



**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	_____	_____	_____	_____	_____
Grants and Aids	_____	_____	_____	_____	_____
Capital Expenditures	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
Net Fiscal Impact	*	_____	_____	_____	_____

**# ADDITIONAL FTE**

POSITIONS (Cumulative)	0	0	0	0	0
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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 1436 Dept. 662 Unit 5699 Obj. 8201 Prog. Var  
 Rev No: Fund 1436 Dept. 662 Unit 5699 Rev. 3429 Prog. Var

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

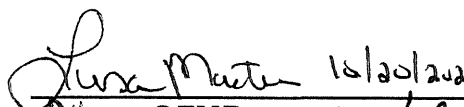
Grant: FDC Purchase Order  
 Fund: Justice Service Grant Fund  
 Unit: Adult Reentry

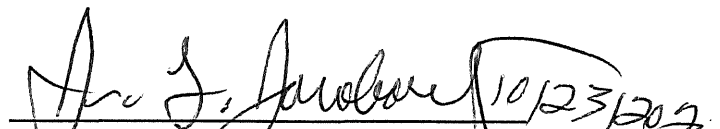
\*No additional fiscal impact, only a reallocation of funds from one expense category to another.

C. Departmental Fiscal Review: \_\_\_\_\_ 

**III. REVIEW COMMENTS**

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

  
 OFMB AP 10/19

  
 Contract Dev. And Control  
10-23-20 TW

**B. Legal Sufficiency:**

  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

**FOURTH AMENDMENT TO CONTRACT FOR**  
**ADULT REENTRY SERVICES**  
**THE LORD'S PLACE, INC.**

**THIS FOURTH AMENDMENT TO CONTRACT FOR ADULT REENTRY SERVICES THE LORD'S PLACE, INC. (hereinafter "Fourth Amendment")** is made as of this 27<sup>th</sup> day of August 2020, by and between Palm Beach County, a political subdivision of the State of Florida, hereinafter referred to as the "County" and The Lord's Place, Inc. a not-for-profit corporation authorized to do business in the State of Florida, herein referred to as the "CONSULTANT", whose Federal I.D. is 59-2240502.

**WITNESSETH:**

**WHEREAS**, the parties, entered into that certain Contract on October 8, 2019 (R2019-1568) ("Contract") for an amount not to exceed \$393,896; and

**WHEREAS**, the parties have amended the terms of the contract pursuant to Article 25 of the Contract by execution of three prior Amendments to Contract for Adult Reentry Services; and

**WHEREAS**, based on spending projections the project budget needs to reallocate \$7,900 in Florida Department of Corrections funds to ensure utilization of funding before grant expires, increasing Pre-Release Case Management funds from \$80,316 to \$88,216 and decreasing Client Support Service funds from \$90,866 to \$82,966; and

**WHEREAS**, the parties agree to retroactively amend the Contract in order to carry out the provisions set forth in this Fourth Amendment.


**NOW THEREFORE**, the parties hereby agree as follows:

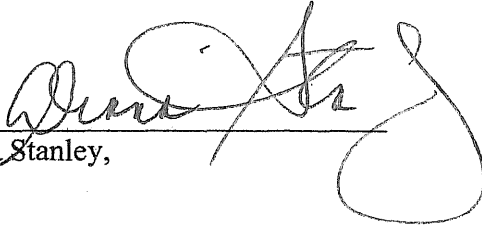
1. The above-cited WHEREAS clauses are incorporated herein by reference.
2. This Fourth Amendment is effective retroactively as of June 1, 2020.
3. "Exhibit B-5" which is attached hereto and incorporated herein shall hereby replace and supersede all previous references to "Exhibit B-4" in the Contract, as amended.
4. In all other respects except as specifically modified herein, the original Contract shall remain in force and effect.

IN WITNESS WHEREOF, Palm Beach County, Florida, through its authorized representative, has made and executed this Fourth Amendment on behalf of the County, and The Lord's Place, Inc. has hereunto executed same.

**PALM BEACH COUNTY, FLORIDA  
BOARD OF COUNTY COMMISSIONERS**

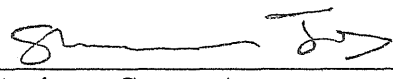
**THE LORD'S PLACE, INC.**


By:   
Verdenia Baker,  
County Administrator

By:   
Diana Stanley,  
CEO

**APPROVED AS TO FORM  
LEGAL SUFFICIENCY**

**WITNESS:**

By:   
Assistant County Attorney

  
Sign  
Cherise Bonilla  
Printed Name

**APPROVED AS TO TERMS AND  
CONDITIONS**

By:   
Department Director

**SCOPE OF WORK**  
**Contract between Palm Beach County and The Lord's Place, Inc.**

**Effective Date:** October 1, 2019 – September 30, 2020

**Overview:** Palm Beach County (PBC) is the recipient of funding from the local, state, and federal levels to provide data-driven, evidence-based reentry programs and other services that help people transition back to PBC after a period of incarceration from jail or prison. The two reentry service categories are 1) case management, and 2) client support services. By entering into this Contract, the Lord's Place, Inc. (TLP or Subrecipient) agrees that it is a subrecipient of the funds provided to PBC from an appropriation from the State of Florida and a Justice Assistance Grant and TLP is subject to the terms and conditions for receipt of funds imposed by those entities.

