
3. Increase communication for the purposes of aligning services to ex-offenders and filling service area gaps

B. Advocacy and Marketing Subcommittee

Membership includes, but is not limited to, representatives from the following agencies and organizations:

Criminal Justice Commission	Riviera Beach Community Justice Service Center	Gulfstream Goodwill
Prison Fellowship	West Palm Beach Chamber of Commerce	Editor of Palm Beach Post
Court Liaisons	State Attorney's Office	Ex-offenders
Private citizens	Outreach to city, county and state representatives	

Mission:

1. Raise awareness about reentry
2. Develop a proactive strategy for working with media, employers and other stakeholders

3. Develop a proactive strategy for responding to negative events involving participants
4. Prepare agency executives, staff, crime victims and formerly incarcerated people to serve as initiative spokespeople
5. Develop a documented procedure for responding to press inquiries.

C. Employment, Training and Education Subcommittee

Membership includes, but is not limited to, representatives from the following agencies and organizations:

Riviera Beach Justice Service Center	Palm Beach State College	Workforce Alliance
Public Defender Reentry Initiative	PBSO	Prison Fellowship
The Lord's Place	CARP	Gulfstream Goodwill
FL Division of Vocational Rehabilitation	Professional Associations	Palm Beach County Schools

Mission:

Determine the strategy and approach for increasing employment opportunities for ex-offenders

- 1) Increase partnerships with the business community
- 2) Increase awareness of incentives for businesses that hire ex-offenders
- 3) Connect training programs to local labor market needs
- 4) Develop Access Points in the Community

D. Data & Evaluation Subcommittee

Membership includes, but is not limited to, people with direct experience in collecting, analyzing, and interpreting data and/or have direct experience with the formal evaluation process. Subcommittee members with such skills are representatives of the following organizations:

Criminal Justice Commission	Gulfstream Goodwill	PBSO
University of South Florida	Public Defender's Office	FDC

Mission:

1. Develop annual and long-term performance goals for Plan initiatives

2. Work with service providers to identify ways of measuring short- and long-term goals
3. Develop common definitions for measuring goals
4. Research and implement common case management software for service providers and reporting agencies
5. Recommend professional outside evaluation team to conduct process and outcome evaluations; participate in such evaluations as needed
6. Respond to recommendations made by evaluation

E. Sex Offender Subcommittee

Established pursuant direction of Reentry Task Force. Mission and goals currently in development.

Reentry Task Force and Subcommittee Membership 2012

(Revised March 29, 2012)

I. Reentry Task Force

1. Office of the Public Defender – Carey Haughwout** **Chair**
2. Veteran’s Administration – Carla-Paula Da Silva
3. Workforce Alliance – Steve Craig, CEO : Proxy, Doug Saenz
4. Palm Beach State College – Dr. Dennis Gallon, President
5. Literacy Coalition – Darlene Kostrob, CEO
6. Health Dept – Vacant
7. Florida Department of Corrections - Rosalyn Baker, Community Corrections Circuit IV Administrator
8. Palm Beach County Sheriff’s Office - Chief Deputy Michael Gauger or Gena Rowlands
9. Department of Children and Family Services: Substance Abuse - Cathy Claud
10. Department of Children and Family Services: Mental Health - Isandra Zayaso
11. Florida Department of Juvenile Justice – Feirmon Johnson
12. Office of the State Attorney – Jill Richstone
13. Palm Beach Department of Public Safety – Nicole Bishop
14. Diocese of Palm Beach County – Tom Lawlor
15. Matthew 25 Ministries – Richard Witherow
16. Gulfstream Goodwill – Michelle Carter
17. Riviera Beach Community Justice Service Center- Jeanette Gordon
18. Palm Beach County Board of Commissioners – Hon. Priscilla Taylor
19. Prison Fellowship – Raeanne Hance, Executive Director
20. Salvation Army (FBOP Reentry Center) – Greg Rydman, Business Manager
21. A & Associates, International – Andrew Luchey, President
22. JAY Ministry – Br. Bob Felder
23. The Lord’s Place – Diana Stanley

24. Michelle Spangenberg – Court Administration

II. Employment, Training & Education Subcommittee

1. Michelle Dryer, Workforce Alliance ** **Chair**
2. Jeff McGinley, President, Florida Training Services, Inc.
3. Craig Spatara, RESTORE project
4. Articia Futch, Palm Beach County Sheriff's Office
5. Raeanne Hance, Prison Fellowship
6. Robyn Rabatin, The Lord's Place
7. Elizabeth Hanney, Public Defender's Office
8. Jeanette Gordon, City of Riviera Beach
9. Michele Carter, Gulfstream Goodwill

III. Advocacy and Marketing Subcommittee

1. Dennis Grady, President/CEO ** **Chair**, West Palm Beach Chamber of Commerce
2. Jeanette Gordon, Riviera Beach Community Justice Service Center
3. Michelle Carter, Gulfstream Goodwill
4. Raeanne Hance, Prison Fellowship
5. Michelle Jacobs, CARP
6. Lynn Harvey, Office of the State Attorney

IV. Data and Evaluation Subcommittee

1. Jennifer Loyless, Office of the Public Defender ** **Chair**
2. Tamara Starks, PBSO
3. Craig Spatara, RESTORE project
4. Daniel Gibson, The Lord's Place
5. Michele Carter, Gulfstream Goodwill
6. Jennifer Loyless, Office of the Public Defender
7. Dr. Mara Schiff, FAU Faculty

8. Michelle Spangenberg, Court Administration
9. Pamela Gionfriddo, CEO, Mental Health Association
10. Bettie Barret, Florida Department of Corrections

V. Sex Offender Subcommittee

1. Bernard Featherman, Mayor, City of Highland Beach, Chair
2. Charisse Van Biesen, The Lord's Place
3. Dan Destefano, Gulfstream Goodwill
4. Orie Bullard City of Riviera Beach
5. Thomas Lanahan, Broward County Sheriff
6. Rosalyn Baker, Community Corrections
7. Cherry Grant, Public Defender's Office
8. Chief John Stewart, Jupiter Inlet Colony
9. Calvin Phillips, The Lords Place
10. Dr. Lori Butt's, Sex Offender Treatment
11. Jennifer Loyless, Public Defender's Office
12. Jim Eggenberger, Jerome Golden Center
13. Det. Larry Wood, PBSO
14. Michelle Spangenberg, Court Administration
15. Raeanne Hance, Prison Fellowship
16. Robert Graham, True Fast Ministries
17. Sgt Mark Jolly, PBSO
18. Warden Charles Lawrence, Sago Palm Reentry Center

Letters of Support



FLORIDA
DEPARTMENT of
CORRECTIONS

Governor
RICK SCOTT

Secretary
KENNETH S. TUCKER

An Equal Opportunity Employer

501 South Calhoun Street, Tallahassee, FL 32399-2500
Phone: (850) 488-7480

<http://www.dc.state.fl.us>
Fax: (850) 922-2848

April 13, 2012

Dr. Gary L. Dennis
Senior Policy Advisor
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh Street NW, Fourth Floor
Washington, DC 20531

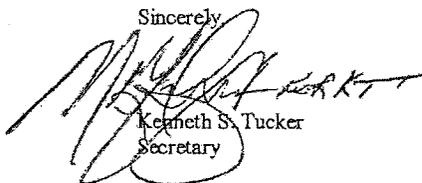
Dear Dr. Dennis:

On behalf of the Florida Department of Corrections, please accept this correspondence as a letter of support of the Palm Beach Criminal Justice Commission grant application for the current competitive grant announcement with the U.S. Department of Justice, 2012 Second Chance Act Adult Offender Reentry Program for Planning and Demonstration Projects".

