

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Personal Services					
Operating Costs	\$18,000				
Capital Expenditures					
Grants & Aids	229,465	75,000			
External Revenues	(247,465)	(75,000)			
Program Income (County)					
In-Kind Match (County)					
Net Fiscal Impact	<u>0</u>	<u>0</u>			

ADDITIONAL FTE
 POSITIONS (Cumulative) 0 0 0 0 0

Is Item Included In Current Budget? Yes X No _____
 Does this item include the use of federal funds? Yes _____ No X
 Budget Account Exp No: Fund 1512/1513 Dept. 762 Unit 7714/7722 Obj. 8201/3401
Prog. MFC26/MFC20/MFC22E-H Prog. Period GY18/GY20
 Rev No: Fund 1512/1513 Dept. 762 Unit 7714/7722 Rev. 6694
Prog. MFSJ3CREV/MFCREV Prog. Period GY18/GY20

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

Fund	FSU	Uptrust	Public Defender	Gulfstream Goodwill	Total
1512 MacArthur Foundation \$2M FY18-FY19	\$45,878		\$22,000	(\$74,913)	(\$7,035)
1513 MacArthur Foundation \$1.4M FY20-21		\$18,000	\$311,500		\$329,500
Total	\$45,878	\$18,000	\$333,500	(\$74,913)	\$322,465

Digitally signed by
 Marianela Diaz
 Date: 2020-07-10 11:35:47

C. Departmental Fiscal Review: _____

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

[Signature] 8/14/2020
 OFMB
 LM 8/13

[Signature]
 Contract Dev. And Control
 8-17-2020

B. Legal Sufficiency:

Jean-Adel Williams
 Assistant County Attorney

C. Other Department Review:

 Department Director
 This summary is not to be used as a basis for payment.

Continued from page 1

Summary: The above-referenced amendments are all in support of the CJC's work in the MacArthur Foundation's SJC to safely reduce the jail population and address racial and ethnic disparities in that population. Increases to the contracts are all from SJC grant funds. The amendment to the FAU agreement adjusts the timeline and payment schedule with no adjustment to the price for researchers to perform an evaluation of the PalmFUSE Program. The amendment to the FSU agreement reinstates the contract which expired December 31, 2019 due to the need to use the findings of their validation study and amend the pretrial risk assessment instrument to improve its predictability, reinstate Exhibits A and A-1 that were inadvertently deleted in the Third Amendment to the contract, increase the contract by \$45,878 and establish a new payment schedule with an expiration of August 31, 2020. The amendment to the Uprust agreement extends the term to February 28, 2021 and increases the contract by \$18,000 to send text message reminders of court dates and probation and pretrial supervision appointments to defendants in criminal cases to reduce failure to appear for court and violations of supervision for missed appointments. The second amendment to the Public Defender's agreement increases the contract by \$311,500 and expands the scope of services to add a position of Social Service Coordinator to link pretrial inmates with community-based services in order to affect their release from jail. The third amendment to the Public Defender's agreement increases the contract by \$22,000 and amends the scope of services for the Client Navigator position from one position to a number of positions with a minimum of 50 cases per month due to the change in procedure for COVID-19 precautions that require inmate meetings to be done by video. The amendments to the FAU, FSU, and Public Defender's contracts were executed by the CJC Executive Director pursuant to R2018-1223, R2016-1807, and R2019-0228 respectively. The amendment to the Uprust contract was executed by the Purchasing Director pursuant to R2019-0127 and Purchasing Policy and Procedures CW-L-008. **Countywide (JW)**

Background and Justification: Palm Beach County was awarded \$2,000,000 from the John D. and Catherine T. MacArthur Foundation on October 2, 2017 (R2017-1709) and an additional \$1,400,000 on January 1, 2020 to safely reduce the county's jail population.

**SECOND AMENDMENT
TO INTERLOCAL AGREEMENT**

THIS SECOND AMENDMENT is dated April 9th, 2020, by and between Palm Beach County, a Political Subdivision of the State of Florida, hereinafter referred to as the “County” and Florida Atlantic University Board of Trustees, (hereinafter “FAU”) whose FEIN ID is 65-0385507.

WITNESSETH:

WHEREAS, on August 14, 2018 the County, through its Criminal Justice Commission, and FAU entered into an Interlocal Agreement (R2018-1223) (the “Interlocal Agreement”) for a total contract price not to exceed \$128,257.00; and

WHEREAS, FAU’s responsibility under this Agreement is to conduct a process and outcome evaluation of the Palm Beach County Frequent Users Systems Engagement (PalmFUSE) pilot program, as referenced in Section 5 of the Interlocal Agreement and more fully outlined in the “Scope of Work” attached as Exhibit “A” to the Interlocal Agreement; and

WHEREAS, the Interlocal Agreement expires on November 13, 2020 and the parties have agreed to extend the term of the Interlocal Agreement at no additional cost through November 13, 2021.

NOW THEREFORE, the above named parties hereby mutually agree to amend the Interlocal Agreement and enter into this Second Amendment as follows:

- I. Section 4 (Effective Date/Term) of the Interlocal Agreement is amended by extending the expiration date from November 13, 2020 to November 13, 2021. All other references in the Interlocal Agreement to November 13, 2020 are hereby replaced with November 13, 2021.
- II. Section 5 (Services Rendered) of the Interlocal Agreement is amended by extending the timeframe for deliverables from FAU from November 13, 2020 to November 13,

Attachment # 1
Page 1 of 10

2021 per Exhibit "A-1", which replaces Exhibit "A", is attached hereto and incorporated herein by reference.

- III. Section 7 (Payments/Invoicing and Reimbursement) of the Interlocal Agreement is amended by modifying FAU's schedule of work and extending the corresponding payment schedule accordingly per Exhibit "B-1", which replaces Exhibit "B", is attached hereto and incorporated herein by reference. Uncompleted work and billing dates shall be modified as set forth in Exhibit "B-1." FAU shall have the option to invoice for subtasks as they are completed according to the values assigned in Exhibit "B-1". There is no adjustment to the total Interlocal Agreement price.
- IV. All other provisions of the Interlocal Agreement not in conflict with this Second Amendment remain in effect, are ratified, and are to be performed at the same level as specified in the Interlocal Agreement.

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Attachment # 1
Page 2 of 10

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida, has made and executed this Second Amendment on behalf of the County, and FAU has hereunto set its hand the day and year above written.

**FLORIDA ATLANTIC UNIVERSITY
BOARD OF TRUSTEES**

By: *Nancy Thoman*
Nancy Thoman
Director, Sponsored Programs

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BY KRISTINA HENSON, EXECUTIVE
DIRECTOR OF THE CRIMINAL
JUSTICE COMMISSION**

By: *Kristina Henson*
Kristina Henson
Executive Director
Criminal Justice Commission

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY**

By: *Jean-Adel Williams*
Asst. County Attorney

**APPROVED AS TO TERMS AND
CONDITIONS**

By: *BW*
Bert Winkler
Manager of Criminal Justice Programs
Criminal Justice Commission

Attachment # 1
Page 3 of 10

EXHIBIT "A-1"

A Process and Outcome Evaluation of the Palm Beach County Frequent Users System Engagement Pilot Program for the Palm Beach County Criminal Justice Commission

SCOPE OF WORK

Purpose of the Project

Florida Atlantic University (FAU) will conduct a process and outcome evaluation of the Frequent Users System Engagement (FUSE) 12-person pilot program in Palm Beach County (PBC). Our systematic assessment of PBC's FUSE pilot program will occur in two phases:

Phase 1: Process Evaluation

The objective of Phase 1 is to examine the fidelity of the FUSE program through a process evaluation. This objective examines if and to what extent the FUSE program is implemented and operated as designed. This process evaluation will examine the program inputs and program activities in an effort to establish relationships between project activities and outcomes.

Phase 2: Outcome Evaluation

The objective of Phase 2 is to conduct an outcome evaluation that systematically collects and examines data on the effects of the FUSE program on participants. The emphasis of the outcome evaluation is to examine the intended and unintended effects of FUSE on program participants, institutional involvement, community safety, and resource allocation.

Phase 3: Cost-Benefit Analysis (CBA)

The objective of Phase 3 is to understand the costs and benefits of the FUSE program. This will include an analysis of potential cost offsets that can be used to reduce public expenditures associated with chronic users persistently cycling through existing public service providers. The CBA will ensure that resources in PBC are being allocated effectively.

Timeframe

August 14, 2018-November 13, 2021

Year 1: August 14, 2018-August 13, 2019

Year 2: August 14, 2019-August 13, 2020

Year 3: August 14, 2020-August 13, 2021

Year 4: August 13, 2020-November 13, 2021

Research Questions

Phase 1: Process Evaluation

The process evaluation is designed to examine the extent to which FUSE is implemented and operated as designed. Five research questions guide this phase of the study:

- 1) How is FUSE being implemented in PBC?
- 2) Is FUSE targeting the most frequent system users (i.e., chronic users of the system)?
- 3) How are participants being located and engaged (e.g., arrests, court system, homeless system)?
- 4) What services are being provided to FUSE participants?
- 5) To what extent (e.g., frequency, duration, dosage) are FUSE participants engaging in the provided services, including housing?
- 6) Is FUSE operating as designed?

Phase 2: Outcome Evaluation

The outcome evaluation seeks to measure the impact of FUSE across several outcome measures. Five research questions guide the outcome evaluation:

- 1) Did participation in PBC's FUSE program change an individual's involvement in the criminal justice system (e.g., arrests and jail bookings)?
 - a. If yes, how?
 - b. Was this effect sustained?
- 2) Did FUSE participants receive pre-booking or pre-adjudicatory diversions?
- 3) Did participation in PBC's FUSE program influence a person's homelessness status?
 - a. If yes, how?
 - b. Was this effect sustained?
- 4) Did participation in PBC's FUSE program affect an individual's receipt of behavioral health services (e.g., mental health, substance abuse)?
 - a. If yes, how?
 - b. Was the effect sustained?
- 5) Did participation in PBC's FUSE program impact the frequency of emergency room visits?
 - a. If yes, how?
 - b. Was this effect sustained?

