

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

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Meeting Date: December 19, 2023 **Consent** **Regular**
 Ordinance **Public Hearing**

Department: Department of Public Safety
Submitted By: Department of Public Safety
Submitted For: Division of Justice Services
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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: First Amendment to Contract/Interlocal Agreement for Adult Reentry retroactive to June 1, 2023:

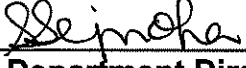
- A) First Amendment to Contract #R2022-1232 The Lord’s Place, Inc. (TLP) to amend, revise and replace portions of the agreement, and increase the overall total contract by \$53,000, for a new not-to-exceed amount of \$308,272; and
- B) First Amendment to Interlocal Agreement #R2022-1138 The City of Riviera Beach Reentry Center (RB) to amend, revise and replace portions of the agreement, and decrease the overall total contract by \$53,000, for a new not-to-exceed amount of \$245,077.


Summary: Palm Beach County Public Safety Department Division of Justice Services, entered into a contract with TLP on October 18, 2022, and into an interlocal agreement with RB on October 4, 2022, to coordinate adult reentry services to those returning to Palm Beach County from incarceration. Based on funding needs and to ensure utilization of grant funding, it is necessary to amend the agency contracts prior to year end to: 1) reallocate \$19,000 of the Florida Department of Law Enforcement (FDLE) Justice Assistance Grant (JAG) funds from RB to TLP for case management services; and 2) reallocate \$34,000 of Ad Valorem funds from RB to TLP for transitional housing. The First Amendment to the TLP contract increases the budget by \$53,000 from \$255,272 to \$308,272. The First Amendment to the RB contract decreases the budget by \$53,000 from \$298,077 to \$245,077. All adjustments are revenue neutral and within approved line items. On October 18, 2022, R2022-1232 and R2022-1138 authorized the County Administrator or designee to execute amendments and administrative documents associated with these reentry contracts on behalf of the BCC after approval of legal sufficiency by the County Attorney’s Office, and within budgeted allocations. These amendments did not substantially change the scope of work, terms or conditions of the contract/interlocal agreement. The First Amendments were executed late due to RB’s extensive amendment approval process. **Countywide** (RS)

Background and Justification: PBC has developed a Strategic Plan for providing effective and coordinated reentry services to those returning from incarceration. The programs are intended to reduce recidivism among returning residents who are transitioning back to PBC as well as reduce future victimization, enhance public safety and improve the lives of communities, victims, and returning residents.

Attachments:

- 1) First Amendment to Contract for Adult Reentry - TLP
- 2) First Amendment to Interlocal Agreement for Adult Reentry – RB

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Recommended By:  11/16/23
 Department Director **Date**

Approved By:  12/15/23
 Assistant County Administrator **Date**

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Personal Services	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
Capital Outlay	_____	_____	_____	_____	_____
Grants & Aids	_____	_____	_____	_____	_____
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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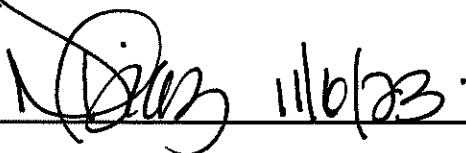
Is Item Included In Current Budget? Yes _____ No _____
 Is this item using Federal Funds? Yes X No _____
 Is this item using State Funds? Yes _____ No _____

Budget Account Exp No: Fund 1436 Dept 662 Unit 5699 Object various
 Rev No: Fund 1436 Dept 662 Unit 5699 RevSc Var. Prog Var

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


Fund: 1436- Justice Services Grant Fund
 Unit: 5699 – Adult Reentry


*There is no additional fiscal impact, the TLP contract is increasing by \$53,000 and the RB contract is decreasing by \$53,000.

Departmental Fiscal Review:  11/6/23

III. REVIEW COMMENTS

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

 11/21/2023
 OFMB QA 11/20 V.S. 11/21
 Ref 11/21

 12/11/23
 Contract Administration
 Ref 12/1/23

B. Legal Sufficiency:

 12/4/23
 Assistant County Attorney

C. Other Department Review:

 Department Director

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

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

THIS FIRST AMENDMENT TO CONTRACT FOR ADULT REENTRY SERVICES THE LORD'S PLACE, INC. (hereinafter "First Amendment") is made as of this 29 day of September 2023, 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 18, 2023 (R2022-1232) ("Contract") for an amount not to exceed \$255,272; and

WHEREAS, the project budget needs to be increased by \$53,000 to a total amount not to exceed \$308,272; and

WHEREAS, the parties agree to retroactively amend the Agreement in order to carry out the provisions set forth in this First Amendment; and

NOW THEREFORE, the parties hereby agree as follows:

The above-cited WHEREAS clauses are incorporated herein by reference.

1. This First Amendment is effective retroactively as of June 1, 2023.
2. "Exhibit B-2" which is attached hereto and incorporated herein shall hereby replace and supersede all previous references to "Exhibit B" in the Contract, as amended.
3. Article 3, "Payments to Consultant", paragraph "A" of the Contract designating expenses is hereby amended to replace the not to exceed amount of TWO HUNDRED FIFTY FIVE THOUSAND TWO HUNDRED SEVENTY TWO Dollars (\$255,272) with Three Hundred Eight Thousand Two Hundred Seventy-Two dollars (\$308,272)
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 First Amendment on behalf of the County, and The Lord's Place, Inc. has hereunto executed same.

FDLE Subaward Data¹

(i)	Subrecipient Name	The Lord's Place
(ii)	Subrecipient Unique Entity Identifier:	59-2240502
(iii)	Federal Award Identification Number (FAIN):	Pending
(iv)	Federal Award Date of Award to the Recipient by the Federal Agency:	Pending
(v)	Subaward Period of Performance Start Date:	10/1/2022
	Subaward Period of Performance End Date:	09/30/2023
(vi)	Amount of Federal Funds Obligated by this Action by the Pass-Through Entity to the Subrecipient:	\$212,533
(vii)	Total Amount of Federal Funds Obligated to the Subrecipient by the Pass-Through Entity Including the Current Obligation:	\$212,533
(viii)	Total Amount of the Federal Award Committed to the Subrecipient by the Pass-Through Entity:	\$212,533
(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:	Regenia Herring
	Contact Information for Palm Beach County Project Director:	Katherine Shover
(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
(xiv)	DUNS	025124546

¹ 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.

FY 23 SCHEDULE OF PAYMENTS

To accommodate program needs, the County may reallocate funding within the TLP budget between service categories without amending this Contract.

TLP will prepare and submit complete and accurate monthly invoices electronically via SAMIS for all service categories to the PBC Reentry Public Safety Department (PSD) by the 15th day of the subsequent month. Invoices will be reviewed and approved by PBC Reentry's representative to verify that services have been rendered in conformity with the contract. Approved invoices will then be sent to the PBC PSD Finance Division for payment. The PSD Finance Division must submit invoices and monthly performance reports to funders no later than 45 days following the month that services were rendered. In accordance with funders' requirements invoices must be sent to them within 45 days of the date that services were rendered.

TLP will incur a financial penalty of 10% deducted from the total invoice amount if TLP submits an invoice to PBC Reentry after the 15th day of the subsequent month. An additional 10% of the total invoice amount will be deducted for each additional 30-day period that the invoice is late notwithstanding the foregoing, if a late invoice from TLP causes a funder to refuse to pay or impose any other penalty upon PBC Reentry, then PBC Reentry shall impose such penalty, financial or otherwise, upon TLP. In the event that PBC Reentry or its Finance Department returns invoices to TLP for revisions or additional information, TLP must within 2 business days resubmit returned invoices.

TLP must ensure that FDC's DC5-404 form has been uploaded in the PBC Reentry selected case management database prior to requesting reimbursement. FDC will not reimburse PBC Reentry for FDC funded services without a DC5-404 form and PBC Reentry, in turn, will not reimburse TLP for services without a DC5-404 form.

INVOICE SUPPORTTING DOCUMENTATON REQUIRED

TLP will be required to submit appropriate supporting documentation with invoice packages. Below outlines the required supporting documentation for Post-Release Case Management & General Client Support Services invoices and Transitional Housing Program invoices.