The reintegration of inmates and offenders back into their communities with assurances of an education, employment skills, substance abuse treatment, and transition skills are just a few of the issues addressed in the grant proposal submitted for your consideration. This program was funded previously in 2010 and is designed to reduce recidivism by 50% over a 5-year period. I firmly believe that continuation of the Regional and State Transitional Offender Reentry (RESTORE) initiative through renewed grant funding is key to stopping the revolving prison door. The critical design elements and strategies of this proposal are comprehensive. This project addresses inmates' and offenders' needs both before and after release in an effort to improve public safety, reduce recidivism, and strengthen community involvement in the process.

As a state, we recognize that recidivism continues to plague our communities and threaten the future of Florida. The combined efforts of Palm Beach County and the Department focus on ensuring inmates are prepared to re-enter society and lead productive, crime free lives. This endeavor will not only continue to make our communities safer, but also, reduce the demands that repeat offenders exert on the criminal justice system and our communities. It is for this reason that I endorse Palm Beach County's grant proposal and ask that you fund this opportunity to continue the expansion of re-entry efforts being undertaken in the state of Florida.

Sincerely,



Kenneth S. Tucker
Secretary



Criminal Justice Commission
301 North Olive Avenue, Suite 1001
West Palm Beach, FL 33401-4705
(561) 355-4943
Fax: (561) 355-4941
www.pbcgov.com/cic

■
**Palm Beach County
Board of County
Commissioners**
Shelley Vana, Chair
Steven L. Abrams, Vice-Chairman
Karen T. Marcus
Paulette Burdick
Burt Aaronson
Jess R. Santamaria
Priscilla A. Taylor

■
County Administrator
Robert Weisman

*"An Equal Opportunity
Affirmative Action Employer"*

March 14, 2012

Dr. Gary L. Dennis,
Senior Policy Advisor for Corrections
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh St. NW
Washington, DC 20531

Dear Dr. Dennis:

As the lead organization responsible for the operational aspects of the RESTORE initiative, the Palm Beach County Criminal Justice Commission certifies that:

- 1) We have consulted with other local parties; and
- 2) The agency agrees to provide individual criminal history information for all participants to evaluators, unless prohibited by law. These data will be provided in response to periodic requests from the grantees and evaluator throughout the period of performance of this project to capture both criminal history prior to the program enrollment and subsequent recidivism.

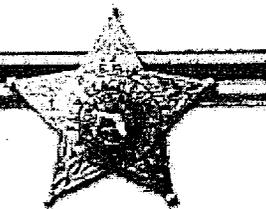
Sincerely,

A handwritten signature in black ink, appearing to read "Michael L. Rodriguez", is written over a horizontal line.

Michael L. Rodriguez
Executive Director

PALM BEACH COUNTY
SHERIFF'S OFFICE

RIC L. BRADSHAW, SHERIFF



Dr. Gary L. Dennis,
Senior Policy Advisor for Corrections
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh St. NW
Washington, DC 20531

Dear Dr. Dennis:

On behalf of the Palm Beach County Sheriff's Office (PBSO), I would like to express my support for Palm Beach County's and the Florida Department of Corrections' application to expand ex-offender reentry initiatives in our community.

As a veteran law enforcement officer in Palm Beach County, I have had a first-hand view of the need for reentry services in our community for many years. As resources decrease and needs increase, we have to look for innovative ways to work as a community to confront the issue of recidivism. We are fortunate to have a strong, collaborative task force that is working to help ex-offenders become self-sufficient, thereby reducing recidivism and increasing public safety. My office has been committed to the efforts of the task force since its inception. We work with our partners to assist inmates through pre-release internal services and post release community based services. Additionally, we have combined felon registration with the delivery of reentry services to help reach a broader population of those returning to our community.

Palm Beach County continues to struggle with unsatisfactory recidivism rates. A partnership between our community and the Florida Department of Corrections, along with federal funding to support vital services for ex-offenders, will enable our community to expand and augment our existing network of services. For this reason, PBSO endorses this grant proposal and looks forward to participating in this opportunity.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ric L. Bradshaw".

Ric L. Bradshaw
Sheriff

PALM BEACH STATE
COLLEGE

OFFICE OF
THE PRESIDENT

4200 Congress Avenue
Lake Worth, FL 33461-4796

561-868-3501 TEL
561-868-3504 FAX

April 12, 2012

Dr. Gary L. Dennis, Senior Policy Advisor for Corrections
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

Dear Dr. Dennis:

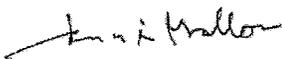
On behalf of Palm Beach State College, I would like to express my support for Palm Beach County's and the Florida Department of Corrections' application that will support the continued expansion and coordination of reentry initiatives in our community.

Reentry has been an issue of particular interest in our community for more than six years. During this time, Palm Beach County has brought together a strong collaboration to maximize existing resources and to develop a strategy for expanding efforts with the goal of reducing recidivism and increasing public safety. This initiative has resulted in the development of a five-year strategic plan that includes the partnership of local and state government agencies, non-profit service providers, policy makers and a foundation. Your approval of funding for this much-needed and critical project will help ensure that South Floridians are proactively addressing the need for individually-developed reentry services at a community-based level.

Palm Beach State College is a comprehensive institution that services approximately 51,000 students each year in four-year degree programs, two-year degree programs and certificates. With four full-service campuses strategically located throughout the County, the College is well positioned to help with the outcomes of this initiative via its academic and training programs.

Palm Beach County continues to struggle with unsatisfactory recidivism rates. A partnership between our community and the Florida Department of Corrections, along with federal funding to support vital services for ex-offenders, will enable our community to expand and augment our existing network of services. For this reason, Palm Beach State College endorses this grant proposal and looks forward to participating in this opportunity.

Sincerely,



Dennis P. Gallon, Ph.D.
President



Anthony W. Strianese
Chief of Police

Delray Beach Police Department

300 West Atlantic Avenue
Delray Beach, Florida 33444-3695
(561) 243-7888 Fax (561) 243-7816



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Since 2004



1993
2001

April 18, 2012

Dr. Gary L. Dennis
Senior Policy Advisor for Corrections
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh St. NW
Washington, DC 20531

Dear Dr. Dennis:

On behalf of the City of Delray Beach Police Department, I am writing to express my support for the Palm Beach County Criminal Justice Commission's application to continue expansion of ex-offender reentry initiatives in our community, which they are submitting in partnership with the Florida Department of Corrections.

Reentry has been an issue of particular interest in our community for more than six years. During this time, Palm Beach County has brought together a strong collaboration to maximize existing resources and to develop a strategy for expanding efforts with the goal of reducing recidivism and increasing public safety. This initiative has resulted in the development of a five-year strategic plan that includes the partnership of local and state government agencies, non-profit service providers, policy makers and a foundation. With the addition of this greatly needed funding, we will be better equipped to deliver effective, individualized, need-based reentry services for offenders returning to our community.

Palm Beach County continues to struggle with unsatisfactory recidivism rates. A partnership between our community and the Florida Department of Corrections, along with federal funding to support vital services for ex-offenders, will enable our community to expand and augment our existing network of services. It is for this reason that the City of Delray Beach Police Department endorses this grant proposal.