Eligible reentry participants must be moderate-to-high risk of recidivating, based on a validated risk and needs assessment, convicted in PBC, released from a FDC facility or PBC jail within three years, and returning to PBC. Reentry participants may include walk-ins, referrals by PBC, referrals by the Palm Beach Sheriff's Office (PBSO), or referrals by other contracted reentry service providers.

**Objectives:** Reduce recidivism, increase the number of people who successfully transition back to PBC after a period of incarceration from jail or prison, and increase public safety.

**Target Population:** People who are moderate-to-high risk of recidivating, based on a validated risk and needs assessment, and transitioning back to PBC after a period of incarceration from jail or prison.

**Geographic Areas to Serve:** County-wide

**Staff Meetings:** TLP administrators and reentry staff are required to meet with PBC reentry staff on a monthly basis, or at the PBC Criminal Justice Program Manager's discretion, to provide program updates and strategize on how to improve PBC's reentry system. TLP administrators and reentry staff should also be available for other reentry trainings and events, as determined by PBC.

**Evidence-Based Programs and Practices:** According to the latest available evidence, in order to reduce recidivism, TLP will conduct a risk and needs assessment on each reentry participant using the Level of Service Inventory-Revised (LSI-r), and then follow the Risk-Need-Responsivity (RNR) model:

- Risk Principle: Match the intensity of individual's intervention to their risk of recidivating, based on a validated risk and needs assessment. Target individuals who have the highest risk of recidivating.
- Need Principle: Target dynamic criminogenic needs.

- **Responsivity Principle:** Tailor the intervention to the learning style, motivation, culture, demographics, and abilities of the individual. Address the issues that affect responsivity.

TLP must use evidence-based programs and practices, when applicable, to address the following dynamic criminogenic risk factors:

1. Antisocial behavior
2. Antisocial personality pattern
3. Antisocial cognition
4. Antisocial associates and peers
5. Family and/or marital
6. School and/or work
7. Leisure and/or recreation
8. Substance use

TLP must use evidence-based programs and practices, when applicable, to address the following stabilizing factors:

1. Housing
2. Mental Health

Based on the results of the validated risk and needs assessments, as well as the reentry participant's Transition Plan and other assessments (such as a substance use assessment and mental health assessment by a licensed mental health professional), TLP will provide the following recommended program hours with reentry participants and will document dosage hours in RENEW:

	<b>Moderate Risk</b>	<b>Moderate/High Risk</b>	<b>High Risk</b>
<b>Hours</b>	100	200	300

**Supplemental Materials:** The supplemental materials guide GGI administrators and case managers on how to fulfill the requirements of this contract. The supplemental materials, as may be amended, is incorporated herein by reference, is including but not limited to the Case Management Checklist, Pro-Social Activities Pre-Approval Form, Case Note Format, Client Acknowledgement Form, RENEW User Manual, Client Release of Information, and the Reentry Provider Client Intake Form.

**Case Manager Qualifications:** All reentry staff providing services must meet the below qualifications within 90 business days of hire, or until the next available certified course to be trained in the requirements of case management. Case manager qualifications include, but are not limited to —

- Having a valid Florida Driver's License, must submit copy;
- Training in Motivational Interviewing, must submit certificate of completion;
- LSI-r certification, must submit certificate of completion;
- Ability to learn and use the RENEW database to document case notes, services referred, transitional plans, LSI-r results, outcomes, etc.;

- Possessing the competencies required to provide culturally and linguistically appropriate services;
- Responding to the needs of people returning to PBC after a period of incarceration;
- Understanding and speaking English to allow for effective communication;
- Maintaining professional demeanor at all times;
- Excellent verbal and written communication skills; and
- Excellent time management, problem solving and organizational skills.

**Case Management Services:** The essential case management services that may be performed by a qualified case manager include, but are not limited to —

- Perform outreach & recruitment activities for targeted reentry participants;
- For individuals released from FDC facilities (other than Sago Palm Reentry), upon referral through the RENEW system, contracted service providers will have 15 business days to contact the individual's FDC classification officer and/or family contact listed in RENEW in order to set up an intake appointment and discuss reentry services. The contracted service provider must make at least three attempts at contact prior to the individual's release date and document these attempts and contacts in RENEW;
- For individuals released from jail, upon referral through the RENEW system, contracted service providers will have 5 business days to meet with the individual to set up an intake appointment and discuss reentry services. The contracted service provider must make at least three attempts at contact prior to the individual's release date and document these attempts and contacts in RENEW;
- Complete enrollment process for eligible reentry participants in RENEW;
- Conduct and review the LSI-r assessment for each reentry participant within 15 business days after enrollment. The minimum time utilized for conducting a LSI-r assessment of the program participant's needs shall be 45 minutes;
- Conduct and review the Transition plan for each reentry participant within 15 business days after enrollment;
- Conduct the Pre-Employment Readiness assessment within 15 business days after enrollment;
- Conduct the Post-Employment Readiness assessment upon program exit;
- Track job retention for up to three months after program exit;
- Develop an individualized Post-Release Plan, based on the LSI-r results, Job Readiness assessment, and in coordination with the reentry participant within 15 business days after enrollment and updated accordingly. The Post-Release Plan should include short and long-term goals, as well as a focus of moving toward self-sufficiency and defining the process for achieving goals;
- Appropriately close-out reentry participants in RENEW upon program exit. There are three types of case closures, which are defined in the Case Management Checklist: 1. Administrative, 2) Unsuccessful, and 3) Successful
- Case manager may re-assess criminogenic risk and needs about every six months after release from incarceration, or after a major event, to determine if dosage and intensity of services should be readjusted in accordance with fidelity;