Phase 3: Cost-Benefit Analysis

The CBA seeks to measure costs and benefits of the FUSE intervention. In doing so, three research questions guide this part of the evaluation:

- 1) What is the cost per participant of the FUSE program?
- 2) What is the delivery cost of individual services?
- 3) How do these costs relate to the public expenditures PBC could expect to spend on jails, shelters, and physical and behavioral health services on chronic offenders?

- 4) Was there a cost reduction for the criminal justice system, homeless shelters, and physical and behavioral health centers?

Data Collection

The data for this research will be gathered from multiple sources in PBC, including PBC Sheriff's Office, PBC Clerk's Office, Florida Department of Law Enforcement, PBC Department of Community Services, Southeast Florida Behavioral Health Network, and county hospitals. The following steps will be taken to acquire the necessary data for the analysis:

- FAU will conduct (in) formal interviews with key stakeholders, such as CJC staff, the FUSE program coordinator, FUSE project staff, service providers, and program participants.
- FAU will conduct three semi-structured, face-to-face interviews with FUSE participants.
 - Time 1 (baseline) interviews will be conducted within the first 30 days of FUSE participants being admitted into supportive housing.
 - Time 2 interviews will be conducted six months after each baseline interview.
 - Time 3 interviews will be conducted one year after each baseline interview.
- FAU will attend key meetings and conduct site visits to observe the program operation firsthand
- FAU will collaborate with the Palm Beach County Criminal Justice Commission to ensure that the proper data is collected to conduct the outcome evaluation and cost-benefit analysis
- FAU will review the available data systems that may inform this project and identify the appropriate data fields and records necessary for this study.

Data Analysis

Statistical data will be analyzed in IBM's Statistical Package for the Social Sciences (SPSS) 24. Descriptive statistics will be provided for FUSE participants. Bivariate analyses will be used to examine the statistical similarities and differences in outcomes over time. Multivariate analyses, including ordinary least squares regression, logistic regression, and multinomial logistic regression, will be used, where necessary, to determine the independent impact of FUSE on recidivism and other outcome measures. These analytical tools allow different outcome variables to be regressed on covariates, including gender, race, ethnicity, age, legal, and socially relevant factors.

For the qualitative data, such as open-ended question in the interview protocols, FAU will follow a simple content analysis coding scheme and use agreement based responses in the final analysis where disagreements are found. Should the material be less overt than anticipated, a formal coding scheme will be developed and inner-rater reliability estimates will be provided based on independent coding of the material. Regardless of the data structure, proper data screening and suitability for subsequent more advanced methods will be carried out.

Exhibit "B-1"

BUDGET AND SCHEDULE OF PAYMENTS

Deliverables

Deliverables: Year 1 Quarter 1	08/14/18-11/13/18	Payment Number 1	Payment Amount
1.1 Conduct site visits to meet with the project partners			\$15,000.00
1.2 Work with the CJC in identify desired project outcomes/goals			
1.3 Work with the CJC to assess the availability of data needed to complete the project goals			
1.4 Develop a process evaluation plan that links program goals and activities to outcomes and data elements			
1.5 Establish a baseline data collection process to support the evaluation			
1.6 Conduct face-to-face interviews with FUSE participants			
1.7 Work with the CJC to identify a comparison group of similarly situated FUSE-eligible individuals who did not participate in FUSE			
1.8 Attend and actively participate in required meetings, conference calls, technical assistance events, and trainings as needed			
Deliverables: Year 1 Quarter 2	11/14/18-02/13/19	Payment Number 2	Payment Amount
2.1. Develop an impact evaluation plan that assess effectiveness of the program by measuring change that has occurred as a result of the program including, but is not limited to, method of assignment, control group potential, performance measurement, goal attainment, and evaluation			\$15,000.00
2.2 Work with project partners to gather information and data needed to track the project's progress towards meeting the goals of FUSE			
2.3 Conduct face-to-face interviews with FUSE participants			
2.4 Conduct interviews with project staff relating to project implementation			
2.5 Continually assess the project's progress and direction, provide verbal and/or written feedback, as needed			
2.6 Attend and actively participate in required meetings, conference calls, technical assistance, and trainings as needed			

2.7 Provides a semi-annual progress report, summarizing research activities			
Deliverables: Year 1 Quarter 3	02/14/19-05/13/19	Payment Number 3	Payment Amount Total \$3,500
3.1 Conduct face-to-face interviews with FUSE participants			\$2,500
3.2 Continually assess the project's progress and direction, provide verbal and/or written feedback, as needed			\$500
3.3 Attend and actively participate in required meetings, conference calls, technical assistance events, and trainings, as needed			\$500
Deliverables: Year 1 Quarter 4	05/14/19-08/13/19	Payment Number 4	Payment Amount Total \$6,500
4.1 Conduct site visits at permanent and supportive housing locations, treatment sites, case management offices, and others as necessary to observe FUSE program operation			\$2,500
4.2 Work with project partners to gather information and data needed to track the project's progress towards meeting the goals of FUSE			\$1,500
4.3 Conduct informal and formal interviews with key stakeholders, including CJC staff, the FUSE program manager, and service providers			\$2,500
Deliverables: Year 2 Quarter 1	08/14/19-11/13/19	Payment Number 5	Payment Amount Total \$10,000
5.1 Conduct site visits at permanent and supportive housing locations, treatment sites, case management offices, and others as necessary to observe FUSE program operation			\$1,500
5.2 Work with project partners to gather information and data needed to track the project's progress towards meeting the goals of FUSE			\$1,500
5.3 Conduct face-to-face interviews with FUSE participants			\$1,500
5.4 Conduct informal and formal interviews with key stakeholders, including CJC staff, the FUSE program manager, and service providers			\$1,500
5.5 Continually assess the project's progress and direction, provide verbal and/or written feedback, as needed			\$500
5.6 Attend and actively participate in required meetings, conference calls, technical assistance events, and trainings, as needed			\$500
5.7 Provides a semi-annual progress report, summarizing research activities			\$3,000
Deliverables: Year 2 Quarter 2	11/14/19-02/13/20	Payment Number 6	Payment Amount Total

			\$2,500
6.1 Conduct face-to-face interviews with FUSE participants			\$1,500
6.2 Attend and actively participate in required meetings, conference calls, technical assistance events, and trainings, as needed			\$1,000
Deliverables: Year 2 Quarter 3	2/14/20-05/13/20	Payment Number 7	Payment Amount Total \$2,500
7.1 Conduct face-to-face interviews with FUSE participants			\$1,500
7.2 Attend and actively participate in required meetings, conference calls, technical assistance events, and trainings, as needed			\$1,000
Deliverables: Year 2 Quarter 4	5/14/20-08/13/20	Payment Number 8	Payment Amount Total \$2,500
8.1 Conduct face-to-face interviews with FUSE participants			\$1,500
8.2 Attend and actively participate in required meetings, conference calls, technical assistance events, and trainings, as needed			\$1,000
Deliverables: Year 3 Quarter 1	8/14/20-11/13/20	Payment Number 9	Payment Amount Total \$2,500
9.1 Conduct face-to-face interviews with FUSE participants			\$1,500
9.2 Attend and actively participate in required meetings, conference calls, technical assistance events, and trainings, as needed			\$1,000
Deliverables: Year 3 Quarter 2	11/14/20-2/13/21	Payment Number 10	Payment Amount Total \$2,500
10.1 Conduct face-to-face interviews with FUSE participants			\$1,500
10.2 Attend and actively participate in required meetings, conference calls, technical assistance events, and trainings, as needed			\$1,000
Deliverables: Year 3 Quarter 3	02/14/21-05/13/21	Payment Number 11	Payment Amount Total \$16,500
11.1 Attend and actively participate in required meetings, conference calls, technical assistance events, and trainings, as needed			\$2,000
11.2 Continually assess the project's progress and direction, provide verbal and/or written feedback, as needed			\$4,500
11.3 Provide a draft process evaluation report for review and input from the CJC			\$10,000

Deliverables: Year 3 Quarter 4	05/14/21-08/13/21	Payment Number 12	Payment Amount Total \$21,000
12.1 Attend and actively participate in required meetings, conference calls, technical assistance events, and trainings, as needed			\$2,500
12.2 Provide a draft outcome evaluation and cost-benefit analysis report for review and input from the CJC			\$11,000
12.3 Consult with CJC regarding draft process and outcome evaluation and cost-benefit analysis report for review and input from the CJC			\$3,000
12.4 Make edits to evaluation report			\$4,500
Deliverables: Year 4 Quarter 1	08/14/21-11/13/21	Payment Number 13	Payment Amount Total \$28,257
FAU will provide a final report that includes the following:			
13.1 Section 1 of the report will document the piloting, implementation, and use of FUSE.			\$7,000
13.2 Section 2 of the report will document the effectiveness of the FUSE pilot program. Findings relating to whether FUSE results in more or less involvement in the criminal justice system, homelessness, receipt of mental health services, emergency room visits will be reported.			\$8,000
13.3 Section 3 of the report will document the cost-benefit analysis. Findings relating to the cost per participant of FUSE, the delivery cost of individual services, and public expenditures in PBC			\$5,000
13.4 Section 4 of the report will provide recommendations regarding 1) the implementation of FUSE, 2) the effectiveness of FUSE, 3) the allocation of resources, and 3) any other recommendations regarding FUSE			\$5,000
13.5 Present findings to the CJC and other stakeholders, as requested			\$3,257

*The variance in fees for similar tasks in each quarter is due to the fluctuation in number of participants and sites.

**FOURTH AMENDMENT
to Interlocal Agreement**

THIS FOURTH AMENDMENT is dated March 23, 2020 by and between Palm Beach County a Political Subdivision of the State of Florida, hereinafter referred to as the "County" and Florida State University (College of Criminology and Criminal Justice) for and on behalf of its Board of Trustees, hereinafter referred to as "FSU", whose Federal I.D. is 59-1961248.