Sincerely,

Anthony W. Strianese
Chief of Police

*Serving with P.R.I.D.E.
Professionalism, Respect, Integrity, Diversity and Excellence*



WEST PALM BEACH POLICE DEPARTMENT

"Committed to Professionalism"

A NATIONAL AND STATE ACCREDITED LAW ENFORCEMENT AGENCY



Dr. Gary L. Dennis,
Senior Policy Advisor for Corrections
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh St. NW
Washington, DC 20531

Dear Dr. Dennis:

On behalf of the West Palm Beach Police Department, I would like to express my support for Palm Beach County's and the Florida Department of Corrections' application to expand ex-offender reentry initiatives in our community.

Reentry has been an issue of particular interest in our community for more than five years. During this time, Palm Beach County has brought together a strong collaboration to maximize existing resources and to develop a strategy for expanding efforts with the goal of reducing recidivism and increasing public safety. This initiative has resulted in the development of a five-year strategic plan that includes the partnership of local and state government agencies, non-profit service providers, policy makers and a foundation. With the addition of this greatly needed funding, we will be better equipped to deliver effective, individualized, need-based reentry services for offenders returning to our community.

Palm Beach County continues to struggle with unsatisfactory recidivism rates. A partnership between our community and the Florida Department of Corrections, along with federal funding to support vital services for ex-offenders, will enable our community to expand and augment our existing network of services. For this reason, the West Palm Beach Police Department endorses this grant proposal and looks forward to participating in this opportunity.

Sincerely,

Mary Olsen
Assistant Chief of Police

600 Banyan Boulevard - West Palm Beach, Florida 33401

Administration (561)822-1600 Fax (561)822-1614 Dispatch (Non Emergency) (561)822-1900
Records Section (561)822-1880 Fax (561) 822-1892 Investigations (561)822-1700 Fax (561) 822-1704

Website: www.wpbpolice.org

ALCEE L. HASTINGS
23RD CONGRESSIONAL DISTRICT
FLORIDA

PERMANENT SELECT COMMITTEE
ON INTELLIGENCE
VICE-CHAIRMAN

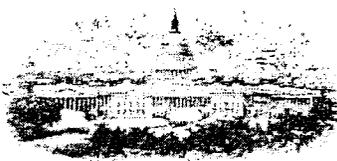
RULES COMMITTEE

SUBCOMMITTEE ON LEGISLATIVE
AND BUDGET PROCESS
CHAIRMAN

UNITED STATES
HELSINKI COMMISSION
CO-CHAIRMAN

FLORIDA DELEGATION
CO-CHAIRMAN

SENIOR DEMOCRATIC WHIP



Congress of the United States
House of Representatives
Washington, DC 20515-0923

PLEASE RESPOND TO:

2353 RAYBURN BUILDING
WASHINGTON, DC 20515-0923
TELEPHONE: (202) 225-1313
FAX: (202) 225-1171

2701 W. OAKLAND PARK BOULEVARD
SUITE 700
Ft. LAUDERDALE, FL 33311
TELEPHONE: (954) 333-2800
FAX: (954) 735-9444

MANORNA PARK TOWN HALL
1755 E. TITANIUM DRIVE
MANORNA PARK, FL 33407
TELEPHONE: (561) 831-9618
FAX: (561) 831-9879

www.alceehastings.house.gov

February 12, 2010

Dr. Gary L. Dennis, PhD.
Senior Policy Advisor for Corrections
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh St. NW
Washington, DC 20531

Dear Dr. Dennis:

I write to express my support for the Palm Beach County Criminal Justice Commission's grant proposal, in partnership with the Florida Department of Corrections, to expand re-entry initiatives in our community in South Florida, in particular in the 23rd Congressional District, which I represent. The City is seeking Second Chance Act funding to develop support services for re-entering offenders throughout Palm Beach County.

Re-entry has been an issue of particular interest in our community for more than five years. During this time, Palm Beach County has brought together a strong collaboration to maximize existing resources and to develop a strategy for expanding efforts with the goal of reducing recidivism and increasing public safety. This initiative has resulted in the development of a five-year strategic plan that includes the partnership of local and state government agencies, non-profit service providers, policy makers and a foundation. Your approval of funding for this much-needed and critical project will help ensure that South Floridians are proactively addressing the need for individual-developed re-entry services at a community-based level.

Palm Beach County continues to struggle with recidivism. A partnership between our community and the Florida Department of Corrections, along with federal funding injected into the necessary services for offenders, will enable our community to expand and augment our network of services.

Thank you for consideration of this important grant request. I would greatly appreciate being kept informed as to the overall progress of this grant request. Please do not hesitate to contact me with further questions. With warm regards, I remain,

Sincerely,

Alcee L. Hastings
Member of Congress



1715 Tiffany Drive East
West Palm Beach, FL 33407
Tel: 561.848.7200
Fax: 561.848.0346
TDD: 561.848.3806
www.gulfstreamgoodwill.com

Dr. Gary L. Dennis,
Senior Policy Adviser for Corrections
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh St. NW
Washington, DC 20531

Dear Dr. Dennis:

On behalf of Gulfstream Goodwill Industries, Inc., I would like to express my support for Palm Beach County's and the Florida Department of Corrections' application to expand ex-offender reentry initiatives in our community.

Reentry has been an issue of particular interest in our community for more than five years. During this time, Palm Beach County has brought together a strong collaboration to maximize existing resources and to develop a strategy for expanding efforts with the goal of reducing recidivism and increasing public safety. This initiative has resulted in the development of a five-year strategic plan that includes the partnership of local and state government agencies, non-profit service providers, policy makers and a foundation. With the addition of this greatly needed funding, we will be better equipped to deliver effective, individualized, need-based reentry services for offenders returning to our community.

Palm Beach County continues to struggle with unsatisfactory recidivism rates. A partnership between our community and the Florida Department of Corrections, along with federal funding to support vital services for ex-offenders, will enable our community to expand and augment our existing network of services. For this reason, Gulfstream Goodwill Industries, Inc. endorses this grant proposal and looks forward to participating in this opportunity.

Sincerely,

Kathryn Spencer
VP, Program Services
Gulfstream Goodwill Industries, Inc.
1715 Tiffany Drive East
West Palm Beach, Florida 33407





DOING
THE MOST
GOOD™

William Booth, *Founder*
Shaw Clifton, *General*
Commissioner Maxwell Feener, *Territorial Commander*
Lt. Colonel Vern Jewett, *Divisional Commander*
Major Thomas McWilliams, *Area Commander*

Dr. Gary L. Dennis,
Senior Policy Advisor for Corrections
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh St. NW
Washington, DC 20531

Dear Dr. Dennis:

On behalf of the Salvation Army, I would like to express my support for Palm Beach County's and the Florida Department of Corrections' application to expand ex-offender reentry initiatives in our community.

Reentry has been an issue of particular interest in our community for more than five years. During this time, Palm Beach County has brought together a strong collaboration to maximize existing resources and to develop a strategy for expanding efforts with the goal of reducing recidivism and increasing public safety. This initiative has resulted in the development of a five-year strategic plan that includes the partnership of local and state government agencies, non-profit service providers, policy makers and a foundation. With the addition of this greatly needed funding, we will be better equipped to deliver effective, individualized, need-based reentry services for offenders returning to our community.

Having a Federal Bureau of Prisons Reentry Program already in existence, the Salvation Army is very familiar with, and experienced in, this type of program. I believe our participation with the various task force committees will prove beneficial to Palm Beach County as we work toward resolution of the many issues facing us.

Palm Beach County continues to struggle with unsatisfactory recidivism rates. A partnership between our community and the Florida Department of Corrections, along with federal funding to support vital services for ex-offenders, will enable our community to expand and augment our existing network of services. For this reason, the Salvation Army endorses this grant proposal and looks forward to participating in this opportunity.