Post-Release Case Management & General Client Support Services

TLP must include the CAFs, Monthly Activity Reports (generated through the PBC selected case management database), receipts of reimbursable purchased items/services, cleared checks showing proof of payment for support services, Case Management Billing Report (generated through the PBC selected case management database), dated and signed sign in sheets for TLP facilitated group classes/activities and pre-approval pro-social request forms (when applicable).

Transitional Housing Program

For monthly reimbursement, TLP will submit monthly invoices showing the billing period, the PBC selected case management database participant name and ID#, participant start date for transitional housing services, participant end date for transitional housing services (when applicable), number of calendar days in transitional housing, and monthly CAFs dated and signed by reentry participants confirming the receipt of housing services.

FY 23 BUDGET WORKSHEET

A. POST-RELEASE CASE MANAGEMENT & SUPPORT SERVICES	
Case Management Unit Cost, U.S. Department of Justice (DOJ) Justice Assistance Grant (JAG) - Florida Department of Law Enforcement (FDLE), CFDA# 16.738**	\$212,533.00
Case Management, Administrative Fees and/or Support Services, Ad Valorem**	\$42,500.00
SUBTOTAL POST-RELEASE CASE MANAGEMENT & SUPPORT SERVICES	\$255,033.00
B. TRANSITIONAL HOUSING PROGRAM	
Transitional Housing Program Services, Ad Valorem	\$53,239.00
SUBTOTAL TRANSITIONAL HOUSING PROGRAM	\$53,239.00
TOTALS	
A. PRE/POST-RELEASE CASE MANAGEMENT & SUPPORT SERVICES	\$255,033.00
B. TRANSITIONAL HOUSING PROGRAM	\$53,239.00
TOTAL PROJECT BUDGET	\$308,272.00

*U.S. DOJ and FDLE funding is for enrolled reentry participants incarcerated or released from FDC or jail. Timeframe is 10/1/22 to 9/30/23.

**Ad Valorem funding is for enrolled reentry participants incarcerated or released from FDC, jail, or federal prison. Timeframe is 10/1/22 to 9/30/23.

***Out of Pocket Expenses referenced in Article 3c

COMPENSATION CHART- Services must be delivered in accordance with the chart below			
Case Management Services			
Category	Service	Rate	Requirements
Case Management Unit Cost	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.	\$12.43 per each 15 minutes of service delivery, may be multiple 15 minute increments billed	Client 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.
Peer Specialist Unit Cost	The Peer Specialist uses their own unique experience in order to guide and support others who are transitioning back to the community through one on one sessions or group meetings.	\$12.43 per each 15 minutes of service delivery, may be multiple 15 minute increments billed	Client 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 peer specialist, the service provided and the offender or inmate name and DC number for whom the service was provided.
Client Support Services: Items not listed on the compensation chart may be considered as an allowable expense upon approval by PBC Public Safety Department staff and with Ad Valorem funds only			
Category	Service	Rate (Maximum thresholds 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. <i>(Reimbursable by Ad Valorem Funds ONLY unless directed otherwise)</i>
Post-Release Pro-Social Events/Activities	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. <i>(Reimbursable by Ad Valorem Funds ONLY unless directed otherwise)</i>
Post-Release Transportation	Daily Bus (up to \$5 per day), Monthly Bus (up to \$75 per month), Tri-Rail Passes (up to \$100 per month), and/or bicycle/scooter and bicycle/scooter equipment (up to \$500 as one-time cost) Ride-Sharing (up to \$50 per ride)	\$75.00 maximum per participant per month for bus passes, \$100.00 maximum per participant per month for Tri-Rail passes, \$500 maximum per participant for bicycle and bicycle equipment \$300 maximum per participant for Ride-Sharing	Palm Tran Connection Receipt of bus pass or Tri-Rail pass, proof of payment for bus pass, and Agency Bus Pass Distribution Log showing issued date, participant name, DC number, and signature, bus pass type and cost, bus pass serial number, and case manager signature. For bicycle, scooter, bicycle/scooter equipment and ride-sharing, receipt along with program client acknowledgement form. <i>(Cannot be reimbursed by FDLE funds)</i>
Post-Release Employment Assistance	Job related supplies for Department participants (e.g., work boots, clothes, safety glasses, vests and tools)	\$500.00 maximum per participant	Receipt for product along with program client acknowledgement form <i>(Cannot be reimbursed by FDLE funds)</i>
Transitional Job (TJ)	Hands on employment training through a designated TJ coupled with CBI	\$550 maximum per participant per week	Receipt of stipend along with client acknowledgement form and client "time" sheet <i>(Cannot be reimbursed by FDLE funds)</i>
Cognitive Behavioral Intervention	CBI classes (MRT or CBI-EMP)	\$25 per participant per class	Receipt for stipend along with client acknowledgement form <i>(Cannot be reimbursed by FDLE funds)</i>
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 (for reinstatement and maintenance of license).	\$350.00 maximum per participant	Receipt from identification provider along with client acknowledgement form
Post-Release Basic Needs	Water, clothing, tents, small household appliances, bedding, towels, linens, utensils, dishes, pots, pans, toiletries, etc.	\$500.00 maximum per participant	Client acknowledgement form and purchase receipt. <i>(Cannot be reimbursed by FDLE funds)</i>
Post-Release Basic Technology Needs and Financial Assistance	Technology items (purchase of phone/tablet/laptop), and paying for minutes or phone bill	\$500.00 maximum per participant	Client acknowledgement form and purchase receipt. <i>(Cannot be reimbursed by FDLE funds)</i>
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	\$10,000.00 maximum per participant	Maximum of \$10,000 per participant; need for housing must be in transition plan. Funds may be used for applications, deposit, rent and/or transitional housing.
Pre- or Post-Release Vocational Training	Vocational job training	\$2,000.00 maximum per participant	Receipt for course registration and client acknowledgement form

**FIRST AMENDMENT TO INTERLOCAL AGREEMENT FOR
ADULT REENTRY SERVICES
CITY OF RIVIERA BEACH**

THIS FIRST AMENDMENT TO INTERLOCAL AGREEMENT FOR ADULT REENTRY SERVICES CITY OF RIVIERA BEACH (hereinafter “First Amendment”) is made as of this 29 day of September 2023, by and between Palm Beach County, a political subdivision of the State of Florida, hereinafter referred to as the “County” and City of Riviera Beach a municipality located in the County authorized to do business in the State of Florida, herein referred to as the “CONSULTANT”, whose Federal I.D. is 59-6000417.

WITNESSETH:

WHEREAS, the parties, entered into that certain Interlocal Agreement on October 4, 2022 (R2022-1138) (“Agreement”) for an amount not to exceed \$298,077; and

WHEREAS, the project budget needs to decreased by \$53,000 to a total amount not to exceed \$245,077; and

WHEREAS, the parties desire to modify current budget exhibit by reallocating \$15,000 from Case Management/Support Services to category of “Operational Expenses;” and

WHEREAS, the parties agree to retroactively amend the Agreement in order to carry out the provisions set forth in this First Amendment; and


NOW THEREFORE, the parties hereby agree as follows:


1. The above-cited WHEREAS clauses are incorporated herein by reference.
2. This First Amendment is effective retroactively as of June 1, 2023.
3. “Exhibit A-2” which is attached hereto and incorporated herein shall hereby replace and supersede all previous references to “Exhibit A” in the Contract, as amended.
4. “Exhibit B-2” which is attached hereto and incorporated herein shall hereby replace and supersede all previous references to “Exhibit B” in the Agreement, as amended.
5. Article 3, “Payments to Consultant”, paragraph “A” of the Contract designating expenses is hereby amended to replace the not to exceed amount of TWO HUNDRED NINETY EIGHT THOUSAND SEVENTY SEVEN Dollars (\$298,077) with Two Hundred Forty-Five Thousand Seventy-Seven Dollars (\$245,077).
6. In all other respects except as specifically modified herein, the original Agreement shall remain in force and effect.