- Document reentry participants' progress toward achieving goals in the Post-Release Plan, and provide support and changes where necessary;
- Meet with reentry participants one-on-one or in group settings and use motivational interviewing skills to check-in on progress, referrals for service coordination, provide support, ensure accountability, etc.;
- Correspond with reentry participants (via phone, email, etc.) and use motivational interviewing skills to check-in on progress, referrals for service coordination, provide support, ensure accountability, etc.;
- Facilitate cognitive behavioral programs;
- Organize family reunification events;
- Assist with obtaining and/or maintaining housing;
- Monitor treatment plan progress and evaluate multiple reports from service providers;
- Collaborate and communicate with employment consultant, job coach and/or community partners, if appropriate;
- Assist in the job search when relevant;
- Provide individualized job coaching services;
- Teach resume building skills and cover letter writing;
- Complete mock interviews/role playing;
- Form relationships with other employers and service providers;
- Refer and coordinate services for reentry participants to behavioral health counseling, substance use treatment, mental health treatment, when relevant;
- Provide services utilizing Harm Reduction and Trauma-Informed Care principles;
- Facilitate peer support groups;
- Facilitate the Job Readiness Class;
- Facilitate peer support groups and other group sessions (i.e.-personal development groups like addressing anger, improving supportive relationships, etc.);
- Host pro-social activities, which must be pre-approved by PBC;
- Identify and coordinate vocational, GED/literacy and job training skills for successful client transition;
- Document all case progress notes in RENEW;
- Assist with criminal registration;
- Complete Client Acknowledgement Forms;
- Identify the assets and barriers of participants through observation, interviews, case notes, collateral contacts, and other means;
- Assist with obtaining licenses/identifications;
- Transport and assist clients with vital appointments for transition (i.e. attending court hearings, medical appointments, obtaining ID/driver license, Social Security appointments, applying for food stamps, etc.);
- Obtain bus passes and assist clients with coordinating transportation needs;
- Coordinate service needs with other community agencies;
- Provide prescription assistance;
- Request and provide vouchers when applicable for various services, such as clothing, toiletries, tools, and gift card as incentives;



- Assist client with food stamps application;
- Coordinate services with probation officers;
- Prepare court reports, present evidence and testify at court hearings;
- Engage in advocacy on behalf of reentry participant;
- Research and recommend resources based on participants' needs and desires;
- Provide crisis intervention as necessary;
- Provide individual support to reentry participants via home and job/site visits;
- Provide and coordinate services for crisis intervention and de-escalation;
- Facilitate industry recognized certification trainings;
- Receive and review referrals for new reentry participants;
- Complete case note documentation to ensure notes are detailed, comprehensive, address reentry participant's involvement with their plan and documents reentry participants' progress or lack thereof towards goal/objective attainment. Ensure a case note is completed for every contact made with the reentry participant as well as for every contact made on behalf of a reentry participant;
- Complete file reviews. Ensure that the case files and participant records are comprehensive, accurate and complete. Ensure required forms are updated according to regulation and/or policy and procedure. Ensure file is in compliance with regulations and requirements. Enter participant updates and information into databases in accordance with policy and procedures. Collect and calculate statistics by participant and submit to referring agencies as directed;
- Attend and actively participating in team meetings providing clinical input/insight/feedback utilizing a solution-oriented approach;
- Advocate on behalf of reentry participants for other services within the community. This includes coordinating with substance use providers, providing life skill classes, job skill assessment and training, off-site counseling services, and any other services deemed necessary to resolve reentry participants homelessness;
- Provide transition materials, as well as, plan workshops, special events, and engage speakers;
- Serve as a liaison between program and other support agencies;
- Enter reentry participant updates and information into monthly reports which are submitted to program manager; and
- Provide regular, internal reviews of case files and participant records for quality assurance and completion in accordance with agency and program standards.

**Pre-Release Case Management at Sago Palm Reentry Center:** Including but not limited to —

- Hosting an orientation that explains reentry case management and client support services
- Frequent engagement with reentry participants (recommended at least once every three months or based on need)
- Conducting validated risk and needs assessments
- Developing a Transition Plan

- Facilitating cognitive behavioral programming
- Assistance with obtaining identification
- Vocational Training

**Post-Release Client Support Services:** Including but not limited to —

- Cognitive Behavioral Programming;
- Transportation Assistance;
- Employment Assistance;
- Toiletries;
- Medical Financial Assistance;
- Financial Identification Assistance;
- Assistance with Obtaining Identification;
- Education Preparation Class;
- Substance Use Assessments;
- Substance Use Treatment;
- Mental Health Assessments;
- Mental Health Treatment;
- Transitional Housing;
- Vocational Training; and
- Pro-Social Activities.