Respectfully,

Greg Rydman
Business Administrator

Palm Beach County Area Command 2100 Palm Beach Lakes Boulevard West Palm Beach, FL 33409 p: 561.686.3530 f: 561.686.7858
Post Office Box 789 West Palm Beach, FL 33402
www.salvationarmywestpalm.org



A Municipal Corporation since
September 11, 1945

Tel: 561-996-0100
Fax: 561-993-1814

www.bellegladegov.com

Commissioners

Steve B. Wilson
Mayor

Mary Ross Wilkerson
Vice Mayor

Michael C. Martin
Treasurer

Gwendolyn J.L. Asia-Holley

William A. Grear, Jr.

Lomax Harrelle
City Manager

City of Belle Glade

Office of the City Manager

June 21, 2011

Dr. Gary L. Dennis,
Senior Policy Adviser for Corrections
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh St. NW
Washington, DC 20531

Dear Dr. Dennis:

On behalf of the City of Belle Glade, I would like to express my support for Palm Beach County's and the Florida Department of Corrections' application to expand ex-offender reentry initiatives in our community.

Reentry has been an issue of particular interest in our community for more than five years. During this time, Palm Beach County has brought together a strong collaboration to maximize existing resources and to develop a strategy for expanding efforts with the goal of reducing recidivism and increasing public safety. This initiative has resulted in the development of a five-year strategic plan that includes the partnership of local and state government agencies, non-profit service providers, policy makers and a foundation. With the addition of this greatly needed funding, we will be better equipped to deliver effective, individualized, need-based reentry services for offenders returning to our community.

Palm Beach County continues to struggle with unsatisfactory recidivism rates. A partnership between our community and the Florida Department of Corrections, along with federal funding to support vital services for ex-offenders, will enable our community to expand and augment our existing network of services. For this reason, the City of Belle Glade endorses this grant proposal and looks forward to participating in this opportunity.

Sincerely,

Lomax Harrelle
City Manager

cc: Honorable Mayor and Commissioners



THE CIRCUIT COURT OF THE
FIFTEENTH JUDICIAL CIRCUIT
OF FLORIDA

CHAMBERS OF
PETER D. BLANC
CHIEF JUDGE

PALM BEACH COUNTY COURTHOUSE
205 NORTH DIXIE HIGHWAY
WEST PALM BEACH, FLORIDA 33401
561/355-1721

April 9, 2012

Dr. Gary L. Dennis
Senior Policy Advisor for Corrections
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh Street NW
Washington, DC 20531

Dear Dr. Dennis:

On behalf of the 15th Judicial Circuit, I would like to express my support for Palm Beach County's application to expand ex-offender reentry initiatives in our community.

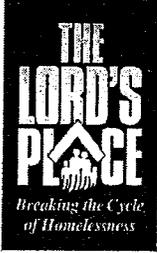
Reentry has been an issue of particular interest in our community for more than five years. During this time, Palm Beach County has focused on a strong collaborative effort to maximize existing resources and to develop a strategy for expanding efforts with the goal of reducing recidivism and increasing public safety. This initiative has resulted in the development of a five-year strategic plan that includes the partnership of local and state government agencies, non-profit service providers, policy makers and a foundation. With the addition of this greatly needed funding, we will be better equipped to deliver effective, individualized, need-based reentry services for offenders returning to our community.

Palm Beach County continues to struggle with unsatisfactory recidivism rates. A partnership between our community and the Florida Department of Corrections, along with federal funding to support vital services for ex-offenders, will enable our community to expand and augment our existing network of services. For this reason, I endorse the grant proposal and look forward to participating in this opportunity.

Sincerely,

Peter D. Blanc
Chief Judge

PDB:sal



April 12, 2012

Dr. Gary L. Dennis,
Senior Policy Advisor for Corrections
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh St. NW
Washington, DC 20531

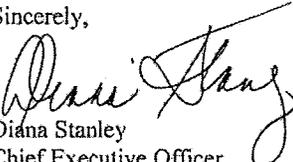
Dear Dr. Dennis:

On behalf of The Lord's Place, Inc., I would like to express my support for Palm Beach County's and the Florida Department of Corrections' application to expand ex-offender reentry initiatives in our community.

Reentry has been an issue of particular interest in our community for more than five years. During this time, Palm Beach County has brought together a strong collaboration to maximize existing resources and to develop a strategy for expanding efforts with the goal of reducing recidivism and increasing public safety. This initiative has resulted in the development of a five-year strategic plan that includes the partnership of local and state government agencies, non-profit service providers, policy makers and a foundation. With the addition of this greatly needed funding, we will be better equipped to deliver effective, individualized, need-based reentry services for offenders returning to our community.

Palm Beach County continues to struggle with unsatisfactory recidivism rates. A partnership between our community and the Florida Department of Corrections, along with federal funding to support vital services for ex-offenders, will enable our community to expand and augment our existing network of services. For this reason, The Lord's Place endorses this grant proposal and looks forward to participating in this opportunity.

Sincerely,


Diana Stanley
Chief Executive Officer



P.O. Box 3265, West Palm Beach, FL 33402 Phone (561) 494-0125 Fax (561) 494-2922
www.thelordsplace.org

The Lord's Place is a 501(c)(3) organization and all donations are tax-deductible according to IRS Rules and Regulations. Tax ID # 59-2248502



April 17, 2012

Dr. Gary L. Dennis,
Senior Policy Advisor for Corrections
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh St. NW
Washington, DC 20531

Dear Dr. Dennis:

On behalf of Workforce Alliance, I would like to express strong support for the application being made by the Palm Beach County Criminal Justice Commission, in partnership with the Florida Department of Corrections, for a grant that will support the continued expansion and coordination of reentry initiatives in our community.

As the Regional Workforce Board for Palm Beach County, Workforce Alliance makes available the full resources of three Career Centers to assist the reentry of ex-offenders of all skill levels in the preparation and conduct of a job search. Strategically located in locations throughout Palm Beach County, our Centers help individuals in all phases of their re-employment efforts. Our staff provides group workshops (job search assistance, resume writing, interviewing skills, etc.), individual counseling, supportive services, and referrals to employers.

The returning population would benefit greatly from an expanded network of resources that will help them to address their barriers to employment before they are released back into the community. Countless studies show that pre-release interventions greatly increase the likelihood of post-release employment.

Our goal in this partnership is to help ex-offenders secure employment in order to reduce the incidence of recidivism in the County. We are pleased to be working with the Palm Beach County Criminal Justice Commission and the Florida Department of Corrections toward this common goal.

Sincerely,


Steve Craig
President/Chief Executive Officer



Administration Office • 315 South Dixie Highway, Suite 102 • West Palm Beach, FL 33401 • (561) 340-1061
Central Career Center • 1951 North Military Trail, Suite D • West Palm Beach, FL 33409 • (561) 340-1060
South Career Center • 951 Yamato Road, Suite 175 • Boca Raton, FL 33431 • (561) 853-0181
West Career Center • 1085 South Main Street • Belle Glade, FL 33430 • (561) 829-2040

To place a job order or learn about no-cost training programs and career development services, please call 800-556-JOBS or visit www.pbcalliance.com

Dr. Gary L. Dennis,
Senior Policy Advisor for Corrections
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh St. NW
Washington, DC 20531

Dear Dr. Dennis:

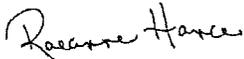
On behalf of Prison Fellowship, I would like to express my support for Palm Beach County's and the Florida Department of Corrections' application to expand ex-offender reentry initiatives in our community.