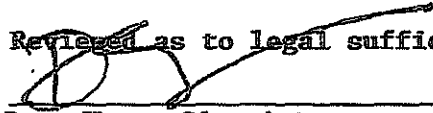
IN WITNESS WHEREOF, Palm Beach County, Florida, through its authorized representative, has made and executed this First Amendment on behalf of the County, and City of Riviera Beach has hereunto executed same.

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

CITY OF RIVIERA BEACH


By: 
Verdenia Baker,
County Administrator

By: 
Ronnie Felder,
Mayor

~~Reviewed as to legal sufficiency~~

Dawn Wynn, City Attorney
Date: 9/6/2023
WITNESS:

**APPROVED AS TO FORM
LEGAL SUFFICIENCY**

By: 
Assistant County Attorney


Sign
Orrie Bullard
Printed Name

**APPROVED AS TO TERMS AND
CONDITIONS**

By: 
Department Director

**SCOPE OF WORK
CITY OF RIVIERA BEACH**

OVERVIEW

Palm Beach County (PBC Reentry) provides reentry services through a voluntary program that is data-driven and evidence-based. Reentry services help reintegrate individuals returning from incarceration into the community by creating opportunities with the overall objective to reduce recidivism, increase the number of people who successfully complete the reentry program, and increase public safety. PBC Reentry is the recipient of funding from the local, state, and federal levels.

By entering into this Contract, the City of Riviera Beach (RB) agrees that it is a subrecipient of the funds provided to PBC from the Florida state appropriation through the Florida Department of Corrections (FDC), U.S. Department of Justice's Federal Justice Assistance Grant (JAG), and/or the U.S. Department of Justice's State JAG through the Florida Department of Law Enforcement (FDLE). RB is subject to the terms and conditions for receipt of funds imposed by those entities.

CLIENT ELIGIBILITY FOR ALL SERVICES

Eligible reentry participants must be moderate-to-high risk of recidivating based on a PBC selected validated risk/needs assessment, sentenced to incarceration, and returning to PBC Reentry upon release from incarceration. Eligible reentry participants may include walk-ins, referrals by PBC Reentry, and referrals by other reentry service providers. RB agrees to serve reentry participants countywide. Reentry participants MUST have completed the intake and assessment/evaluation process with a PBC Reentry contracted case management & general client support services provider and be actively receiving case management services prior to receiving services from PBC Reentry contracted transitional job, transitional housing and mental health treatment/services providers or approved external agencies providing services.

SERVICE RECORDS AND DOCUMENTATION

RB must be able to document all service notes within three (3) business days or as determined by PBC Reentry. All documentation must be detailed and entered into the PBC Reentry selected case management database. Documentation includes, but is not limited to, case notes, scanned intake, assessments, and other paperwork/forms, supervisory review notes, participant demographics, detainment location information (if applicable), and other relevant information. RB will be given access to the PBC Reentry selected case management database and be provided with tutorial trainings by PBC Reentry. The PBC selected case management database is currently RENEW but is subject to change.

Paperwork required by PBC Reentry must be scanned and uploaded into the PBC Reentry selected case management database and must remain unaltered. PBC Reentry contracted providers who provide services that require the use of and submission of Client Acknowledgement Forms (CAFs) are required to keep the signed originals and must have them available for PBC Reentry to review at least twice annually.

When completing documented case notes, RB will ensure notes are dated, detailed, address reentry participants' involvement with their plan(s), and document reentry participants' progress or lack thereof towards goal/objective attainment. RB staff will ensure a case note is completed for every contact made with reentry participants as well as for every contact made on behalf of reentry participants. Each documented contact, event, and/or activity must be documented individually and must be dated.

All records must be maintained and accessible to PBC Reentry and PBC Reentry funders for seven (7) years following the end of the contract period.

REQUIRED COORDINATION OF SERVICES/CROSS REFERRALS

RB will be required to refer reentry participants for additional reentry services. RB agrees to refer reentry participants to primary service providers contracted by PBC Reentry for Adult Reentry Case Management services, Transitional Job Program services, Transitional Housing Program services and Mental Health Services/Treatment. RB is responsible for completing a documented referral for the requested services from the primary PBC Reentry contracted service providers. Working with other contracted service agencies is mandatory.

If primary PBC Reentry contracted service providers are unavailable to provide services, RB may refer reentry participants to external agencies for services. RB must obtain written confirmation from primary PBC Reentry contracted service providers that services through their programs are unavailable prior to referring reentry participants to external agencies. RB will be required to have an active, executed Memorandum of Understanding with utilized external agencies, which must be approved in writing by PBC Reentry prior to use.

RB is responsible for ensuring that all utilized external agencies comply with all terms and conditions of this Contract at all times. RB is responsible for conducting quality assurance monitoring at least once annually on each external agency used to provide services for participants served under this Contract. RB is responsible for documenting and reporting to PBC Reentry any findings of noncompliance with this Contract and proposed and implemented corrective action.

REQUIRED MEETINGS AND EVENTS

RB will be required to meet with PBC Reentry program staff on a monthly basis, or at the PBC Reentry Criminal Justice Program Manager's discretion, to provide program updates and strategize on how to improve PBC Reentry's reentry system. RB will be required to be involved with the PBC Reentry Task Force and should be available for other reentry trainings and events, as determined by PBC Reentry.

PROGRAM EVALUATIONS AND CONTRACT MONITORING

To ensure programs are achieving desired outcomes and being implemented with fidelity, RB 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 and quality of service delivery, participant responsiveness, and program differentiation. PBC Reentry staff will monitor contracts at least twice per year for compliance and RB will submit a Corrective Action Plan with included methodology on tracking programmatic improvements based on findings, if items requiring corrective action are identified.

NON-COMPLIANCE

RB will not be compensated for services that fail to comply with this Scope of Work or the Contract.

SCOPES OF WORK/GUIDELINES TO BE DELIVERED BY RB

- A. Adult Pre-Release Case Management & General Client Support Services
- B. Adult Post-Release Case Management & General Client Support Services
- C. Adult Post-Release Transitional Job Program
- D. Adult Post-Release Transitional Housing Program
- E. Terms and Conditions by Other Funding Sources

A. ADULT PRE-RELEASE CASE MANAGEMENT & GENERAL CLIENT SUPPORT SERVICES

STAFF REQUIREMENTS

All RB reentry staff providing services must meet the below qualifications and requirements. RB must notify PBC Reentry of staff changes within 48 hours of the staff's hiring and/or last day of employment with RB.

Case Manager Minimum Criteria

- Experience in social services as it relates to the criminal justice and/or reentry system.
- Related Bachelor's degree or an equivalent history of experience.
- Excellent verbal and written communication skills, time management, problem solving, and organizational skills.
- Familiar with community resources as it relates to the reentry system.
- Dedicated and committed primarily to this program and its goals.

Case Manager Duties

- Provide transition materials, plan and host workshops, plan and host special events, and engage appropriate speakers for workshops and special events.
- Serve as a liaison between program and other support agencies.
- Track job retention for up to ninety (90) days after gained employment.
- Reassess criminogenic risk and needs based on required PBC Reentry selected risk/needs assessment reassessment standards.
- Facilitate cognitive behavioral intervention or MRT programs.
- Organize family reunification/engagement events.
- Monitor and update post-release plan progress based on participant progress and reports from service providers.
- Host pro-social activities, which must be pre-approved by PBC Reentry.

- Assist with felony registration, if applicable, and document attempts and services achieved. Document if felony registration is not applicable.
- Complete Case Management Checklist.
- Collaborate and communicate with PBC Reentry contracted transitional housing programs to assist with obtaining and/or maintaining housing.
- Collaborate and communicate with PBC Reentry contracted transitional job program provider, employment consultant, job coach and/or community partners, when appropriate.
- Collaborate and communicate with PBC Reentry contracted mental health provider to assist with obtaining mental health services when relevant.
- Collaborate and communicate with PBC Reentry approved substance use treatment/services provider to assist with obtaining mental health services when relevant.