WITNESSETH:

WHEREAS, on December 6, 2016 the County, through its Criminal Justice Commission ("CJC") and FSU entered into an Interlocal Agreement (R2016-1806) (the "Agreement") for a total not to exceed amount of Thirty Thousand Dollars (\$30,000.00); and

WHEREAS, FSU's responsibilities under the Agreement were to provide professional consultation services in the areas of data analysis, research, and evaluation supporting the CJC's MacArthur Foundation Safety and Justice Challenge Grant; and

WHEREAS, on December 5, 2017, the County through its CJC, and FSU entered into a First Amendment to the Agreement (R2017-1843) to extend the term to add the next phase of data analysis, research and evaluation, and to increase the Agreement by One Hundred and Sixty Thousand Dollars (\$160,000); and

WHEREAS, on February 13, 2019, the County through its CJC, and FSU entered into a Second Amendment to the Agreement (R2019-0454) for additional research support through a doctor of philosophy ("PhD") student with an increase to the Agreement of Fifteen Thousand Nine Hundred and Sixty-One Dollars (\$15,961); and

WHEREAS, on September 30, 2019, the County through its CJC, and FSU entered into a Third Amendment to the Agreement (R2020-0103) to revise the payment schedule for the additional research support and to extend the Agreement to December 31, 2019; and

WHEREAS, the parties have agreed to reinstate and retroactively extend the term of this Agreement to August 31, 2020, to provide additional time to complete the work herein, with an increase to the Agreement of Forty-Five Thousand Eight Hundred Seventy-Eight (\$45,878).

NOW THEREFORE, the parties hereby mutually agree to amend the Agreement as follows:

- I. The foregoing recitals are incorporated herein by reference.
- II. Section 4 (Effective Date/Term) of the Agreement is amended to reinstate the Agreement which expired on December 31, 2019 with a new expiration date of August 31, 2020.
- III. Section 7 (Payments/Invoicing and Reimbursement) of the Agreement is amended by increasing the shall not exceed amount from Two Hundred Five Thousand Nine Hundred and Sixty One Dollars (\$205,961) to Two Hundred Fifty One Thousand Eight Hundred Thirty Nine Dollars (\$251,839).

Attachment # 2
Page 1 of 12

- IV. Section 7 (Payments/Invoicing and Reimbursement) of the Agreement is amended to reinstate Exhibits "A" and "A-1", which were inadvertently deleted in the Third Amendment to this Agreement attached hereto and incorporated herein by reference. Reinstated Exhibit "A-1" includes an amended deliverable schedule to reflect the extension of the contract from September 30, 2019 to December 31, 2019. It is acknowledged that all work on Exhibits A, A-1 and A-3 has been completed and this amendment rectifies the deleted Exhibits so that payments for work invoiced but not yet paid can properly be made.
- V. Section 7 (Payment/Invoicing and Reimbursement) of the Agreement is amended to add Exhibit A-4 attached hereto and incorporated herein by reference.
- VI. All other provisions of the Agreement not in conflict with this Fourth Amendment remain in effect, are ratified, and are to be performed at the same level as specified in the Agreement.

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IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida, has made and executed this Fourth Amendment on behalf of the County, and FSU has hereunto set its hand the day and year above written.

FLORIDA STATE UNIVERSITY

By: Julie V. Wam made for
Dr. Gary Ostrander, VP of Research
3-20-2020 for

APPROVED AS TO LEGAL SUFFICIENCY

By: Jean-Adel Williams
Jean-Adel Williams
Assistant County Attorney

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BY KRISTINA HENSON, EXECUTIVE DIRECTOR
CRIMINAL JUSTICE COMMISSION**

By: Kristina Henson
Kristina Henson, Executive Director

**APPROVED AS TO TERMS AND
CONDITIONS**

By: Kristina Henson
Kristina Henson, Executive Director

REINSTATED EXHIBIT "A"

SCOPE OF WORK

Services performed between December 6, 2016 and October 31, 2017

First Amendment extended to September 30, 2019 and Second Amendment to December 31, 2019

[This is Exhibit A from Original Agreement]

PURPOSE OF THE PROJECT

Florida State University (FSU) will provide consultative and advisory services regarding research and evaluation activities conducted by the Palm Beach County's Criminal Justice Commission (CJC) in support of the development and implementation of the MacArthur Foundation's Safety and Justice Challenge. All work will be completed under the direction and in consultation with the Research and Planning Manager, Criminal Justice Commission and Data Capacity Coordinator in support of Palm Beach County's MacArthur Foundation Policy Team. The professional services will be provided as a single-year contract.

TIMEFRAME

Contract execution to October 31, 2017

BACKGROUND

The MacArthur Foundation Safety and Justice Challenge planning grant was awarded to CJC in May 2015. Palm Beach County was one of twenty sites selected from across the country to participate in the planning phase of the Challenge with an award \$150,000.

This work is vital to the CJC given the Safety and Justice Challenge focus on data driven policymaking and the significant role research played in the development of Palm Beach County's implementation plan submitted to the MacArthur Foundation in January 2016. This plan included a number of strategies to "reduce jail use – meaningfully and significantly – without compromising public safety."1 Regrettably, the application was not selected for implementation funding as a core site; however, we were awarded continued funding (\$150,000) as a partner site to refine and further develop our implementation strategies. The second round of funding has been in place since October 2016 and is expected to end April 30, 2017.

The plan submitted to the MacArthur Foundation included the following five main strategies and two supportive strategies aimed at reducing the jail population by almost 20% while "addressing racial disparity and improving public safety."2

1. Implementation of a Frequent Users Systems Engagement (FUSE) project to provide front-loaded intensive services for high-need repetitively confined individuals.
2. Implementation of a pretrial risk assessment and enhanced court process to 1) increase the pretrial release rate, and 2) expedite release for eligible defendants. Funds will be used for training and for additional staff.

1 Letter to Executive Director, Criminal Justice Commission from Dr. Laurie Garduque, Program Director, Justice Reform, MacArthur Foundation (September 3, 2015).

2 Palm Beach County, MacArthur Foundation Safety and Justice Challenge Phase II Proposal (as submitted January 6, 2016).

3. Implementation of alternative sanctions for technical violations of misdemeanor probation.
4. Implementation of Operation Fresh Start to dismiss outstanding open warrants for nonviolent misdemeanor offenders that have remained crime free.
5. Implementation of a special docket for many defendants charged with driving with suspended (DUS) license to restore their licenses and divert these individuals from prosecution. These cases account for over 35% of the local court docket and thousands of jail days annually.

The two supportive strategies are:

1. Implementation of Study Circles, a project designed to facilitate discussions to improve relations between law enforcement and communities of color.
2. Implementation of an improved data collection process to accurately measure the impact of strategies on the jail population and racial disparity.

RESEARCH PROJECTS

The following research projects will be completed in partnership between the CJC and the FSU. All projects will be completed jointly with the final reports published by the CJC with appropriate authorship attribution as approved by both the CJC and FSU. In the event authorship is not agreed upon, FSU would be attributed as serving an advisory capacity to the project. It is important to note that the projects below represent the current priorities of the CJC and that work will be guided by the policy environment and are subject to change. As research partners, this work will be conducted in support of the overall research program carried out by CJC staff and the MacArthur Foundation Safety and Justice Challenge Team. The following timeframes are general in nature and will be completed during the fiscal year in support of MacArthur Foundation’s application deadlines – which at this time remain unknown.

The CJC will serve as the “Lead” research entity for all project activities but for project 5 listed below. For all the projects, the CJC will be responsible for the data collection, maintenance, and analysis and FSU will provide guidance on the research design, methods, analytical techniques, and interpretation of findings for each project activity. For projects 1 through 4 the CJC will be responsible for the methodology and interpretation of results and FSU will serve in an advisory role as the “Secondary” research entity. In project 5, FSU will have the lead role with regard to the methodology and interpretation of the results.

RESEARCH PROJECTS:

1. Review of Jail Population and Trend - bookings, releases, demographics, charge, F/M, criminal history, breakdown of pretrial detainees by reason remaining in custody, i.e., bond, warrant or hold, etc.
2. 2010-2015 Success/Failure Rates of Pretrial Release by Type of Release and By Demographics.
3. First Appearance Hearing Decisions 2014-2016 – released or detained, type of release, demographics, charges, history, etc.
4. Three Month Pilot of Virginia RAI – evaluation focused upon racial disparity, judicial variance, and adjustments to matrix.
5. Racial Disparity Review of Palm Beach County’s Pre-Trial Jail Decisions – Review racial disparity regarding bonding out of the jail prior to first appearance and first appearance decisions.



FLORIDA STATE UNIVERSITY
COLLEGE OF CRIMINOLOGY & CRIMINAL JUSTICE

**A Validation of the Palm Beach County Jail Risk Assessment Instrument for the Palm Beach County
Criminal Justice Commission**

Scope of Work

Services performed between October 1, 2017 through September 30, 2019

Second Amendment Extended Contract to December 31, 2019

[This is Exhibit A-1 from First Amendment]

I. Validation Research Questions

FSU has successfully conducted previous jail risk assessment validations including the Broward County Jail. Based upon our experience, the following research questions will guide the study and provide important answers to local stakeholders with the means to modify and/or improve this important management tool.

1. How is the risk assessment instrument administered by staff?
2. Are there problems identified by staff relative to the collection of information on the instrument?
3. How frequently has the risk assessment instrument been administered to all applicable arrestees, and are there certain types of arrestees who have higher rates of completed risk assessments, and, if so, what are their characteristics, e.g., age, gender, race, ethnicity, prior criminal record, current arrested charges, etc.?
4. How accurate are the risk assessment predictions of re-arrest, re-arrest for a violent crime, and for failing to appear in court as ordered by the judge?

II. Data Collection

The study will focus on the use of administrative data from the Palm Beach County Jail System and the county and circuit judicial systems. The following steps will be taken to acquire the necessary data for the analysis.