Reentry has been an issue of particular interest in our community for more than five years. During this time, Palm Beach County has brought together a strong collaboration to maximize existing resources and to develop a strategy for expanding efforts with the goal of reducing recidivism and increasing public safety. This initiative has resulted in the development of a five-year strategic plan that includes the partnership of local and state government agencies, non-profit service providers, policy makers and a foundation. With the addition of this greatly needed funding, we will be better equipped to deliver effective, individualized, need-based reentry services for offenders returning to our community.

Our organization can contribute training and mentoring along with assistance for transitional housing, family reunification and Church support.

Palm Beach County continues to struggle with unsatisfactory recidivism rates. A partnership between our community and the Florida Department of Corrections, along with federal funding to support vital services for ex-offenders, will enable our community to expand and augment our existing network of services. For this reason, Prison Fellowship endorses this grant proposal and looks forward to participating in this opportunity.

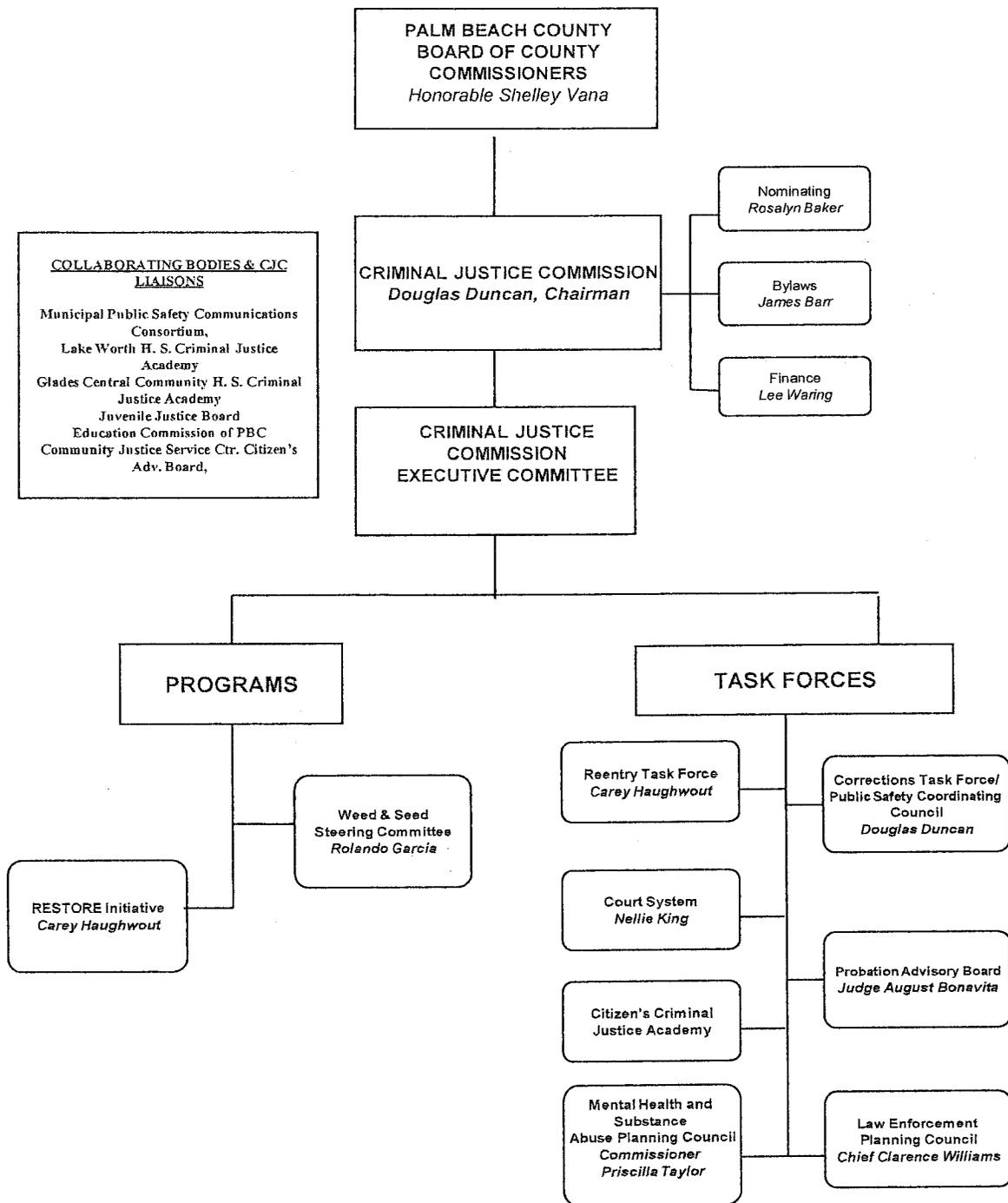
Sincerely,



Raeanne Hance
Regional Executive Director, FL, GA, AL, MS, NC, SC, TN

PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION

2012 Organizational Chart



**MEMORANDUM OF AGREEMENT
BETWEEN
PALM BEACH COUNTY
AND
THE FLORIDA DEPARTMENT OF CORRECTIONS**

PARTIES

This Memorandum of Agreement (Agreement) is between the Florida Department of Corrections ("Department") and Palm Beach County ("Participating Entity"), which are the parties hereto.

The parties are authorized to enter into this Agreement pursuant to Section 945.04, Florida Statutes.

PURPOSE

The purpose of this Agreement is to establish the general conditions and joint processes that will enable the Department to collaborate as partners with the Participating Entity to implement effective re-entry programs and services for inmates returning to the Palm Beach County area upon their release from incarceration.

BACKGROUND

The Department of Corrections is committed to helping inmates successfully transition back into their communities, as part of an effort to build a life in the community for everyone. The need for reentry services for the ex-offender population is great. For many years both government agencies and community-based organizations have provided programs and services to inmates who are in the custody of the Department and after they have returned to society. The services provided by these groups are a valuable supplement to existing programs provided by the Department. The Department encourages such partnerships as a means to expand the availability of community resources to a greater number of inmates and to assist with their successful post-release transition.

I. TERM OF AGREEMENT

This Agreement shall begin on the date on which it is signed by both parties, and shall end at midnight three (3) years from the date of execution. In the event this Agreement is signed by the parties on different dates, the latter date shall control.

II. SCOPE OF AGREEMENT

The Department and the Participating Entity agree to carry out their respective duties and responsibilities outlined below, subject to controlling law, policy(ies) and/or procedures, and in consideration of the mutual interests and understandings expressed herein.

A. Department Responsibilities

The Department will perform the following duties in support of this Agreement, to the extent possible within existing resources:

- 1) Provide Palm Beach County staff or their representative access to inmates while they are incarcerated at any Department facilities for the purpose of program familiarization and recruitment.

- 2) Provide pertinent release information about offenders to Palm Beach County that would assist in assessing the inmate's needs. (e.g., housing, employment, education, etc.)
- 3) Provide updated data to Palm Beach County listing the names and release dates of inmates who will be returning to Palm Beach County.