Case Manager Supervisor Minimum Criteria

- Related Bachelor's degree and 2 years of experience in social services relating to the criminal justice and/or reentry system.
- Previous supervisory experience.
- Excellent verbal and written communication skills, time management, problem solving, and organizational skills.
- Familiar with community resources relating to the reentry system.
- Dedicated and committed primarily to this program and its goals.

Case Manager Supervisor Duties

- Complete file reviews on a regular and recurring basis. Provide PBC Reentry with information and documentation regarding the file review process and the schedule RB uses to complete file reviews.
- Ensure that the case files and participant records are comprehensive, accurate, and complete. Ensure required forms and files are in compliance with funder rules and requirements.
- Enter participant updates and information into databases as needed.
- Collect and calculate statistics by participant and submit to referring agencies as needed.

Case Management Background Check Requirements

RB staff must be able to pass Level I and/or Level II FDC background checks initiated by the Florida Department of Corrections (FDC) prior to receiving credentials to work in a correctional environment. The requirements for Level I and/or Level II background checks are:

- FDC Level-I
 - Staff who have no duties within a correctional facility must request approval from FDC to work. The process includes an FDC Level-I criminal background check and review of staff credentials. The Level-I must be performed by FDC.

- FDC Level-II
 - Staff who do have duties within a correctional facility must request approval from FDC to work. The process includes an FDC Level-II criminal background check and review of staff credentials. The Level-II must be performed by FDC.

Case Manager and Case Manager Supervisor Training Requirements

All RB reentry staff providing services must meet the below training requirements, and provide certification of completion to PBC within ninety (90) business days of the execution of this Contract for current applicable staff or within ninety (90) business days of hire for new staff. If training/certification opportunities are unavailable within ninety(90) business days, RB must be able to provide documentation of when staff is scheduled to complete the training.

- Training in Motivational Interviewing.
- PBC Reentry selected risk/needs assessment certification.
- Certification in Moral Reconciliation Therapy (MRT). RB may choose to select at least one designated employee to receive the MRT training,
- Cultural competency training.
- Training in PBC Reentry selected case management database.
- Any training as required by the Florida Department of Corrections.

PRE-RELEASE OVERVIEW (SAGO PALM REENTRY CENTER)

The Regional and State Transitional Offender Reentry (RESTORE) initiative is a reentry program to serve adult reentry participants returning to Palm Beach County from Sago Palm Reentry Center and other facilities.

Reentry participants assigned to Sago Palm Reentry Center by the FDC spend eighteen-sixty (18-60) months at the facility, where they receive job readiness, educational, life skills, substance use treatment family reunification, parenting, cognitive behavioral change, and victim impact programming.

Pre-release case managers assess enrolled participants using a validated risk/needs tool, provide individual case management services, and assist participants to develop a transition plan. Approximately twelve (12) months before release, participants who have committed to participating in RESTORE are assigned a post-release case manager who works closely with the assigned pre-release case manager. The pre-release case manager is responsible for working with pre-release participants to develop a relationship while assisting the post-release case managers build a relationship as well to ensure a seamless transition in services upon release.

RB will provide active case management and general client support services within the Sago Palm Reentry Center and be able to address reentry participant needs as they arise. Case management supervisors must regularly staff and review cases to evaluate the effectiveness of services and ensure contract compliance. RB pre-release staff must maintain an office location in Sago Palm Reentry Center to provide regularly scheduled

in-person orientations, program enrollment events, case management services, and client support services for reentry participants.

FDC ORIENTATION/ENGAGEMENT

- RB will present information showcasing the PBC Reentry Program in order to engage interested participants. This presentation shall be coordinated with FDC.
- Selected engagement techniques shall include in person presentations and videos including past participants, success stories and peer advocates/specialists as approved by FDC.

INTAKE/ENROLLMENT

- RB case managers will have five (5) business days from the orientation date to make meaningful contact with reentry participants.
- RB case managers must make contact with those attending the orientation as a follow-up to further review the program and discuss each potential participant's interest in enrolling in the program. A thorough review of the program process and mutual expectations must be discussed.
- The follow-up contact is time to develop rapport with potential participants and address any questions, goals, and concerns potential participants may have. RB case managers will also take this time to educate potential participants on the role and responsibilities of the case manager.
- Only individuals who have agreed to the terms of active participation and signed the PBC Reentry approved consent form may be enrolled as program participants.
- Individuals who have previously declined enrollment should be contacted quarterly to re-evaluate their interest in reentry services.
- All intake activities must be documented in the PBC Reentry selected case management database.

CASE MANAGEMENT

Assessments and Release Plans

RB must develop an Individualized Reentry Plan (IRP) for each participant that encompasses the below assessments/release plans:

- PBC Reentry selected risk/needs assessment
 - To be completed within fifteen (15) business days of enrollment with a duration of at least 45 minutes
- Pre-Release Plan
 - To be completed within three (3) business days of completing the risk/needs assessment but no more than fifteen (15) business days from date of enrollment
- Transition Plan
 - To be started at least six (6) months prior to projected release date and completed in conjunction with the assigned post-release services case manager
- Generate dosage tracker in PBC Reentry selected case management database
- Based on the results of the validated risk and needs assessment, as well as the reentry participant's Pre-Release Plan, Transition Plan, and other

assessments/plans, RB will provide the following recommended program hours with reentry participants and must document dosage hours in the PBC Reentry selected case management database:

	Moderate Risk	Moderate-to-High Risk	High Risk
Hours	100	200	300

Case Management Services

The essential case management services that must be performed by a qualified case manager include, but are not limited to:

- Case managers must meet with all enrolled clients at least once per month for a minimum of 30 minutes in person;
- Facilitate cognitive behavioral programs;
- Contact family members via phone or home visits to introduce them to the PBC Reentry Program and engage them to act in a supportive role to the reentry participant when they are released;
- Organize family reunification/engagement events, if possible;
- Collaborate and communicate with PBC Reentry contracted Adult Post-Release Case Management & General Client Support Services providers to facilitate a smooth transition between pre-release to post-release case management services for reentry participants;
- Facilitate monthly peer mentor group sessions and/or other group sessions (i.e.- personal development groups like addressing anger, improving supportive relationships, etc.);
- May facilitate pro-social activities, which must be pre-approved by PBC Reentry;
- Identify and coordinate vocational, GED/literacy, and job training skills for successful client transition;
- Assist with obtaining licenses/identifications;
- Provide services utilizing Harm Reduction and Trauma-Informed Care principles;
- Provide crisis intervention as necessary;
- Facilitate industry recognized certification trainings;
- Receive and review referrals for new reentry participants;
- Advocate on behalf of reentry clients 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 clients homelessness;
- Provide transition materials, plan workshops and special events, and engage speakers for workshops and special events.

Participant Closeout

RB case management staff are responsible for appropriately closing out reentry clients in the PBC Reentry selected case management database upon program exit. There are three types of case closures:

1. Successful Discharge

- A program participant must meet all of the following criteria to be successfully discharged from the re-entry program:
 - The program participant must have successfully complied with all program requirements;
 - The program participant must have made satisfactory progress toward the goals of their Plan of Care/Pre or Post Release Plan (at least 75% post-release plan goals completed in the PBC Reentry selected case management database); and
 - The program participant must have obtained maximum benefit from the Program as determined by their case manager.

2. Unsuccessful Discharge

- This occurs if the discharge is a result of any of the following criteria:
 - Violation of Program rules;
 - Failure to meet the requirements of a successful discharge as outlined above; or
 - Three (3) documented unexcused absences from scheduled re-entry appointments.
- The decision to unsuccessfully discharge a program participant must be made by the primary case manager in consultation with the Probation Officer, if applicable, based on reasons stated above. The supporting rationale must be clearly documented in the PBC selected case management database.

3. Administrative Discharge

- This discharge implies neither success nor failure in the reentry program. Reasons for a program participant being administratively discharged from the Program include, but are not limited to:
 - A medical or mental health condition which prohibits a program participant from participation in the Program;
 - A determination that the program participant is not in need of reentry services;
 - Program participant is no longer interested in receiving reentry services;
 - End of the program participant's sentence;
 - Death of the program participant; or
 - Other approved reasons outside of the control of the program participant or Program and unrelated to Program compliance.
- The decision to administratively discharge a program participant must be made by the primary case manager. The supporting rationale shall be clearly documented in the PBC selected case management database.