- FSU will collaborate with the Palm Beach County Criminal Justice Commission to ensure that the proper data is collected to conduct the validation.
- FSU will interview relevant stakeholders and staff whose primary duties include administering and using the risk assessment instrument.
- FSU will review the available jail, judicial, and any other relevant data systems available that may inform this project and identify the appropriate data fields and records necessary for this study.

- FSU will submit a formal request to the Palm Beach County Criminal Justice Commission, Sheriff's Office, and the judiciary for the necessary data.
- Prior to obtaining any data from Palm Beach County, FSU will obtain approval to obtain the data from FSU's Human Subject Committee, i.e., the Institutional Review Board (IRB) and will ensure the data is stored in a secure location and be accessible only to staff approved to work on this project.

III. Data Analysis

The empirical data will be analyzed to create descriptive statistics of all the inputs and outcomes measured as well as mean differences in outcomes over time and across different types of cases. Multivariate modeling methods will be used to determine the predictiveness of the risk assessment instrument. At a minimum, controls will include gender, race, ethnicity, age, and legally relevant factors such the arrestees' prior criminal record, current booking charge (s), and past failure to appear occurrences.

IV. Deliverables

Deliverables: Year 1 Quarter 1	Payment Number	Payment Amount
Approve research involving human subjects through the Florida State University Human Subjects Committee	1	\$20,000.00
Conduct an initial site visit to meet with the project partners		
Work with the PB-CJC in identify desired project outcomes/goals		
Work with the PB-CJC to assess the availability of data needed to complete the project goals		
Establish a baseline data collection process to support the evaluation		
Participate in meetings, conference calls, technical assistance events, and trainings as needed		
Deliverables: Year 1 Quarter 2	Payment Number	Payment Amount
Actively participate in required meetings, conference calls, technical assistance, and trainings as needed	2	\$20,000.00
Continually assess the project's progress and direction, provide verbal and/or written feedback, as needed		
Submit an initial data request to the PB-CJC for preliminary jail, risk assessment, and follow-up data		
Conduct interviews with project staff relating to project implementation		
Provides a semi-annual progress report, summarizing research activities		

Deliverables: Year 1 Quarter 3	Payment Number	Payment Amount
Attend and actively participate in required meetings, conference calls, technical assistance events, and trainings, as needed	3	\$10,000.00
Continually assess the project's progress and direction, provide verbal and/or written feedback, as needed		
Deliverables: Year 1 Quarter 4	Payment Number	Payment Amount
Attend and actively participate in required meetings, conference calls, technical assistance events, and trainings, as needed	4	\$10,000.00
Continually assess the project's progress and direction, provide verbal and/or written feedback, as needed		
Document local agencies and organizations' policies and procedures that were created or amended as a result of this initiative		
Conduct interviews with project staff relating to project implementation		
Provide a semi-annual progress report, summarizing research activities		
Deliverables: Year 2 Quarter 1	Payment Number	Payment Amount
Attend and actively participate in required meetings, conference calls, technical assistance events, and trainings, as needed	5	\$10,000.00
Continually assess the project's progress and direction, provide verbal and/or written feedback, as needed		
Deliverables: Year 2 Quarter 2	Payment Number	Payment Amount
Attend and actively participate in required meetings, conference calls, technical assistance events, and trainings, as needed	6	\$10,000.00
Continually assess the project's progress and direction, provide verbal and/or written feedback, as needed		
Conduct interviews with project staff relating to project implementation		
Submit a second data request to the PB-CJC for final jail, risk assessment, and follow-up data		
Provide a semi-annual progress report, summarizing research activities		
Deliverables: Year 2 Quarters 3 and 4, Year 3 Quarter 1	Payment Number	Payment Amount
Attend and actively participate in required meetings, conference calls, technical assistance events, and trainings, as needed	7	\$40,000.00
Continually assess the project's progress and direction, provide verbal and/or written feedback, as needed		

Provide a draft process and outcome evaluation report for review and input from PB-CJC		
Deliverables: Year 2 Quarter 4 and Year 3 Quarter 1	Payment Number	Payment Amount
FSU will provide a final report that includes the following:	8	\$40,000.00
Section 1 of the report will document the piloting, implementation, and use of the risk assessment instrument.		
Section 2 of the report will document the overall accuracy of the risk assessment instrument. Findings relating to whether the risk assessment instrument produces more or less accurate risk predictions across various types of arrestees will be reported.		
Section 3 of the report will provide recommendations regarding 1) the administration of the risk assessment instrument, 2) the instruments predictive accuracy, and 3) any other recommendations regarding the instrument or its implementation.		
Present findings to the PB-CJC and other stakeholders as requested		

V. Schedule of Payments

The total compensation for the project is \$190,000. \$160,000 will be paid throughout the contract period based on the time interval outlined in the table below. The ENTITY understands and agrees to submit invoices and required documentation within 30 days following the end of the preceding quarter as outlined below. ENTITY understands and agrees that the quarterly invoice amount shall not exceed the total cost allocated per quarter amount shown below. Travel in support of the project is included in the total compensation/quarterly billing schedule and amounts. The final payment will not be paid until all deliverables are met.

COUNTY will reimburse ENTITY at a fixed price each invoice period. ENTITY will include a written description of activities conducted in support of the project during the invoice period and support documentation. Support documentation for the activities described in the invoice may include copies of work product developed (in draft or final form), meeting attendance, meeting agendas, assessment results, planning instruments, or other similarly related documents.

The Scope of Work to be completed by ENTITY as defined in Exhibit "A-1" consists of key deliverables and collaboration with project partners. Deliverables shall be verifiable and defined as participation in activities and events as measured by: completion of assigned project tasks, meetings/training attended, and participation in teleconference calls or web-based events.

When submitting the invoice request, ensure that the following language is included on the signed cover page of the invoice: *By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious or fraudulent information or the omission of any material fact, may*

subject me to criminal civil or administrative penalties for fraud, false statements, false claims or otherwise.

Invoice #	Invoicing Period	Quarterly (fixed rate)
	YEAR 1	
1	Quarter 1	\$20,000.00
2	Quarter 2	\$20,000.00
3	Quarter 3	\$10,000.00
4	Quarter 4	\$10,000.00
	YEARS 2 and 3	
5	Quarter 1	\$10,000.00
6	Quarter 2	\$10,000.00
7	Quarter 3 and 4 and Year 3 Quarter 1	\$40,000.00
8	Quarter 4 and Year 3 Quarter 1	\$40,000.00

Modify the VPRAI-R for Local Use in Palm Beach County

SCOPE OF WORK

Services performed between January 1, 2020 and August 31, 2020

PURPOSE OF THE PROJECT

The Research Partner will execute modifications to the Virginia Pretrial Risk Assessment Instrument Revised (VPRAI-R) for use in Palm Beach County. These modifications will focus on improving the predictive accuracy of the risk assessment instrument in the Palm Beach County context. All work will be completed under the direction and in consultation with the Research and Planning Manager, Criminal Justice Commission and Data Capacity Coordinator in support of Palm Beach County's MacArthur Core Team. These modifications will build on prior work conducted during our local validation of the VPRAI-R and will take place over a roughly 7-month period.

TIMEFRAME

January 1, 2020 to August 31, 2020

BACKGROUND

In 2019, the Research Partner performed a validation of the pretrial risk assessment tool in use in Palm Beach County, the VPRAI-R. The VPRAI-R had been implemented as one of five main strategies adopted by Palm Beach County to safely reduce the jail population, which is the larger goal of the MacArthur Foundation Safety and Justice Challenge.

Our initial local validation of the risk assessment tool indicated that the predictive accuracy of the VPRAI-R in the Palm Beach County context was fair. Furthermore, the findings reflected differences in the factors that contributed to pretrial risk in Palm Beach County relative to Virginia, as well as the relative impact of the risk factors on pretrial failure across these settings. Accordingly, and similar to the approach taken in other jurisdictions across the country, an important next step in the risk assessment process in Palm Beach County is to refine the instrument for local use. Potential changes will include modifications to the items that are included in the tool, as well as the weighting of the items, in order to develop a tool that provides more accurate predictions of pretrial failure, including new arrest and failure to appear, in the local context.

RESEARCH PROJECT

The following research projects will be completed in partnership between the CJC and the Research Partner. All projects will be completed jointly with the final reports published by the CJC with appropriate authorship attribution as approved by both the CJC and the Research Partner. It is important to note that the projects below represent the current priorities of the CJC and that work will be guided by the policy environment and are subject to change. As Research Partners, this work will be conducted in support of the overall research program carried out by CJC staff and the MacArthur Foundation Safety and Justice Challenge Team.

The Research Partner will serve as the lead research entity for all project activities. The CJC will be responsible for the provision of data to complete the following activities.

1. Validation of the VPRAI-R in Palm Beach County using data from implementation (9/2017) through calendar year 2019.
2. Modify the VPRAI-R for local use in Palm Beach County, with a focus on improving predictive validity and explore options for addressing over prediction for people of color.

BUDGET

The proposed budget includes effort for Drs. Blomberg and Copp to oversee and conduct all necessary data management, analyses, and reporting for updating the current risk assessment validation as well as detailing specific recommendations for revising and modifying the risk assessment to better meet the needs of Palm Beach County. The budget also includes support for a Ph.D. level student to assist in the data management, analyses, and reporting as well as travel to Palm Beach for meetings as needed and 15% indirect costs as established in the existing contract.