**Evaluations:** To ensure programs are achieving desired outcomes and implemented with fidelity, TLP must monitor and evaluate whether or not the program adheres to the program model as intended by the developers of the intervention. This includes evaluating adherence, exposure/duration, quality of delivery, participant responsiveness, and program differentiation.

**Outcomes:** TLP must use evidence-based programs and services, when applicable, to track the following performance metrics in RENEW, including but not limited to:

- Number of adults enrolled in reentry services
- Number and percent of adults enrolled in post-release reentry services who complete programming
- Number and percent of rearrests in PBC for adults enrolled in post-release reentry services
- Number and percent of adults enrolled in post-release reentry services and receiving
  - Cognitive behavioral intervention, based on identified need
  - Substance use treatment, based on identified need
  - Mental health treatment, based on identified need
  - Employment training and job placement, based on identified need
  - Transitional housing, based on identified need.
  - Transportation assistance, based on identified need.

**Reports Submission:** Collect and input all required data in PBC's RENEW database within three business days of service delivery.

TLP shall complete Section II and III of the Community Supervision Program Referral form (DC5-404) by the 22<sup>nd</sup> of each month as follows:

- Complete Section II upon receipt from PBC reentry staff for each new participant enrolled in reentry program;
- Complete Section III for each participant that is closed out of reentry program; and
- Submit forms as part of billing each month.

Report on monthly activities by the 22<sup>nd</sup> of each month for the previous month's activities. PBC will provide a template of this report.

Report on how dynamic criminogenic risk factors are addressed on a quarterly basis, using the following Logic Model:

PALM BEACH COUNTY DEPARTMENT OF PUBLIC SAFETY							
Division: Justice Services				Program: Reentry			
PROBLEM (Identify Criminogenic Needs)	SERVICE OR ACTIVITY (Identify service or activity type and dosage)	OUTCOME (General statement of results expected)	INDICATOR (# of clients being served divided by # of total clients with the identified criminogenic need)	ACTUAL RESULTS (Actual # of clients achieving the outcome, divided by # served; the % of clients who achieved the outcome)	ASSESSMENT TOOL & SCORE	DATA SOURCE (Collection procedure & personnel responsible)	FREQUENCY OF DATA COLLECTION & REPORTING
Planning	Intervention	Benefit	Performance	Performance	Accountability	Accountability	Accountability

Quarterly Logic Model Deadlines and Due Dates:

- Quarter 1: Due January 22, 2020, Reporting Period is October 1, 2019 to December 31, 2019
- Quarter 2: Due April 22, 2020, Reporting Period January 1, 2020 to March 31, 2020
- Quarter 3: Due July 22, 2020, Reporting Period April 1, 2020 to June 30, 2020
- Quarter 4: Due October 22, 2020, Reporting Period July 1, 2020 to September 30, 2020

**Terms and Conditions by Other Funding Sources:** TLP must adhere to the terms and conditions from all funding sources for reentry services. Including but not limited to:

- **FDC Funds:** PBC has been granted a legislative appropriation that is managed by the FDC and such appropriation is subject to compliance with the terms of the FDC Contractual Purchase Order. The Subrecipient agrees to be bound by and to comply with the requirements of the FDC Contractual Purchase Order, by and between PBC and the FDC, as may be amended. The FDC Contractual Purchased Order, as may be amended, is incorporated herein by reference.

SUBCONTRACTS MINIMUM REQUIREMENTS

A. The Subrecipient shall comply with the following and shall include such language in all subcontracts entered into in accordance with this Contract:

Cooperation with Inspector General: Where applicable, Department contracts should incorporate the following language: "In accordance with section 20.055(5), F.S., the contractor, and any subcontractor, understands and will comply with its duty to cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing."

E-Verify System: As required by the State of Florida Executive Order Number 11-116, all Department contractors are required to utilize the U.S. Department of Homeland Security's E-verify System to verify employment eligibility of all persons employed during the contract term by the contractor to perform employment duties pursuant to the contract, within Florida, and all persons, including subcontractors, assigned to the contractor to perform work pursuant to the contract with the Department.

Staff Background/Criminal Records Checks: The applicable contract language requiring backgrounds, staff conduct and safety requirement for the type contract should be included (the language required to be included is based on whether Level I or Level II backgrounds are applicable).

All subcontractor agreements must include a statement from the proposed subcontractor acknowledging acceptance of and intent to be bound by the contract terms included in the contract between the Department and the contractor.

Information about required clinical supervision based on your contract with the Department and Florida Administrative Code 65D-30 and required staffing qualifications.

Retention of records should be seven (7) fiscal years after completion or termination of the contract.

Additionally, the following items need to be provided for subcontract reviews:

Please provide the following items to the Contract Manager, or designee:

- Qualifications of the subcontractor;
- Insurance coverage;
- License(s) and certification(s) provided by the subcontractor, required to perform the subcontracted services; and
- Verification that the subcontractor agreement includes the required language, as previously indicated above.

- **Justice Assistance Grant Funds:** The Subrecipient agrees to be bound by and to comply with the requirements of the Justice Assistance Grant (JAG), by and

between PBC and the U.S. Department of Justice, as may be amended. The JAG, as may be amended, is incorporated herein by reference.