SUPPLEMENTAL MATERIALS

RB staff who provide services under this Contract must review the supplemental materials provided/recommended by PBC Reentry. These documents include, but are not limited to, the Case Management Checklist, Pro-Social Activities Pre-Approval Form, Case Note Format, Client Acknowledgement Form, PBC selected case management database User Manual, Client Release of Information form, and the Reentry Provider Client Intake Form, which are included herein by reference and may be amended from time to time.

All checklists and forms mentioned above are required to be used and uploaded into the PBC selected case management database system as directed by PBC Reentry.

PROGRAM OUTCOMES

To evaluate and assess the needs of the reentry program, RB must track the following performance metrics in the PBC Reentry selected case management database:

- Average number of case management hours per participant per month
 - Number and percent of adults enrolled in pre-release reentry services per quarter
 - Number and percent of adults who declined enrollment with reason per quarter
 - Total number of participants served per quarter
 - Number and percent of adults receiving cognitive behavioral intervention (CBI) per quarter
 - Number and percent of adults receiving family engagement services per quarter
 - Number and percent of adults receiving vocational training services per quarter
 - Number and percent of adults receiving job readiness services per quarter
 - Number and percent of adults receiving education services per quarter
 - Number and percent of adults receiving substance use treatment/services per quarter
 - Number and percent of adults receiving transition services per quarter
- *Percent = percentage of total participants served

B. ADULT POST-RELEASE CASE MANAGEMENT & GENERAL CLIENT SUPPORT SERVICES

STAFF REQUIREMENTS

All RB reentry staff providing services must meet the below qualifications and requirements. RB must notify PBC Reentry of staff changes within 48 hours of the staff's hiring and/or last day of employment with RB.

Case Manager Minimum Criteria

- Experience in social services as it relates to the criminal justice and/or reentry system.
- Related Bachelor's degree or an equivalent history of experience.
- Excellent verbal and written communication skills, time management, problem solving, and organizational skills.
- Familiar with community resources as it relates to the reentry system.
- Dedicated and committed primarily to this program and its goals.

Case Manager Duties

- Provide transition materials, plan and host workshops, plan and host special events, and engage appropriate speakers for workshops and special events.
- Serve as a liaison between program and other support agencies.
- Track job retention for up to 90 days after gained employment.
- Reassess criminogenic risk and needs based on required PBC Reentry selected risk/needs assessment reassessment standards.
- Facilitate cognitive behavioral intervention or MRT programs.
- Organize family reunification/engagement events.
- Monitor and update post-release plan progress based on participant progress and reports from service providers.
- Host pro-social activities, which must be pre-approved by PBC Reentry.
- Assist with felony registration, if applicable, and document attempts and services achieved. Document if felony registration is not applicable.
- Complete Case Management Checklist.
- Collaborate and communicate with PBC Reentry contracted transitional housing programs to assist with obtaining and/or maintaining housing.
- Collaborate and communicate with PBC Reentry contracted transitional job program provider, employment consultant, job coach and/or community partners, when appropriate.
- Collaborate and communicate with PBC Reentry contracted mental health provider to assist with obtaining mental health services when relevant.
- Collaborate and communicate with PBC Reentry approved substance use treatment/services provider to assist with obtaining mental health services when relevant.

Case Manager Supervisor Minimum Criteria

- Related Bachelor's degree and 2 years of experience in social services relating to the criminal justice and/or reentry system.
- Previous supervisory experience.
- Excellent verbal and written communication skills, time management, problem solving, and organizational skills.
- Familiar with community resources relating to the reentry system.
- Dedicated and committed primarily to this program and its goals.

Case Manager Supervisor Duties

- Complete file reviews on a regular and recurring basis. Provide the file review process and schedule agency will utilize to complete file reviews to PBC Reentry.
- Ensure that the case files and participant records are comprehensive, accurate, and complete. Ensure required forms and files are in compliance with funder rules and requirements.
- Enter participant updates and information into databases as needed.
- Collect and calculate statistics by participant and submit to referring agencies as needed.

Case Management Background Check Requirements

RB staff must be able to pass Level I and/or Level II FDC background checks initiated by the Florida Department of Corrections (FDC) prior to receiving credentials to work in a correctional environment. The requirements for Level I or Level II background checks are:

- FDC Level-I
 - Staff who have no duties within a correctional facility must request approval from FDC to work. The process includes an FDC Level-I criminal background check and review of staff credentials. The Level-I must be performed by FDC.
- FDC Level-II
 - Staff who do have duties within a correctional facility must request approval from FDC to work. The process includes an FDC Level-II criminal background check and review of staff credentials. The Level-II must be performed by FDC.

Case Manager and Case Manager Supervisor Training Requirements

All RB reentry staff providing services must meet the below training requirements and provide certification of completion to PBC Reentry within ninety (90) business days of the execution of this Contract for current applicable staff or within ninety (90) business days of hire for new staff. If training/certification opportunities are unavailable within ninety (90) business days, RB must be able to provide documentation of when staff is scheduled to complete the training.

- Training in Motivational Interviewing.
- PBC Reentry selected risk/needs assessment certification.
- Certification in MRT. RB may choose to select at least one designated employee to receive the MRT.
- Cultural competency training.
- Training in PBC Reentry selected case management database.
- Any training as required by the Florida Department of Corrections.

PRE- & POST-RELEASE OVERVIEW

RB must be able to provide case management and general client support services within a reasonable amount of time as determined by PBC Reentry. Case management supervisors must to staff and review cases monthly to evaluate the effectiveness of services, collaborate with PBC Reentry contracted reentry providers, and ensure contract compliance.

Case management providers are responsible for the coordination of external services such as managing a caseload and supporting the goals and achievement of reentry participants. Case management providers are must implement, provide and/or coordinate pro-social events/activities, program incentives, transportation services, employment assistance, medical financial assistance, substance use assessments/education, financial identification assistance, post-release education preparation classes, technology needs assistance, and other basic needs assistance.

Case management agencies must coordinate with a substance use assessment and education provider. Substance use providers are required to be compliant with the Client Eligibility, Service Records and Documentation, Terms and Conditions by Other Funding Sources, and Reimbursement Rates sections outlined in "Exhibit B".

OUTREACH/ENGAGEMENT

Initial Referral

Participants will be assigned to agencies by the PBC Reentry Program office. Referrals for post-release reentry services may come from the Sago Palm Reentry Center, other state prisons/work release programs, and/or jails. The referral process and required services for each referral sources are as follows:

- Sago Palm Reentry Center
 - Referred to post-release services one (1) year prior to projected release date.
 - Face-to-face contact with participants at least once per month.
 - Collaborate with pre-release case management agency regarding pre- to post-release transition planning at least six (6) months prior to projected release date and document activities.
 - Participate in onsite events when available.
 - Take time to develop rapport with participants and address any questions, goals, and concerns participants may have. Educate participants on the role and responsibilities of the post-release case manager.
 - Discuss housing needs and availability at least one (1) month prior to projected release date, if needed. Case managers must confirm housing arrangement status no more than one (1) week prior to the projected release date.
 - At least two (2) days before participant release, the post-release case manager must contact participants to schedule an in-person post-release intake appointment and confirm arrangements to meet with participants for intake appointment.

- Other state prisons/work release facilities
 - Referred to post-release services 1 year prior to projected release date.
 - Within six-twelve (6-12) months of their projected release date, post-release case managers must contact participants to develop rapport with participants and address any questions, goals, and concerns participants may have. Educate participants on the role and responsibilities of the post-release case manager and develop a transition plan.
 - Participate in in-person outreach events to regional prisons.
 - Discuss housing needs and availability at least one (1) month prior to projected release date, if needed. Case managers must confirm housing arrangement status no more than one (1) week prior to the projected release date.