SCHEDULE OF PAYMENTS FOR SERVICES PERFORMED BETWEEN JANUARY 1, 2020 AND AUGUST 31, 2020

<u>Deliverables</u>	<u>Payment Number</u>	<u>Payment Amount</u>
January 1, 2020 to May 15, 2020		
Re-Validation of the VPRAI-R using data through calendar year 2019	1	\$15,000
May 16, 2020 to June 30, 2020		
Provide potential modifications to the risk assessment instrument to PB-CJC for discussion	2	\$15,000
Attend in-person meeting(s) to discuss proposed modifications with PB-CJC staff and participate in conference calls as needed to facilitate discussion		
July 1, 2020 to July 31, 2020		
Provide final version of modified risk assessment instrument	N/A	
August 1, 2020 to August 31, 2020		
Respond to questions and inquiries regarding the final version of the modified risk assessment instrument	3	\$15,878
Total		\$45,878

SECOND AMENDMENT
to Contract for Professional Services

THIS SECOND AMENDMENT is made the 24th day of February, 2020 by and between Palm Beach County, a Political Subdivision of the State of Florida, (hereinafter referred to as "COUNTY") and Uprust, Inc., (hereinafter referred to as "CONSULTANT"), whose FEIN ID is 47-3356062.

WITNESSETH:

WHEREAS, on November 8, 2018 COUNTY, through its Criminal Justice Commission (CJC), and CONSULTANT entered into a Contract for Consulting/Professional Services (R2019-0127) (the "Contract"); and

WHEREAS, on November 18, 2019 COUNTY and CONSULTANT entered into a First Amendment to Contract for Professional Services (R 2020-0104); and

WHEREAS, CONSULTANT'S responsibilities under the Contract are to provide professional/consultation services in the area of text based reminders, as more specifically set forth in the Scope of Work detailed in Exhibit "A" of the Contract; and

WHEREAS, the parties have agreed to extend the term of the Contract to the earlier of February 28, 2021, or the date a new vendor contract is executed by the Board of County Commissioners replacing and terminating this Contract, or termination by the CONSULTANT or COUNTY as set forth in Article V; and

WHEREAS, the Parties have agreed to amend the Contract to expand the scope of services to include reminders from the Florida Department of Corrections-Circuit 15, Professional Probation Services, Inc. and Palm Beach County Pretrial Services, upon the implementation of the appropriate interface set up.

NOW, THEREFORE, the Parties have agreed to amend the Contract to reflect the following:

1. The foregoing recitals are incorporated herein by reference.
2. The CONSULTANT'S responsibility under this Contract is to provide professional services in the area of text based court reminders, as more specifically set forth in the Scope of Work detailed in Exhibit A-1. Exhibit A-1 updates and replaces Exhibit "A" of the Contract.
3. The total amount to be paid by the COUNTY under this Contract for all services [DC1] shall not exceed a total Contract amount of Eighteen Thousand Dollars (\$18,000.00). The CONSULTANT shall notify the COUNTY's representative in writing when 90% of the "not to exceed amount" has been reached. The CONSULTANT will bill the COUNTY on a monthly basis, at the amounts set forth in Exhibit "B" attached hereto and incorporated herein by reference, for services rendered toward the completion of the Scope of Work. The funding for CONSULTANT'S services is being provided through the MacArthur Foundation Safety and Justice Core Site Grant.
4. The term of this Contract is hereby extended to February 28, 2021 or to the date a new vendor contract is executed, or this Contract is otherwise terminated as permitted in

Attachment # 3
Page 1 of 5

in Article V of the Contract, whichever is sooner.

5. All other provisions of the Contract not in conflict with this Second Amendment remain in effect, are ratified, and are to be performed at the same level as specified in the Contract.

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida, by and through the Director of Purchasing, has made and executed this Second Amendment to Contract on behalf of the COUNTY and CONSULTANT (Uprust, Inc.) has hereunto set its hand the day and year first above written.

THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK

CONSULTANT:
UPTRUST, INC.

By: 
Jacob Sills, CEO

PALM BEACH COUNTY BOARD OF
COUNTY COMMISSIONERS BY AND
THROUGH ITS DIRECTOR OF
PURCHASING

By: 
Kathleen Scarlett
Director, Purchasing Department

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: 
Jean-Adel Williams
Assistant County Attorney

APPROVED AS TO TERMS AND
CONDITIONS

By: 
Kristina Henson
Executive Director, Criminal Justice Commission

EXHIBIT "A-1"

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida, by and through the Director of Purchasing, has made and executed this Second Amendment to Contract on behalf of the COUNTY and CONSULTANT (Uptrust, Inc.) has hereunto set its hand the day and year first above written.

One of the strategies in furtherance of the goals of the SJC is the implementation of a court date reminder system through the use of cell phone text messages. The goal is to reduce the number of instances when defendants fail to appear for court hearings and arrest warrants are issued. The CJC is expanding this system to reduce the number of arrest warrants issued when defendants fail to appear for mandatory appointments with probation officers and pretrial services counselors.

The Fifteenth Judicial Circuit Clerk of Court will provide CONSULTANT with lists of criminal court defendants who have provided express authorization to receive text messages, including their court dates and times and cellular telephone numbers. CONSULTANT will send two (2) text messages to each of the defendants reminding them of each scheduled court appearance. The first message will be sent seven days prior to the scheduled court date and the second shall be sent one day prior to the scheduled date for each court appearance. As court appearance dates are changed, CONSULTANT shall update the court appearance date so that recipients receive the most current date information.

The Florida Department of Corrections-Circuit 15, Professional Probation Services, Inc. and Palm Beach County Pretrial Services, upon the implementation of the appropriate interface set up which will be accomplished by CONSULTANT, will provide CONSULTANT with lists of criminal court defendants who have provided prior express authorization to receive text messages, including their mandatory appointment dates and cellular telephone numbers. CONSULTANT will send two (2) text messages to each of the defendants reminding them of their mandatory appointments. The first message will be sent seven days prior to the scheduled appointment and the second shall be sent one day prior to the scheduled date for each appointment.

CONSULTANT shall include an "opt out" provision in all text messages. CONSULTANT shall immediately cease and stop all text messaging upon notification of an "opt-out" text from a participant or other reasonable notification of revocation of prior express consent, notification of incorrect telephone number from any recipient by any means, notification to cancel or terminate notifications to an individual or to all participants by the COUNTY, the Fifteenth Judicial Circuit Clerk of Court, the Florida Department of Corrections-Circuit 15, Professional Probation Services, Inc. and/or Palm Beach County Pretrial Services.

No marketing, sales or commercial information shall be included in the text messages. The text messages must be purely information concerning the upcoming court date.

CONSULTANT shall provide COUNTY with monthly reports of the text messages sent, beginning forty (40) days after the initial messages are sent. Said reports shall include for each case number the number of text messages, the dates of those messages, whether the messages were received, any action taken by consultant if the text message was not received, and the cell phone number(s) where the messages were sent.

Attachment # 3
Page 4 of 5

EXHIBIT "B"

SCHEDULE OF PAYMENTS

BUDGET

A total of \$18,000.00 shall be allocated from the MacArthur Foundation Safety and Justice Core Site Grant for all services under this Contract.

Services:

Total

- 1. Text message reminders \$1,000 per month

Contract Amount for text message reminders shall be invoiced at \$1,000 per month with a not to exceed Contract amount of \$12,000.

- 2. One-Time Set up Fee for Interface

- a. Florida Department of Corrections-Circuit 15 \$2,000
- b. Professional Probation Services, Inc. \$2,000
- c. Palm Beach County Pretrial Services \$2,000

Contract Amount for Set Up Fees shall not exceed \$6,000. Set up fees will be invoiced at \$2,000 per agency upon successful completion of required interface to enable text messaging service.

Invoices:

CONSULTANT will send an invoice to the COUNTY'S representative by the 5th day of the month following the end of each month for all services rendered during the preceding month.

**SECOND AMENDMENT
to Interlocal Agreement**

THIS SECOND AMENDMENT is dated March 2, 2020, by and between Palm Beach County, a Political Subdivision of the State of Florida, hereinafter referred to as the "COUNTY" and the Public Defender's Office of the Fifteenth Judicial Circuit, (hereinafter referred to as "ENTITY",) whose FEIN ID is 03-0377194.

WITNESSETH:

WHEREAS, on January 23, 2018 the COUNTY, through its Criminal Justice Commission (CJC), and the ENTITY entered into an Interlocal Agreement (R2018-0099) (the "Agreement") for a total not to exceed amount of One Hundred and Twenty-Four Thousand Dollars (\$124,000.00); and

WHEREAS, the ENTITY'S responsibilities under the Agreement were to hire a Client Navigator position to work on aspects of the John D. and Catherine T. MacArthur Foundation Safety and Justice Challenge grant awarded to the CJC, as more specifically set forth in the Scope of Work detailed in Exhibit "A" of the original agreement; and

WHEREAS, on February 5, 2019 the COUNTY and the ENTITY entered into a First Amendment to Interlocal Agreement (R2019-0228); and

WHEREAS, the parties supplemented the Client Navigator's duties as outlined in the "Scope of Work" attached as Exhibit "A-1" of the First Amendment to provide for the use of \$232,000 in funding for community-based services; and

WHEREAS, on January 1, 2020, the CJC was awarded additional funding by the MacArthur Foundation pursuant to a renewal grant application that includes additional funding for the ENTITY to continue and enhance the work as provided for in the first amended agreement; and

WHEREAS, the parties have agreed to amend this contract to include the additional funding as provided for in the renewal grant.

NOW THEREFORE, the above-named parties hereby mutually agree to a Second Amendment to the Agreement as follows:

- I. Section 1 (Purpose) of the Agreement is amended by adding Exhibit "A-2" which is attached hereto and incorporated herein by reference.
- II. Section 7 (Payments/Invoicing and Reimbursement) of the Agreement is amended by increasing the shall not exceed amount from Three Hundred Fifty-Six Thousand Dollars (\$356,000.00) to Six Hundred Sixty-Seven Thousand Five Hundred Dollars

Attachment # 4
Page 1 of 8

(\$667,500.00) to reflect additional funding provided in the renewal grant and adding Exhibit "B-2" which is attached hereto and incorporated herein by reference. The increase of Three Hundred Eleven Thousand Five Hundred Dollars (\$311,500.00) shall be for the following per the attached Exhibit "A-2" Scope of Work: an additional \$100,000.00 for community-based services for Public Defender clients and \$60,000.00 for the current Client Navigator position in order to continue this work to the end of the renewal grant period, as well as, \$150,000.00 for a new Social Services Coordinator position along with \$1,500.00 for a new computer for this position.