The JAG program replaced the Byrne Formula Grant and Local Law Enforcement Grant as the primary block grant funding stream for state and local criminal justice agencies. For more information, please visit <http://www.fdle.state.fl.us/Grants/Programs/JAG.aspx>.

- **Title 2, Part 200 Code of Federal Regulations (2 CFR § 200):** The Subrecipient shall comply with 2 CFR § 200, and the provisions of 2 CFR § 200, as amended, are incorporated herein by reference.

2 CFR § 200 strengthens oversight to minimize risk of waste, fraud, and abuse. Office of Management and Budget (OMB) collaborated over three years with public and agency partners to develop 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards", issued December 26, 2013. For more information, please refer to [https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

**Subaward Data: U.S. Department of Justice, Florida Department of Law Enforcement, FY18 Carryover<sup>1</sup>**

(i)	Subrecipient Name	The Lord's Place, Inc.
(ii)	Subrecipient Unique Entity Identifier:	59-2240502
(iii)	Federal Award Identification Number (FAIN):	2017-MU-BX-0187 Grant Number: 2019-JAGC-PALM-1-N2-143
(iv)	Federal Award Date of Award to the Recipient by the Federal Agency:	6/14/2019
(v)	Subaward Period of Performance Start Date:	10/1/2019
	Subaward Period of Performance End Date:	09/30/2020
(vi)	Amount of Federal Funds Obligated by this Action by the Pass-Through Entity to the Subrecipient:	\$41,780
(vii)	Total Amount of Federal Funds Obligated to the Subrecipient by the Pass-Through Entity Including the Current Obligation:	\$41,780

<sup>1</sup> This information is required by the Uniform Guidance, 2 C.F.R. § 200.331(a)(1). The Uniform Guidance also requires that if any of these data elements change, the pass-through entity must include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the federal prime award and subaward.

(viii)	Total Amount of the Federal Award Committed to the Subrecipient by the Pass-Through Entity:	\$41,780
(ix)	Federal Award Project Description:	PBC Ex-Offender Reentry
(x)	Name of Federal Awarding Agency:	U.S. Dept. of Justice
	Name of Pass-Through Entity:	Florida Dept. of Law Enforcement - Palm Beach County Board of County Commissioners
	Contact Information for Federal Awarding Official:	
	Contact Information for Palm Beach County Authorizing Official:	Kristina Henson
	Contact Information for Palm Beach County Project Director:	Jonathan Hackley
(xi)	CFDA Number and Name:	16.738
(xii)	Identification of Whether Subaward is R&D:	This award is not R&D
(xiii)	Indirect Cost Rate for [CAA] Federal Award:	0

**Subaward Data, U.S. Department of Justice, Florida Department of Law Enforcement, FY20<sup>2</sup>**

(xiv)	Subrecipient Name	The Lord's Place, Inc.
(xv)	Subrecipient Unique Entity Identifier:	59-2240502
(xvi)	Federal Award Identification Number (FAIN):	Pending Program Announcement Grant Number: Pending Award 2020-JAGC-PALM-X-XX-XXX (funds were held nationwide due to federal lawsuit)
(xvii)	Federal Award Date of Award to the Recipient by the Federal Agency:	Pending
(xviii)	Subaward Period of Performance Start Date:	10/1/2019

<sup>2</sup> This information is required by the Uniform Guidance, 2 C.F.R. § 200.331(a)(1). The Uniform Guidance also requires that if any of these data elements change, the pass-through entity must include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the federal prime award and subaward.

	Subaward Period of Performance End Date:	09/30/2020
(xix)	Amount of Federal Funds Obligated by this Action by the Pass-Through Entity to the Subrecipient:	\$49,121
(xx)	Total Amount of Federal Funds Obligated to the Subrecipient by the Pass-Through Entity Including the Current Obligation:	\$49,121
(xxi)	Total Amount of the Federal Award Committed to the Subrecipient by the Pass-Through Entity:	\$49,121
(xxii)	Federal Award Project Description:	PBC Ex-Offender Reentry
(xxiii)	Name of Federal Awarding Agency:	U.S. Dept. of Justice
	Name of Pass-Through Entity:	Florida Dept. of Law Enforcement - Palm Beach County Board of County Commissioners
	Contact Information for Federal Awarding Official:	
	Contact Information for Palm Beach County Authorizing Official:	Kristina Henson
	Contact Information for Palm Beach County Project Director:	Jonathan Hackley
(xxiv)	CFDA Number and Name:	16.738
(xxv)	Identification of Whether Subaward is R&D:	This award is not R&D
(xxvi)	Indirect Cost Rate for [CAA] Federal Award:	0