- At least two (2) days before participants' release, the post-release case manager must contact participants to schedule an in person post-release intake appointment and confirm arrangements to meet with participants for intake appointment.
 - For individuals released from FDC facilities, contracted service providers will have fifteen (15) business days upon referral from PBC Reentry to contact the individual's FDC classification officer and/or family contact listed in the PBC Reentry selected case management database in order to discuss reentry services and prepare for the participants needs upon release. The contracted service provider must make at least three reasonable attempts to contact prior to the individual's release date and document these attempts and contacts in the PBC Reentry selected case management database. The three attempts cannot be completed in the same business day.
- Jail
 - For individuals released from jail, contracted service providers have five (5) business days from the PBC Reentry referral to meet with the participant in person or contact client via virtual options, when possible, to set up an intake appointment and discuss reentry services. If an in-person meeting is not possible, providers must clearly document the reasonable extenuating circumstance(s) preventing the in-person meeting; in such event other means of successful contact will suffice. The contracted service provider must make at least three attempts at contact prior to the individual's release date, unless the jail referral is made within 24 hours of the individual's release date, and document these attempts and contacts in the PBC Reentry selected case management database. Attempts must occur at least once per week for three (3) weeks.

RB may reserve the right to pause participant intake referrals based on RB's reentry staff capacity and PBC Reentry approval. To pause participant intake referrals, RB must provide PBC Reentry with data showing that RB direct services staff are documenting at least 60% of their worked hours to deliver direct services to participants. RB will be responsible for updating and submitting this supporting data to PBC Reentry monthly in order to continue to pause participant intake referrals. Participant intake referrals must resume if RB's reentry staff's documented direct service hours drops to less than 60% of their worked hours.

RB shall maintain a physical presence in PBC's rural western region. This region includes Belle Glade, Pahokee, South Bay, Lake Harbor, Canal Point, and the surrounding areas. RB shall have case management staff provide outreach, intake, and direct services to participants at a physical location in this region at least once per week. RB is responsible for finding a suitable location to provide these services.

INTAKE/ENROLLMENT

The participant intake and enrollment process will vary depending on whether RB case managers have either made pre-release contact or not made pre-release contact. Instances where pre-release contact was not made may include participant walk-ins, referrals from another agency, and other circumstances where pre-release contact was not possible.

If pre-release contact has been made with participants, RB case managers will:

- Complete an intake appointment based on a scheduled case manager and participant agreed upon time and location.
- Make weekly attempts to schedule, arrange for, and complete in-person intake with participants within thirty (30) days, based on participant need. All attempts must be documented individually in the PBC Reentry selected case management database describing communication attempt method. Participant needs regarding scheduling must also be documented.
- Complete all required PBC Reentry mandated and agency required intake forms during the scheduled in-person intake and upload forms into the PBC Reentry selected case management database.
- Complete the official enrollment process in PBC Reentry selected case management database.
- Document all intake/enrollment activities in the PBC Reentry selected case management database.

If pre-release contact was not made, RB case managers will:

- Make three attempts to schedule, arrange for, and complete in-person intake with participants within ninety (90) days, based on participant need. All attempts must be documented individually in the PBC Reentry selected case management database describing communication attempt method. Participant needs regarding scheduling must also be documented.
- Complete all required PBC Reentry mandated and agency required intake forms during the scheduled in-person intake and upload the forms into the PBC Reentry selected case management database.
- Complete the official enrollment process in PBC Reentry selected case management database.
- Document all intake/enrollment activities in the PBC Reentry selected case management database.

CASE MANAGEMENT

Assessments and Release Plans

RB will be required to complete the below assessments/release plans or develop an Individualized Reentry Plan (IRP) that encompasses the below assessments/release plans:

- PBC Reentry selected risk/needs assessment
 - To be completed within fifteen (15) business days of enrollment with a duration of at least 45 minutes.
- Post-Release Plan

- To be completed within three (3) business days of completing the risk/needs assessment but no more than fifteen (15) business days from date of enrollment.
- Transition Plan (Sago Palm Reentry Center participants).
 - To be started at least six (6) months prior to projected release date and completed in conjunction with the assigned post-release services case manager.
- Generate dosage tracker in PBC Reentry selected case management database.
- Based on the results of the validated risk and needs assessment, as well as the reentry participants' Post-Release Plan, Transition Plan, and other assessments/plans, RB will provide the following recommended program hours with reentry participants and must document dosage hours in the PBC Reentry selected case management database:

	Moderate Risk	Moderate-to-High Risk	High Risk
Hours	100	200	300

Case Management Services

The essential case management services that must be provided by a qualified case manager include the following:

- Case managers must meet with all enrolled participants at least twice per month for a minimum of 30 minutes in person.
 - Meet and communicate 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.
- Document reentry participants' progress toward achieving goals in the Post-Release Plan, and provide support and changes where necessary.
- Facilitate cognitive behavioral programs.
- Contact family members via phone or home visits to introduce them to the PBC Reentry Program and engage them to act in a supportive role to the reentry participant when they are released.
- Organize family reunification/engagement events if possible.
- Collaborate and communicate with PBC Reentry contracted Adult Pre-Release Case Management & General Client Support Services providers to facilitate a smooth transition between pre-release to post-release case management services for reentry participants.
- Identify and coordinate vocational, GED/literacy, and job training skills for successful participant transition.
- Assist with obtaining licenses/identifications.
- Advocate on behalf of reentry participants for other services within the community.
- Provide/coordinate life skill classes, job skill assessment, and training, off-site counseling services, and any other services deemed necessary to resolve reentry participants' homelessness.

- Assist in participants' job search when relevant and provide individualized job coaching services including resume building skills and cover letter writing, and complete mock interviews/role playing.
- Transport and assist participants 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 participants with coordinating transportation needs.
- Provide prescription assistance.
- Request and provide assistance to address the basic needs of participants, such as clothing, toiletries, tools, and gift cards as incentives.
- Assist participants with food stamps application.
- Coordinate services with probation officers, if applicable.
- Provide court advocacy and accompaniment, if applicable and available.

Participant Closeout

RB case management staff are responsible for appropriately closing out reentry participants in the PBC Reentry selected case management database upon program exit. There are three types of case closures:

1. Successful Discharge
 - A program participant must meet all of the following criteria to be successfully discharged from the re-entry program:
 - The program participant must have successfully complied with all program requirements;
 - The program participant must have made satisfactory progress toward the goals of their Plan of Care/Pre or Post Release Plan (at least 75% post-release plan goals completed in the PBC Reentry selected case management database); and
 - The program participant must have obtained maximum benefit from the Program as determined by their case manager.
2. Unsuccessful Discharge
 - This occurs if the discharge is a result of any of the following criteria:
 - Violation of Program rules;
 - Failure to meet the requirements of a successful discharge as outlined above; or
 - Three (3) documented unexcused absences from scheduled reentry appointments.
 - The decision to unsuccessfully discharge a program participant shall be made by the primary case manager in consultation with the Probation Officer, if applicable, based on reasons stated above. The supporting rationale must be clearly documented in the PBC selected case management database.
3. Administrative Discharge
 - This discharge implies neither success nor failure in the reentry program.

Reasons a program participant being administratively discharged from the Program include, but are not limited to:

- A medical or mental health condition which prohibits a program participant from participation in the Program;
 - A determination that the program participant is not in need of reentry services;
 - Program participant is no longer interested in receiving reentry services;
 - End of the program participant's sentence;
 - Death of the program participant; or
 - Other approved reasons outside of the control of the program participant or Program and unrelated to Program compliance.
- The decision to administratively discharge a program participant must be made by the primary case manager. The supporting rationale must be clearly documented in the PBC selected case management database.

SUPPLEMENTAL MATERIALS

RB staff who provide services under this Contract must review the supplemental materials provided/recommended by PBC Reentry. These documents include, but are not limited to, the Case Management Checklist, Pro-Social Activities Pre-Approval Form, Case Note Format, Client Acknowledgement Form, PBC selected case management database User Manual, Client Release of Information form, and the Reentry Provider Client Intake Form, which are included herein by reference and may be amended from time to time.

All checklists and forms mentioned above must be used and uploaded into the PBC selected case management database system as directed by PBC Reentry.