- III. It is further clarified that per the terms of Section 4 (Effective Date/Term) that this agreement is extended to mirror the end of the grant term which with the renewal grant is currently set at December 31, 2021. However, if that grant is extended beyond December 31, 2021, then so too shall this agreement be extended to mirror that extension term.
- IV. All other provisions of the Agreement and First Amendment to Agreement not in conflict with this Second Amendment to Agreement remain in effect, are ratified, and are to be performed at the same level as specified in the Agreement and the First Amendment to Agreement.

REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida, has made and executed this Second Amendment to Agreement on behalf of the COUNTY, and the Public Defender's Office of the Fifteenth Judicial Circuit (ENTITY) has hereunto set its hand the day and year above written.

PUBLIC DEFENDER OFFICE
FIFTEENTH JUDICIAL CIRCUIT

By: Carey Haughwout
Carey Haughwout, Public Defender

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS BY
KRISTINA HENSON, EXECUTIVE
DIRECTOR, CRIMINAL JUSTICE
COMMISSION

By: Kristina Henson
Kristina Henson, Executive Director
Criminal Justice Commission

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: Jean-Adel Williams
Jean-Adel Williams
Assistant County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

By: Bert Winkler
Bert Winkler, Manager
of Criminal Justice Programs, CJC

Exhibit "A-2"

SCOPE OF WORK

PURPOSE OF THE PROJECT

The additional funds of \$311,500 shall be used as set forth in this Scope of Work. The Public Defender's Office (ENTITY) will hire a Social Services Coordinator position to work on certain aspects of the MacArthur Foundation Safety and Justice Challenge. All work will be completed under the direction of Public Defender Office management and in consultation with the CJC's Safety and Justice Challenge Core Planning Team.

TIME FRAME

Agreement execution to the expiration date of the grant.

BACKGROUND

The MacArthur Foundation Safety and Justice Challenge Core Site grant was awarded to the CJC beginning October 1, 2017 and ending September 30, 2019 with an extension to September 30, 2020. Palm Beach County was one of twenty sites selected from across the country to participate in the Challenge with an award of \$2,000,000. This grant continues two years of planning grant activity.

This work is vital to the CJC given the Safety and Justice Challenge focus on data driven policymaking and the significant role research played in the development of Palm Beach County's implementation plan submitted to the MacArthur Foundation in June 2017. This plan included a number of strategies to reduce jail use – meaningfully and significantly – without compromising public safety and to identify and craft remedies to any racial and ethnic disparity found in the jail population.

The plan submitted to the MacArthur Foundation included the following five main strategies and two supportive strategies aimed at reducing the jail population by almost 20% while addressing racial disparity and improving public safety.

1. Reduce pretrial jail population for low/some medium risk defendants
2. Diversion and warrant reduction for low-level defendants
3. Case processing efficiencies for pretrial inmates
4. Identify and remedy racial and ethnic disparities
5. Build data capacity along with analysis and evaluation capabilities and tools

The CJC received a renewal grant award of \$1,400,000 from the MacArthur Foundation for a two-year period beginning January 1, 2020 and ending December 31, 2021. This renewal grant provides funding to continue most of the initial strategies but also provides funding for several new strategies. One of these is the Social Services Coordinator as outlined below.

CLIENT NAVIGATOR POSITION GOALS AND DUTIES

The goals and duties of the Client Navigator position remain as provided for in Exhibit A-1 of the First Amendment to this Agreement which replaced Exhibit A of the original agreement.

This Second Amendment to the Agreement increases the funding for this position by \$60,000 to provide for continuation funding through the term of the renewal grant period.

COMMUNITY-BASED SERVICES FOR CLIENTS

The First Amendment to this Agreement provided funding for community-based services for Public Defender clients in order to affect their release from jail. This Second Amendment to the Agreement increases funding for this purpose by \$100,000 to provide for continuation funding through the term of the renewal grant period.

SOCIAL SERVICES COORDINATOR POSITION GOALS AND DUTIES

This Second Amendment to the Agreement adds a Social Services Coordinator (SSC) position for the Public Defender’s Office with the following goals and duties and provides \$150,000 in funding for this position for the term of the renewal grant along with \$1,500 for a computer for this position:

1. Reduce the average length of stay for pretrial jail inmates.
2. Reduce the length of stay for jail inmates with behavioral health needs.
3. Reduce recidivism for such inmates by assisting in stabilizing their lives and improving health.

The duties of the Social Services Coordinator position include the following:

The SSC will look at the circumstances of Public Defender clients who remain incarcerated following first appearance hearings. Based on individual client circumstances, the SSC will connect the client to community-based services, such as housing or treatment. If needed, the SSC will place clients in short term services in an effort to bridge a community deficit in resources while waiting for access to longer term services (i.e. permanent supportive housing, inpatient substance abuse treatment, etc.). The SSC will work with the Public Defender’s social service division and client’s assistant public defender to arrange such services and obtain the necessary judicial orders for the pretrial release of the client. Services for these clients may be paid from the MacArthur Foundation community-based services grant dollars which are designated to safely reduce the jail population. The role of the SSC includes facilitating the use of these community-based services grant dollars.

Examples of Duties:

- Interviews clients, refers clients to appropriate community resources and facilitates access to such resources. Provides information about the resources to attorneys in Public Defender office.
- Develops plans and arranges for housing, evaluation and treatment, as appropriate.

- Obtains relevant information about clients' families, education, social, employment, military and treatment history.
- Accesses treatment options and provide treatment recommendations to facilitate pretrial release from jail.
- Locates and develops community services to meet the needs of clients.
- Regularly updates and maintains roster of community resources.
- Establishes and maintains effective working relationships with criminal justice agencies, courts, and community providers.
- Accomplishes department and organization missions by completing required tasks.

Attachment # 4
Page 6 of 8

BUDGET AND SCHEDULE OF PAYMENTS

The Scope of Work to be completed by The Public Defender’s Office (ENTITY) as defined in Exhibit "A-2" consists of additional funding to continue the Client Navigator Position and community-based services for clients, as well as, the new hiring of one full-time Social Services Coordinator position along with a computer for this position. Compensation for this position shall be in accordance with the following “Budget” and “Schedule of Payments.”

BUDGET

A total of \$311,500 shall be allocated from the MacArthur Foundation Safety and Justice Challenge Renewal Grant for this Second Amendment.

\$150,000 of this total shall be allocated for the salary and benefits of the Social Services Coordinator position for the term of this agreement. Salary and benefit reimbursements are limited to \$75,000 each full year of the agreement term. The Social Services Coordinator position is to be a full-time (40 hour per week) position.

\$1,500 of this total shall be allocated for a new computer for the Social Services Coordinator position.

\$100,000 of this total shall be allocated to continue through the term of the renewal grant term, the community-based services for clients held in jail on a pretrial status where a judge requires services in order to affect their release from jail pending the disposition of their case.

\$60,000 of this total shall be allocated to continue through the term of the renewal grant term the Client Navigator position.

TERM: Agreement execution to the expiration date of the grant.

SCHEDULE OF PAYMENTS

Payments to ENTITY from the COUNTY will be made on a monthly basis.

ENTITY will send an invoice to the County’s Representative by the 5th of the month following the end of each month through the term of the agreement.

For the Social Services Coordinator (SSC) and Client Navigator (CN) personnel expenses, backup documentation shall be submitted with each invoice to include proof of personnel expenses, such as time cards, pay stubs, or other such documentation that shows evidence of hours worked in the performance of the Scope of Services as described in this Agreement. An Excel document shall also be provided that reflect SSC and CN contact with clients and shall include the court case number, defendant’s name, Palm Beach County Sheriff’s Office master jacket number, gender, race, date(s) of SSC and CN contact, and booking number. Specific work performed will not be required for payment purposes as ENTITY’s management in consultation with the CJC’s MacArthur Core Team will monitor work performance of the position.

For the community-based service expenses, backup documentation shall be submitted with each invoice to include proof of expenses, such as invoices from service providers or other such documentation that shows evidence of services provided to the clients. An Excel document shall also be provided that reflect services provided to clients during the invoice period and shall include the name of the service provider, dates of services, type of service, defendant's name, cost of the service, inmate master jacket number assigned by the Palm Beach County Sheriff's Office, gender, race, and the court case number assigned by the Clerk's Office.

**THIRD AMENDMENT
to Interlocal Agreement**

THIS THIRD AMENDMENT is dated May 22, 2020, by and between Palm Beach County, a Political Subdivision of the State of Florida, hereinafter referred to as the "COUNTY", and the Public Defender's Office of the Fifteenth Judicial Circuit, (hereinafter referred to as "ENTITY".) whose FEIN ID is 03-0377194.

WITNESSETH:

WHEREAS, on January 23, 2018 the COUNTY, through its Criminal Justice Commission (CJC), and the ENTITY entered into an Interlocal Agreement (R2018-0099) (the "Agreement"); and

WHEREAS, the ENTITY'S responsibilities under the Agreement were to hire a Client Navigator position to work on aspects of the John D. and Catherine T. MacArthur Foundation Safety and Justice Challenge Grant awarded to the CJC, as more specifically set forth in the Scope of Work detailed in Exhibit "A" of the original agreement; and

WHEREAS, on February 5, 2019 the COUNTY and the ENTITY entered into a First Amendment to Interlocal Agreement (R2019-0228); and

WHEREAS, on April 2, 2020 the COUNTY and the ENTITY entered into a Second Amendment to Interlocal Agreement; and

WHEREAS, the COVID-19 pandemic has necessitated changes in the personnel and operational logistics for the ENTITY'S previously established Client Navigator work, the parties have mutually agreed to amend this agreement to modify the payment amount, payment structure and scope of work appropriately.