Subaward Data, U.S. Department of Justice, FY20<sup>3</sup>

(i)	Subrecipient Name	The Lord's Place, Inc.
(ii)	Subrecipient Unique Entity Identifier:	59-2240502
(iii)	Federal Award Identification Number (FAIN):	Pending 2019-DJ-BX-XXXX Grant Number: Pending Award (funds were held nationwide due to federal lawsuit)
(iv)	Federal Award Date of Award to the Recipient by the Federal Agency:	Pending
(v)	Subaward Period of Performance Start Date:	10/1/2019
	Subaward Period of Performance End Date:	09/30/2020
(vi)	Amount of Federal Funds Obligated by this Action by the Pass-Through Entity to the Subrecipient:	\$92,285
(vii)	Total Amount of Federal Funds Obligated to the Subrecipient by the Pass-Through Entity Including the Current Obligation:	\$92,285
(viii)	Total Amount of the Federal Award Committed to the Subrecipient by the Pass-Through Entity:	\$92,285
(ix)	Federal Award Project Description:	PBC Ex-Offender Reentry
(x)	Name of Federal Awarding Agency:	U.S. Dept. of Justice
	Name of Pass-Through Entity:	Palm Beach County Board of County Commissioners
	Contact Information for Federal Awarding Official:	
	Contact Information for Palm Beach County Authorizing Official:	Kristina Henson
	Contact Information for Palm Beach County Project Director:	Jonathan Hackley
(xi)	CFDA Number and Name:	16.738

<sup>3</sup> This information is required by the Uniform Guidance, 2 C.F.R. § 200.331(a)(1). The Uniform Guidance also requires that if any of these data elements change, the pass-through entity must include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the federal prime award and subaward.



(xii)	Identification of Whether Subaward is R&D:	This award is not R&D
(xiii)	Indirect Cost Rate for [CAA] Federal Award:	0

**Subaward Data<sup>4</sup>**

(xxvii)	Subrecipient Name	The Lord's Place, Inc.
(xxviii)	Subrecipient Unique Entity Identifier:	59-2240502
(xxix)	Federal Award Identification Number (FAIN):	2017-DJ-BX-0640
(xxx)	Federal Award Date of Award to the Recipient by the Federal Agency:	
(xxxix)	Subaward Period of Performance Start Date:	11/22/2019
	Subaward Period of Performance End Date:	09/30/2020
(xxxii)	Amount of Federal Funds Obligated by this Action by the Pass-Through Entity to the Subrecipient:	\$6,337
(xxxiii)	Total Amount of Federal Funds Obligated to the Subrecipient by the Pass-Through Entity Including the Current Obligation:	\$6,337
(xxxiv)	Total Amount of the Federal Award Committed to the Subrecipient by the Pass-Through Entity:	\$6,337
(xxxv)	Federal Award Project Description:	PBC Ex-Offender Reentry
(xxxvi)	Name of Federal Awarding Agency:	U.S. Dept. of Justice
	Name of Pass-Through Entity:	Palm Beach County Board of County Commissioners
	Contact Information for Federal Awarding Official:	
	Contact Information for Palm Beach County Authorizing Official:	Kristina Henson
	Contact Information for Palm Beach County Project Director:	Jonathan Hackley

<sup>4</sup> This information is required by the Uniform Guidance, 2 C.F.R. § 200.331(a)(1). The Uniform Guidance also requires that if any of these data elements change, the pass-through entity must include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the federal prime award and subaward.

(xxxvii)	CFDA Number and Name:	16.738
(xxxviii)	Identification of Whether Subaward is R&D:	This award is not R&D
(xxxix)	Indirect Cost Rate for [CAA] Federal Award:	0

**Non-Compliance:** TLP will not be compensated for client support services or case management that fails to comply with this Scope of Work.

## Schedule of Payments

The Subrecipient will prepare and submit monthly invoices to the Palm Beach County Public Safety Department by the 22nd day of each month. Invoices must include the Acknowledgement of Services Forms for Client Support Services. Invoices will be reviewed and approved by the County's representative to verify that services have been rendered in conformity with the contract. Approved invoices will then be sent to the Finance Department for payment.

## Budget Worksheet

A. PERSONNEL- Salaries and Benefits	
SUB-TOTAL PERSONNEL	
B. OPERATIONAL EXPENSES- Allowable expenses found in Compensation Chart	
FDC Pre-Release Case Management at Sago Palm Reentry Center, State of Florida (10/1/19 - 6/30/20) CSFA# 70.011	\$80,316.00
FDC Pre-Release Case Management at Sago Palm Reentry Center, County Ad Valorem (6/1/19 - 9/30/20) CSFA# 70.011	\$26,265.00
FDC Post-Release Case Management, State of Florida (10/1/19 - 6/30/20) CSFA#70.011	\$0.00
FDC or Jail Case Management, Federal Justice Assistance Grant (JAG) Formula (10/1/19 - 9/30/20) CFDA#: 16.738	\$92,285.00
FDC or Jail Case Management, County Ad Valorem (10/1/19 - 9/30/20)	\$0.00
FDC Case Management, State JAG Formula 2017- Carryforward from Florida Department of Law Enforcement (FDLE) FY18 (10/1/19 - 3/31/20) CFDA# 16.738	\$13,430.00
FDC or Jail Case Management, State JAG Formula (10/1/19 - 9/30/20) CFDA# 16.738	\$49,121.00
FDC or Jail Support Services, County Ad Valorem (10/1/19 - 9/30/20)	\$33,278.00
FDC Support Services, State of Florida (10/1/19 - 6/30/20) CSFA#70.011	\$90,866.00
Sago Palm Reentry Center Domestic Violence Programming, State JAG Formula 2017- Carryforward from FDLE FY18 (10/1/19 - 3/31/20) CFDA# 16.738	\$28,350.00
FDC or Jail Case Management, Department of Justice (DOJ) Grant (11/22/19 - 9/30/20)	\$6,337.00
SUB-TOTAL OPERATIONAL	\$420,248.00
C. CAPITAL EXPENDITURES	
SUB-TOTAL CAPITAL EXPENDITURES	
TOTALS	
A. PERSONNEL	
B. OPERATIONAL EXPENSES	\$420,248.00
C. CAPITAL EXPENSITURES	
TOTAL PROJECT BUDGET	\$420,248.00