B. Participating Entity Responsibilities

The Participating Entity will perform the following duties in support of this Agreement, to the extent possible within existing resources:

- 1) Palm Beach County will adhere to any and all relevant security guidelines and to Department Procedure 602.016, "Entering and Exiting Department of Corrections Institutions".
- 2) Recruit inmates who are planning to return to Palm Beach County for re-entry services being offered by the County and its partners.
- 3) Assist offenders returning to Palm Beach County in satisfying all required criminal registration requirements.
- 4) Utilize on-site representatives of various service providers to begin an assessment process and provide community resource information to ex-offenders.
- 5) Provide case management to ex-offenders who are released to Palm Beach County and choose to participate in the re-entry services made available.
- 6) Provide data to the Department about offenders returning to Palm Beach County that received services under this Agreement. Data should be organized by individual offender and includes, but is not limited to, type of services provided, referrals provided, and follow-up information.
- 7) Coordinate with the Department through bi-annual meetings to evaluate the program and assess the effectiveness of the implementation of the re-entry services.
- 8) Because the Participating Entity will be performing services under this Agreement at institutional sites, the Participating Entity staff shall be screened and/or tested for tuberculosis annually as required by Department Procedure 401.015, Employee Tuberculosis Screening And Control Program.
- 9) The Participating Entity shall be responsible for obtaining the TB screening/testing upon application.
- 10) The Participating Entity shall provide the institutional Senior Registered Nurse Supervisor with proof of testing annually.
- 11) The Participating Entity shall bear all costs associated with the TB screening/testing.

III. FINANCIAL OBLIGATIONS OF THE PARTIES

The Department and the Participating Entity acknowledge that this Agreement is not intended to create financial obligations as between the parties. However, in the event that costs are incurred as a result of either or both of the parties performing their duties or responsibilities under this Agreement, each party agrees to be responsible for their own costs.

IV. AGREEMENT MANAGEMENT

A. Department's Agreement Administrator

The Chief, Bureau of Procurement and Supply, is designated Agreement Administrator for the Department and is responsible for maintaining the official Agreement file, processing any amendments or termination of the Agreement and for maintaining records of all formal correspondence between the Department and the Participating Entity regarding administration of the Agreement.

The name, address and telephone number of the Department's Agreement Administrator is:

Chief, Bureau of Procurement and Supply
Department of Corrections
2601 Blair Stone Road
Tallahassee, Florida 32399-2500
(850) 488-6671 (telephone)
(850) 922-8897 (facsimile)

B. Agreement Managers

The parties have identified the following individuals as Agreement Managers. These individuals are responsible for enforcing performance of the Agreement terms and conditions and shall serve as liaison/agency contact regarding issues arising out of this Agreement.

DEPARTMENT OF CORRECTIONS

Shila Salem
Chief, Bureau of Inmate Transition
2601 Blair Stone Road
Tallahassee, Florida 32399-2500
(850) 414-2781 (telephone)
(850) 922-2238 (facsimile)
salem.shila@mail.dc.state.fl.us (e-mail address)

PALM BEACH COUNTY

Michael L. Rodriquez
Executive Director, Palm Beach County Criminal Justice
Commission
301 N. Olive Avenue
West Palm Beach, Florida 33401
(561) 355-2314 (telephone)
(561) 355-4941 (facsimile)
mlrodrig@pbcgov.org (e-mail address)

V. REVIEW AND MODIFICATION

- A. Upon request of either party, both parties will review this Agreement in order to determine whether its terms and conditions are still appropriate. The parties agree to renegotiate terms and conditions hereof if it is mutually determined that significant changes in this Agreement are necessary. There are no obligations to agree by either party.
- B. Modifications to the provisions of this Agreement, with the exception of Section IV., Agreement Management, shall be valid only through execution of a formal written amendment to the Agreement.

VI. TERMINATION

This Agreement may be terminated at any time upon the mutual consent of both parties or unilaterally by either party upon no less than thirty (30) calendar days' notice. Notice shall be delivered by certified mail, (return receipt requested).

In addition, this Agreement may be terminated with 24 hours notice by the Department for any failure of the Participating Entity to comply with the terms of this Agreement or any applicable Florida law.

VII. OTHER CONDITIONS**A. Institutional Security**

In carrying out the provisions of this Agreement, the Participating Entity must comply with all security procedures for vendors doing business in Department's facilities as contained in Department Procedure 602.016, "Entering and Exiting Department of Corrections Institutions", and the Security Requirements for Contractors, attached hereto and herein referred to as "Attachment A".

B. Indemnification

The Department and the Participating Entity are state agencies or political subdivisions as defined in Section 768.28, Florida Statutes, and agree to be fully responsible for acts and omissions of their own agents or employees to the extent permitted by law. Nothing herein is intended to serve as a waiver of sovereign immunity by either party to which sovereign immunity may be applicable. Further, nothing herein shall be construed as consent by a state agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of this Agreement or any other contract.

C. Background Checks

At the Department's discretion and expense, the Participating Entity staff assigned to this project shall be subject to a Florida Department of Law Enforcement (FDLE) Florida Crime Information Center/National Crime Information Center (FCIC/NCIC) background/criminal records check. The records check may occur or re-occur at any time during the term of the Agreement. The Department has full discretion to require the Participating Entity to disqualify, prevent, or remove any staff member from any work under the agreement. The Department is under no obligation to inform the Participating Entity of the records check

findings or the criteria for disqualification or removal. In order for the Department to conduct this records check, the Participating Entity shall provide, prior to the performance of any services under this the Agreement, the following data for any individual staff assigned to the Agreement (including staff in the hiring process): full name, race, gender, date of birth, social security number, driver's license number and state of issue.

D. Confidentiality

The Participating Entity shall ensure all staff assigned to this Agreement maintains confidentiality with reference to individual participants receiving services in accordance with applicable local, state, and federal laws, rules and regulations. The Department and the Participating Entity agree that all information and records obtained in the course of providing services under this Agreement shall be subject to confidentiality and disclosure provisions of applicable federal and state statutes and regulations adopted pursuant thereto.

The Participating Entity agrees to keep all Department personnel information (i.e., DC staff telephone numbers, addresses, etc.) strictly confidential and shall not disclose said information to any person, unless released in writing by said Department.

E. Disputes

Any dispute concerning performance of the terms of this Agreement shall be resolved informally by the Agreement Managers. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the Department's Deputy Assistant Secretary for Re-Entry. The Deputy Assistant Secretary for Re-Entry shall decide the dispute, reduce the decision to writing, and deliver a copy to the parties, the Agreement Managers and the Agreement Administrator.

F. Data Sharing

The Department and the Participating Entity acknowledge their separate obligations to store and disseminate data in compliance with the requirements of Public Records Law, Chapter 119, Florida Statutes, and with other applicable statutes that constitute express exceptions to the requirements of Section 119.07(1), Florida Statutes, by making certain categories of records confidential, exempt from disclosure, or accessible as prescribed by statute. The Participating Entity acknowledges that the data exchanged between them has been provided for official purposes and that public access to such data is limited and prescribed by statute. The Participating Entity therefore agrees, consistent with public records law, to refer third parties requesting delivery of information to the originating party. Participating Entity further agrees to disseminate data only in compliance with confidentiality restrictions and in recognition of the exemptions from disclosure provided by law and to provide advance copies of documents involving the other party's data for review to determine if there has been an inadvertent disclosure of confidential information.

G. Health Insurance Portability and Accountability Act

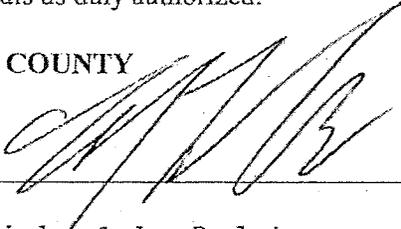
Palm Beach County shall comply with the Health Insurance Portability and Accountability Act of 1996 (42 U. S. C. 1320d-8), and all applicable regulations promulgated thereunder. Such compliance shall be required by the execution of Attachment B, Business Associate Agreement.

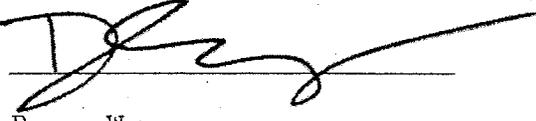
AUTHORIZATION FOR SIGNATURE

IN WITNESS THEREOF, the parties hereto have caused this Amendment to be executed by their undersigned officials as duly authorized.