NOW THEREFORE, the above-named parties hereby mutually agree to a Third Amendment to the Agreement as follows:

- I. Section 1 (Purpose) of the Agreement is amended by adding Exhibit "A-3" which is attached hereto and incorporated herein by reference.
- II. Section 7 (Payments/Invoicing and Reimbursement) of the Agreement is amended by increasing the shall not exceed amount from Six Hundred Sixty-Seven Thousand Five Hundred Dollars (\$667,500.00) to Six Hundred Eighty-Nine Thousand Five Hundred Dollars (\$689,500.00) to reflect additional funding for the Client Navigator work and adding Exhibit "B-3" which is attached hereto and incorporated herein by reference.
- III. It is further clarified that per the terms of Section 4 (Effective Date/Term) that this agreement is extended to mirror the end of the grant term which with the renewal grant is currently set at December 31, 2021. However, if that grant is extended beyond

Attachment # 5
Page 1 of 6

December 31, 2021, then so too shall this agreement be extended to mirror that extension term.

- IV. This agreement shall be effective retroactive to March 1, 2020.
- V. All other provisions of the Agreement, First Amendment to Agreement and Second Amendment to Agreement not in conflict with this Third Amendment to Agreement remain in effect, are ratified, and are to be performed at the same level as specified in the Agreement, First Amendment to Agreement and Second Amendment to Agreement.

REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida, has made and executed this Third Amendment to Agreement on behalf of the COUNTY, and the Public Defender's Office of the Fifteenth Judicial Circuit (ENTITY) has hereunto set its hand the day and year above written.

PUBLIC DEFENDER OFFICE
FIFTEENTH JUDICIAL CIRCUIT

By: Carey Haughwout
Carey Haughwout, Public Defender

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS BY
KRISTINA HENSON, EXECUTIVE
DIRECTOR, CRIMINAL JUSTICE
COMMISSION

By: Kristina Henson
Kristina Henson, Executive Director
Criminal Justice Commission

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: JAW
Jean-Adel Williams
Assistant County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

By: BW
Bert Winkler, Manager
of Criminal Justice Programs, CJC

EXHIBIT "A-3"

SCOPE OF WORK

PURPOSE OF THE PROJECT

The additional funds of \$22,000 shall be used as set forth in this Scope of Work for continued funding for the ENTITY's Client Navigator work. All work will be completed under the direction of Public Defender Office management and in consultation with the CJC's Safety and Justice Challenge Core Planning Team.

TIME FRAME

Agreement execution to the expiration date of the grant which is currently December 31, 2021. However, if the grant is extended beyond said date, this agreement shall be extended to mirror the extension term of the grant.

BACKGROUND

The MacArthur Foundation Safety and Justice Challenge Core Site grant was awarded to the CJC October 2017. Palm Beach County was one of twenty sites selected from across the country to participate in the Challenge with an award of \$2,000,000. This grant continued two years of planning grant activity. Renewal funding in the amount of \$1,400,000 was awarded in December 2019.

This work is vital to the CJC given the Safety and Justice Challenge focus on data driven policymaking and the significant role research played in the development of Palm Beach County's implementation plan submitted to the MacArthur Foundation in June 2017. This plan included a number of strategies to reduce jail use – meaningfully and significantly – without compromising public safety and to identify and craft remedies to any racial and ethnic disparity found in the jail population.

The plan submitted to the MacArthur Foundation included the following five main strategies and two supportive strategies aimed at reducing the jail population by almost 20% while addressing racial disparity and improving public safety.

1. Reduce pretrial jail population for low/some medium risk defendants
2. Diversion and warrant reduction for low-level defendants
3. Case processing efficiencies for pretrial inmates
4. Identify and remedy racial and ethnic disparities
5. Build data capacity along with analysis and evaluation capabilities and tools

The CJC received a renewal grant award of \$1,400,000 from the MacArthur Foundation for a two-year period beginning January 1, 2020 and ending December 31, 2021. This renewal grant provides funding to continue most of the initial strategies but also provides funding for several new strategies as well as an additional \$22,000 for the Client Navigator Work.

CLIENT NAVIGATOR POSITION GOALS AND DUTIES

The Client Navigator (CN) position goals include:

1. Reduce the average length of stay for pretrial jail inmates
2. Reduce the length of stay for jail inmates with behavioral health needs

The duties of the Client Navigator position include but are not limited to the following:

Conduct outreach to pretrial Public Defender clients who are incarcerated with bonds of \$40,000 or less with no other limitations to release no later than 72 hours following booking into the Palm Beach County Jail.

Evaluate these clients for potential pretrial release options and assist attorneys in crafting those options, including consultation with the State Attorney, when appropriate.

Provide access for these clients to the community-based service dollars that will provide the services needed to facilitate release from jail.

Assist attorneys in requesting appropriate court hearings for the crafted release options that will result in a minimum of 50 bond reduction motions being filed each month and a minimum of 50 bond reduction hearings occurring each month.

This Third Amendment to the Agreement increases the funding for this position by \$22,000 to provide for continuation funding through the term of the renewal grant period.

EXHIBIT "B-3"

BUDGET AND SCHEDULE OF PAYMENTS

The Scope of Work to be completed by The Public Defender's Office (ENTITY) as defined in Exhibit "A-3" includes additional funding to continue the Client Navigator work. Compensation for this position shall be in accordance with the following "Budget" and "Schedule of Payments."

BUDGET

An additional \$22,000 shall be allocated from the MacArthur Foundation Safety and Justice Challenge Grant for this Third Amendment for additional funding for the Client Navigator work due to operational changes needed in personnel from the COVID-19 pandemic.

From March 1, 2020 through the expiration of this Agreement, the Client Navigator work shall be paid on a monthly fixed price of \$5,222. It is understood that COUNTY is agreeing to provide this funding and ENTITY is agreeing to provide services, not hours, as designated in the Scope of Work as amended in this Third Amendment to the Agreement.

TERM: Agreement execution to the expiration date of the grant. However, if the grant is extended beyond said date, this agreement shall be extended to mirror the extension term of the grant.

SCHEDULE OF PAYMENTS

Payments to ENTITY from the COUNTY will be made on a monthly basis.

ENTITY will send an invoice to the County's Representative by the 5th of the month following the end of each month through the term of the agreement.

For Client Navigator (CN) expenses, backup documentation shall be submitted with each invoice that shows evidence of services provided, not hours, in the performance of the Scope of Services as described in this Agreement in the form of an Excel document that provides a list of all cases where bond reduction motions were filed and/or bond reduction hearings occurred on behalf of public defender clients. There must be documentation of a minimum of 50 bond reduction motions that were filed each month and documentation of a minimum of 50 bond reduction hearings that occurred each month. Said document shall include the court case number, defendant's name, Palm Beach County Sheriff's Office master jacket number, gender, race and booking number. Specific work performed, hours worked, payroll or timesheets, will not be required for payment purposes as ENTITY's management in consultation with the CJC's MacArthur Core Team will monitor work performance of the position and due to the nature of the change of the delivery of this work due to the COVID-19 pandemic.

**FIRST AMENDMENT
TO CONTRACT**

THIS FIRST AMENDMENT is dated ~~April~~ ^{May} 22, 2020 by and between Palm Beach County, a Political Subdivision of the State of Florida, (hereinafter referred to as the "COUNTY" and Gulfstream Goodwill Industries, a not-for-profit authorized to do business in the State of Florida, (hereinafter referred to as the "CONSULTANT"), whose FEIN ID is 59-1197040.

WITNESSETH:

WHEREAS, on July 02, 2019 the COUNTY, through its Criminal Justice Commission (CJC), and the CONSULTANT entered into a Contract (R2019-0972) (the "Contract") for a total not to exceed amount of One Hundred Fifty-Six Thousand Six Hundred Twenty-Eight Dollars (\$156,628.00); and

WHEREAS, the CONSULTANT'S responsibilities under the Contract were to provide professional/consultation services in the area of housing and case management services, as more specifically set forth in the Scope of Work detailed in Exhibit "A" of the Contract; and

WHEREAS, the COUNTY and the CONSULTANT agree to reallocate costs to better accommodate program needs; and

WHEREAS, the COUNTY and the CONSULTANT agree to amend the termination date of the Contract from September 30, 2020 to July 1, 2020; and

WHEREAS, the COUNTY and the CONSULTANT agree to amend the total Contract price from \$156,628.00 to \$81,715.00.

NOW THEREFORE, the above-named parties hereby mutually agree to amend the Contract as follows:

- I. Article 1 (Services) of the Contract is amended by replacing Exhibit "A" with Exhibit "A-1", which adds the service of bus passes for clients and is attached hereto and incorporated herein by reference.
- II. Article 2 (Schedule) of the Contract is amended by changing the expiration date from September 30, 2020 to July 1, 2020. All other references in the Contract to September 30, 2020 are hereby replaced with July 1, 2020.
- III. Article 3 (Payments to Consultant) of the Contract is amended by replacing Exhibit "B" with Exhibit "B-1", which reallocates funds from other cost centers to add funds for bus passes and changes the total contract cost from \$156,628.00 to \$81,715.00 and is attached hereto and incorporated herein by reference. All other references in the Contract to \$156,628.00 are hereby replaced with \$81,715.00.

IV. Exhibit "C" (Monthly Allocation Worksheet) of the Contract is replaced by Exhibit

Attachment # 6
Page 1 of 9

“C-1”, which accurately reflects the reallocation of the cost centers and is attached hereto and incorporated herein by reference.

- V. All other provisions of the Contract not in conflict with this First Amendment remain in effect, are ratified, and are to be performed at the same level as specified in the Contract.

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Attachment # 6
Page 2 of 9

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida, has made and executed this First Amendment to Contract on behalf of the COUNTY, and Gulfstream Goodwill Industries (CONSULTANT) has hereunto set its hand the day and year above written.