PROGRAM OUTCOMES

To evaluate and assess the needs of the reentry program, RB must track the following performance metrics in the PBC Reentry selected case management database:

- Average number of case management hours per participant per month
 - Number of adults enrolled in post-release reentry services per quarter
 - Total number of participants served per quarter
 - Number and percent of adults receiving CBI per quarter
 - Number and percent of adults receiving transitional job services per quarter
 - Number and percent of adults receiving transitional housing services per quarter
 - Number and percent of adults receiving mental health treatment/services per quarter
 - Number and percent of adults receiving substance use treatment/services per quarter
 - Number and percent of adults who are rearrested while in post-release programming per quarter
 - Number of participants closed out by closure type (successful, unsuccessful and administrative)
 - Number and percent of adults receiving transition services per quarter
- *Percent = percentage of total participants served

C. ADULT POST-RELEASE TRANSITIONAL JOB PROGRAM**TRANSITIONAL JOB PROGRAM**

Transitional job programs provide hands-on employment training through the implementation of a designated transitional job to provide experiential learning, build skills and experience, coupled with a cognitive behavioral intervention (CBI). Ultimately, these temporary, subsidized transitional jobs help individuals secure and maintain unsubsidized employment and prepare for long-term success in the labor market. RB will provide CBI to reentry participants, if possible.

PROGRAM MANAGEMENT

Transitional job placements/programs must include a position description, with a clearly defined supervisor. This supervisor will be required to communicate with PBC Reentry, at least monthly, regarding the status of transitional job participants. RB is required to maintain records for the transitional job participants and is responsible for ensuring that wages, employer's share of federal Social Security and Medicare taxes, unemployment, and worker's compensation insurance are paid, if applicable. Wages and/or stipends must be approved in writing by PBC Reentry prior to implementation.

Additionally, the RB host site(s) must ensure that participant timesheets are filled out accurately and in a timely manner. RB is responsible for training host site(s) and holding host site(s) accountable for transitional job program goals, rules, and policies. RB is expected to work closely with PBC Reentry and PBC Reentry contracted service providers to ensure high quality service delivery.

RB will demonstrate their knowledge of transitional jobs as a workforce strategy that combines time-limited wage paying jobs, skill development, and supportive services to transition participants rapidly and successfully into the labor market. RB's transitional job programs will reflect a flexible evolving design comprised of core fundamental elements combined with elements tailored to the target population. These elements include: orientation and assessment, life skills and job readiness, career pathways planning, job placement, and additional client support and incentives.

CAREER SERVICES

The transitional job provider must provide career and supportive services. Transitional jobs programs should clearly specify the structure for the provision of career and supportive services. Transitional jobs provided should be developed to meet local job market demands. Transitional jobs provided should also assist and prepare reentry participants for realistic job opportunities.

Career services include:

- Assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities, and supportive service needs
- Job search and placement assistance
- Career counseling, including the provision of labor market information

- Referral to PBC Reentry contracted service providers and/or PBC Reentry approved external agencies to meet work readiness and supportive service needs, including child care
- Additional services as defined by the Workforce Innovation and Opportunity Act (WIOA) section 134 (c)

TRANSITIONAL JOB AND PAY

Transitional jobs provided must be time limited (up to six (6) months or as approved by PBC Reentry) and require at least fifteen (15) but not more than 40 hours of work per week. All transitional jobs must pay at least the State of Florida's minimum wage.

RB's transitional job program will not require background checks for PBC Reentry participants entering the program.

HOST SITES

RB must be able to be a host site or have access to a host site to provide transitional job placements. RB may have multiple host sites but must provide day-to-day supervision of the transitional job participants while on site. Any use of external host sites to expand RB's transitional job program requires pre-approval by PBC Reentry and RB must develop a Memorandum of Understanding or agreement with each host site clearly defining rules and responsibilities. Host sites may be developed on an on-going basis with PBC Reentry approval. RB must provide PBC Reentry with host site location(s), hours of operation, and any classroom programming details.

PROGRAM OUTCOMES: RB must track the following performance metrics in the PBC Reentry selected case management database:

- Number of adults enrolled in transitional job program per quarter
- Number of active participants served per quarter
- Number and percent of adults receiving CBI per quarter
- Number and percent of adults who receive permanent employment
- Number and percent of adults who receive permanent employment with a wage of at least \$18/hour
- Number and percent of adults who complete transitional job programming
- Number and percent of adults who are rearrested while in transitional job programming per quarter

D. ADULT POST-RELEASE TRANSITIONAL HOUSING PROGRAM

SUPPORTIVE TRANSITIONAL HOUSING

Transitional housing provides individuals a stable place to live and access services while figuring out permanent housing possibilities including preparing and awaiting response on various housing applications, finding family or friends to stay with, and/or other long-term options.

RB agrees to provide safe, clean, drug-free, and furnished housing to PBC Reentry participants. Furnished spaces shall include, at minimum, a mattress, bed frame, kitchen

space with appliances for cooking/meal preparation, bathroom with shower and/or bathtub, reasonable accommodations to secure personal belongings, and a closet space and/or dresser. Furnished units shall be cleaned and disinfected professionally or by program staff between participants, pass local city/county/relevant inspections, and be free of pests at the expense of RB.

RB agrees to provide transitional housing for up to six (6) months per reentry participant's enrollment period regardless of calendar or fiscal year though some individuals may stay for shorter periods of time.

Reentry participants who exceed six (6) months will be approved on a case-by-case basis and require pre-approval in writing by PBC Reentry and RB in order for RB to be reimbursed. Transitional housing costs associated with any reentry participants who exceed the six-month stay without pre-approval will be at the expense of RB.

Participants must be actively receiving post-release case management services in accordance with their risk/needs assessment and post-release plan to receive transitional housing funded under this Contract.

PROGRAM MANAGEMENT

RB should have adequate program staff and supervisors available to meet participants' needs. Staff may include, but is not limited to: program manager, building/property manager, and any necessary administrative and/or maintenance staff to support operations. RB shall be compliant with any applicable local, state or federal housing ordinances, zoning, laws, etc. RB is responsible for obtaining and maintaining accurate documentation of current and former reentry participants' use of transitional housing funded under this contract.

PROGRAM OUTCOMES

To evaluate and assess the needs of the reentry program, RB must track the following performance metrics in the PBC Reentry selected case management database:

- Average number of days of adults in transitional housing per month
- Number of adults enrolled in transitional housing program per quarter
- Number of active participants served per quarter
- Number and percent of adults who exit transitional housing
- Number and percent of adults who transition to permanent housing per quarter
- Number and percent of adults who are rearrested while in transitional housing programming per quarter

E. TERMS AND CONDITIONS BY OTHER FUNDING SOURCES

RB must adhere to the terms and conditions from all funding sources for reentry services.

SUBCONTRACTS MINIMUM REQUIREMENTS

RB shall incorporate the terms and conditions of this Contract into any subcontract.

FDLE Subaward Data¹

(i)	Subrecipient Name	City of Riviera Beach
(ii)	Subrecipient Unique Entity Identifier:	59-6000417
(iii)	Federal Award Identification Number (FAIN):	Pending
(iv)	Federal Award Date of Award to the Recipient by the Federal Agency:	Pending
(v)	Subaward Period of Performance Start Date:	10/1/2022
	Subaward Period of Performance End Date:	09/30/2023
(vi)	Amount of Federal Funds Obligated by this Action by the Pass-Through Entity to the Subrecipient:	\$27,695
(vii)	Total Amount of Federal Funds Obligated to the Subrecipient by the Pass-Through Entity Including the Current Obligation:	\$27,695
(viii)	Total Amount of the Federal Award Committed to the Subrecipient by the Pass-Through Entity:	\$27,695
(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:	Regenia Herring
	Contact Information for Palm Beach County Project Director:	Katherine Shover
(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
(xiv)	DUNS	025124546

¹ 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.

FY 23 SCHEDULE OF PAYMENTS

To accommodate program needs, the County may reallocate funding within the RB budget between service categories without amending this Contract.