PALM BEACH COUNTY

Approved as to form and legal sufficiency:

SIGNED BY: 

SIGNED BY: 

NAME: Michael L. Rodriguez

NAME: Dawn Wynn

TITLE: Executive Director

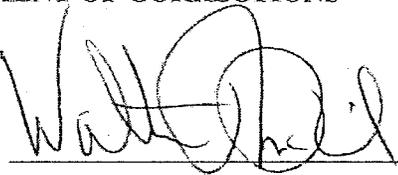
TITLE: **Assistant County Attorney
Palm Beach County**

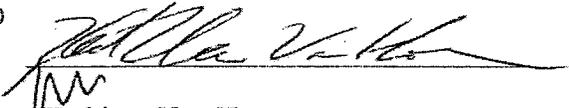
DATE: 3-2-10

DATE: 3/2/10

DEPARTMENT OF CORRECTIONS

Approved as to form and legality, subject to execution:

SIGNED BY: 

SIGNED BY: 

NAME: Walter A. McNeil

NAME: Kathleen Von Hoene

TITLE: **Secretary
Department of Corrections**

TITLE: **General Counsel
Department of Corrections**

DATE: 02/25/10

DATE: 2/12/10

Firm Representing: _____

Name of Employee/Vendor: _____

(Print)

DEPARTMENT OF CORRECTIONS

SECURITY REQUIREMENTS FOR CONTRACTORS

- (1) FS 944.47: Except through regular channels as authorized by the officer-in-charge of the correctional institution, it is unlawful to introduce into or upon the grounds of any state correctional institution, or to take or attempt to take or send or attempt to send therefrom any of the following articles, which are hereby declared to be contraband.
 - (a) Any written or recorded communication or any currency or coin given or transmitted, or intended to be given or transmitted, to any inmate of any state correctional institution.
 - (b) Any article of food or clothing given or transmitted, or intended to be given or transmitted, to any inmate of any state correctional institution.
 - (c) Any intoxicating beverage or beverage which causes or may cause an intoxicating effect.
 - (d) Any controlled substance or any prescription or nonprescription drug having a hypnotic, stimulating or depressing effect.
 - (e) Any firearm or weapon of any kind or any explosive substance. (This includes any weapons left in vehicles)
 - (f) Any cellular telephone or other portable communication device intentionally and unlawfully introduced inside the secure perimeter of any state correctional institution without prior authorization or consent from the officer in charge of such correctional institution.

A person who violates any provision of this section as it pertains to an article of contraband described in subsections (a), (b), or (f) is guilty of a felony of the third degree. In all other cases, a violation of a provision of this section constitutes a felony of the second degree.

- (2) Do not leave keys in ignition locks of motor vehicles. All vehicles must be locked and windows rolled up when parked on state property. Wheel locking devices may also be required.
- (3) Keep all keys in your pockets.
- (4) Confirm, with the Institutional Warden, where construction vehicles should be parked.
- (5) Obtain formal identification (driver's license or non-driver's license obtained from the Department of Highway Safety and Motor Vehicles). This identification must be presented each time you enter or depart the institution.
- (6) Absolutely no transactions between contract personnel and inmates are permitted. This includes, but is not limited to, giving or receiving cigarettes, stamps, or letters.

- (7) No communication with inmates, verbal or otherwise, is permitted without the authorization of the officer-in-charge.
- (8) Strict tool control will be enforced at all times. Tools within the correctional institution are classified as AA, A, or B. Class AA tools are defined as any tool that can be utilized to cut chain link fence fiber or razor wire in a rapid and effective manner. Class A tools are defined as those tools which, in their present form, are most likely to be used in an escape or to do bodily harm to staff or inmates. Class B tools are defined as tools of a less hazardous nature. Every tool is to be geographically controlled and accounted for at all times. At the end of the workday, toolboxes will be removed from the compound or to a secure area as directed by security staff. You must have two copies of the correct inventory with each tool box, one copy will be used and retained by security staff who will search and ensure a proper inventory of tools each time the tool box is brought into the facility, the other copy will remain with the tool box at all times. Tools should be kept to a minimum (only those tools necessary to complete your job). All lost tools must be reported to the Chief of Security (Colonel or Major) **immediately**. No inmate will be allowed to leave the area until the lost tool is recovered.
- (9) Prior approval must be obtained from the Chief of Security prior to bringing any powder-activated tools onto the compound. Strict accountability of all powder loads and spent cartridges is required.
- (10) All construction materials will be delivered into the compound on trucks entering through the sallyport gate. As the security check of vehicles is an intensive and time consuming (10-15 minutes) process, the contractor is requested to minimize the number of deliveries.
- (11) Establish materials storage and working areas with the Warden and/or Chief of Security.
- (12) Control end-of-day construction materials and debris. Construction materials and debris can be used as weapons or as a means of escape. Construction material will be stored in locations agreed to by security staff and debris will be removed to a designated location. Arrange for security staff to inspect the project area before construction personnel leave. This will aid you in assuring that necessary security measures are accomplished.
- (13) Coordinate with the Warden and Chief of Security regarding any shutdown of existing systems (gas, water, electricity, electronics, sewage, etc.). Obtain institutional approval prior to shutting down any existing utility system. Arrange for alternative service (if required) and expeditious re-establishment of the shutdown system.
- (14) With the intent of maintaining security upon the institution's grounds, a background check will be made upon all persons employed by the contractor or who work on the project. **The department, represented by institution's Warden, reserves the right to reject any person whom it determines may be a threat to the security of the institution.**

Signature of Employee/Vendor

Date

Signature of Staff Witness

BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement supplements and is made a part of the contract between the Florida Department of Corrections ("Department") and Palm Beach County ("Contractor"), (individually, a "Party" and collectively referred to as "Parties").

Whereas, the Department creates or maintains, or has authorized the Contractor to receive, create, or maintain certain Protected Health Information ("PHI," as that term is defined in 45 C.F.R. §164.501 and that is subject to protection under the Health Insurance Portability and Accountability Act of 1996, as amended. ("HIPAA");

Whereas, the Department is a "Covered Entity" as that term is defined in the HIPAA implementing regulations, 45 C.F.R. Part 160 and Part 164, Subparts A, C, and E, the Standards for Privacy of Individually Identifiable Health Information ("Privacy Rule") and the Security Standards for the Protection of Electronic Protected Health Information ("Security Rule");

Whereas, the Contractor may have access to Protected Health Information in fulfilling its responsibilities under its contract with the Department;

Whereas, the Contractor is considered to be a "Business Associate" of Covered Entity as defined in the Privacy Rule;

Whereas, pursuant to the Privacy Rule, all Business Associates of Covered Entities must agree in writing to certain mandatory provisions regarding the use and disclosure of PHI; and

Whereas, the purpose of this Agreement is to comply with the requirements of the Privacy Rule, including, but not limited to, the Business Associate contract requirements of 45 C.F.R. §164.504(e).

Whereas, in regards to Electronic Protected Health Information as defined in 45 C.F.R. § 160.103, the purpose of this Agreement is to comply with the requirements of the Security Rule, including, but not limited to, the Business Associate contract requirements of 45 C.F.R. §164.314(a).

Now, therefore, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

1. **Definitions**

Unless otherwise provided in this Agreement, any and all capitalized terms have the same meanings as set forth in the HIPAA Privacy Rule and/or the HIPAA Security Rule. Contractor acknowledges and agrees that all Protected Health Information that is created or received by the Department and disclosed or made available in any form, including paper record, oral communication, audio recording, and electronic display by the Department or its operating units to Contractor or is created or received by Contractor on the Department's behalf shall be subject to this Agreement.