GULFSTREAM GOODWILL INDUSTRIES

**PALM BEACH COUNTY BOARD OF
COUNTY COMMISSIONERS BY
KRISTINA HENSON, EXECUTIVE
DIRECTOR OF THE CRIMINAL
JUSTICE COMMISSION**

By: Keith Kennedy
Keith Kennedy
Chief Executive Officer/President

By: Kristina Henson
Kristina Henson
Executive Director of the Criminal Justice
Commission

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY**

**APPROVED AS TO TERMS
AND CONDITIONS**

By: Sean-Adel Williams
Asst. County Attorney

By: Bert Winkler
Bert Winkler
Manager of Criminal Justice Programs
Criminal Justice Commission

Attachment # 6
Page 3 of 9

Exhibit "A-1"
Scope of Work

Agency Name: Gulfstream Goodwill Industries

Program Name: PalmFUSE

Location: All of Palm Beach County

Target Population: PalmFUSE (Frequent Users Systems Engagement)

BACKGROUND:

The MacArthur Foundation Safety and Justice Challenge (SJC) core site grant was awarded to the CJC beginning October 1, 2017 and ending September 30, 2020. Palm Beach County was one of twenty sites selected from across the country to participate in the Challenge with an award of \$2,000,000. This grant continues two years of planning grant activity.

This work is vital to the CJC given the SJC focus on data-driven policymaking and the significant role research played in the development of Palm Beach County's implementation plan submitted to the MacArthur Foundation in June 2017. This plan included a number of strategies to reduce jail use, meaningfully and significantly, without compromising public safety, and to identify and craft remedies to any racial and ethnic disparity found in the jail population.

The CJC's SJC Core Team developed several strategies with this goal in mind. One of the strategies is centered around individuals identified as frequent utilizers. The Palm Beach County Frequent Users Systems Engagement (PalmFUSE) initiative is a multiple systems approach to housing unsheltered community members who have high rates of criminal justice contact, homeless service utilization, and admission to detox and crisis stabilization services. PalmFUSE clients will be identified by matching data from the jail on admissions, the County's Client Management Information System (CMIS), and the Southeast Florida Behavioral Health Network (SEFBHN). Criteria for participants includes three (3) or more jail bookings in the last two (2) years, at least one (1) episode of homelessness documented in CMIS in the last year, and at least one (1) contact with SEFBHN in the last two (2) years.

OVERVIEW:

PalmFUSE helps communities to break the cycle of homelessness and crisis among individuals with complex behavioral health challenges who are the highest users of emergency rooms, jails, shelters, clinics and other costly crisis service systems.

The CONSULTANT will provide Rapid Rehousing and case management services to homeless individuals identified by PalmFUSE. Clients will receive 100% subsidy for rent and utilities for the term of this contract. The CONSULTANT will link clients to mainstream benefits, behavioral health services, life skills classes, supported employment, job training opportunities, budgeting classes and savings programs as needed. As appropriate, the CONSULTANT will link clients with a SOAR advocate to assist in applying for Social

Attachment # 6
Page 4 of 9

Security benefits. The CONSULTANT will be required to share information with the CJC including client name, entry and end dates in the program, services linked to, and program status.

The Consultant may choose either of the two housing types:

1. Five (5) individuals (five units-1 person per unit)
2. Six (6) individuals (three (3) two bedroom units-shared housing 2 person)

GOALS AND OUTCOMES:

1. Reduce recidivism of the targeted pilot population
2. Reduce the number of contacts made in the homeless system of care
3. Decrease the number of interactions with the behavioral health crisis centers
4. Decrease the use of emergency room visits
5. Increase the number of participants accessing mainstream benefits
6. Increase the number of participants with a payor source for medical care
7. Increase behavioral health services

CONSULTANT will serve a minimum of 5 unduplicated individuals.

REQUIRED SERVICES WILL INCLUDE:

1. Locate and engage identified PalmFUSE potential participants utilizing a process of outreach (looking for individuals where they are living outside in the community) and inreach (looking for individuals in jails, homeless shelters and hospitals);
2. Provide consistent outreach to potential clients who have proved challenging to engage. Build rapport and trust with the client to encourage them to consider permanent housing options;
3. Assist with document acquisition/retrieval, such as identification, birth certificate, income verification, housing status documentation, disability certification, etc.;
4. The pilot program will incorporate a "Housing First" strategy. Case management will focus on helping the client identify, obtain and retain housing;
5. Identify benefits for which clients may be eligible, including, but not limited to Food Stamps, Healthcare District, Market Place Insurance, Social Security Income (SSI), Social

Security Disability Income (SSDI) Access and Recovery (SOAR), and Veteran's Administration (VA) benefits;

6. Ensure that existing resources for supportive housing are being used efficiently and effectively, and support the allocation of new resources;
7. Assist with system navigation and linkages to physical health, behavioral health, specialty care, social service services, and accompany client to appointments as needed;
8. Monitor and follow-up with individuals and service providers to confirm timely completion of referrals and linkages, access to services, and maintenance of services;
9. Effectively coordinate with key partners to address issues resulting from substance use, mental health and other crises, with a focus on fostering housing stability;
10. Continue to collaborate with the County staff to continually improve the program. The provider will document client progress in CMIS;
11. The CONSULTANT will work with PalmFUSE research partners who will be evaluating the pilot program. The School of Criminology and Criminal Justice of Florida Atlantic University (FAU) will conduct an evaluation of the PalmFUSE project for a period of two (2) years. FAU researchers will provide a process evaluation, an outcome evaluation and a cost benefit analysis (to determine cost savings to public systems). Part of the evaluation will consist of interviews with PalmFUSE clients. The first interview will be conducted within thirty- ninety days of the individual initially being housed. Other interviews will be conducted on the one and two year anniversaries of the initial housing dates; and
12. The CONSULTANT will provide bus passes to PalmFUSE clients for the purpose of attending appointments, completing employment activities and obtaining basic needs.

STAFFING QUALIFICATIONS, EXPERIENCE, AND KNOWLEDGE:

Case Managers working with PalmFUSE clients must meet the following requirements:

- A bachelor's degree with experience in human services related work Required knowledge of principles, methods of working with behavioral health and dually diagnosed populations; o Trauma Informed Care and Motivational Interviewing training completed within one year of hire;
- Knowledge and training in SSI/SSDI Outreach, Access, and Recovery (SOAR) preferred;
- Experience in conducting face-to-face interviews with homeless individuals of diverse backgrounds and disabilities, including physical, mental, substance abuse, HIV/AIDS, etc., and the ability to develop rapport, provide information, and refer with sensitivity to cultural issues preferred;

Attachment # 6
Page 6 of 9

- Demonstrated experience in identifying and coordinating existing services in the community for individuals experiencing homelessness; and
- Knowledge of principles, methods and procedures of case management and the Housing First model preferred.

The Peer Specialist position is not a requirement of this contract. Peer Specialists working with PalmFUSE clients must meet the following requirements (optional):

- Have a minimum of two years of lived experience; Must be in recovery for at least one year;
- Interact, teach and encourage individuals living with mental illness/behavioral health struggles by creating an individualized plan to meet their goals;
- Promote problem-solving and decision-making skill development, life/social skill development, independent living skills, employment skills, and functional community skill training;
- Peer Specialist Certification or ability to obtain certification from Florida Certification Board within one year of hire;
- Act as an advocate for individuals and their families, as appropriate, as well as, encourage and support self- advocacy;
- Develop individualized strategies for reducing the negative consequences of not understanding ones' illness and the importance of taking medication, as appropriate;
- Provide outreach intervention and referral services through the distribution of materials, information, education, linkage to community services and prevention messages in individual and/or group settings;
- Promote recovery and resilience by sharing their own story and being a role model helping to promote hope, skill development, strength, stability and safety;
- Document program participant sessions, time sheets, reports and other documentation as required by CONSULTANT and COUNTY; and Work with individuals in sessions in home, office and community settings

EXHIBIT "B-1"

BUDGET AND SCHEDULE OF PAYMENTS

The Scope of Work to be completed by CONSULTANT as defined in Exhibit "A-1" consists of providing Rapid Rehousing and case management services. CONSULTANT will use Exhibit "C-1" to complete monthly invoices and attach records that prove expenses, such as time sheets, activity logs, canceled checks, lease agreements, receipts, etc. Monthly administrative costs shall not exceed 10% of the total month utilization. Compensation shall be in accordance with the following "Budget" and "Schedule of Payments":

BUDGET

A total of \$81,715.00 shall be allocated from the MacArthur Foundation Safety and Justice Challenge Core Site Grant for this project.

\$36,100.00 of this total shall be allocated for housing and utilities.

\$6,600.00 of this total shall be allocated for household items.

\$180.00 of this total shall be allocated for bus passes.

\$31,406.00 of this total shall be allocated for salary and benefits to staff positions.

\$7,429.00 of this total shall be allocated for administrative costs.

TERM: Contract execution through July 1, 2020

SCHEDULE OF PAYMENTS

Payments to CONSULTANT will be made on a monthly basis. CONSULTANT will send an invoice to the County's Representative by the 15th of the month following the end of each month through the term of the contract. CONSULTANT will use Exhibit "C-1" to complete monthly invoices and attach records that prove expenses, such as time sheets, canceled checks, receipts, lease agreements, activity logs, itemized credit card statements, etc.

Attachment # 16 of
Page 8 of 9

EXHIBIT "C-1"
Monthly Allocation Worksheet
Palm Beach County Criminal Justice Commission

Reimbursement Month and Year: _____

Agency Name: Gulfstream Goodwill Industries, Inc.

Contract Year: _____

Service Dates: _____

Budget Line Item	Contract Amount	Current Month Utilization	Contract Balance
	Total	Total	Total
Housing & Utilities	\$36,100.00		
Household Items	\$6,600.00		
Salary & Benefits	\$31,406.00		
Administrative	\$7,429.00		
Bus passes	\$180.00		
TOTAL	\$81,715.00		

Current Request Total: \$ _____

Number of clients served during reporting period: _____

Certification: I certify that I have reviewed this Request for Reimbursement/Monthly Allocation Worksheet and that all items shown above are in accordance with the signed contact.

Authorized Signature

Date

Attachment # 6
Page 9 of 9