**COMPENSATION CHART- Services must be delivered in accordance with the chart below**

Case Management Services			
Category	Service	Rate	Requirements
Case Management Unit Cost (Pre-release)	These services will include the provision of individual case management sessions with all clients at regularly scheduled intervals; develop individual service plans for all clients that identify barriers to successful reentry; document all client contact and progress, including time and date, type of contact, outcome and plan of action; provide or broker services to holistically address clients' needs.	\$71.36 per hour (or \$17.84 per 1/4 hour)	For Pre-release Case Management: Must be within three (3) years of release or upon intake at Sago Palm Re-Entry Center; Spreadsheet documenting the number of hours worked by each qualified case manager. The service provided and the offender or inmate name and DC number for whom the service was provided.
Case Management Unit Cost (Post-release)	These services will include the provision of individual case management sessions with all clients at regularly scheduled intervals; develop individual service plans for all clients that identify barriers to successful reentry; document all client contact and progress, including time and date, type of contact, outcome and plan of action; provide or broker services to holistically address clients' needs.	\$29.75 per hour (prorated for partial hours)	For Post-release Case Management: Timesheets/payslubs will be submitted for reimbursement that document the number of hours worked/paid by each qualified case manager.
Client Support Services			
Category	Service	Rate (Maximum amounts apply to FDC funding ONLY)	Requirements
Post-Release Program Incentives	Incentives for successful performance outcomes relating to education, employment and/or completion of program goals	\$25.00 per participant per month	Monthly incentives are based on the Case Manager's discretion. (Reimbursable by Ad Valorem Funds ONLY unless directed otherwise)
Post-Release Pro-Social Events/Activities	Monthly events or activities organized by the program administration	\$75.00 maximum per participant per event/activity	Program administration must submit Pre-Approval Authorization Form prior to event and submit sign-in sheet. Maximum amount can be increased with approval by Reentry Program Coordinator. (Reimbursable by Ad Valorem Funds ONLY unless directed otherwise)
Post-Release Transportation	Daily Bus (up to \$5 per day), Monthly Bus (up to \$55 per month) or Tri-Rail Passes (up to \$110) as a one-time cost	\$55.00 per participant per month \$150.00 maximum per participant	Client acknowledgement form showing receipt of bus pass or Tri-Rail pass (Cannot be reimbursed by FDLE funds)
Post-Release Employment Assistance	Job related supplies for Department participants (e.g., work boots, clothes, safety glasses, vests and tools)	\$300.00 maximum per participant	Receipt for product along with program client acknowledgement form (Cannot be reimbursed by FDLE funds)
Post-Release Toiletries	Basic hygiene products for Department participants	\$100.00 maximum per participant	Receipt for product along with program client acknowledgement form (Cannot be reimbursed by FDLE funds)
Post-Release Medical Financial Assistance	Medication or medical assistance	\$500.00 maximum per participant	Receipt from medical facility and/or receipt for medication along with client acknowledgement form.
Pre- or Post-Release Financial Identification Assistance	Birth certificate, driver license, Florida identification card, driver improvement classes	\$250.00 maximum per participant/ Additional fees upon approval	Receipt from identification provider along with client acknowledgement form
Post-Release Basic Needs	Clothing, tents, small household appliances, bedding, towels, linens, utensils, dishes, pots, and pans	\$300.00 maximum per participant	Client acknowledgement form showing receipt. (Cannot be reimbursed by FDLE funds)
Post-Release Basic Technology Needs and Financial Assistance	Technology items (purchase of phone/tablet), and paying for minutes or phone bill	\$500.00 maximum per participant	Client acknowledgement form and purchase receipt
Post-Release Education Preparation Class	Academic Instruction to Improve Basic Literacy (GED instruction)	\$128.00 full battery of GED tests; \$32.00 each GED section/content area; \$12.00 retest per GED section/content area; \$30.00 tuition fee GED Prep	\$195.00 maximum per participant. Client acknowledgement form
Post-Release Substance Abuse Assessments	Assessment used to address severity of problems	\$100.00 maximum per assessment	Receipt from provider along with client acknowledgement form
Post-Release Substance Abuse Education	Educational classes designed to address misuse of drugs and alcohol	\$300.00 maximum per participant	Receipt from provider along with client acknowledgement form
Post-Release Mental Health Assessment	Mental health assessment	\$300.00 maximum per assessment	Receipt from provider along with client acknowledgement form
Post-Release Mental Health Treatment (Individual or Group Sessions)	Mental Health Treatment (Individual or Group counseling)	\$1,000.00 maximum per participant	Receipt from provider along with client acknowledgement form
Post-Release Transitional Housing	Direct service or referral based	\$6,510.00 maximum per participant	Provided at a cost of \$35.00 per day, maximum of \$6,510.00 per participant; need for housing must be in transition plan
Pre- or Post-Release Vocational Training	Vocational job training	\$2,000.00 maximum per participant	Receipt for course registration and client acknowledgement form
Pre-Release Domestic Violence Programming	The Lord's Place will contract with Destiny by Choice (DBC) to provide intervention and educational services as part of the Safe Return Domestic Violence Re-entry Program, to assist enrollees in transitioning back successfully into the community with the goal of Preventing Domestic Violence When Men Return Home From Prison. DBC will provide 15 weeks (30 sessions). Each enrollee will attend classes twice (2x) per week for one hour and a half (1 1/2) to two (2) hours each class session. Each session requires a minimum of three (3) participants.	\$450.00 per session	Submission of the attendance sign-in sheet with the date and time of each session, signature of the instructor and of each participant, and an overview of the session content.