RB will prepare and submit complete and accurate monthly invoices electronically via SAMIS for all service categories to the PBC Reentry Public Safety Department (PSD) by the 15th day of the subsequent month. Invoices will be reviewed and approved by PBC Reentry's representative to verify that services have been rendered in conformity with the contract. Approved invoices will then be sent to the PBC PSD Finance Division for payment. The PSD Finance Division must submit invoices and monthly performance reports to funders no later than 45 days following the month that services were rendered. In accordance with funders' requirements invoices must be sent to them within 45 days of the date that services were rendered.

RB will incur a financial penalty of 10% deducted from the total invoice amount if RB submits an invoice to PBC Reentry after the 15th day of the subsequent month. An additional 10% of the total invoice amount will be deducted for each additional 30-day period that the invoice is late notwithstanding the foregoing, if a late invoice from RB causes a funder to refuse to pay or impose any other penalty upon PBC Reentry, then PBC Reentry shall impose such penalty, financial or otherwise, upon RB. In the event that PBC Reentry or its Finance Department returns invoices to RB for revisions or additional information, RB must within 2 business days resubmit returned invoices.

RB must ensure that FDC's DC5-404 form has been uploaded in the PBC Reentry selected case management database prior to requesting reimbursement. FDC will not reimburse PBC Reentry for FDC funded services without a DC5-404 form and PBC Reentry, in turn, will not reimburse RB for services without a DC5-404 form.

FY 23 INVOICE SUPPORTING DOCUMENTATION REQUIREMENTS

RB will be required to submit appropriate supporting documentation with invoice packages. Below outlines the required supporting documentation for Pre-Release Case Management & General Client Support Services, Post-Release Case Management & General Client Support Services invoices, Transitional Job Program and Transitional Housing Program invoices.

Pre-Release Case Management & General Client Support Services: RB must include the CAFs, Monthly Activity Reports (generated through the PBC selected case management database), receipts of reimbursable purchased items/services, cleared checks showing proof of payment for support services, Case Management Billing Report (generated through the PBC selected case management database), dated and signed sign in sheets for RB facilitated group classes/activities and pre-approval pro-social request forms (when applicable).

Post-Release Case Management & General Client Support Services: RB must include the CAFs, Monthly Activity Reports (generated through the PBC selected case management database), receipts of reimbursable purchased items/services, cleared checks showing proof of payment for support services, Case Management Billing Report (generated through the PBC selected case management database), dated and signed sign in sheets for RB facilitated group classes/activities and pre-approval pro-social request forms (when applicable).

Transitional Job Program: RB must include the CAFs, cleared checks showing proof of payment for participant wages, sign in sheets for RB facilitated CBI group classes/activities and timesheets from reentry participants. Timesheets must include reentry participant's name, pay period dates, hours worked on the job site and hours completed in weekly CBI classes. Timesheets must be dated and signed by the reentry participant and the host site supervisor or designated transitional job program staff.

Transitional Housing Program: For monthly reimbursement, RB will submit monthly invoices showing the billing period, the PBC selected case management database participant name and ID#, participant start date for transitional housing services, participant end date for transitional housing services (when applicable), number of calendar days in transitional housing, and monthly CAFs dated and signed by reentry participants confirming the receipt of housing services

Operating: RB will be required to submit appropriate supporting documentation with invoice package include receipts of items purchase.

FY 23 BUDGET WORKSHEET

A. PRE/POST-RELEASE CASE MANAGEMENT & SUPPORT SERVICES	
Case Management Unit Cost, U.S. Department of Justice (DOJ) Justice Assistance Grant (JAG) - Florida Department of Law Enforcement (FDLE), CFDA# 16.738**	\$159,243.00
Case Management, Administrative Fees and/or Support Services, Ad Valorem**	\$21,320.00
SUBTOTAL PRE/POST-RELEASE CASE MANAGEMENT & SUPPORT SERVICES	\$180,563.00
B. TRANSITIONAL JOB PROGRAM	
Transitional Job Program Services, Ad Valorem	\$23,500.00
SUBTOTAL TRANSITIONAL JOB PROGRAM	\$23,500.00
C. TRANSITIONAL HOUSING PROGRAM	
Transitional Housing Program Services, Ad Valorem	\$26,014.00
SUBTOTAL TRANSITIONAL HOUSING PROGRAM	\$26,014.00
D. OPERATIONAL	
***Operating, Ad Valorem	\$15,000.00
SUBTOTAL OPERATIONAL	\$15,000.00
TOTALS	
A. PRE/POST-RELEASE CASE MANAGEMENT & SUPPORT SERVICES	\$180,563.00
B. TRANSITIONAL JOB PROGRAM	\$23,500.00
C. TRANSITIONAL HOUSING PROGRAM	\$26,014.00
D. OPERATIONAL	\$15,000.00
TOTAL PROJECT BUDGET	\$245,077.00

*U.S. DOJ and FDLE is for enrolled reentry participants incarcerated or released from FDC or jail. Timeframe is 10/1/22 to 9/30/23.

**Ad Valorem funding is for enrolled reentry participants incarcerated or released from FDC, jail, or federal prison. Timeframe is 10/1/22 to 9/30/23.

***Out of Pocket Expenses referenced in Article 3c

COMPENSATION CHART- Services must be delivered in accordance with the chart below		
Case Management Services Category	Service	Rate
Case Management Services Category	Service	Requirements
Case Management Unit Cost	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.	Client 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.
Peer Specialist Unit Cost	The Peer Specialists uses their own unique experience in order to guide and support others who are transitioning back to the community through one on one sessions or group meetings.	Client 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 peer specialist, the service provided and the offender or inmate name and DC number for whom the service was provided.
Client Support Services: Items not listed on the compensation chart may be considered as an allowable expense upon approval by PBC Public Safety Department staff and with Ad Valorem funds only		
Category	Service	Rate (Maximum thresholds apply to FDC funding ONLY)
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 unless directed otherwise
Post-Release Pro-Social Events/Activities	Events or activities organized by the program administration	\$75.00 maximum per participant per event/activity
Post-Release Transportation	Daily Bus (up to \$5 per day), Monthly Bus (up to \$75 per month), Tri-Rail Passes (up to \$100 per month), and/or bicycle/scooter and bicycle/scooter equipment (up to \$500 as one-time cost) Ride-Sharing (up to \$50 per ride)	\$75.00 maximum per participant per month for bus passes, \$100.00 maximum per participant per month for Tri-Rail passes, \$500 maximum per participant for bicycle and bicycle equipment \$300 maximum per participant for Ride-Sharing
Post-Release Employment Assistance	Job related supplies for Department participants (e.g., work boots, clothes, safety glasses, vests and tools)	\$500.00 maximum per participant
Transitional Job (TJ)	Hands on employment training through a designated TJ coupled with CBI	\$550 maximum per participant per week
Cognitive Behavioral Intervention	CBI classes (MRT or CBI-EMP)	\$25 per participant per class
Post-Release Medical Financial Assistance	Medication or medical assistance	\$500.00 maximum per participant
Pre- or Post-Release Financial Identification Assistance	Birth certificate, driver license, Florida identification card, driver improvement classes (for reinstatement and maintenance of license).	\$350.00 maximum per participant
Post-Release Basic Needs	Water, clothing, tents, small household appliances, bedding, towels, linens, utensils, dishes, pots, pans, toiletries, etc.	\$500.00 maximum per participant
Post-Release Basic Technology Needs and Financial Assistance	Technology items (purchase of phone/tablet/laptop) and paying for minutes or phone bill	\$500.00 maximum per participant
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
Post-Release Substance Abuse Assessments	Assessment used to address severity of problems	\$100.00 maximum per assessment
Post-Release Substance Abuse Education	Educational classes designed to address misuse of drugs and alcohol	\$300.00 maximum per participant
Post-Release Mental Health Assessment	Mental health assessment	\$300.00 maximum per assessment
Post-Release Mental Health Treatment (Individual or Group Sessions)	Mental Health Treatment (Individual or Group counseling)	\$1,000.00 maximum per participant
Post-Release Transitional Housing	Direct service or referral based	\$10,000.00 maximum per participant
Pre- or Post-Release Vocational Training	Vocational job training	\$2,000.00 maximum per participant