2. **Confidentiality Requirements**

- A. Contractor agrees to use and disclose Protected Health Information that is disclosed to it by the Department solely for meeting its obligations under its agreements with the Department, in accordance with the terms of this agreement, the Department's established policies rules, procedures and requirements, or as required by law, rule or regulation.
- B. In addition to any other uses and/or disclosures permitted or authorized by this Agreement or required by law, Contractor may use and disclose Protected Health Information as follows:

- (1) if necessary for the proper management and administration of the Contractor and to carry out the legal responsibilities of the Contractor, provided that any such disclosure is required by law or that Contractor obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notifies Contractor of any instances of which it is aware in which the confidentiality of the information has been breached;
 - (2) for data aggregation services, only if to be provided by Contractor for the health care operations of the Department pursuant to any and all agreements between the Parties. For purposes of this Agreement, data aggregation services means the combining of protected health information by Contractor with the protected health information received by Contractor in its capacity as a Contractor of another covered entity, to permit data analyses that relate to the health care operations of the respective covered entities.
- C. Contractor will implement appropriate safeguards to prevent use or disclosure of Protected Health Information other than as permitted in this Agreement. Further, Contractor shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of Electronic Protected Health Information that it creates, receives, maintains, or transmits on behalf of the Department. The Secretary of Health and Human Services and the Department shall have the right to audit Contractor's records and practices related to use and disclosure of Protected Health Information to ensure the Department's compliance with the terms of the HIPAA Privacy Rule and/or the HIPAA Security Rule. Contractor shall report to Department any use or disclosure of Protected Health Information, which is not in compliance with the terms of this Agreement as well as any Security incident of which it becomes aware. Contractor agrees to notify the Department, and include a copy of any complaint related to use, disclosure, or requests of Protected Health Information that the Contractor receives directly and use best efforts to assist the Department in investigating and resolving such complaints. In addition, Contractor agrees to mitigate, to the extent practicable, any harmful effect that is known to Contractor of a use or disclosure of Protected Health Information by Contractor in violation of the requirements of this Agreement.
- D. Contractor will ensure that its agents, including a subcontractor, to whom it provides Protected Health Information received from, or created by Contractor on behalf of the Department, agree to the same restrictions and conditions that apply to Contractor, and apply reasonable and appropriate safeguards to protect such information. Contractor agrees to designate an appropriate individual (by title or name) to ensure the obligations of this agreement are met and to respond to issues and requests related to Protected Health Information. In addition, Contractor agrees to take other reasonable steps to ensure that its employees' actions or omissions do not cause Contractor to breach the terms of this Agreement.
- E. Contractor agrees to make available Protected Health Information so that the Department may comply with individual rights to access in accordance with Section 164.524 of the HIPAA Privacy Rule. Contractor agrees to make Protected Health Information available for amendment and incorporate any amendments to Protected Health Information in accordance with the requirements of Section 164.526 of the HIPAA Privacy Rule. In addition, Contractor agrees to record disclosures and such other information necessary, and make such information available, for purposes of the Department providing an accounting of disclosures, as required by Section 164.528 of the HIPAA Privacy Rule.
- F. The Contractor agrees, when requesting Protected Health Information to fulfill its contractual obligations or on the Department's behalf, and when using and disclosing Protected Health Information as permitted in this contract, that the Contractor will request, use, or disclose only the minimum necessary in order to accomplish the intended purpose.

- G. The Contractor agrees to defend and hold harmless the Department against any action or liability or damages arising out of or related to the Contractor's breach of its obligations under this agreement.

3. Obligations of Department

- A. The Department will make available to the Business Associate the notice of privacy practices (applicable to offenders under supervision, not to inmates) that the Department produces in accordance with 45 CFR 164.520, as well as any material changes to such notice.
- B. The Department shall provide Business Associate with any changes in, or revocation of, permission by an Individual to use or disclose Protected Health Information, if such changes affect Business Associate's permitted or required uses and disclosures.
- C. The Department shall notify Business Associate of any restriction to the use or disclosure of Protected Health Information that impacts the business associate's use or disclosure and that the Department has agreed to in accordance with 45 CFR 164.522.

4. Termination

- A. Termination for Breach - The Department may terminate this Agreement if the Department determines that Contractor has breached a material term of this Agreement. Alternatively, the Department may choose to provide Contractor with notice of the existence of an alleged material breach and afford Contractor an opportunity to cure the alleged material breach. In the event Contractor fails to cure the breach to the satisfaction of the Department, the Department may immediately thereafter terminate this Agreement.
- B. Automatic Termination - This Agreement will automatically terminate upon the termination or expiration of the original contract between the Department and the Contractor.
- C. Effect of Termination

- (1) Termination of this agreement will result in termination of the associated contract between the Department and the Contractor.
- (2) Upon termination of this Agreement or the contract, Contractor will return or destroy all PHI received from the Department or created or received by Contractor on behalf of the Department that Contractor still maintains and retain no copies of such PHI; provided that if such return or destruction is not feasible, Contractor will extend the protections of this Agreement to the PHI and limit further uses and disclosure to those purposes that make the return or destruction of the information infeasible.

- 5. Amendment - Both parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary to comply with the requirements of the Privacy Rule and/or the HIPAA Security Rule.
- 6. Interpretation - Any ambiguity in this Agreement shall be resolved to permit the Department to comply with the HIPAA Privacy Rule and/or the HIPAA Security Rule.
- 7. Miscellaneous - Parties to this Agreement do not intend to create any rights in any third parties. The obligations of Contractor under this Section shall survive the expiration, termination, or cancellation of this Agreement, or any and all other contracts between the parties, and shall continue to bind Contractor, its agents, employees, contractors, successors, and assigns as set forth herein if PHI is not returned or destroyed.



April 5, 2012

Dr. Gary L. Dennis,
Senior Policy Advisor for Corrections
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh St. NW
Washington, DC 20531

Dear Dr. Dennis:

I am writing this letter to you in your capacity with the Department of Justice. As County Administrator of Palm Beach County, I respectfully request a cash match waiver for the 2012 Second Chance Adult Reentry Project. This waiver is requested due to the severe financial hardship confronting Palm Beach County. County revenues have been in decline for several years.

According to our Budget Office, since 2007, tax revenue declined by \$65,801,000 or 10%. This decrease in revenue caused our leadership to have to make tough and unfortunate decisions. For the first time in recent history, layoffs occurred in County government. Since 2007, Palm Beach County has cut more than 583 positions and been forced to cut back services. The 2012-2013 budget year is just as dire as there is a projected budget deficit of up to \$13,000,000 at the same property tax rate as this year.

Palm Beach County supports the work of the Criminal Justice Commission and its Reentry Task Force. County government believes that efforts like this one will help reduce our jail population, eliminate the need to build new correctional facilities, reduce the number of victims of crime and re-energize our most fragile neighborhoods with responsible fathers, mothers, brothers and sons.

We believe that this partnership with the Florida Department of Corrections will bring innovative new standards of excellence thereby creating a new national model for reentry.

It is from these perspectives that the cash match waiver is requested.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Weisman", with a long horizontal flourish extending to the right.

Robert Weisman
County Administrator

County Administration

P.O. Box 1989
West Palm Beach, FL 33402-1989
(561) 355-2030
FAX: (561) 355-3982
www.pbcgov.com



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Board of County
Commissioners**

Shelley Vana, Chair
Steven L. Abrams, Vice Chairman
Karen T. Marcus
Paulette Burdick
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