## Schedule of Payments

The Subrecipient will prepare and submit monthly invoices to the Palm Beach County Public Safety Department by the 22nd day of each month. Invoices must include the Acknowledgement of Services Forms for Client Support Services. Invoices will be reviewed and approved by the County's representative to verify that services have been rendered in conformity with the contract. Approved invoices will then be sent to the Finance Department for payment.

## Budget Worksheet

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SUB-TOTAL PERSONNEL	
B. OPERATIONAL EXPENSES- Allowable expenses found in Compensation Chart	
FDC Pre-Release Case Management at Sago Palm Reentry Center, State of Florida (10/1/19 - 6/30/20) CSFA# 70.011	\$88,216.00
FDC Pre-Release Case Management at Sago Palm Reentry Center, County Ad Valorem (6/1/19 - 9/30/20)	\$26,265.00
FDC Post-Release Case Management, State of Florida (10/1/19 - 6/30/20) CSFA#70.011	\$0.00
FDC or Jail Case Management, Federal Justice Assistance Grant (JAG) Formula (10/1/19 - 9/30/20) CFDA#: 16.738	\$92,285.00
FDC or Jail Case Management, County Ad Valorem (10/1/19 - 9/30/20)	\$0.00
FDC Case Management, State JAG Formula 2017- Carryforward from Florida Department of Law Enforcement (FDLE) FY18 (10/1/19 - 3/31/20) CFDA# 16.738	\$13,430.00
FDC or Jail Case Management, State JAG Formula (10/1/19 - 9/30/20) CFDA# 16.738	\$49,121.00
FDC or Jail Support Services, County Ad Valorem (10/1/19 - 9/30/20)	\$33,278.00
FDC Support Services, State of Florida (10/1/19 - 6/30/20) CSFA#70.011	\$82,966.00
Sago Palm Reentry Center Domestic Violence Programming, State JAG Formula 2017- Carryforward from FDLE FY18 (10/1/19 - 3/31/20) CFDA# 16.738	\$28,350.00
FDC or Jail Case Management, Department of Justice (DOJ) Grant (11/22/19 - 9/30/20)	\$6,337.00
SUB-TOTAL OPERATIONAL	\$420,248.00
C. CAPITAL EXPENDITURES	
SUB-TOTAL CAPITAL EXPENDITURES	
TOTALS	
A. PERSONNEL	
B. OPERATIONAL EXPENSES	\$420,248.00
C. CAPITAL EXPENSITURES	
TOTAL PROJECT BUDGET	\$420,248.00

COMPENSATION CHART- Services must be delivered in accordance with the chart below			
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Case Management Unit Cost (Post-release)	These services will include the provision of Individual case management sessions with all clients at regularly scheduled intervals; develop individual service plans for all clients that identify barriers to successful reentry; document all client contact and progress, including time and date, type of contact, outcome and plan of action; provide or broker services to holistically address clients' needs.	\$29.75 per hour (prorated for partial hours)	For Post-release Case Management: Timesheets/paystubs will be submitted for reimbursement that document the number of hours worked/paid by each qualified case manager.
Client Support Services			
Category	Service	Rate (Maximum amounts apply to FDC funding ONLY)	Requirements
Post-Release Program Incentives	Incentives for successful performance outcomes relating to education, employment and/or completion of program goals.	\$25.00 per participant per month	Monthly incentives are based on the Case Manager's discretion. (Reimbursable by Ad Valorem Funds ONLY unless directed otherwise)
Post-Release Pro-Social Events/Activities	Monthly events or activities organized by the program administration	\$75.00 maximum per participant per event/activity	Program administration must submit Pre-Approval Authorization Form prior to event and submit sign-in sheet. Maximum amount can be increased with approval by Reentry Program Coordinator. (Reimbursable by Ad Valorem Funds ONLY unless directed otherwise)
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Post-Release Education Preparation Class	Academic Instruction to Improve Basic Literacy (GED Instruction)	\$128.00 full battery of GED tests, \$32.00 each GED section/content area; \$12.00 retest per GED section/content area; \$30.00 tuition fee GED Prep	\$195.00 maximum per participant. Client acknowledgement form
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